



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

30<sup>th</sup> May 2024

To: **MEMBERS OF THE FINANCE & POLICY COMMITTEE**

Dear Councillor,

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 6<sup>th</sup> June 2024 commencing at 7.00 pm.**

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford  
Chief Officer



Congleton  
**beartown**  
*where friends are made*

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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## **AGENDA**

### **1. Apologies for absence**

Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance.

### **2. Minutes of Previous Meetings**

To approve and sign [the minutes of the Finance and Policy Committee held on 14th March 2024.](#)

### **3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

### **4. Outstanding Actions**

There are none.

### **5. Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

### **6. Presentations to the Committee**

There are none.

### **7. Urgent Items**

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

### **8. Minutes of Working Groups**

There are none.

### **9. Committee Items Relating to Working Groups**

There are none.

### **10. Grant Approvals and Commitments (Enclosed)**

To receive a statement showing the current position as at 31<sup>st</sup> March 2024.

**11. New Applications for Financial Assistance** (Enclosed)

- 11.1- Congleton Players- GR01/2425
- 11.2- Congleton Pride-GR02/2425
- 11.3- Congleton Museum-GR03/2425

**12. New Grant Activities Monitoring Forms** (Enclosed)

- 12.1- Company Corner-GR03/2223
- 12.2- Congleton Rotary-GR20/2324
- 12.3- CAUSN- GR07/2324
- 12.4- Congleton West Rangers- GR18/2223
- 12.5- Vale Allotments Association- GR06/2324
- 12.6- 4<sup>th</sup> Congleton Rainbows- GR19/2223
- 12.7-Trinity Amateur Operatic Society – GR18/2324

**13. Management Accounts including Budget Update** (Enclosed)

To receive the management accounts to 31<sup>st</sup> March 2024.

**14. Bank Reconciliation** (Enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> March 2024.

**15. Savings Account Balances** (Enclosed)

To receive the Savings Account balances as at 31<sup>st</sup> March 2024.

**16. List of Payments** (Enclosed)

To receive and approve the List of payments from 1<sup>st</sup> December 2023 to 31<sup>st</sup> January 2024 and 1<sup>st</sup> February to 31<sup>st</sup> March 2024.

**17. Internal Audit Report** (Enclosed)

To receive the Second Interim Internal Audit Report.

**18. Supplier Invoice** (Enclosed)

To approve invoice 136584 for Four Oaks Nurseries, total due £10,554.52 (£8,795.43 plus VAT) for In Bloom supplies. (N.B Income is offset against the total due)

**19. Direct Debit Set Up** (Enclosed)

To approve the request to pay all Water Rates and the In Bloom & Information Centre Business Rates by Direct Debit.

**To: Members of the Finance & Policy Committee**

**Cllrs: Robert Douglas (Chair) Charles Booth (Vice Chair)**

Suzie Akers Smith, Dawn Allen, Russell Chadwick, Mark Edwardson, Emma Hall, Arabella Holland, Heather Pearce, Liz Wardlaw.

**Ex-Officio:** Cllr Kay Wesley (Town Mayor); Cllr Robert Brittain (Deputy Mayor)

**Ccs:** Other members of the Council and Honorary Burgesses (5) for Information; Press (3) Congleton Library, Congleton Information Centre.



## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 14<sup>th</sup> March 2024**

**\*\*Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

For the papers discussed at the meeting, please see the [Finance & Policy Committee – 14<sup>th</sup> March 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth – Vice Chair Cllr S Akers Smith Cllr R Brittain Cllr H Pearce Cllr L Wardlaw Cllr R Walton
	Ex- Officio	Cllr R Moreton -Mayor Cllr K Wesley -Deputy Mayor
	Non-Committee Members	None
	Also present:	
	Congleton Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO

#### **1. Apologies for absence**

Apologies were received from Cllr M Edwardson.

#### **2. Minutes of Previous Meetings**

**FAP/41/2324 RESOLVED** To note and approve the minutes of the Finance and Policy Committee held on 25th January 2024.

#### **3. Declarations of Interest**

Cllrs Moreton and Wardlaw declared an interest in any matters relating to CEC.

#### **4. Outstanding Actions**

4.1 ICT Policy was reviewed on Item 19.

**5. Questions from Members of the Public**

There were none.

**6. Presentations to the committee**

There were none.

**7. Urgent Items**

None raised.

**8. Minutes of Working Groups**

There were none.

**9. Committee Items Relating to Working Groups**

There were none.

**10. Grant Approvals and Commitments**

**FAP/42/2324 RESOLVED** To receive a statement showing the current position as at 29th February 2024.

**11. New Applications for Financial Assistance**

**FAP/43/2324 RESOLVED** to award:

11.1- Congleton Pride GR22– Application withdrawn by Applicant.

11.2- The Green Tree House GR23- £1,000

11.3- Marton and District CofE Primary School Parent Teacher Association – GR24- £1,000

11.4- Sol Theatre School GR25 - £730

11.5- Our Gang – Congleton Scout & Guide Gang Show GR26 - £800

11.6- Mossley Toddler Group GR27- £240

**12. New Grant Activities Monitoring Forms**

**FAP/44/2324 RESOLVED** to receive the grant monitoring forms:

12.1- Congleton Museum

12.2- Congleton Pride

**13. Management Accounts including Budget Update**

**FAP/45/2324 RESOLVED** to receive the management accounts to 31st January 2024.

#### **14. Bank Reconciliation**

**FAP/46/2324 RESOLVED to receive** and consider the bank reconciliation as at 31st January 2024.

#### **15. Savings Account Balances**

**FAP/47/2324 RESOLVED** to receive the Savings Account balances as at 31st January 2024.

#### **16. List of Payments**

**FAP/48/2324 RESOLVED** to receive and approve the List of payments from 1st November 2023 to 31st January 2024.

#### **17. Internal Audit Report**

**FAP/49/2324 RESOLVED** to receive the Second Interim Internal Audit Report.

#### **18. Petty Cash Verification**

**FAP/50/2324 RESOLVED** to note the Petty Cash verification by Internal Auditor on 31st January 2024.

#### **19. ICT Policy Review**

**FAP/51/2324 RESOLVED to** approve the Draft ICT Policy and recommended to Council for approval and adoption into the Constitution.

#### **20. Document Retention Policy**

**FAP/52/2324 RESOLVED** to approve the Draft Document Retention Policy and recommended to Council for approval and adoption into the Constitution.

#### **21. CIL Report**

**FAP/53/2324 RESOLVED** to receive the CIL report.

#### **22. Internal Auditor & Accountant appointments**

**FAP/54/2324 RESOLVED** to approve the services of DCK Accounting Solutions as the External Accounting and Auditing Solutions as the Internal Auditors for the financial year 2024-2025.

### **23. Business Risk Assessment**

**FAP/55/2324 RESOLVED** which the below addition to approve the Business Risk Assessment 2024-2025 and to recommended to Council for Approval.

**Addition: Add Staff and Councillor training to Section 4 under Management/Control of risk.**

**Meeting closed at 8.05pm  
Cllr Robert Douglas  
(Chair)**

# Management Accounts

Conington Town Council  
Management Accounts 2023-24

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Month 10

Percentage 83.3%

## Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
101	Corp Management						
	Staff Costs (re-allocated)	204,445	170,371	172,074	-1703	101.00%	84.2%
	Travel	500	417	0	417	0.00%	0.0%
	Training / Conferences	3,000	2,500	1,788	712	71.52%	59.6%
	Rent Payable	17,017	14,181	14,181	0	100.00%	83.3%
	Miscellaneous Office Costs	2,500	2,083	1,501	582	72.05%	60.0%
	Telephone/Fax/Internet	2,620	2,183	2,157	26	98.79%	82.3%
	Postage	2,000	1,667	212	1455	12.72%	10.6%
	Stationery & Printing	3,100	2,583	2,238	345	86.63%	72.2%
	Subscriptions & Publications	4,750	3,958	5,036	-1078	127.23%	106.0%
	Insurance	13,200	11,000	12,912	-1912	117.38%	97.8%
	Computer/IT Costs	18,000	15,000	17,178	-2178	114.52%	95.4%
	Photocopy Charges	1,500	1,250	1,329	-79	106.32%	88.6%
	Recruitment Advertising	500	417	130	287	31.20%	26.0%
	Other Advertising	300	250	0	250	0.00%	0.0%
	Bank Charges	1,240	1,033	762	271	73.74%	61.5%
	Audit Fees - External	2,100	1,750	2,100	-350	120.00%	100.0%
	Audit Fees - Internal	1,760	1,467	904	563	61.64%	51.4%
	Accountancy Support	5,000	4,167	2,203	1964	52.87%	44.1%
	Legal & Professional fees	5,500	4,583	988	3595	21.56%	18.0%
	HR & H&S support	4,000	3,333	4,538	-1205	136.14%	113.5%
	Central Overheads reallocated	-71,480	-59,550	-56,594	-2956	95.04%	79.2%
	Corporate Management-Expenditure	221,572	184,643	185,637	-994	100.54%	83.8%
	Precept 2022-2023	-1,068,179	-890,149	-1,068,179	178030	120.00%	100.0%
	Interest Receivable	-14,000	-11,667	-29,093	17426	249.37%	207.8%
	Miscellaneous Income	0	0	-4,803	4803		
	Corporate Management-Income	-1,082,179	-901,816	-1,102,075	200259	122.21%	101.8%
	Net Income Over Expenditure	-860,607	-717,173	-916,438	199266	127.78%	106.5%
102	Civic						
	Staff Costs (re-allocated)	19,129	15,941	15,666	275	98.28%	81.9%
	Training / Conferences	1,500	1,250	388	862	31.04%	25.9%
	Stationery & Printing	500	417	123	294	29.52%	24.6%
	Marketing/Promotions	1,000	833	663	170	79.56%	66.3%
	Council Newsletter	8,000	6,667	7,942	-1275	119.13%	99.3%
	Council Website	2,500	2,083	748	1335	35.90%	29.9%
	Mayor's Allowance	3,000	2,500	3,000	-500	120.00%	100.0%
	Members Expenses	200	167	0	167	0.00%	0.0%
	Civic Expenses	7,000	5,833	5,642	191	96.72%	80.6%
	Civic Regalia	250	208	0	208	0.00%	0.0%
	Hall & Room Hire	6,500	5,417	5,472	-55	101.02%	84.2%
	Civic Artefacts and Treasures	750	625	451	174	72.16%	60.1%
	Central Overheads reallocated	1,600	1,333	1,269	64	95.18%	79.3%
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!
	Civic-Expenditure	51,929	43,274	41,364	1910	95.59%	79.7%
107	Grants						
	Initial Grant Commitment	25,000	20,833	7,624	13209	36.60%	30.5%
	Subsidised Use	4,500	3,750	2,737	1013	72.99%	60.8%
	Tfr from EMR Committed Grants	0	0	29,361	-29361		
	Specified Grants	32,333	26,944	-2,390	29334	-8.87%	-7.4%
	Grants- Expenditure	61,833	51,528	37,332	14196	72.45%	60.4%
	Capital	46,778	38,982	35,889	3093	92.07%	76.7%
	F&P Income - Income	-1,082,179	-901,816	-1,107,358	25,179	122.79%	102.3%
	Expenditure	382,112	318,427	302,375	79,737	94.96%	79.1%

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Month 10

Percentage 83.3%

Community and Environment Committee

		ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
215	Floral Displays Income	-4,000	-3,333	-5,899	2566	176.97%	147.5%	64.18%
215	Floral Displays Expenditure	17,262	14,385	20,175	-5790	140.25%	116.9%	-33.58%
	<b>Total Floral</b>	<b>13,262</b>	<b>11,052</b>	<b>14,276</b>	<b>-3224</b>	<b>129.18%</b>	<b>107.6%</b>	<b>24.35%</b>
241	Allotments Income	-190	-158	0	-158	0.00%	0.0%	-83.30%
241	Allotments Expenditure	1,200	1,000	934	66	93.40%	77.8%	-5.47%
	<b>Total Allotment</b>	<b>1,010</b>	<b>842</b>	<b>934</b>	<b>-92</b>	<b>110.97%</b>	<b>92.5%</b>	<b>9.18%</b>
300	Public Realm	3,000	2,500	495	2005	19.80%	16.5%	-66.80%
301	Congleton Partnership Income	0	0	-4,178	4178	#DIV/0!	#DIV/0!	#DIV/0!
301	Congleton Partnership Expenditure	22,839	19,033	38,866	-19834	204.21%	170.2%	86.87%
301	Congleton Partnership C/F	0	0	-57,227	57227	#DIV/0!	#DIV/0!	#DIV/0!
	<b>Total Partnership</b>	<b>22,839</b>	<b>19,033</b>	<b>-22,539</b>	<b>41,572</b>	<b>-118.42%</b>	<b>-98.7%</b>	<b>-181.99%</b>
302	Community Development Misc. Income	0	0	-400	400	#DIV/0!	#DIV/0!	#DIV/0!
302	Community Development Staff Costs	117,571	97,976	96,934	1042	98.94%	82.4%	-0.85%
	Community Development Marketing/Promotions	3,500	2,917	3,417	-500	117.15%	97.6%	14.33%
	Community Development Overheads	9,848	8,207	7,799	408	95.03%	79.2%	-4.11%
	<b>Total Community Development</b>	<b>130,919</b>	<b>109,099</b>	<b>107,750</b>	<b>1,349</b>	<b>98.76%</b>	<b>82.3%</b>	<b>-1.00%</b>
303	Crime Reduction/CCTV Income	0	0	-680	680			-83.30%
	Crime Reduction/CCTV Expenditure	10,548	8,790	10,354	-1564	117.79%	98.2%	14.86%
	<b>Total Crime</b>	<b>10,548</b>	<b>8,790</b>	<b>9,674</b>	<b>-884</b>	<b>110.06%</b>	<b>91.7%</b>	<b>8.41%</b>
305	Christmas Fayre/Lights Income	-2,000	-1,667	-7,103	5436	426.18%	355.2%	271.85%
305	Christmas Fayre/Lights Expenditure	22,000	18,333	21,956	-3623	119.76%	99.8%	16.50%
	<b>Total Christmas</b>	<b>20,000</b>	<b>16,667</b>	<b>14,853</b>	<b>1814</b>	<b>89.12%</b>	<b>74.3%</b>	<b>-9.03%</b>
310	Neighbourhood Plan	0	0	3,850	-3850			-83.30%
310	Neighbourhood Plan Tr From EMR	0	0	-3,850	3850			-83.30%
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>-83.30%</b>
321	Tourism Income	0	0	-7,728	7728			-83.30%
321	Tourism Expenditure	14,000	11,667	11,834	-167	101.43%	84.5%	1.23%
	<b>Total Tourism</b>	<b>14,000</b>	<b>11,667</b>	<b>4,106</b>	<b>7561</b>	<b>35.19%</b>	<b>29.3%</b>	<b>-53.97%</b>
351	Luncheon Club	11,000	9,167	11,168	-2001	121.83%	101.5%	18.23%
C.E & S	Income	-6,190	-5,158	-25,988	-19,798	503.81%	419.8%	336.54%
	Expenditure	232,768	185,183	166,705	-66,063	90.02%	71.6%	-11.68%

Town Hall, Assets and Services Committee

		ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
201	<u>Padding Pool</u>	67,689	56,408	44,705	11703	79.25%	66.0%	-17.26%
221	<u>Town Hall</u>							
	Town Hall - Expenditure	218,755	182,296	205,115	-22819	112.52%	93.8%	10.46%
	Town Hall - Income	-116,350	-96,958	-106,668	9710	110.01%	91.7%	8.38%
	<b>Net Expenditure over Income</b>	<b>102,405</b>	<b>85,338</b>	<b>98,447</b>	<b>-13110</b>	<b>115.36%</b>	<b>96.1%</b>	<b>12.83%</b>
225	<u>Congleton Information Centre</u>							
	CIC - Expenditure	132,730	110,608	107,221	3387	96.94%	80.8%	-2.52%
	CIC - Income	-115,354	-96,128	-105,995	9867	110.26%	91.9%	8.59%
	<b>Net Expenditure over Income</b>	<b>17,376</b>	<b>14,480</b>	<b>1,226</b>	<b>13254</b>	<b>8.47%</b>	<b>7.1%</b>	<b>-76.24%</b>

263	<b>Public Toilets</b>	6,700	5,583	3,673	1910	65.79%	54.8%	-28.48%
270	<b>Canolaph</b>	300	250	270	-20	108.00%	90.0%	6.70%
280	<b>Streetscape</b>							
	Streetscape Expenditure	754,555	628,796	642,188	-13392	102.13%	85.1%	1.81%
	Streetscape - Income CEC	-459,636	-383,030	-459,636	76606	120.00%	100.0%	-83.30%
	Streetscape - External work Income	-15,000	-12,500	-9,319	-3181	74.55%	62.1%	16.70%
	Streetscape - Other	0	0	0	0			-21.17%
	Streetscape - Misc. Income	-900	-750	-625	-125	83.33%	69.4%	-83.30%
	S/S Income	-475,536	-396,280	-469,580	73300	118.50%	98.7%	-13.86%
	Net Expenditure over Income	279,019	232,516	172,608	59908	74.23%	61.9%	15.45%
								-21.44%
THAS	Income	-707,240	-589,367	-682,243	24,997	115.76%	96.5%	13.17%
	Expenditure	1,180,729	983,941	1,003,172	-177,557	101.95%	85.0%	1.66%
	Total Income	-1,795,609	-1,496,341	-1,815,589	-19,980	121.34%	101.1%	17.81%
	Total Expenditure	1,795,609	1,487,551	1,472,252	-323,357	98.97%	82.0%	-1.31%
	Net Income /Expenditure			-343,341	-343,337			-83.30%
	<b>Personnel</b>							
	Staff Costs	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%
	<b>Personnel with Pay Award for reference</b>							
	Permanent Staff Costs - Included budget pay award	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%
	Agency Staff	13,500	11,250	0	11250	0.00%	0.0%	-83.30%
	Total Staff Costs	1,071,091	892,576	896,942	-4366	100.49%	83.7%	0.44%
	*1 Budgeted pay award (5%) Agreed was higher and paid in M9							

**Conleleton Town Council**  
**Management Accounts 2023-24**

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		1st April 2023 BF Balance	In To Date	Out To Date	Balance @ 31/01/2024	Due Out	Due In	Available 01/04/2024
Reserves as at 31st December 2023								
310	General Reserve	241,636			241,636			241,636
	Ear Marked Reserves							
318	Capital Equipment Fund	-	5,000	- 5,000	-			-
320	Capital Contingency Fund	239,669	20,000	- 41,824	217,845	- 112,000		105,845
321	EMR Elections	20,000			20,000			20,000
322	EMR Business Recovery Fund	5,000		- 1,796	3,204	- 3,204		-
324	EMR Crime Prevention/Traffic calming	7,357			7,357	- 3,000		4,357
325	EMR Committed Grants	2,390		- 2,390	-			-
326	EMR Conleleton Partnership	57,227		- 57,227	-		10,000	10,000
327	EMR Covid/Crisis	3,333			3,333			3,333
330	EMR Ancient Treasures	3,000			3,000			3,000
331	EMR Website	30,151			30,151			30,151
332	EMR Training	6,000			6,000			6,000
337	EMR Toilets	24,012			24,012			24,012
339	EMR Public Realm	8,153			8,153			8,153
340	EMR Legal Fees	46,406			46,406			46,406
342	EMR Tourism	5,576		- 5,000	576		400	976
343	EMR Marketing	5,000			5,000			5,000
344	EMR Conleleton Neighbourhood Plan	5,807		- 3,851	1,956			1,956
346	EMR Rotary Bonfire	5,000			5,000			5,000
348	EMR Civic	1,000			1,000			1,000
349	EMR CIL	16,881			16,881			16,881
351	EMR Information Centre	22,011		- 16,508	5,503	- 5,503		-
353	EMR Ukraine Support	1,948			1,948	- 1,948		-
354	EMR Carbon Offsetting	3,000			3,000			3,000
NEW	EMR Property Maintenance	75,000			75,000	- 15,576	112,000	171,424
	<b>EMR TOTALS</b>	<b>593,921</b>	<b>25,000</b>	<b>- 133,586</b>	<b>485,325</b>	<b>- 141,231</b>	<b>122,400</b>	<b>466,494</b>

Feb-24											
Congleton Town Grant Commitments 2023/24											
		Permitted									
Date Grant Approved	To	For	Grant Ref	Section	Minute Referen	Approved EMR b/fwd £	Approved 23/24 £	Paid £	Withdrawn	Outstanding £	Date Paid
Meeting Date											
	Subsidised Use of Town Hall						4,500.00	3,511.00		989.00	
29/09/2022	Trinity Operatic	Sounds/Lighting	GR06/2223	Gpoc	FAP/21/2223	1,740.00		1,740.00		-	10/05/2023
24/11/2022	Congleton Community Credit Union	Promotional material	GR11/2223	Gpoc	FAP/29/2223	500.00		411.80	88.20	-	
23/03/2023	Girl Guiding North West	2023 Trip (1 Guide)	GR20/2223	Gpoc	FAP/56/2223	150.00		150.00		-	03/05/2023
20/07/2023	Congleton Bath House and Physic Garden	Signage	GR01/2324	GPoC	FAP/03/2324		150.00	150.00		-	18/01/2024
20/07/2023	Congleton Museum	Website project	GR02/2324	GPoC	FAP/03/2324		750.00	750.00		-	02/02/2024
20/07/2023	Girl Guiding North West	Netherlands Trip	GR03/2324	GPoC	FAP/03/2324		300.00	300.00		-	11/10/2023
20/07/2023	SOL Theatre School	August Summer show places	GR04/2324	GPoC	FAP/03/2324		525.00	525.00		-	06/10/2023
20/07/2023	Congleton Area Ukraine Support Network	English lessons	GR07/2324	GPoC	FAP/03/2324		527.00	527.00		-	02/04/2024
20/07/2023	Congleton Pride	Stage hire	GR08/2324	GPoC	FAP/03/2324		360.00	360.00		-	12/01/2024
20/07/2023	Congleton Harriers	Medical cover Half Marathon	GR11/2324	GPoC	FAP/03/2324		750.00	750.00		-	08/12/2023
20/07/2023	Congleton Amateur Youth Theatre	Mics and Transmitters	GR12/2324	GPoC	FAP/03/2324		1,000.00		1,000.00	-	
10/08/2023	Vale Allotment Association	Allotments	GR06/2324	GPoC	CTC/32/2324		2,000.00	2,000.00		-	10/11/2023
05/10/2023	Aura CIO	Drama Therapy session costs	GR09/2324	GPoC	FAP/19/2324		250.00			250.00	
05/10/2023	The Old Saw Mill	Insulation project	GR13/2324	GPoC	FAP/19/2324		250.00	250.00		-	
05/10/2023	Friends For Leisure	Youth group activities 2024	GR14/2324	GPoC	FAP/19/2324		1,000.00			1,000.00	
05/10/2023	Beartown Patchwork & Quilters	Exhibition 2024	GR156/2324	GPoC	FAP/19/2324		500.00			500.00	
23/11/2023	Puparazzi Flyball Team	Defibrillator	GR16/2324	GPoC	FAP/27/2324		150.00		150.00	-	
25/01/2024	Congleton Harriers	Medical cover Cloud 9 race	GR17/2324	GPoC	FAP/38/2324		450.00	450.00		-	08/03/2024
25/01/2024	Trinity Operatic	Sound& Lighting for show	GR18/2324	GPoC	FAP/38/2324		1,000.00			1,000.00	
25/01/2024	Congleton Museum	Pride of Place exhibition	GR19/2324	GPoC	FAP/38/2324		550.00			550.00	
25/01/2024	Congleton Rotary	Swimathon 24	GR20/2324	GPoC	FAP/38/2324		906.00			906.00	
14/03/2024	The Green Tree House	Food Pallet	GR23/2324	GPoC	FAP/41/2324		1,000.00			1,000.00	
14/03/2024	Marton & District CoFE PTA	Palyground equipment	GR24/2324	GPoC	FAP/41/2324		1,000.00			1,000.00	
14/03/2024	SOL Theatre School	Summer school places	GR25/2324	GPoC	FAP/41/2324		730.00			730.00	
14/03/2024	Mossley Toddler Group	Equipment improvments	GR26/2324	GPoC	FAP/41/2324		240.00			240.00	
14/03/2024	Our Gang	Lighting	GR27/2324	GPoC	FAP/41/2324		800.00			800.00	
										-	
Totals						2,390.00	19,688.00	11,874.80	1,238.20	8,965.00	
						Start balance	Approved	Paid	Balance	Less Withdrwan	Balance
			EMR b/fwd			£ 2,390.00		£ 2,301.80	£ 88.20	88.20	- 0.00
			Community Grants 2023-24			£ 15,000.00	£ 15,188.00		-£ 188.00		
			Community Grants 2023-24 Paid/Withdrawn				£ 7,212.00		£ 7,976.00		
			Subsidised use of Town Hall			£ 4,500.00		£ 3,511.00	£ 989.00		



Mar-24												
Congleton Town Grant Commitments												
Specific Budgets												
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 22/23	Paid £	Outstanding £	Date Paid
01/04/2023	Congleton Museum	Notional rent		GpoC				4,500.00	4,500.00	4,500.00	0.00	@ 29th February 2024
01/04/2023	Community Projects	Project support		GpoC	CTC/20/2324.1	15-Jun-23		16,000.00	16,000.00	16,000.00	0.00	Paid JUN23
01/04/2023	Congleton Partnership	Rent		GpoC				1,533.00	1,533.00	1,533.00	0.00	@ 29th February 2024
01/04/2023	St Peter's Church	Church clock maintenance		PCA1957 s2				300.00			0.00	
Totals							0.00	22,333.00	22,033.00	22,033.00	0.00	
	Ear marked reserve b/fwd			£0								
	Budget 2022/23			£22,333								
	Total approved to date			£22,033								
	Total awaiting application			£300								

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>6<sup>th</sup> June 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Grant Applications Cover Report</b>		
<b>Background</b>	The current available balance for Permitted Financial Assistance applications is £15,000, this is the first Finance and Policy meeting of the year, there are five meetings this year. The total of applications presented at this meeting is £1,860.		
<b>Update</b>	The new Grants Policy Criteria can be found here: <a href="https://congleton-tc.gov.uk">CONGLETON TOWN COUNCIL-DRAFT GRANTS &amp; FUNDING POLICY (congleton-tc.gov.uk)</a>		
<b>Details</b>	<p><b>11.1 Congleton Players</b> They have applied for a grant of £1,000 towards make-up/effects for the Frankenstein Play. As an update they have now been awarded a grant of £150 towards the same items, leaving a balance required of £850. A breakdown of costs for the event has been provided along with a breakdown of the £1,000 requested. Previous grant awards are £250 in 2022-2023.</p> <p><b>11.2 Congleton Pride</b> They have applied for £856 towards the costs of a stage for the July 2024 Event, total project cost is £8,166. They have provided a quote and breakdown of accounts. Previous recent grants awarded are: £360 in 2023-2024 and £500 in 2021-2022. (They withdrew an application in 2023-2024 due to funds being low in our Grant Budget.)</p> <p><b>11.3 Congleton Museum</b> They have applied for a grant of £450 towards the cost of creating four new heritage trails and nine challenges that promote town pride and educate families on the history of Congleton. In 2023-2024 they were awarded 2 grants, £750 and £550. They have provided a breakdown and accounts have been requested.</p> <p><b>Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.</b></p>		
<b>Decision Request</b>	To discuss and approve Financial Assistance applications.		



Please read the Grant Criteria document before you start your application process.

**Application Reference (Office use only):**

**1: CONTACT DETAILS**

Name of Organisation:	CONGLETON PHINNERS AMATEUR THEATRE CLUB.
Address of Organisation:	[REDACTED]
Name of Applicant:	MRS LINDA MASOXI.
Position:	TREASURER.
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	
Registration Number (If relevant)	

**2: ABOUT YOUR ORGANISATION**

What type of organisation are you?	AMATEUR DRAMATIC CLUB.
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Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)

We aim to promote a wide range of dramatic productions from modern comedy to traditional dramas. We involve a wide age range of participants depending on the needs of any particular production. They can be involved in all aspects of putting on a production including front of house, stage. Stage management, set building, costume, make-up and wigs



3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	FRANKENSTEIN
Project Objectives:	To put on a modern immersive production of this classic
Brief Project Description:	This production of Frankenstein is written by a modern dramatist Nick Dear and is directed by local director Robin Jackson.
Total Cost of Project	£12,000 =
Total contribution sought:	£1000 =
Details of cost breakdown and budgets:	A grant is sought to cover the cost of make-up prosthetics and dramatic effects totalling in excess of £2500
What will the money be spent on?/ Resources needed:	The purchase of make-up, hair and wigs and prosthetic materials
Any ongoing costs:	Theatre hire, publicity, insurance.
Details of <b>confirmed</b> match funding, include source Cash/Grant:	None.
In kind:	
Estimated timescale of project from start to finish:	February 2024 to end of play 15 <sup>th</sup> June 2024
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	An opportunity to experience an immersive production by a local group in a local theatre.
Are there similar services/ projects provided in the area	Not to our knowledge
5: EVALUATION	
How will the project be evaluated and who will	The project will be open to scrutiny by the NODA representative along with the Congleton Players Management Committee



carry out the evaluation?	
Describe how you will promote the Town Council in your project.	The Town Council will be named on all publicity materials
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / <del>NO</del>

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
- 

Signed: [Redacted]	Date: 05.03.2024
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall, Congleton Town Council, High Street, Congleton, CW12 1BN

I have included a photograph of the type of transformation the prosthetics and make-up will be used for. It is anticipated that the application of the make-up will take approximately 9hrs.





# FRANKENSTEIN

WRITTEN BY NICK DEAR  
(BASED ON THE CLASSIC NOVEL BY MARY SHELLEY)  
DIRECTED BY ROBIN JACKSON

11<sup>TH</sup> - 15<sup>TH</sup> JUNE

DANESIDE THEATRE, CONGLTON

TICKETS 01260 270350  
(Option 1) or buy online at  
[www.congltonplayers.com](http://www.congltonplayers.com)



Please read the Grant Criteria document before you start your application process.

**Application Reference (Office use only):**

GR02-24-25

**1: CONTACT DETAILS**

Name of  
Organisation:

Congleton Pride

Address of  
Organisation:

[REDACTED]

Name of Applicant:

Ronan Clayton

Position:

Founder & Trustee

Telephone Number:

[REDACTED]

Email address:

[REDACTED]

Website:

www.congletonpride.co.uk

Registration Number  
(If relevant)

Registered Charity Number 1207409

**2: ABOUT YOUR ORGANISATION**

What type of  
organisation are you?

CIO – Registered Charity

Please tell us about your organisation, its aims and the work you undertake

Congleton Pride's vision is that

- Congleton is an LGBTQIA+ inclusive and welcoming town with an informed and accepting public.

Our Mission is to

- Make LGBTQIA+ people feel welcome and safe to be open and celebrate who they are in Congleton.

In addition to an annual Pride event, we run events throughout the year including informal socials such as a weekly 'Caffeine Connections' at Bluey's in the Town Hall, and fundraisers for our main event. We collaborate with lots of local organisations such as the Town Council, Congleton Museum, the local Police and local churches, and work hard to support the LGBTQIA+ community in Congleton. We will continue to support and celebrate our community and the individuality and uniqueness of the people within it



3: COST DETAILS/ RESOURCES/ TIMETABLE															
Project Title:	Congleton Pride- Main Summer Event – Sat 20 <sup>th</sup> July														
Project Objectives:	Stage Hire – Free Event For The People Of Congleton & Wider Community														
Brief Project Description:	<p>Central to our activities is the holding of an annual festival in Congleton Town Centre. This involves entertainment all day in Congleton Town Centre on a central stage designed for a family audience. For the second year, we will also be hosting a Community Stage showcasing primarily local entertainers and community groups. with any surplus being returned to Congleton Pride- the organizers do not take a single penny.</p> <p>It is in respect of the hire of the stage that we seek your assistance. The stage hire itself costs £856 (inc VAT) and it would help this year's event tremendously if CTC could grant us this sum, represents a contribution of 10% to the running of the whole event</p>														
Total Cost of Project	Approx £8166														
Total contribution sought:	£856														
Details of cost breakdown and budgets:	<table> <tbody> <tr> <td>Artists £2500</td><td>Advertising £400</td></tr> <tr> <td>Stage £856</td><td>Toilet Hire £200</td></tr> <tr> <td>Community Stage £360</td><td>First Aid £200</td></tr> <tr> <td>Insurance £700</td><td>Banners £200</td></tr> <tr> <td>Road Closure £800</td><td>Contingency £500</td></tr> <tr> <td>Gazebo/Equipt Hire £1100</td><td><b>TOTAL</b> £8166</td></tr> <tr> <td>Town Hall Hire (Exhibition) £350</td><td></td></tr> </tbody> </table>	Artists £2500	Advertising £400	Stage £856	Toilet Hire £200	Community Stage £360	First Aid £200	Insurance £700	Banners £200	Road Closure £800	Contingency £500	Gazebo/Equipt Hire £1100	<b>TOTAL</b> £8166	Town Hall Hire (Exhibition) £350	
Artists £2500	Advertising £400														
Stage £856	Toilet Hire £200														
Community Stage £360	First Aid £200														
Insurance £700	Banners £200														
Road Closure £800	Contingency £500														
Gazebo/Equipt Hire £1100	<b>TOTAL</b> £8166														
Town Hall Hire (Exhibition) £350															



What will the money be spent on?/ Resources needed:	Hire of main stage, all audio equipment and use of sound engineers all day. Please see enclosed quotation.  This represents incredible value as Bailey's Audio Systems already offer Congleton Pride a 50% discount !
Any ongoing costs:	Not for this event. Congleton Pride have operating costs throughout the year of approx. £2k pa on things like Internet Costs, Group Insurance, Outreach programmes, but this is all met by internal fund raising.
Details of <b>confirmed</b> match funding, include source Cash/Grant:   In kind:	We are just commencing our annual round of grant applications and fund raising. We have so far raised £1350 from three fund raising events, with several more planned .  We also have cash reserves just sufficient to fund the whole project if required.  Our corporate fund raising event is yet to be held but we have already been promised £150 by Stock@ The Pavilion  We have received an extremely generous offer of re-branding Congleton Pride as it is our 5 <sup>th</sup> Anniversary in 2024. This has come from Kanga Health and would normally cost between £5-£10K.
Estimated timescale of project from start to finish:	Though the planning for the day itself started in October, and our work continues all year round, the main event (involving the main stage) is for one day only on Sat 20 <sup>th</sup> July
<b><u>4: POTENTIAL BENEFITS/ OUTPUTS</u></b>	
What are the potential benefits/outputs to residents of Congleton	The whole day is specifically designed to promote integration, showing what the LGBTQIA+ community is all about, hopefully helping to stop prejudice within our town
Are there similar services/ projects provided in the area	We are the only Pride Group for Congleton, but there are other groups in local towns. We therefore work in a collaborative manner with the Alsager, Macc and Sandbach Pride Groups.
<b><u>5: EVALUATION</u></b>	
How will the project be evaluated and who will carry out the evaluation?	This is a very difficult item to quantify. The best measure of 'what good looks like' is via visitor feedback. Have we put on a safe and enjoyable event for the benefit of our Townsfolk free to all? I have no doubt residents will make their thoughts known via social media outlets. Estimated visitor numbers to Congleton (Police) on that day would also be a further measure of success. I would also add we have had no major accidents in any previous years' events and we intend to keep that record in every year
Describe how you will promote the Town Council in your project.	The Town Council will be acknowledged as our Main Stage Sponsor, which will appear on the physical stage POS and on all our social media output. It would also be acknowledged in our Pride Guide and any leaflets relating to the main stage events.
Please acknowledge you have read our	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>



### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
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- 

Signed:

[Redacted Signature]

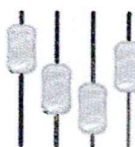
Date:

25/03/2024

Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall, Congleton Town Council, High Street, Congleton, CW12 1BN





**BAILEY AUDIO SYSTEMS LTD**Units 8 & 9 Queen's Court, Sadler Road Winsford CW7  
28DCompany number: 09049978  
VAT registration number: GB238146994**QUOTATION**

Item	Price	Discount	Quantity	Total
Technician 20/07/2024 09:00 - 20/07/2024 17:00	£250.00 per day	40.0%	1 x 1 day	£150.00
General crew Set up 20/07/2024 09:00 - 20/07/2024 11:00	£27.00 per hour	30.0%	2 x 2 hours	£75.60
General crew Load out 20/07/2024 17:00 - 20/07/2024 18:00	£27.00 per	30.0%	2 x 1 hour	£37.80
Total for Crew				£263.40
Transport				
Transport 20/07/2024 09:00 - 20/07/2024 19:00	£1.75 per mile	100.0%	1 x 15 miles	£0.00
Total for Transport				£0.00
Total list price				£1,673.70
Total discount				£960.37
Subtotal				£713.33
VAT				£142.67
Total				£856.00

**TERMS & CONDITIONS****1 QUOTATIONS, ORDERS AND CONFIRMATIONS**

- 1.1 Quotations issued by Bailey Audio Systems Ltd are valid and open for acceptance within 7 days from the date of issue unless otherwise stated in the quotation
- 1.2 Any instruction required to be given to Bailey Audio Systems Ltd by the Customer shall be given in writing. Oral communication it shall be confirmed to The Company in writing within three days or will not be held legally binding.
- 1.3 Only persons aged 18 or over may enter into a Contract with Bailey Audio Systems Ltd. By completing and signing a Hire Agreement, Delivery Confirmation or Collection Confirmation, the Customer confirms they are aged 18 or over.
- 1.4 At their discretion Bailey Audio Systems Ltd may require a copy of photographic ID to be kept on record during the duration of the hire period. The Customer may request the removal of any digital or physical copies of this ID from their Customer file at the end of the hire period.
- 1.5 Should any of Bailey Audio Systems Ltd's property be confiscated as a result of any unlawful activity by the Customer or anyone attending the Customer's event, the Customer will reimburse the full replacement cost of the confiscated equipment to Bailey Audio Systems Ltd.

**2 CHARGES**

- 2.1 Hire charges commence from the date stated on the hire contract and are payable for the period of hire.
- 2.2 All cables must be returned coiled and cable tied in the same clean condition in which they were received. Failing which a default charge of £0.50 per cable will be made to the Customer for the re-coiling of each cable.
- 2.3 Any and all soiled equipment not returned in the same condition as that in which they were received will incur a charge of £10.00 per item to The Customer for cleaning. The term 'soiled' includes (but is not limited to) any spillage or drink marks on speakers and rack cases caused by third parties.
- 2.4 In the event of loss or theft of the hire equipment, Bailey Audio Systems Ltd will invoice The Customer in full for replacement of the equipment. In the event of



Please read the Grant Criteria document before you start your application process.

<b><u>Application Reference (Office use only):</u></b> <b><u>GR03/2425</u></b>	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Museum
Address of Organisation:	Congleton Museum, Market Square, Congleton, CW12 1ET
Name of Applicant:	Anna Maluk
Position:	Assistant Manager
Telephone Number:	01260 276360
Email address:	<a href="#">[redacted]</a>
Website:	<a href="http://www.congletonmuseum.co.uk">www.congletonmuseum.co.uk</a>
Registration Number (If relevant)	02214293
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Museum and registered charity
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Congleton Museum is a registered charity and local museum in the heart of Cheshire. It's local history collection comprises artefacts from 5,000 years ago to the modern day. Including; an Anglo-Saxon log boat, four Roman hoards, two Civil War Hoards, and so much more.</p> <p>There are monthly history walks around the town and an exciting programme of talks and temporary exhibitions. We run a series of family friendly events and activities throughout the year. The museum gift shop offers souvenirs, original cards and prints, local history books, and an exclusive series of over 50 booklets on various aspects of Congleton's past.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Town Expeditions
Project Objectives:	<p>To create four new heritage trails and nine challenges that promote town pride and educate families on the history of Congleton.</p> <p>To increase returning visitors to Congleton Museum by implementing a 'Heritage Passport' reward scheme that will encourage families to take part in multiple Town Expeditions activities.</p> <p>To work with other local organisations to promote heritage in Congleton.</p>
Brief Project Description:	<p>The "Town Expeditions" project will include different types of activities for families with children of pre-school age and above, around different Congleton themes and locations. We will develop four themed activity trails, four tasks for exploration and five tasks for creativity. All these activities will be available during the six-week summer holidays from 24 July until 1 September 2024 and have been created by young people during Work Experience placements and volunteers at Congleton Museum. We have received funding for the four activity trails already which consists of 1,000 copies of each trail printed professionally from a local Congleton printing company. <b>We are now seeking additional funding for the 'Heritage Passport', stickers and promotional materials.</b> The four trails focus on; architecture and planning, nature and vegetation, art and design and history and archaeology. All the trails are focused around Congleton's history and heritage. <b>The activity passport acts as a reward scheme for young people who complete trails and activities. For each activity they complete, they are awarded a sticker for their activity passport.</b> The four trails and activity passport will be physical paper trails printed locally in various sizes and formats. The trails and activities are designed to be completed by family groups. As part of the six-week event and in addition to the trails, there will be four tasks of exploration; What Plants Grow Here? (designed to encourage young people to explore their own gardens or local green spaces), How Does the Town Work (young people can ask questions about how towns are built and work, then professionals living/working in the town will answer), Who Sings and Who Crawls? (designed to encourage young people to explore their natural surroundings and the local wildlife from their own homes), and finally, What is Close to the Town? (Information on three local walking routes including The Cloud, Biddulph Valley Way and Astbury Mere. The final segment of the event comes in the form of "create" activities. There are five "create" activities altogether; Childhood Memories (advice on how to have conversations between older relatives and young people about childhood in the 60s and 70s), Discover the Beauty of the Town (a Padlet based activity where young people add their favourite and most beautiful elements of Congleton such as a plant, or landmark), Draw Your Own House (a creative activity where to draw your own house, drawings will then be turned into a colouring book), Create a Congleton Tale, and finally Creative Congleton (aimed at high-school and college students, this activity provides existing tools for young people to create a piece of Congleton based art). This history packed event will enable young people to engage with the town's history and heritage in new ways, whilst also provide them with new skills. The event will connect</p>

	communities by working with partners, local community groups and young people in the creation of the trails and activities. We have partnered with Congleton Bath House and Physic Garden as that is where the Nature and Vegetation trail will be located.
Total Cost of Project	£1,198
Total contribution sought:	£460
Details of cost breakdown and budgets:	<p>1,200 stickers for history and archaeology trail (£51)</p> <p>1,200 stickers for nature and vegetation trail (£51)</p> <p>1,200 stickers for architecture and planning trail (£51)</p> <p>1,200 stickers for art and design trail (£51)</p> <p>1,200 stickers for what plants grow here? Activity (£51)</p> <p>1,200 stickers for how does the town work? Activity (£51)</p> <p>1,200 stickers for who sings and who crawls? Activity (£51)</p> <p>1,200 stickers for what is close to the town? Activity (£51)</p> <p>1,200 stickers for childhood memories activity (£51)</p> <p>1,200 stickers for draw your own house activity (£51)</p> <p>1,200 stickers for create a Congleton tale activity (£51)</p> <p>1,200 stickers for creative Congleton activity (£51)</p> <p>1,200 stickers for discover the beauty of the town activity (£51)</p> <p>4x professionally printed trails and 1x 'heritage passport' at 1,000 copies each (£643)</p> <p>Corrugated plastic lamppost signs x10 (£30)</p> <p>Railing banner x1 (£30)</p> <p>Posters printed in house x50 (£5)</p> <p>Leaflets printed in house x300 (£30)</p>

What will the money be spent on?/ Resources needed:	Should we be successful in receiving a grant, the funds will be spent on stickers which will act as a reward for young people who take part in the Town Expeditions project by competing trails and challenges/activities.
Any ongoing costs:	n/a
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	We have received funding of £400 from the Margeret Williamson Memorial Fund which has part-funded the four trails.
Estimated timescale of project from start to finish:	The project started in January 2024, and will continue until all the trails have been used by families and young people. We expect the project to finish following the six-week summer holidays in September 2024.
<b><u>4: POTENTIAL BENEFITS/ OUTPUTS</u></b>	
What are the potential benefits/outputs to residents of Congleton	The project aims to promote town pride by focusing on hidden histories and art that usually go unnoticed by the usual passer-by. The project will provide a large-scale free family day out for residents in Congleton during the summer holidays, with the potential for families to visit multiple times to make the most out of Town Expeditions. The trails will provide young people with a deeper understanding of the town's history and heritage, but also on how things change over time. The event also has the potential to bring tourism to the town from the surrounding areas. The museum received 693 visitors during its Roman Week in February half-term 2024, many of which travelled to Congleton specifically for the event. This event alone provided a major contribution to the town's economy during February half-term. Town Expeditions will be promoted to the surrounding town's as well as the immediate area to raise awareness of the town's heritage. We expect to see an improvement in understanding of the natural environment due to the nature trail and nature themed exploration and create activities. As well as a general improvement of engagement with museum activities and interest in the town's history, and pride for the town amongst families.
Are there similar services/ projects provided in the area	No
<b><u>5: EVALUATION</u></b>	
How will the project be evaluated and who will carry out the evaluation?	Data on how many visitors take part in Town Expeditions will be recorded by the museum's FOH volunteers. Congleton families have already taken part in trialling the trails and have provided feedback. Feedback will also be sought following the completion of the project and visitors will be encouraged to write in our visitors' book. Some of the trails and activities involve elements of social media, therefore Congleton Bath House and Congleotn Museum will be monitoring online engagement with Town Expeditions.

Describe how you will promote the Town Council in your project.	Should we receive funding for this project, the Town Council will be promoted on all four trails and the heritage passport in a statement that reads we have received funding for the stickers and project. The council will also be thanked across all social media channels when the museum posts about Town Expeditions, be mentioned on the museum's website as a funder for the project, and included on any promotional materials in a statement that reads the project has been part-funded by Congleton Town Council.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="https://congleton-tc.gov.uk/grants">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: Yes
Will you be attending the meeting to support your application	Date will be provided by the RFO YES

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk/constitution)
- 

<b>Signed:</b>	REDACTED	<b>Date:</b>	28/05/2024
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council, . High Street, Congleton , CW12 1BN





# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	Company Corner		
Address:	Congleton Cricket Club – Booth Street Congleton		

### 2. Grant Information

Grant Reference Number:	GR03/2223		
Total project cost:	600.00		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	300
Please list receipts below: Receipt was sent 29.7.2022		

### 3. Project Information

When did the project commence?		2022	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>			
We sent the group on a trip to Llandundo			

Please explain what difference the project has made to your organisation/local people:

Company Corner has made a huge difference to many lonely people in Congleton we now have around 50/60 people coming on a Monday morning for a cuppa/cake and a chat. Made a difference to many of these people.

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☐ No ☒ N

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes ☐ No ☐

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☒ y No ☐

Please state how (i.e. on your website, event programme, tickets, etc)  
Just to the people who attend the morning coffee morning trip

#### 5. Feedback

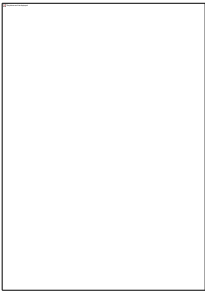
What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

How did you apply? Online ☐ Email ☒ y Post ☐

Do you feel that you understood the process? Yes ☒ Y No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		x		
Relevance of guidelines		x		
Length of the process from submitting an application to receiving notification		x		
Advice given from the Town Council Grants Team (if applicable)				



# Town Council Grant

## Activities Monitoring Form

<b>1. Contact Details</b>	
Organisation name:	Rotary Congleton
Address:	REDACTED

<b>2. Grant Information</b>			
Grant Reference Number:	GR20/2324		
Total project cost:	£1,811.50		

Receipts Attached? Yes      No	Receipt Amount:	£1,811.00
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Please list receipts below:

Hire of Congleton leisure Centre £906.00

Food to Give to Swimmers £307.00

Printing for Information Packs £176.00

Medals for Swimmers £382.50

Stamps for Posting out Packs £40.00

### 3. Project Information

When did the project commence?

15<sup>th</sup> /16<sup>th</sup> March 2024

Did you make a profit from the project? Yes No Over £20,000 was raised for Local Charities

The following Charities were able to raise money due to the Swimathon Event Existing :-

The Old Sawmill  
LOL Foundation  
Congleton Rickshaw  
230 Squadron Cadets  
Congleton RUFC  
Buglawton Primary School  
Congleton Brownies  
Pure Insight  
Scouts  
Marton Primary School  
Blackfirs Primary School  
Biddulph Swimming Club  
East Cheshire Hospice  
The Quinta CP School  
Smallwood Cof E School  
NW Air Ambulance  
New Life Church  
Congleton Youth Orchestra  
Astbury School  
Mossley School

Please explain what difference the project has made to your organisation/local people:

Money was raised for a good number of charities and the people swimming had fun participating in a good team event.

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached?    Yes                      No

Do you give permission for these photographs to be used on the Council's web site and in newsletters?  
(Please ensure that you seek permission for anybody photographed).                      Yes                      No

Was the grant funding from Congleton Town Council acknowledged in any way?    Yes                      No

Please state how (i.e. on your website, event programme, tickets, etc)

We announced throughout the event that we had been sponsored by Congleton Town Council and this was stated on our Facebook Page.

#### 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

A Great Scheme – Thank You

How did you apply?            Online            Email            Post

Do you feel that you understood the process?    Yes            No

Please rate the following elements:



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	CAUSN		
Address:	[REDACTED]		

### 2. Grant Information

Grant Reference Number:	GR07-2324		
Total project cost: English costs invoiced August '23 – Feb '24	£4,361.00		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£2,849.00
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Please list receipts below:

Receipt invoices sent by email to Serena Vanschepdael on 11/10/23 (5 invoices totalling £1,254.00) and 29/1/24 (13 invoices totalling £1,595).

### 3. Project Information

When did the project commence? English lessons began June '22 and continue today. The period relevant to this grant was July '23 to February '24	
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Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Please explain what difference the project has made to your organisation/local people:

CTC's funding paid for over 112 hours of English teaching (either Group lessons or 1-2-1 tuition).

Proficiency in speaking and writing English is the KEY enabler for our guests to integrate into the community and get jobs. Our guests have had to master a new language in a different character set in under a year. The Ukrainian children in schools manage this (they describe it as having 6-hour English lessons 5 days a week), however the adults find it much harder. We recommend they take whatever English learning opportunities are available. The English tuition that CTC have enabled for those adults makes a key difference to them getting jobs. Based on direct feedback from our guests, online tuition for individuals or pairs is the fastest way for our guests to make progress.

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☒ No ☐

Do you give permission for these photographs to be used on the Council's web site and in newsletters?  
(Please ensure that you seek permission for anybody photographed). Yes ☒ No ☐

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☒ No ☐

Please state how (i.e. on your website, event programme, tickets, etc)

Thanks on our website: <https://www.causn.com/big-thanks>

Feedback from our students:

"I would like to thank you for such a great opportunity to learn the English language. I am very grateful for your support and your help! Thank you again for everything! Have a good day. *Vika*"

"Living in a foreign country can be challenging, especially when you're trying to integrate and language is crucial. That's why English lessons with Vivienne are not just an opportunity to learn, but also a chance to gain a little more confidence and believe that everything will work out on my learning journey. Additionally, lessons give me a strong basis for preparing for a professional exam that I will be taking in English. I am deeply thankful for this opportunity. Sincerely, Olena"

We also set some of our intermediate students the task of recording videos in pairs to explain the impact of the English lessons on their lives. These are being sent through to you. Through these videos we can see the huge improvement of many who could not speak English when they arrived to now when they have a considerable level of fluency and confidence. Please distribute these to the council members.

## 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

The chance to present to the council members and then contribute to the discussion was invaluable – I would suggest that people applying are not only encouraged to attend but booked in as a part of the process.

The support from the CTC while applying was excellent.

How did you apply?      Online ☒      Email ☐      Post ☐

Do you feel that you understood the process?      Yes ☒      No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		X		
Relevance of guidelines		X		
Length of the process from submitting an application to receiving notification	X			
Advice given from the Town Council Grants Team (if applicable)	X			





# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	Congleton West Rangers		
Address:	REDACTED		

### 2. Grant Information

Grant Reference Number:	GR18/2223		
Total project cost:	£8337.33		

Receipts Attached? Yes      No	Receipt Amount:		
Ryanair - return flight cost for 14 people - 12 Rangers and 2 leaders    £2622.42    £188.75 per person			
Unity Insurance - insurance cover for 14 people    £264			

### 3. Project Information

When did the project commence?		October 2022	
Did you make a profit from the project?	<b>No</b>		

<p>Please explain what difference the project has made to your organisation/local people:</p> <p>The Rangers who took part were aged 14 - 17 years. These are some of the comments they made about their experience of travelling to Lisbon as part of a group, to take part in a challenge day with several hundred other members of Girlguiding from NW England</p> <p><b>Things I learned and discovered</b></p> <ul style="list-style-type: none"> <li>- strengthening friendships by living together</li> <li>- it went so well</li> <li>- how to pack for a week in a carry on bag</li> <li>- cooking for 14 people in a small kitchen</li> <li>- shopping in a foreign language - fun but we needed to be careful too</li> <li>- working out how to use the bus, tram and train services</li> <li>- navigating around a busy city</li> <li>- the value of being part of a small team and a bigger team</li> <li>- being prepared and doing research before we went really made a difference</li> </ul> <p><b>Favourite memories - just a few of many</b></p> <ul style="list-style-type: none"> <li>- falling in the sea</li> <li>- use Google translate to help to understand Portuguese descriptions in the museum</li> <li>- final meal out all together</li> <li>- games night</li> <li>- street music, especially the one we came across walking home after the Adventures in Lisbon meal</li> <li>- visiting Sintra</li> <li>- dancing on the rooftop terrace of the hotel where we had our Adventures in Lisbon meal together</li> <li>- travelling in a tuktuk to see the sights of Lisbon</li> <li>- the funiculars and the umbrella street</li> </ul> <p>We hope that these memories, the planning and preparation and the enjoyment of our time together in Lisbon will stand them all in good stead for future travels. Their experience has benefitted each one as individuals and has been shared with other members of the Ranger unit. Two Rangers have gone on to take part in a challenging event in Norway in August 2024.</p>

<p><b>4. Promotion</b></p>
<p>Please send an electronic photograph of your project/activity. Is this attached? Yes</p>

<p>Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes</p>
<p>Was the grant funding from Congleton Town Council acknowledged in any way? Yes</p>
<p>Please state how (i.e. on your website, event programme, tickets, etc)</p> <ul style="list-style-type: none"> <li>- to parents and friends of Congleton West Rangers</li> <li>- to Girlguiding NW England</li> <li>- on our Congleton Guiding Facebook page</li> </ul>

<h2>5. Feedback</h2>																									
<p>What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?</p> <p>Completing the application form was straightforward, just requiring careful thought and some time We were glad that some Rangers and leaders attended the meeting of the finance committee where the decision was made to provide us with a grant. That was an important part of the process for us</p>																									
<p>How did you apply?      Online                  <u>Email</u>                  Post</p>																									
<p>Do you feel that you understood the process?    <u>Yes</u>                  No</p>																									
<p>Please rate the following elements:</p> <table> <tr> <td></td> <td>Excellent</td> <td>Good</td> <td>OK</td> <td>Poor</td> </tr> <tr> <td>Completing the application form</td> <td></td> <td>GOOD</td> <td></td> <td></td> </tr> <tr> <td>Relevance of guidelines</td> <td></td> <td>EXCELLENT</td> <td></td> <td></td> </tr> <tr> <td>Length of the process from submitting an application to receiving notification</td> <td></td> <td></td> <td></td> <td>GOOD</td> </tr> <tr> <td>Advice given from the Town Council Grants Team (if applicable)</td> <td></td> <td></td> <td></td> <td>N/A but they were helpful in communications</td> </tr> </table>		Excellent	Good	OK	Poor	Completing the application form		GOOD			Relevance of guidelines		EXCELLENT			Length of the process from submitting an application to receiving notification				GOOD	Advice given from the Town Council Grants Team (if applicable)				N/A but they were helpful in communications
	Excellent	Good	OK	Poor																					
Completing the application form		GOOD																							
Relevance of guidelines		EXCELLENT																							
Length of the process from submitting an application to receiving notification				GOOD																					
Advice given from the Town Council Grants Team (if applicable)				N/A but they were helpful in communications																					



# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Vale Allotments Association
Address:	<div>██</div> <div>██</div> <div>██</div>

2. Grant Information			
Grant Reference Number:	Not provided by CTC		
Total project cost:	Approx £37,000	Comprises £35,966 purchase price plus as yet unknown legal costs associated with purchase	
Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Receipt Amount:			
Please list receipts below:  <i>The purchase (of the land) has not yet been completed. To date the only remittance submitted is that to VAA's solicitors with respect to search costs. Attached</i>			

Project Information			
When did the project commence?	n/a	VAA by 21 <sup>st</sup> November 2023 had raised sufficient funds (approx. £37,000) to purchase the allotment site (the project's objective) and was able to make an offer. On 4 <sup>th</sup> December 2023 the Chair of Congleton Sustainability Group (the current owners of the site) confirmed acceptance of the offer. Solicitors were then instructed by both sides by mid-December. The purchase of the site has yet to be finalised but both parties have instructed their solicitors to proceed as fast as possible, and there is every expectation that the transfer of ownership will proceed soon.	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

*The purchase has not yet been completed, but insofar as VAA has expressly only been raising funds for the purchase of the land (and the associated legal costs), and with the achievement of its target has stopped all fundraising, it will not be making any "profit" or surplus for other activities (from this fund-raising exercise). The land is being purchased subject to restrictive covenants including one requiring it to be used only for allotment purposes, by VAA which is registered charity with a specific object of the provision of allotments.*

Please explain what difference the project has made to your organisation/local people:

*The purchase has not yet been finalised, but the potential benefits/outputs to residents of Congleton remain as they were listed in part 3.1 of the grant application form. There has been no change in these. VAA is very grateful for the critical support it has received from the Town Council.*

### 3. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☒ No ☐

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes ☒ No ☐

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☐ No ☒

Please state how (i.e. on your website, event programme, tickets, etc)  
*Once the purchase of the site has been completed, the grant funding provided by Congleton Town Council in November 2023, and that of other bodies, and donations from various individuals, will be acknowledged in a yet to be drafted press release and on the VAA's website which is in the process of being updated. The intention of the VAA, once the purchase has been completed, is to require the ploholders group Vale Allotments and Gardening Association (VAGA) to include a reference to VAA's backers on its Facebook page, and on any publications it produces. It could display the CTC logo if that can be provided. VAGA has already agreed to participate in the 2024 Food and Drink Festival and has entered for the 2024 RHS It's Your Neighbourhood Award, both of which should provide a further opportunity to acknowledge the funding provided – assuming the land purchase has been completed by then.*

#### 4. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

*Due to the lack of a forward meetings calendar online on the CTC website (into the next Municipal year) at the time of the making of an application (for a grant) was being considered by VAA it was not clear when the next meeting of the Committee would be, and thus when an application needed to be made by. It was also not apparent from the then Grants & Funding Policy that VAA's request for assistance did not fit with the criteria because purchase of land would be considered to be a core cost, and furthermore that the Finance and Policy Committee could only award grants up to £3,000, with anything over £3,000 having to be considered by Full Council. Whilst the £3,000 figure is referred to within the Constitution of the Council, it might perhaps be helpful to include this information in the Policy itself?*

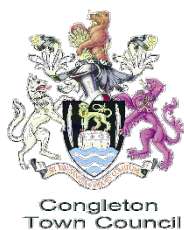
*Various queries were raised rather late in the day (2 days before the August Council meeting), it is acknowledged in part prompted by a query by a member of the public that had just been received. However given the length of time the application had been with the Council the lateness was difficult to understand. The queries were however able to be responded to. Officers helped VAA present its case and Members were supportive of the application and this is much appreciated.*

How did you apply?      Online ☐      Email ☒      Post ☐

Do you feel that you understood the process?      Yes ☒      No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		x		
Relevance of guidelines		x		
Length of the process from submitting an application to receiving notification			x	
Advice given from the Town Council Grants Team (if applicable)		x		



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	4 <sup>th</sup> Congleton Rainbows (Sarah Barratt)
Address:	Trinity Methodist Church Hall, Wagg Street, Congleton, CW12 4BA – 4 <sup>th</sup> Congleton Rainbows.  REDACTED

### 2. Grant Information

Grant Reference Number:	GR19/2223		
Total project cost:	£440		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£364.78
Please list receipts below:  Girlguiding Invoice 1653 for £32.40, 1675 for £105.89, 1706 for £54, 1717 for 40.68, 1719 for £15.93 and 1733 for £30.60  Baker Ross Kings Coronation crafts £14.06, Christmas crafts £31.89 and Fathers Day £16.80  Customised Print Ltd name badges £22.56		

### 3. Project Information

When did the project commence?	April 2023		
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Girlguiding is a not-for-profit organisation and all proceeds are used to run the unit. Money raised from grants or subs cover the costs of rent, badges, stationary etc..			

Please explain what difference the project has made to your organisation/local people:

This project enabled Congleton to open another much-needed Girlguiding Rainbow unit, the waiting list at the other units had got to such a length that many residents who put their daughters on the waiting lists never got to go. 4<sup>th</sup> Congleton Rainbows has since this project started had 14 local children attend and as the existing unit members move up to Brownies more will be brought in giving access to more Congleton residents.

The unit has been a success since opening with many parents feeding back how much their daughters enjoys the activities. They have done many crafts, family trees, first aid and gained badges both in the unit and from work done at home with parents/guardians.

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☐ No ☒

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes ☐ No ☒

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☐ No ☒

Please state how (i.e. on your website, event programme, tickets, etc)  
The unit does not have a public facing website and when I went to try and do a picture of the girls for a Congleton Cronicle article, permissions over which girls could have picture used etc. got complicated. Some girls are not aloud to be photographed, some can be for unit use, some can be for all including promotion etc..  
This is difficult to explain to 4 to 7 year olds as they want to know why they are not in photo.

The grant was recognised within the local Girlguiding meeting.

#### 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

How did you apply? Online ☐ Email ☒ Post ☐

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:



	Excellent	Good	OK	Poor
Completing the application form		x		
Relevance of guidelines		x		
Length of the process from submitting an application to receiving notification		x		
Advice given from the Town Council Grants Team (if applicable)				



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	Trinity Amateur Operatic Society		
Address:	<div>██████████</div> <div>██████████</div> <div>██████████</div>		

### 2. Grant Information

Grant Reference Number:	GR18/2324		
Total project cost:	Unknown – 2023 Show costs: £18,269		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£5200
Please list receipts below:  Lighting invoice from Nick Walker – Production Support		

### 3. Project Information

When did the project commence?		23 <sup>th</sup> April 2024 – 27 <sup>th</sup> April 2024	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>			
This is currently unknown as we are waiting for final bills in for theatre hire, sound costs etc.			

Please explain what difference the project has made to your organisation/local people:

Our shows give the local residents of Congleton an opportunity to attend a high quality amateur show, produced to a professional standard, on their doorstep. People are starting to get back to normal lives and are delighted to return to the theatre for entertainment and socialising with friends once again. The feedback from Congleton residents is always how much they enjoy attending the Daneside Theatre and how professional the shows are at an affordable cost and easy to access. By Trinity AOS putting on a show at the Daneside Theatre, this provides the theatre Trust with vital income, through hire costs and bar takings, to keep this excellent facility operating in our community.

We had excellent feedback from our audiences for 'The Addams Family' saying how professional and enjoyable the show was. Some even said how they thought we were a professional touring company!

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☐ No ☒

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes ☐ No ☒

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☒ No ☐

Please state how (i.e. on your website, event programme, tickets, etc)

I have attached an electronic copy of our programme on which we thanked Congleton Town Council for their donation towards the lighting for the show. We also thanked them on our projected screens at the beginning of each performance.

#### 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

Our experience has been very good with the Grant Scheme. Thank you for the donation.

How did you apply? Online ☐ Email ☒ Post ☐

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		X		
Relevance of guidelines			X	
Length of the process from submitting an application to receiving notification		X		
Advice given from the Town Council Grants Team (if applicable)			X	



## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>6<sup>th</sup> June 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Management Accounts (Including Final Budget Update for 2023-2024)</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> March 2024 to accompany the attached spreadsheets in Appendix 13.1-5.		
<b>Update</b>	<p>These figures cover the financial 2023-2024 financial year, these are draft end of years figures whilst we await the return of the files from our accountant. Please see summary sheet (Appendix 13.1-5) for notes, if further notes are required they are below.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p>Committee budgets stand at 102.6% expenditure and 103.6% income received.</p> <p>Income: We received more than expected interest income of £26,042. This was used to rebuild our general reserve balance. CIL received this year of £4,803 was transferred to the CIL Earmarked Reserve.</p> <p><b><u>Community and Environment Committee</u></b></p> <p>Committee expenditure budgets stand at 107% expenditure and income at 722.6%. Income excess due to:</p> <ul style="list-style-type: none"><li>• <u>215- Floral</u> budget income boosted by £1,864 which has come from sponsorships and donations for projects.</li><li>• 302- Community Development £13,500 Grant received which is distributed back out for projects.</li><li>• <u>305 Christmas Fair</u> budget of £6,000 was boosted by securing an extra £5,103 from sponsorship and event income.</li><li>• <u>321- Tourism-</u> Income generated from Tribute event series ticket sales £11,705. Any profits from the year are retained for further events in the next financial year.</li></ul>		

	<p><b><u>Town Hall, Assets and Services Committee</u></b></p> <p>101.3% expenditure and 101.4% income.</p> <p><b><u>221- Town Hall</u></b></p> <ul style="list-style-type: none"> <li>Utilities overspend due to increase in tariff against budget set earlier than tariff release. Property Maintenance showing as overspent by £13,360 this is covered by use of Earmark reserves.</li> </ul> <p><b><u>225-Congleton Information Centre</u></b></p> <ul style="list-style-type: none"> <li>Direct Sales Income £92,593</li> <li>Direct Sales Expenditure £80,932</li> </ul> <p><b><u>Staffing Costs</u></b></p> <p>Final spend 101% (including budgeted pay award).</p> <p><b><u>Ear Marked Reserves</u></b></p> <p>Current balances and estimated movement as at year end included for noting.</p> <p>Our carry forward General Reserves into 2024-2025 are sufficient to comply with our Reserves Policy, £287,256. Our requirement on budget setting was £283,861.</p>
<b>Decision Request</b>	<p>1. To approve the Management Accounts for current financial year to 31<sup>st</sup> March 2024.</p>

Month	12								NOTES
Percentage	100.0%								VARIANCES UPDATED TO SHOW % OVER OR UNDER ANNUAL BUDGET 15% TO BE REPORTED ON PER FINANCIAL REGLIATIONS
Finance and Policy Committee									NOTES: *Overspend approved at Council 25JAN2024
101	Corp Management								
	Staff Costs (re-allocated)	204.445	204.445	206.374	-1929	100.94%	100.9%	0.94%	
	Travel	500	500	0	500	0.00%	0.0%	-100.00%	
	Training / Conferences	3.000	3.000	2.523	477	84.10%	84.1%	-15.90%	
	Rent Pavable	17.017	17.017	17.017	0	100.00%	100.0%	0.00%	
	Miscellaneous Office Costs	2.500	2.500	2.457	43	98.28%	98.3%	-1.72%	
	Telephone/Fax/Internet	2.620	2.620	2.760	-140	105.34%	105.3%	5.34%	
	Postage	2.000	2.000	389	1611	19.45%	19.5%	-80.55%	
	Stationery & Printing	3.100	3.100	2.667	433	86.03%	86.0%	-13.97%	
	Subscriptions & Publications	4.750	4.750	5.166	-416	108.76%	108.8%	8.76%	
	Insurance	13.200	13.200	12.912	288	97.82%	97.8%	-2.18%	
	Computer/IT Costs	18.000	18.000	20.395	-2395	113.31%	113.3%	13.31%	* Requirement to overspend to be requested from Council. 14% overspend excepted to continue service
	Photocopy Charges	1.500	1.500	1.643	-143	109.53%	109.5%	9.53%	* Requirement to overspend to be requested from Council. 18.5% overspend excepted to continue service
	Recruitment Advertising	500	500	130	370	26.00%	26.0%	-74.00%	
	Other Advertising	300	300	0	300	0.00%	0.0%	-100.00%	
	Bank Charges	1.240	1.240	921	319	74.27%	74.3%	-25.73%	
	Audit Fees - External	2.100	2.100	2.100	0	100.00%	100.0%	0.00%	
	Audit Fees - Internal	1.760	1.760	1.954	-194	111.02%	111.0%	11.02%	
	Accountancy Support	5.000	5.000	4.270	730	85.40%	85.4%	-14.60%	
	Legal & Professional fees	5.500	5.500	2.749	2751	49.98%	50.0%	-50.02%	
	HR & H&S support	4.000	4.000	4.538	-538	113.45%	113.5%	13.45%	* Requirement to overspend to be requested from Council. 12.5% overspend excepted to continue service
	Tsfr to EMR			4.803					
	Central Overheads reallocated	-71.460	-71.460	-66.547	-4913	93.12%	93.1%	-6.88%	
	Corporate Management-Expenditure	221.572	221.572	229.221	-2846	103.45%	103.5%	3.45%	
	Precent 2022-2023	-1.068.179	-1.068.179	-1.068.179	0	100.00%	100.0%	0.00%	
	Interest Receivable	-14.000	-14.000	-40.042	26042	286.01%	286.0%	186.01%	
	Miscellaneous Income	0	0	-4.803	4803				CIL Received 23NOV23, be moved to EMR
	Corporate Management-Income	-1.082.179	-1.082.179	-1.113.024	30845	102.85%	102.9%	2.85%	
	Net Income Over Expenditure	-860.607	-860.607	-883.803	27999	102.70%	102.7%	2.70%	
102	Civic								
	Staff Costs (re-allocated)	19.129	19.129	18.814	315	98.35%	98.4%	-1.65%	
	Training / Conferences	1.500	1.500	543	957	36.20%	36.2%	-63.80%	
	Stationery & Printing	500	500	123	377	24.60%	24.6%	-75.40%	
	Marketing/Promotions	1.000	1.000	893	107	89.30%	89.3%	-10.70%	
	Council Newsletter	8.000	8.000	7.942	58	99.28%	99.3%	-0.72%	
	Council Website	2.500	2.500	1.921	579	76.84%	76.8%	-23.16%	
	Mavor's Allowance	3.000	3.000	3.000	0	100.00%	100.0%	0.00%	
	Members Expenses	200	200	0	200	0.00%	0.0%	-100.00%	
	Civic Expenses	7.000	7.000	5.963	1037	85.19%	85.2%	-14.81%	
	Civic Regalia	250	250	80	170	32.00%	32.0%	-68.00%	
	Hall & Room Hire	6.500	6.500	6.513	-13	100.20%	100.2%	0.20%	
	Civic Artefacts and Treasures	750	750	451	299	60.13%	60.1%	-39.87%	
	Central Overheads reallocated	1.600	1.600	1.492	108	93.25%	93.3%	-6.75%	
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
	Civic-Expenditure	51.929	51.929	47.735	4194	91.92%	91.9%	-8.08%	
107	Grants								
	Initial Grant Commitment	25.000	25.000	11.216	13784	44.86%	44.9%	-55.14%	
	Subsidised Use	4.500	4.500	3.511	989	78.02%	78.0%	-21.98%	
	Tfr from EMR Committed Grants	0	0	-2,390	2390			-100.00%	
	Tfr to EMR Grants			17,976					
	Tfr From EMR: Grant application			-1,948					
	Specified Grants	32.333	32.333	32.033	300	99.07%	99.1%	-0.93%	
	Grants- Expenditure	61.833	61.833	60.398	17463	97.68%	97.7%	-2.32%	
	Capital	46,778	46,778	46,778	0	100.00%	100.0%	0.00%	
F&P Income - Income		-1.082.179	-1.082.179	-1.121.027	38.848	103.59%	103.6%	3.59%	Full Committee Summary includes Mavor cost centre of £8003
Expenditure		382.112	382.112	392.135	-10.023	102.62%	102.6%	2.62%	Full Committee Summary includes Mavor cost centre of cf balance of -£8003

Month 12  
Percentage 100.0%

Community and Environment Committee

		ANNUAL BUDGET							NOTES
			BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	
215	Floral Displays Income	-4,000	-4,000	-5,864	1864	146.60%	146.6%	46.60%	
215	Floral Displays Expenditure	17,262	17,262	20,437	-3175	118.39%	118.4%	18.39%	
	<b>Total Floral</b>	<b>13,262</b>	<b>13,262</b>	<b>14,573</b>	<b>-1311</b>	<b>109.89%</b>	<b>109.9%</b>	<b>9.89%</b>	
241	Allotments Income	-190	-190	-190	0	100.00%	100.0%	0.00%	
241	Allotments Expenditure	1,200	1,200	968	232	80.67%	80.7%	-19.33%	
	<b>Total Allotment</b>	<b>1,010</b>	<b>1,010</b>	<b>778</b>	<b>232</b>	<b>77.03%</b>	<b>77.0%</b>	<b>-22.97%</b>	
300	Public Realm	3,000	3,000	495	2505	16.50%	16.5%	-83.50%	
301	Congleton Partnership Income	0	0	-5,289	5289	#DIV/0!	#DIV/0!	#DIV/0!	
301	Congleton Partnership Expenditure	22,839	22,839	49,269	-26430	215.72%	215.7%	115.72%	
301	Tfr to C/F			34,666					Balance of funds carried forward
301	Congleton Partnership C/F	0	0	-57,227	57227	#DIV/0!	#DIV/0!	#DIV/0!	
	<b>Total Partnership</b>	<b>22,839</b>	<b>22,839</b>	<b>21,419</b>	<b>36,086</b>	<b>93.78%</b>	<b>93.8%</b>	<b>-6.22%</b>	
302	Community Development Misc. Income	0	0	-13,900	13900	#DIV/0!	#DIV/0!	#DIV/0!	UKSPF Grant Received for local projects
302	Community Development Staff Costs	117,571	117,571	116,441	1130	99.04%	99.0%	-0.96%	
	UKSPF			11,812					UKSPF Expenditure
	Community Development Marketing/Promotions	3,500	3,500	3,320	180	94.86%	94.9%	-5.14%	
	UKSPF C/F Tfr to EMR			1,688					UKSPF Expenditure
	Community Development Overheads	9,848	9,848	9,171	677	93.13%	93.1%	-6.87%	
	<b>Total Community Development</b>	<b>130,919</b>	<b>130,919</b>	<b>128,532</b>	<b>15,887</b>	<b>98.18%</b>	<b>98.2%</b>	<b>-1.82%</b>	
303	Crime Reduction/CCTV Income	0	0	-680	680			-100.00%	
	Tfr From EMR: CCTV			-3,000					
	Crime Reduction/CCTV Expenditure	10,548	10,548	8,384	2164	79.48%	79.5%	-20.52%	
	<b>Total Crime</b>	<b>10,548</b>	<b>10,548</b>	<b>4,704</b>	<b>2844</b>	<b>44.60%</b>	<b>44.6%</b>	<b>-55.40%</b>	
305	Christmas Favre/lights Income	-2,000	-2,000	-7,103	5103	355.15%	355.2%	255.15%	
305	Christmas Favre/lights Expenditure	22,000	22,000	22,185	-185	100.84%	100.8%	0.84%	
	<b>Total Christmas</b>	<b>20,000</b>	<b>20,000</b>	<b>15,082</b>	<b>4918</b>	<b>75.41%</b>	<b>75.4%</b>	<b>-24.59%</b>	
310	Neighbourhood Plan	0	0	4,975	-4975			-100.00%	
310	Neighbourhood Plan Tfr From EMR	0	0	-4,975	4975			-100.00%	
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>-100.00%</b>	
321	Tourism Income	0	0	-11,705	11705			-100.00%	All profits from Tribute Series carried forward for 24-25 per CTC Resolution
321	Tourism Expenditure	14,000	14,000	19,046	-5046	136.04%	136.0%	36.04%	
	<b>Total Tourism</b>	<b>14,000</b>	<b>14,000</b>	<b>7,341</b>	<b>6659</b>	<b>52.44%</b>	<b>52.4%</b>	<b>-47.56%</b>	
351	Luncheon Club	11,000	11,000	11,902	-902	108.20%	108.2%	8.20%	
C.E &S	Income	-6,190	-6,190	-44,731	-38,541	722.63%	722.6%	622.63%	Full Committee Summary
	Expenditure	232,768	222,220	249,557	16,789	112.30%	107.2%	7.21%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET							NOTES
			BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	
201	<b>Paddling Pool</b>	<b>67,689</b>	67,689	51,663	16026	76.32%	76.3%	-23.68%	See separate account sheet
221	<b>Town Hall</b>								
	Town Hall - Expenditure	218,755	218,755	242,622	-23867	110.91%	110.9%	10.91%	See separate account sheet
	Town Hall - Income	-116,350	-116,350	-126,279	9929	108.53%	108.5%	8.53%	
	Net Expenditure over Income	102,405	102,405	116,343	-13938	113.61%	113.6%	13.61%	
225	<b>Congleton Information Centre</b>								
	CIC - Expenditure	132,730	132,730	131,354	1376	98.96%	99.0%	-1.04%	See separate account sheet
	CIC- Income	-115,354	-115,354	-119,237	3883	103.37%	103.4%	3.37%	



	Net Expenditure over income	17,376	17,376	12,117	5259	69.73%	69.7%	-30.27%	
263	<b>Public Toilets</b>	6,700	6,700	4,911	1789	73.30%	73.3%	-26.70%	
270	<b>Cenotaph</b>	300	300	409	-109	136.33%	136.3%	36.33%	
280	<b>Streetscape</b>								
	Streetscape Expenditure	754,555	754,555	764,684	-10129	101.34%	101.3%	1.34%	See separate account sheet
	Streetscape - Income CEC	-459,636	-459,636	-459,636	0	100.00%	100.0%	0.00%	
	Streetscape - External work income	-15,000	-15,000	-11,232	-3768	74.88%	74.9%	-25.12%	
	Streetscape - Other	0	0	0	0			-100.00%	
	Streetscape - Misc. Income	-900	-900	-813	-87	90.33%	90.3%	-9.67%	
	S/S Income	-475,536	-475,536	-471,681	-3855	99.19%	99.2%	-0.81%	
	Net Expenditure over Income	279,019	279,019	293,003	-13984	105.01%	105.0%	5.01%	
THAS	Income	-707,240	-707,240	-717,197	-9,957	101.41%	101.4%	1.41%	Full Committee Summary
	Expenditure	1,180,729	1,180,729	1,195,643	14,914	101.26%	101.3%	1.26%	Full Committee Summary
	Total Income	-1,795,609	-1,795,609	-1,882,955	-87,346	104.86%	104.9%	4.86%	Overall summary includes major summary figures not on this sheet
	Total Expenditure	1,795,609	1,785,061	1,837,335	41,726	102.93%	102.3%	2.32%	Overall summary
	Net Income /Expenditure			-45,624	-45,620			-100.00%	Rounding allowed
	<b>Personnel</b>								
	Staff Costs	1,057,591	1,057,591	1,068,893	-11302	101.07%	101.1%	1.07%	
	<u>Personnel with Pay Award for reference</u>								
	Permanent Staff Costs - Included budget pay award	1,057,591	1,057,591	1,068,893	-11302	101.07%	101.1%	1.07%	
	Agency Staff	13,500	13,500	0	13500	0.00%	0.0%	-100.00%	
	Total Staff Costs	1,071,091	1,071,091	1,068,893	2198	99.79%	99.8%	-0.21%	
	*1 Budgeted pay award (5%) Agreed was higher and paid in M9								

Reserves as at 31st March 2024		31/03/2024 CF Balance	01/04/2024 BF Balance
310	General Reserve	241,636	287,256
	Ear Marked Reserves		
318	Capital Equipment Fund	-	
320	Capital Contingency Fund	117,845	
321	EMR Elections	20,000	
322	EMR Business Recovery Fund	3,204	
324	EMR Crime Prevention/Traffic calming	4,357	
325	EMR Committed Grants	17,976	
326	EMR Congleton Partnership	34,666	
327	EMR Covid/Crisis	3,333	
330	EMR Ancient Treasures	3,000	
331	EMR Website	30,151	
333	EMR Training	6,000	
334	EMR Town Centre	1,688	
336	EMR Loan Repayments not paid	3,163	
337	EMR Toilets	24,012	
339	EMR Public Realm	8,153	
340	EMR Legal Fees	46,406	
342	EMR Tourism	2,555	
343	EMR Marketing	5,000	
344	EMR Congleton Neighbourhood Plan	832	
346	EMR Rotary Bonfire	5,000	
348	EMR Civic	1,000	
349	EMR CIL	21,684	
354	EMR Carbon Offsetting	3,000	
NEW	EMR Property Maintenance	162,468	
	<b>EMR TOTALS</b>	<b>525,493</b>	

**Congleton Town Council**  
**Management Accounts 2023-24**  
**TOWN HALL**  
**Mar-24**

Month 12  
Percentage 100.0%

		ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
<b>TOWN HALL</b>									
4000	Staff Costs (re-allocated)	70,592	70,592	72,740	-2,148	103.0%	103.0%	3.04%	
4008	Training	1,000	1,000	838	162	83.8%	83.8%	-16.20%	
4009	Protective Clothing/H & Safety	500	500	498	2	99.6%	99.6%	-0.40%	
4010	Cleaners	7,500	7,500	7,093	407	94.6%	94.6%	-5.43%	
4011	Rates	25,500	25,500	24,950	550	97.8%	97.8%	-2.16%	
4012	Water	6,150	6,150	7,386	-1,236	120.1%	120.1%	20.10%	
4014	Electricity	22,900	22,900	33,866	-10,966	147.9%	147.9%	47.89%	Increase in tariff costs
4015	Gas	24,700	24,700	29,296	-4,596	118.6%	118.6%	18.61%	Increase in tariff costs
4016	Cleaning materials	2,100	2,100	1,956	144	93.1%	93.1%	-6.86%	
4017	Refuse Disposal	3,200	3,200	2,598	602	81.2%	81.2%	-18.81%	
4020	Miscellaneous Office Costs	1,500	1,500	1,858	-358	123.9%	123.9%	23.87%	
4025	Insurance	11,700	11,700	11,298	402	96.6%	96.6%	-3.44%	
4033	Marketing/Promotions	3,500	3,500	233	3,267	6.7%	6.7%	-93.34%	
4040	Maintenance Contracts	8,500	8,500	8,031	469	94.5%	94.5%	-5.52%	
4041	Property Maintenance	20,000	20,000	33,630	-13,630	168.2%	168.2%	68.15%	See line 4951 £12532 covered bnv Earmarked reserve funds
4068	Licences (incl PRS)	3,500	3,500	4,001	-501	114.3%	114.3%	14.31%	
4951	Tff From EMR: Probert Maintenance			12,532					
6000	Central Overheads Reallocated	5,913	5,913	5,506	407	93.1%	93.1%	-6.88%	
	Town Hall Expenditure	218,755	218,755	233,246	-27,023	106.6%	106.6%	6.62%	
3020	Catering costs	0	0	7,152	-7,152				Recharged to customers
3021	Security Supplies			2,224	-2,224				Recharged to customers
		0	0	9,376	9,376				
	Total Town Hall Expenditure	218,755	218,755	242,622	-36,399	110.9%	110.9%	10.91%	
1009	Rent Rec'd - Museum Notional	-4500	-4500	-4500	0	100.0%	100.0%	0.00%	
1010	Rent Received - 3rd Party Partnership	-1533	-1533	-1533	0	100.0%	100.0%	0.00%	
1011	Rent Received - Internal CTC	-26517	-26517	-26517	0	100.0%	100.0%	0.00%	
1013	Letting Income - Grand Hall	-30000	-30000	-28942	-1058	96.5%	96.5%	-3.53%	
1014	Letting Income - Bridestones	-13200	-13200	-3102	-10098	23.5%	23.5%	-76.50%	
1015	Letting Income - Spencer Suite	-7000	-7000	-9065	2065	129.5%	129.5%	29.50%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-12000	-12000	0	100.0%	100.0%	0.00%	
1021	Letting Income - Internal	-9000	-9000	-11111	2111	123.5%	123.5%	23.46%	
1022	Letting income - F&F	-1000	-1000	-3825	2825	382.5%	382.5%	282.50%	
1023	Commission- CP	-8000	-8000	-6688	-1312	83.6%	83.6%	-16.40%	
1024	Letting Income- Security	0	0	-2117	2117	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-3600	-4359	759	121.1%	121.1%	21.08%	Utility costs recharge
1037	Service Charges - Other	0	0	-5424	5424	#DIV/0!	#DIV/0!	#DIV/0!	Electricity recharge
1051	Catering Sales (recharges)	0	0	-6804	6804	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-292	292	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-116350	-126279	9929	108.5%	108.5%	8.53%	
	Net Expenditure over Income	102,405	102,405	116,343	-26,470	113.6%	113.6%	13.61%	

Congleton Town Council  
Management Accounts 2023-24  
STREETSCAPE  
Mar-24

Month 12  
Percentage 100.0%

ANNUAL BUDGET		BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
STREETSCAPE							
4000 Staff Costs	539,468	539,468	560,632	-21,164	103.9%	103.9%	3.92%
4004 Agency Staff	13,500	13,500	0	13,500	0.0%	0.0%	-100.00%
4008 Training	3,000	3,000	591	2,409	19.7%	19.7%	-80.30%
4009 Protective Clothing\H & Safety	5,500	5,500	5,997	-497	109.0%	109.0%	9.04%
4013 Office rent	2,000	2,000	2,000	0	100.0%	100.0%	0.00%
4016 Cleaning Materials	7,500	7,500	5,763	1,737	76.8%	76.8%	-23.16%
4021 Mobile Phones	1,100	1,100	594	506	54.0%	54.0%	-46.00%
4025 Insurance	8,500	8,500	7,922	578	93.2%	93.2%	-6.80%
4041 Property maintenance	2,000	2,000	529	1,471	26.5%	26.5%	-73.55%
4043 Horticultural etc Supplies	21,000	21,000	15,309	5,691	72.9%	72.9%	-27.10%
4047 Vehicle maintenance/Serv etc	12,000	12,000	14,865	-2,865	123.9%	123.9%	23.88%
4048 Vehicle fuel and oil	15,000	15,000	16,940	-1,940	112.9%	112.9%	12.93%
4049 Vehicle rental charges	68,800	68,800	76,449	-7,649	111.1%	111.1%	11.12%
4050 Street Cleansing	5,000	5,000	6,608	-1,608	132.2%	132.2%	32.16%
4162 General expenditure	5,000	5,000	4,667	333	93.3%	93.3%	-6.66%
6000 Central Overheads Reallocated	45,187	45,187	42,216	2,971	93.4%	93.4%	-6.57%
Streetscape Expenditure	754,555	754,555	761,082	-6,527	100.9%	100.9%	0.87%
3030 Purchases for recharging	0	0	3,602	-3,602			
1165 CEC - Income	-459,636	-459,636	-459,636	0	100.0%	100.0%	0.00%
1167 External work income	-15,000	-15,000	-11,232	-3,768	74.9%	74.9%	25.12%
1040 Other income	0	0	0	0			
1199 Miscellaneous	-900	-900	-813	-87	90.3%	90.3%	9.67%
Streetscape Income	-475,536	-475,536	-471,681	-3,855	99.2%	99.2%	0.81%
Net Expenditure over Income	279,019	279,019	293,003	-13,984	105.0%	105.0%	-5.01%

NOTES: \*Overspend approved at Council 25JAN2024

\* We are waiting on an insurance payout, approx £2,000. This was not received by 31st March.  
\* New costs due to replacement vehicles, one van returned 27th October 2023.  
\* Includes Fly Tipping costs.

Month	12
Percentage	100.0%

NOTES

Third Party Income see correspondng expense line
Third Party Income see correspondng expense line
See above
See above

Congleton Town Council  
Management Accounts 2023-24  
PADDLING POOL  
Mar-24

Month 12  
Percentage 100.0%

STREETSCAPE

	ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
4000 Staff Costs	33,254	33,254	19667	13,587	59.14%	59.1%	-40.86%
4008 Training	3,000	3,000	464	2,536	15.47%	15.5%	-84.53%
4009 Protective Clothing\H & Safety	300	300	250	50	83.33%	83.3%	-16.67%
4012 Water	4,800	4,800	4800	0	100.00%	100.0%	0.00%
4014 Electricity	3,500	3,500	1830	1,670	52.29%	52.3%	-47.71%
4039 Pool Chemicals	3,500	3,500	3645	-145	104.14%	104.1%	4.14%
4041 Property maintenance	4,000	4,000	4780	-780	119.50%	119.5%	19.50%
4042 Grounds Maintenance	15,000	15,000	13125	1,875	87.50%	87.5%	-12.50%
4162 General expenditure	12,550	12,550	13633	-1,083	108.63%	108.6%	8.63%
4970 Tfs from Cap Contingency	15,000	-15,000	-13125	-1,875	87.50%	87.5%	-12.50%
6000 Central Overheads Reallocated	2,785	2,785	2594	191	93.14%	93.1%	-6.86%
<b>Pool Expenditure</b>	<b>67,689</b>	<b>67,689</b>	<b>51,663</b>	<b>16,026</b>	<b>76.32%</b>	<b>76.3%</b>	<b>-23.68%</b>

NOTES

Opened May half term, closed 3rd September.

Resurfacing pathway completed, funded by Capital Contingency, see below  
Includes Security, costs increased due to extra sessions.  
Resurfacing pathway completed

Date: 09/04/2024

Congleton Town Council

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Time: 14:47

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - RBS Current/I Access Acct

User: ST

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/03/2024	2803	76,738.36
			76,738.36
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			76,738.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			76,738.36
		Balance per Cash Book is :-	76,738.36
		Difference is :-	0.00

Signatory 1:

ACRED  
Name ROBERT DUGLAS

Signed

Date

15/04/24

Signatory 2:

Name ..... Signed ..... Date .....

Date: 09/04/2024

## Congleton Town Council

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Time: 14:47

## Cashbook 1

User: ST

RBS Current/I Access Acct

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2024	J F Kehoe Installations Ltd	BACS	884.24	884.24		501			14658/16815/dishwasher repair
01/03/2024	Prism Solutions	dd	129.76	129.76		501			193716/16769/Call charges
01/03/2024		BACS	60.00			9999		60.00	Refund
01/03/2024		BACS	488.40			9999		488.40	refund
05/03/2024	Pitney Bowes Ltd	dd	84.71	84.71		501			4100018116/16766/franking
08/03/2024	BACS P/L Pymnt Page 3446	BACS Pymnt	8,416.69	8,416.69		501			BACS P/L Pymnt Page 3446
08/03/2024	Cong Harriers	BACS	450.00			4701	107	450.00	gr17/2324
08/03/2024	Cheshire West & Cheshire	BACS	12.00		12.00	105			VAT not paid on invoice
12/03/2024	British Telecom	dd	262.09	262.09		501			Q0951R/16905/charges
12/03/2024	Purchase Power	DD	107.00	107.00		501			BK578610/16767/Postage
13/03/2024	BACS P/L Pymnt Page 3449	BACS Pymnt	12,686.97	12,686.97		501			BACS P/L Pymnt Page 3449
14/03/2024	West Mercia Energy	Dd	5,876.32	5,876.32		501			11461003/16812/kitchen gas
15/03/2024	Bankline	BACS	60.05			4051	101	60.05	Charges
15/03/2024	Old Saw Mill	BACS	247.90			4701	107	247.90	GR13/2324
18/03/2024	West Mercia Energy	dD	83.70	83.70		501			11467995/16814/P pool elec
18/03/2024	CTC	BACS	87,031.64			515		51,381.03	Payroll
						525	0	17,815.03	Payroll
						520	0	17,793.58	Payroll
						530	0	42.00	Payroll
21/03/2024	RBS Autopay	BACS	12.58			4051	101	12.58	Bank Charges
22/03/2024	BACS P/L Pymnt Page 3454	BACS Pymnt	18,944.64	18,944.64		501			BACS P/L Pymnt Page 3454
22/03/2024	Rotary Club Congleton	BACS	906.00			4701	107	906.00	GR20/2324
25/03/2024	Prism Solutions	dd	1,930.15	1,930.15		501			194795/16931/IT Support
25/03/2024	EE Ltd	dd	169.80	169.80		501			01288162794/16957/charg
25/03/2024	West Mercia Energy	dd	14,939.91	14,939.91		501			11469333/16808/Town Hall elec
28/03/2024	RBS Credit Card	DD	177.96			212		177.96	Credit Card Balance Pay off
Total Payments for Month			153,962.51	64,515.98	12.00			89,434.53	
Balance Carried Fwd			76,738.36						
Cashbook Totals			230,700.87	64,515.98	12.00			166,172.89	

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy Committee										
MEETING DATE AND TIME	6 <sup>th</sup> June 2024 7.00 pm	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Van Schepdael: R.F.O										
AGENDA ITEM REPORT TITLE	Item 15 Savings Balances										
Background	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.										
Update	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as of 31<sup>st</sup> March 2024</u></p> <table><tr><td>Business Reserve Account</td><td>£ 50,823.60</td></tr><tr><td>Cambridge and Counties 1-year fixed deposit (C&amp;C)</td><td>£ 250,000.00</td></tr><tr><td>CCLA Deposit (Sweeper Account)</td><td>£ 500,100.00</td></tr><tr><td><u>Total</u></td><td><u>£ 800,923.60</u></td></tr></table> <p><u>Investment Update</u></p> <p><u>Current interest rates:</u></p> <p>RBS:1.45% (Budgeted % was 0.3%)</p> <p>CCLA: 5.27% (As of 31<sup>st</sup> January 2024) (Budgeted % was 1.5%)</p> <p>C&amp;C (1 Year Locked in): 5.2% (Budgeted % was 3.3%) Ends 8<sup>th</sup> December 2024.</p> <p>Budgeted Interest to receive during 2023-2024 is £14,000. The total interest received was £40,042 the excess interest income was used to contribute towards the rebuilding of our General Reserves.</p> <ul style="list-style-type: none"><li>• RBS £4,129</li><li>• CCLA £25,266</li><li>• C&amp;C £10,647 from 22-23 and 23-24 investment periods.</li><li>•</li></ul> <p>UPDATE</p>			Business Reserve Account	£ 50,823.60	Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 500,100.00	<u>Total</u>	<u>£ 800,923.60</u>
Business Reserve Account	£ 50,823.60										
Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 500,100.00										
<u>Total</u>	<u>£ 800,923.60</u>										



	A further £250,000 has been transferred into the CCLA Deposit Fund for a short period of time, this was on receipt of the first Precept instalment. This will provide some extra interest income during that time.
<b>Decision Request</b>	To receive the Savings Accounts balances to 31 <sup>st</sup> March 2024.

Congleton Town CouncilPayments Listing for 1st December 2023 to 31st January 2024Breakdown of Payments made via BACS transfer

							<u>Total</u>
							<u>Invoices</u>
<u>Date</u>	<u>BACS</u> <u>Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>paid</u>
01/12/2023	3357	27 November 2023	All Saints Community Centre	£ 260.00		Luncheon Club	1
01/12/2023	3357	25 November 2023	ATG London Ltd	£ 500.07		3rd Party Tickets	3
01/12/2023	3357	15 November 2023	Bearwires	£ 9.50		3rd Party Supplier Sales	1
01/12/2023	3357	15 November 2023	Bees For Us	£ 100.80		Food & Drink stock	1
01/12/2023	3357	08 November 2023	Birch Pest Control	£ 70.00		Visit	1
01/12/2023	3357	20 November 2023	Bomford Office Supplies	£ 461.24		Stationery	3
01/12/2023	3357	21 November 2023	Eric Charlesworth (Electrical Contractor)	£ 43.20		Call out/repairs	1
01/12/2023	3357	06 November 2023	Congleton Choral Society	£ 91.20		3rd Party Tickets	1
01/12/2023	3357	16 November 2023	Heads Congleton Limited	£ 372.00		Christmas feature	1
01/12/2023	3357	09 November 2023	Congleton High School	£ 125.50		Partnership leaflets	1
01/12/2023	3357	31 October 2023	City Plumbing Supplies Holdings Ltd	£ 24.25		Sundry repair items	2
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 779.00		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 71.25		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 133.00		3rd Party Supplier Sales	1
01/12/2023	3357	13 November 2023	Cosabelle	£ 14.40		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Culligan (UK) Ltd	£ 221.26		Water Supplies	1
01/12/2023	3357	07 November 2023	Cutler Cleaning Supplies Ltd	£ 302.69		TH Cleaning Stock	1
01/12/2023	3357	13 November 2023	Cutler Cleaning Supplies Ltd	£ 468.00		SS Cleaning supplies	1
01/12/2023	3357	03 November 2023	Daneside Theatre	£ 3,452.06		3rd Party Tickets	1
01/12/2023	3357	03 November 2023	Daneside Theatre	£ 418.00		3rd Party Tickets	1
01/12/2023	3357	10 November 2023	Daneside Theatre	£ 180.00		3rd Party Tickets	1
01/12/2023	3357	10 November 2023	Daneside Theatre	£ 1,599.30		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 185.25		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 357.20		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 2,599.20		3rd Party Tickets	1
01/12/2023	3357	01 November 2023	Dawsonsgroup Sweepers Ltd	£ 3,180.72		Sweeper Lease	1
01/12/2023	3357	10 November 2023	DC Assist Ltd	£ 350.40		Cleaning services	1
01/12/2023	3357	17 November 2023	DC Assist Ltd	£ 219.00		Cleaning services	1
01/12/2023	3357	08 November 2023	DCK Accounting Solutions Ltd	£ 840.60		Accounting services (Budgets)	1
01/12/2023	3357	11 November 2023	Deane	£ 8.00		3rd Party Supplier Sales	1
01/12/2023	3357	07 November 2023	DJM Nurseries	£ 69.26		Horticulture supplies	1
01/12/2023	3357	27 November 2023	DJs Past & Present	£ 1,459.20		3rd Party Tickets	1
01/12/2023	3357	12 November 2023	Francis	£ 34.00		3rd Party Supplier Sales	1
01/12/2023	3357	10 November 2023	Full Media Ltd	£ 33.55		3rd Party Supplier Sales	1
01/12/2023	3357	17 November 2023	Handy Cabin	£ 227.85		In Bloom supplies	1
01/12/2023	3357	14 November 2023	Harris	£ 44.00		3rd Party Supplier Sales	1
01/12/2023	3357	22 November 2023	Hipswing Entertainments Ltd	£ 36.00		Christmas event costs	1
01/12/2023	3357	16 November 2023	Jewson Limited	£ 369.84		Sundry repair items & PPE	2

01/12/2023	3357	01 November 2023	J F Kehoe Installations Ltd	£	313.74	Fridge repair/callout	1
01/12/2023	3357	08 November 2023	KG Loach	£	843.30	SS Works	1
01/12/2023	3357	23 November 2023	KG Loach	£	147.00	SS Works	1
01/12/2023	3357	13 November 2023	L & J Printing Ltd	£	18.00	Banners/Leaflets	1
01/12/2023	3357	13 November 2023	L & J Printing Ltd	£	154.00	Remembrance Leaflet	1
01/12/2023	3357	15 November 2023	L & J Printing Ltd	£	359.20	Christmas leaflet	1
01/12/2023	3357	21 November 2023	L & J Printing Ltd	£	115.20	Signs & Posters	1
01/12/2023	3357	22 November 2023	Landscape Supplies Company	£	164.11	SS PPE	1
01/12/2023	3357	15 November 2023	Lightech Sound & Light Ltd	£	1,056.00	Remembrance Projection	1
01/12/2023	3357	13 November 2023	Mayer	£	79.94	3rd Party Supplier Sales	1
01/12/2023	3357	14 November 2023	New Vic Theatre	£	601.97	3rd Party Tickets	1
01/12/2023	3357	21 November 2023	Niche Event Hire	£	1,426.80	Christmas event costs	1
01/12/2023	3357	30 September 2023	The Old Saw Mill CBS Ltd	£	2,020.00	Congleton Partnership: VCP	1
01/12/2023	3357	31 October 2023	The Old Saw Mill CBS Ltd	£	2,350.00	Congleton Partnership: VCP	1
01/12/2023	3357	31 October 2023	The Old Saw Mill CBS Ltd	£	960.00	Luncheon Club	1
01/12/2023	3357	13 November 2023	Poppy May	£	42.40	3rd Party Supplier Sales	1
01/12/2023	3357	06 November 2023	Prism Solutions	£	213.50	Laptop repairs/equipment	1
01/12/2023	3357	12 November 2023	Ragdoll Photograhpy	£	200.00	Event photohgrpahy	2
01/12/2023	3357	24 November 2023	Rialtas Business Solutions	£	1,937.95	Accounting software	1
01/12/2023	3357	09 November 2023	Congleton Rotary Club	£	13,607.80	3rd Party Tickets	1
01/12/2023	3357	13 November 2023	Screwfix	£	55.96	Sundry repair items	2
01/12/2023	3357	03 November 2023	Shred-It Ltd	£	178.31	Shredding sevicees	1
01/12/2023	3357	28 November 2023	Signs Express9Macclesfield)	£	348.00	Pavement signs	1
01/12/2023	3357	11 November 2023	Thomson Planning Partnership Ltd	£	54.00	Cosultancy	1
01/12/2023	3357	17 November 2023	Toolstation	£	58.27	Sundry repair items	2
01/12/2023	3357	05 November 2023	UK Fuels Ltd	£	482.96	Fuel	1
01/12/2023	3357	12 November 2023	UK Fuels Ltd	£	478.34	Fuel	1
01/12/2023	3357	19 November 2023	UK Fuels Ltd	£	180.91	Fuel	1
01/12/2023	3357	20 November 2023	UK Point of Sale Group Ltd	£	303.91	A Boards	1
01/12/2023	3357	16 November 2023	Urban Imprint Ltd	£	610.58	NDP work	1
01/12/2023	3357	15 November 2023	Water Plus Ltd	£	61.82	Water Rates Allotments	1
01/12/2023	3357	10 November 2023	West Wallasey Contract Hire	£	3,868.80	Vehicle Lease	1
01/12/2023	3357	13 November 2002	White Ribbon UK	£	30.90	Posters	1
01/12/2023	3357	31 October 2023	Whitehursts Agriculture & Builders	£	25.24	Sundry repair items	2
01/12/2023	3357	03 November 2023	Wristbands Plus Ltd	£	48.00	Event wristbands	1
<b>TOTAL</b>					<b>£ 53,107.70</b>		
08/12/2023	3372	30 November 2023	Arch Publications Ltd	£	180.00	Beartown Voice Ad	1
08/12/2023	3372	16 November 2023	Aston Management	£	600.00	Tribute Series	1
08/12/2023	3372	24 November 2023	C Booth	£	200.00	Christmas event costs	1
08/12/2023	3372	30 November 2023	Eric Charlesworth (Electrical Contractor)	£	299.22	Electric box repairs	1
08/12/2023	3372	30 November 2023	Eric Charlesworth (Electrical Contractor)	£	505.74	TH Light repairs	1
08/12/2023	3372	29 November 2023	Heads Congleton Limited	£	36.80	CIC Sales	1
08/12/2023	3372	04 October 2023	Cutler Cleaning Supplies Ltd	£	163.80	SS Cleaning supplies	1
08/12/2023	3372	28 November 2023	CV Compents Ltd	£	7.08	Sundry vehicle repiars	1
08/12/2023	3372	24 November 2023	Event Fire and Medical Services	£	650.00	Christmas event costs	1

08/12/2023	3372	24 November 2023	Flaming Fools	£	120.00	Christmas event costs	1
08/12/2023	3372	08 November 2023	Green Contract Services Ltd	£	558.00	Fly Tip removal	1
08/12/2023	3372	30 November 2023	Instant Tool Plant Hire Ltd	£	87.02	New halogen bulbs	1
08/12/2023	3372	30 November 2023	L & J Printing Ltd	£	364.40	Boards & Leaflets	2
08/12/2023	3372	29 November 2023	Congleton Museum	£	34.00	3rd Party Supplier Sales	2
08/12/2023	3372	29 November 2023	Ninehundred Communications Group	£	214.80	Christmas event costs	1
08/12/2023	3372	28 November 2023	PME Maintenance Ltd	£	10,092.00	Christmas Lights	1
08/12/2023	3372	25 November 2023	Ride Hall Silver Band	£	150.00	Christmas event costs	1
08/12/2023	3372	10 November 2023	Screwfix	£	86.00	Sundry repair items	1
08/12/2023	3372	31 October 2023	Shenton Garden Supplies Ltd	£	120.00	Horticulture supplies	1
08/12/2023	3372	06 October 2023	Shred-It Ltd	£	176.81	Shredding sevicees	1
08/12/2023	3372	30 November 2023	Spiral Colour	£	363.60	Vehicle supplies	1
08/12/2023	3372	28 November 2023	Toolstation	£	14.53	Sundry repair items	1
08/12/2023	3372	21 November 2023	Tudor Environmental Ltd	£	48.60	Strimmer heads	1
08/12/2023	3372	26 November 2023	UK Fuels Ltd	£	629.67	Fuel	1
08/12/2023	3372	30 November 2023	Vertex Specialist Roofing Ltd	£	14,400.00	Roof Repairs: Approval Ref CTC/54/2324	1
08/12/2023	3372	30 November 2023	West Wallasey Contract Hire	£	927.78	Vehicle Lease	1
			<b><u>TOTAL</u></b>		<b><u>£ 31,029.85</u></b>		
08/12/2023	3391	30 November 2023	Amberon Ltd	£	774.93	Christmas event: Road Closure	1
08/12/2023	3391	30 November 2023	Amberon Ltd	£	968.97	Remembrance Day Road Closure	1
			<b><u>TOTAL</u></b>		<b><u>£ 1,743.90</u></b>		
15/12/2023	3379	04 December 2023	All Saints Community Centre	£	114.00	Luncheon Club	1
15/12/2023	3379	04 December 2023	Alpha Omega Securities Ltd	£	590.57	Event security	1
15/12/2023	3379	02 December 2023	ATG London Ltd	£	130.34	3rd Party Tickets	2
15/12/2023	3379	13 December 2023	Bees For Us	£	100.80	Food & Drink stock	1
15/12/2023	3379	05 December 2023	B&Q	£	146.11	Loft boarding	1 & 2 CN
15/12/2023	3379	01 December 2023	Canda Copying Ltd	£	526.21	Photocopying charges	2
15/12/2023	3379	14 June 2023	Clonter Opera Theatre	£	778.99	3rd Party Tickets	1
15/12/2023	3379	04 October 2023	Clonter Opera Theatre	£	39.90	3rd Party Tickets	1
15/12/2023	3379	01 December 2023	Cope	£	31.44	3rd Party Supplier Sales	1
15/12/2023	3379	12 December 2023	Crescent Catering	£	80.00	Food Vouchers; Event	1
15/12/2023	3379	05 December 2023	Cutler Cleaning Supplies Ltd	£	342.12	SS Salt/gritting	1
15/12/2023	3379	06 December 2023	Cutler Cleaning Supplies Ltd	£	261.71	TH Cleaning Stock	1
15/12/2023	3379	13 December 2023	Cutler Cleaning Supplies Ltd	£	1,141.50	SS Cleaning supplies	1
15/12/2023	3379	04 December 2023	Daneside Theatre	£	422.75	3rd Party Tickets	1
15/12/2023	3379	11 December 2002	Dawsonsgroup Sweepers Ltd	£	252.75	Sweeper arm repair	1
15/12/2023	3379	04 December 2023	Dawsonsgroup Sweepers Ltd	£	392.88	Sweeper brushes	1
15/12/2023	3379	01 December 2023	Dawsonsgroup Sweepers Ltd	£	3,180.72	Sweeper Lease	1
15/12/2023	3379	02 December 2023	DC Assist Ltd	£	438.00	Cleaning services	1
15/12/2023	3379	10 December 2023	DC Assist Ltd	£	219.00	Cleaning services	1
15/12/2023	3379	04 December 2023	Andrew Deptford	£	624.00	Partnership Defin cabinet	1
15/12/2023	3379	01 November 2023	Electromantics Ltd	£	1,500.00	Tribute Series	1
15/12/2023	3379	04 December 2023	EDE Direct Ltd	£	2,066.69	Racking	1
15/12/2023	3379	11 December 2023	Fodens's Band	£	1,085.40	3rd Party Tickets	1
15/12/2023	3379	01 December 2023	Francis	£	7.20	3rd Party Supplier Sales	1

15/12/2023	3379	01 December 2023 Full Media Ltd	£	38.34	3rd Party Supplier Sales	1
15/12/2023	3379	04 December 2023 Harris	£	52.00	3rd Party Supplier Sales	1
15/12/2023	3379	02 December 2023 Jewson Limited	£	42.84	SS Works	1
15/12/2023	3379	01 December 2023 J F Kehoe Installations Ltd	£	690.00	Bottle Cooler	1
15/12/2023	3379	01 December 2023 J F Kehoe Installations Ltd	£	334.20	Dishwasher reappear	1
15/12/2023	3379	17 December 2023 Keeling	£	500.00	Christmas event costs	1
15/12/2023	3379	05 December 2023 Landscape Supplies Company	£	126.61	SS PPe	1
15/12/2023	3379	24 November 2023 Marks Events Ltd	£	30.00	Food Vouchers; Event	1
15/12/2023	3379	02 December 2023 Mayer	£	36.00	3rd Party Supplier Sales	1
15/12/2023	3379	05 December 2023 Congleton Museum	£	38.00	3rd Party Supplier Sales	1
15/12/2023	3379	03 December 2023 Pitney Bowes Ltd	£	12.71	Postage	1
15/12/2023	3379	06 December 2023 Poppy May	£	108.00	3rd Party Supplier Sales	1
15/12/2023	3379	04 December 2023 Ragdoll Photograhpy	£	100.00	Event photohgrpahy	1
15/12/2023	3379	05 December 2023 Screwfix	£	150.97	SS PPE	1
15/12/2023	3379	08 December 2023 Shred-It Ltd	£	178.31	Shredding sevices	1
15/12/2023	3379	13 December 2023 Society of London Theatres	£	117.50	3rd Party Tickets	1
15/12/2023	3379	04 December 2023 Stock Bar Ltd	£	472.50	In Bloom events	1
15/12/2023	3379	04 December 2023 Thomson Planning Partnership Ltd	£	100.00	NDP work	1
15/12/2023	3379	30 November 2023 Threadfast Engineers 1984 Ltd	£	7.78	Sundry repair items	1
15/12/2023	3379	03 December 2023 UK Fuels Ltd	£	529.22	Fuel	1
15/12/2023	3379	10 December 2023 UK Fuels Ltd	£	162.04	Fuel	1
15/12/2023	3379	02 December 2023 Water Plus Ltd	£	1,829.40	TH Water rates	1
15/12/2023	3379	06 December 2023 Water Plus Ltd	£	116.60	Paddling Pool water rates	1
15/12/2023	3379	11 December 2023 West Wallasey Contract Hire	£	3,868.80	Vehicle Lease	1
<b><u>TOTAL</u></b>				<b><u>£ 24,114.90</u></b>		
12/01/2024	3400	20 December 2023 Acorn Occupational Health Ktd	£	630.00	Professional support	1
12/01/2024	3400	18 December 2023 Alpha Omega Securities Ltd	£	483.19	Event security	1
12/01/2024	3400	27 December 2023 Alpha Omega Securities Ltd	£	483.19	Event security	1
12/01/2024	3400	29 December 2023 R Beard Ltd	£	830.00	TH Property Maintenance	1
12/01/2024	3400	18 December 2023 Bomford Office Supplies	£	58.57	Stationery	1
12/01/2024	3400	14 December 2023 CHALC	£	50.00	Training	1
12/01/2024	3400	19 December 2023 Campey Turf Care Sytems	£	175.18	Cutter head	1
12/01/2024	3400	30 November 2023 Congleton Community Trans Partnership	£	147.40	In Bloom travel	1
12/01/2024	3400	20 December 2023 Chains & Lifting Tackle (Midlands) Ltd	£	294.00	Inspection	1
12/01/2024	3400	20 December 2023 Eric Charlesworth (Electrical Contractor)	£	2,118.00	LED Light replacement	1
12/01/2024	3400	13 December 2023 Cheshire Electrical Supplies Ltd	£	59.86	TH Bulbs	1
12/01/2024	3400	14 December 2023 Cheshire Electrical Supplies Ltd	£	907.20	Chadelier bulb replacement	1
12/01/2024	3400	31 December 2023 Heads Congleton Limited	£	17.60	CIC Sales	1
12/01/2024	3400	23 November 2023 Congleton High School	£	280.00	Printing	4
12/01/2024	3400	09 November 2023 Congleton High School	£	332.80	Printing	1
12/01/2024	3400	16 December 2023 Cosabelle	£	13.60	3rd Party Supplier Sales	1
12/01/2024	3400	15 December 2023 Culligan (UK) Ltd	£	150.03	Water Supplies	1
12/01/2024	3400	18 December 2023 Congleton Youth Orchestra	£	65.55	3rd Party Tickets	1
12/01/2024	3400	24 December 2023 Daneside Theatre	£	1,223.13	3rd Party Tickets	1
12/01/2024	3400	24 December 2002 Daneside Theatre	£	271.70	3rd Party Tickets	1

12/01/2024	3400	10 December 2023 DJM Nurseries	£	326.00	Horticulture supplies	1
12/01/2024	3400	24 November 2023 Hofton Entertainment	£	150.00	Christmas event costs	1
12/01/2024	3400	16 December 2023 L & J Printing Ltd	£	303.60	Mayoral stationery/cards	2
12/01/2024	3400	04 December 2023 LAC Autoparts	£	78.40	Vehicle maintennce	1
12/01/2024	3400	18 December 2023 Lightech Sound & Light Ltd	£	2,608.80	Christmans Projection	1
12/01/2024	3400	31 December 2023 DJ Mitten Clarke	£	606.00	PAYE/Payroll services	1
12/01/2024	3400	20 December 2023 Otis Ltd	£	622.19	Lift maintenance	1
12/01/2024	3400	19 December 2023 PME Maintenance Ltd	£	546.00	Light Timers	1
12/01/2024	3400	13 December 2023 Screwfix	£	50.03	Sundry repair items	1
12/01/2024	3400	19 December 2023 Toolstation	£	161.44	Sundry repair items	1
12/01/2024	3400	17 December 2023 UK Fuels Ltd	£	172.58	Fuel	1
12/01/2024	3400	24 December 2023 UK Fuels Ltd	£	301.75	Fuel	1
12/01/2024	3400	31 December 2023 UK Fuels Ltd	£	69.05	Fuel	1
12/01/2024	3400	31 December 2023 West Wallasey Contract Hire	£	742.22	Vehicle Lease	1
<b>TOTAL</b>				<b>£ 15,329.06</b>		
19/01/2024	3408	02 January 2024 Ansa Environmental Services	£	1,287.74	HR Services	1
19/01/2024	3408	03 January 2024 Bearwires	£	19.00	3rd Party Supplier Sales	1
19/01/2024	3408	10 January 2024 Eric Charlesworth (Electrical Contractor)	£	86.40	Electrical repairs	1
19/01/2024	3408	01 January 2024 Citron Hygiene UK Ltd	£	100.15	Hygine waste removal	1
19/01/2024	3408	03 January 2024 Cope	£	21.20	3rd Party Supplier Sales	1
19/01/2024	3408	05 January 2024 Cosabelle	£	16.80	3rd Party Supplier Sales	1
19/01/2024	3408	12 January 2024 Cutler Cleaning Supplies Ltd	£	234.00	SS Cleaning supplies	1
19/01/2024	3408	03 January 2024 Daneside Theatre	£	9.50	3rd Party Tickets	1
19/01/2024	3408	01 January 2024 Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper Lease	1
19/01/2024	3408	12 January 2024 DC Assist Ltd	£	219.00	Cleaning services	1
19/01/2024	3408	03 January 2024 Francis	£	80.80	3rd Party Supplier Sales	1
19/01/2024	3408	03 January 2024 Full Media Ltd	£	4.79	3rd Party Supplier Sales	1
19/01/2024	3408	05 January 2024 Harris	£	36.00	3rd Party Supplier Sales	1
19/01/2024	3408	05 January 2024 HCI Data Ltd	£	114.00	Domain name	1
19/01/2024	3408	11 January 2024 LAC Autoparts	£	107.75	Van wipers	1
19/01/2024	3408	11 January 2024 Landscape Supplies Company	£	456.22	SS/TH PPE & cleaning supplies	3
19/01/2024	3408	07 January 2024 Little Bun Designs	£	96.60	3rd Party Supplier Sales	2
19/01/2024	3408	10 January 2024 Marks Events Ltd	£	851.40	Catering supplies	1
19/01/2024	3408	10 January 2024 Marks Events Ltd	£	1,148.70	Catering supplies	1
19/01/2024	3408	10 January 2024 Marks Events Ltd	£	2,082.46	Catering supplies	15
19/01/2024	3408	03 January 2024 Mayer	£	87.58	3rd Party Supplier Sales	1
19/01/2024	3408	04 January 2024 Congleton Museum	£	49.40	3rd Party Supplier Sales	2
19/01/2024	3408	01 January 2024 New Vic Theatre	£	237.97	3rd Party Tickets	1
19/01/2024	3408	21 December 2023 The Old Saw Mill CBS Ltd	£	1,008.00	Luncheon Club	1
19/01/2024	3408	21 December 2023 The Old Saw Mill CBS Ltd	£	1,260.00	Luncheon Club	1
19/01/2024	3408	11 January 2024 Otis Ltd	£	2,370.59	Lift repairs	1
19/01/2024	3408	08 January 2024 Poppy May	£	106.00	3rd Party Supplier Sales	1
19/01/2024	3408	02 January 2024 Congleton Rotary Club	£	162.45	3rd Party Tickets	1
19/01/2024	3408	12 January 2024 Screwfix	£	189.99	Stepladders	1
19/01/2024	3408	12 January 2024 Toolstation	£	19.89	Sreenwash	1

19/01/2024	3408	07 January 2024 UK Fuels Ltd	£	346.27	Fuel	1
19/01/2024	3408	05 January 2024 Amie Urquhart Art	£	4.80	3rd Party Supplier Sales	1
19/01/2024	3408	03 January 2024 Water Plus Ltd	£	421.21	TH Water rates	1
19/01/2024	3408	02 January 2024 Weaver	£	8.00	3rd Party Supplier Sales	1
19/01/2024	3408	12 January 2024 West Wallasey Contract Hire	£	3,868.80	Vehicle Lease	1
		<b><u>TOTAL</u></b>		<b><u>£ 20,294.18</u></b>		
26/01/2024	3417	15 November 2023 Booth	£	75.00	Remembrance Day Sound	1
26/01/2024	3417	18 January 2024 Eric Charlesworth (Electrical Contractor)	£	2,841.60	Cabling & Radiatirs	2
26/01/2024	3417	09 December 2023 Congleton Live CIC Ltd	£	104.50	3rd Party Supplier Sales	1
26/01/2024	3417	18 January 2024 Culligan (UK) Ltd	£	114.41	Water Supplies	1
26/01/2024	3417	17 January 2024 Dawsongroup Sweepers Ltd	£	631.53	Sweeper brushes	1
26/01/2024	3417	20 January 2024 DC Assist Ltd	£	219.00	Cleaning services	1
26/01/2024	3417	06 January 2024 DC Assist Ltd	£	642.40	Cleaning services	1
26/01/2024	3417	02 January 2024 Landscape Supplies Company	£	287.71	Litter pickers	1
26/01/2024	3417	31 October 2023 Legal & General Assurance Society	£	1,351.68	Ill Health/Pension	1
26/01/2024	3417	22 January 2024 Maxigiene Environmental Services Ltd	£	108.00	Legionella Testing	1
26/01/2024	3417	18 January 2024 Mulch Organic	£	332.99	Mulch	1
26/01/2024	3417	22 December 2023 The Old Saw Mill CBS Ltd	£	1,860.00	Partnership: VCP	1
26/01/2024	3417	23 January 2024 Sharrocks	£	271.00	Mower service kits	1
26/01/2024	3417	02 January 2024 Shred-It Ltd	£	178.31	Shredding sevicees	1
26/01/2024	3417	18 January 2024 Society of London Theatres	£	47.00	3rd Party Tickets	1
26/01/2024	3417	22 January 2024 Naylor Plumbing	£	95.00	Toilet repairs	1
26/01/2024	3417	22 January 2024 Toolstation	£	18.03	Horticulture supplies	1
26/01/2024	3417	14 January 2024 UK Fuels Ltd	£	264.43	Fuel	1
		<b><u>TOTAL</u></b>		<b><u>£ 9,442.59</u></b>		

## List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Prism Solutions	dd	148.07		191842/16632/charges
02/02/2024	BACS P/L Pymnt Page 3421	BACS Pymnt	3,034.99		BACS P/L Pymnt Page 3421
02/02/2024	Congleton Museum	BACS	750.00		GR02/2324
02/02/2024	House to Home	BACS	56.49		xmas electric
09/02/2024	The Leaflet Team	09FEB24	715.50		Delivery of BN
09/02/2024	CAUSN	BACS	1,237.50		GR07/2324
12/02/2024	HMRC E VAT	DD	2,097.80		VAT
14/02/2024	West Mercia Energy	dd	5,575.65		11451937/16729/Paddling pool
15/02/2024	Bankline	BACS	71.75		Bank charges
16/02/2024	BACS P/L Pymnt Page 3425	BACS Pymnt	25,103.17		BACS P/L Pymnt Page 3425
16/02/2024	BACS P/L Pymnt Page 3432	BACS Pymnt	1,173.45		BACS P/L Pymnt Page 3432
16/02/2024		BACS	60.00		Duplicate HB payment
16/02/2024	CTC	BACS	86,284.48		Feb Payroll
16/02/2024	CONTRA	BACS	-60.00		T Brown, s/b payment
21/02/2024	Bankline	BACS	14.33		Bank charges
23/02/2024	EE Ltd	dd	169.80		01288134906/16725/charges
26/02/2024	Prism Solutions	DD	1,930.15		193201/16768/IT Support
28/02/2024	RBS Credit Card	DD	439.62		Credit Card Balance Payoff
29/02/2024	JFH Horticultural Supplies Ltd	Reverse	-884.24		P/Ledger Electronic Payment
01/03/2024	BACS P/L Pymnt Page 3436	BACS Pymnt	14,040.03		BACS P/L Pymnt Page 3436
01/03/2024	J F Kehoe Installations Ltd	BACS	884.24		14658/16815/dishwasher repair
01/03/2024	Prism Solutions	dd	129.76		193716/16769/Call charges
01/03/2024		BACS	60.00		Refund
01/03/2024		BACS	488.40		refund
05/03/2024	Pitney Bowes Ltd	dd	84.71		4100018116/16766/franking
08/03/2024	BACS P/L Pymnt Page 3446	BACS Pymnt	8,416.69		BACS P/L Pymnt Page 3446
08/03/2024	Cong Harriers	BACS	450.00		gr17/2324
08/03/2024	Cheshire West & Cheshire	BACS	12.00		VAT not paid on invoice
12/03/2024	British Telecom	dd	262.09		Q0951R/16905/charges
12/03/2024	Purchase Power	DD	107.00		BK578610/16767/Postage
13/03/2024	BACS P/L Pymnt Page 3449	BACS Pymnt	12,686.97		BACS P/L Pymnt Page 3449
14/03/2024	West Mercia Energy	Dd	5,876.32		11461003/16812/kitchen gas
15/03/2024	Bankline	BACS	60.05		Charges
15/03/2024	Old Saw Mill	BACS	247.90		GR13/2324
18/03/2024	West Mercia Energy	dD	83.70		11467995/16814/P pool elec
18/03/2024	CTC	BACS	87,031.64		Payroll
21/03/2024	RBS Autopay	BACS	12.58		Bank Charges
22/03/2024	BACS P/L Pymnt Page 3454	BACS Pymnt	18,944.64		BACS P/L Pymnt Page 3454
22/03/2024	Rotary Club Congleton	BACS	906.00		GR20/2324
25/03/2024	Prism Solutions	dd	1,930.15		194795/16931/IT Support
25/03/2024	EE Ltd	dd	169.80		01288162794/16957/charges
25/03/2024	West Mercia Energy	dd	14,939.91		11469333/16808/Town Hall elec
28/03/2024	RBS Credit Card	DD	177.96		Credit Card Balanve Pay off



## List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			295,921.05		

Congleton Town CouncilPayments Listing for 1st February to 31st March 2024Breakdown of Payments made via BACS transfer

						<u>Total</u>
						<u>Invoices</u>
<u>Date</u>	<u>BACS</u> <u>Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u> <u>paid</u>
02/02/2024	3421	30 January 2024	Bomfords Office Product Ltd	£ 401.79		Stationery 2
02/02/2024	3421	18 January 2024	Cheshire Electrical Supplies Ltd	£ 156.94		Bulbs 2
02/02/2024	3421	26 January 2024	Congleton Live CIC	£ 38.00		3rd Party sales 1
02/02/2024	3421	17 January 2024	Jewson Limited	£ 139.40		Allotment repairs 1
02/02/2024	3421	26 January 2024	L&J Printing	£ 1,908.00		Bear Neccessities 1
02/02/2024	3421	31 January 2024	LAC Autoparts	£ 33.35		Sundry repair/general items 1
02/02/2024	3421	15 January 2024	Screwfix	£ 19.86		Sundry repair/general items 1
02/02/2024	3421	21 January 2024	UK Fuels Ltd	£ 337.65		Fuel 1
		<b><u>TOTAL</u></b>			<b><u>£ 3,034.99</u></b>	
16/02/2024	3425	05 February 2024	Alpha and Street Legal Tyres Ltd	£ 105.00		Replacement tyre 1
16/02/2024	3425	01 February 2024	Auditing Solutions Ltd	£ 600.00		Internal audit fees 1
16/02/2024	3425	13 February 2024	Bees for Us	£ 100.80		CIC Stock 1
16/02/2024	3425	31 January 2024	Bomfords Office Product Ltd	£ 6.02		Stationery 1
16/02/2024	3425	31 January 2024	Buxton Opera House	£ 128.06		3rd Party tickets 1
16/02/2024	3425	31 January 2024	Heads Congleton Limited	£ 5.60		CIC Sales 1
16/02/2024	3425	12 February 2024	Congeton High School	£ 119.30		Leaflets & Posters 2
16/02/2024	3425	05 February 2024	Chubb Fire & Security Ltd	£ 317.52		Annual contract, alarm/CCTV 1
16/02/2024	3425	08 February 2024	Cutler Cleaning Supplies Ltd	£ 408.30		Cleaning supplies 3
16/02/2024	3425	31 January 2024	Daneside Theatre	£ 38.00		3rd Party tickets 1
16/02/2024	3425	31 January 2024	Daneside Theatre	£ 7,827.05		3rd Party tickets 1
16/02/2024	3425	31 January 2024	Dawsongroup Sweepers Ltd	-£ 392.88		Credit repairs 1
16/02/2024	3425	31 January 2024	Dawsongroup Sweepers Ltd	£ 471.45		Sweeper brushes 1
16/02/2024	3425	01 February 2024	Dawsongroup Sweepers Ltd	£ 3,180.72		Sweeper lease 1
16/02/2024	3425	10 February 2024	DC Assist	£ 657.00		Cleaning services 1
16/02/2024	3425	02 February 2024	Four Oaks Nurseries Ltd	£ 245.22		Horticulture supplies 1
16/02/2024	3425	02 February 2024	Francis	£ 75.20		3rd Party sales 1
16/02/2024	3425	06 February 2024	Harper Collins Publishers	£ 95.94		CIC Stock 1
16/02/2024	3425	06 February 2024	Harris	£ 66.00		3rd Party sales 1
16/02/2024	3425	07 November 2023	Hipswing Entertainment Ltd	£ 26.40		Event costs 1
16/02/2024	3425	26 January 2024	Jewson Limited	£ 76.32		Sundry repair/general items 1
16/02/2024	3425	06 February 2024	Lomon Books Ltd	£ 141.36		CIC Stock 1
16/02/2024	3425	31 January 2024	AP Matthews Nurseries Ltd	£ 1,743.78		Trees for Congleton- Partnership 1
16/02/2024	3425	06 February 2024	Mayer	£ 15.60		3rd Party sales 1
16/02/2024	3425	08 February 2024	F Morrey & Son	£ 30.00		Trees for Congleton- Partnership 1
16/02/2024	3425	08 February 2024	Oakwood Books	£ 135.69		CIC Stock 1
16/02/2024	3425	04 February 2024	Poppy May	£ 40.00		3rd Party sales 1
16/02/2024	3425	31 January 2024	Screwfix	£ 15.99		Sundry repair/general items 1
16/02/2024	3425	31 January 2024	Shenton Garden Supplies Ltd	£ 72.17		Streetscape recharge items 1
16/02/2024	3425	01 February 2024	Shred-It Ltd	£ 175.31		Shredding services 1

16/02/2024	3425	31 January 2024	M Tingle	£	13.75	3rd Party sales	1
16/02/2024	3425	07 February 2024	Toolstation Ltd	£	17.81	Sundry repair/general items	2
16/02/2024	3425	23 January 2024	Tudor Environmental Ltd	£	160.80	PPE/Cleaning supplies	1
16/02/2024	3425	26 September 2024	Bjorn Again	£	850.00	Tribute series costs	1
16/02/2024	3425	28 January 2024	UK Fuels Ltd	£	288.81	Fuel	1
16/02/2024	3425	04 February 2024	UK Fuels Ltd	£	478.96	Fuel	1
16/02/2024	3425	31 October 2023	Vale Allotment & Gardening Assoc	£	15.00	Rent Partnership	1
16/02/2024	3425	09 February 2024	West Wallasey Contract Hire	£	3,868.80	Vehicle lease	1
16/02/2024	3425	31 January 2024	West Wallasey Contract Hire	£	742.22	Vehicle lease	1
16/02/2024	3425	31 January 2024	Whitehursts Agricultural & Builders	£	115.10	Horticulture supplies - Partnership	2
16/02/2024	3425	31 July 2023	Wright	£	900.00	Volunteer Point- Partnership	1
16/02/2024	3425	19 December 2023	Wright	£	1,125.00	Volunteer Point- Partnership	1
		<b><u>TOTAL</u></b>			<b><u>£ 25,103.17</u></b>		
16/02/2024	3432	06 February 2024	Alpha Omega Securities Ltd	£	322.13	Event security	1
16/02/2024	3432	08 August 2024	Beartown Brewery Ltd	£	320.00	Remembrance Day costs/Princes Irene	1
16/02/2024	3432	13 February 2024	Hollins & Hollinshead Ltd	£	96.00	Regalia repair	1
16/02/2024	3432	11 February 2024	UK Fuels Ltd	£	435.32	Fuel	1
		<b><u>TOTAL</u></b>			<b><u>£ 1,173.45</u></b>		
01/03/2024	3436	27 January 2024	All Saints Community Centre	£	358.00	Luncheon Club	1
01/03/2024	3436	21 February 2024	Alpha and Street Legal Tyres Ltd	£	99.00	Replacement tyre	2
01/03/2024	3436	27 February 2024	CHALC	£	25.00	Training course	1
01/03/2024	3436	21 February 2024	Cheshire East Council	£	3,600.00	CCTV Camera: CTC/50/2324	1
01/03/2024	3436	27 February 2024	Cheshire East Council	£	120.00	Workshop/Training	1
01/03/2024	3436	16 February 2024	Cosabelle	£	6.40	3rd Party sales	1
01/03/2024	3436	16 February 2024	Cutler Cleaning Supplies Ltd	£	324.37	Cleaning supplies	2
01/03/2024	3436	22 February 2024	Cutler Cleaning Supplies Ltd	£	476.09	Cleaning supplies	1
01/03/2024	3436	26 February 2024	Daneside Theatre	£	327.75	3rd Party tickets	1
01/03/2024	3436	14 February 2024	Dawsonsgroup Sweepers Ltd	£	49.58	Sweeper repairs	1
01/03/2024	3436	25 February 2024	DC Assist	£	438.00	Cleaning services	1
01/03/2024	3436	20 February 2024	Jaf Graphics	£	174.00	Name plate/sign	1
01/03/2024	3436	13 February 2024	Jewson Limited	£	140.05	Sundry repair/general items	3
01/03/2024	3436	15 February 2024	JFH	£	884.24	Incorrect supplier: Reversed 29/2/24	1
01/03/2024	3436	19 February 2024	Kentra Training Ltd	£	738.00	Road safety training	1
01/03/2024	3436	19 February 2024	Little Bun Designs UK	£	28.20	3rd Party sales	1
01/03/2024	3436	26 February 2024	Marks Events Ltd	£	1,667.47	Catering supplies	14
01/03/2024	3436	19 February 2024	New Vic Theatre	£	280.73	3rd Party tickets	1
01/03/2024	3436	31 January 2024	SAS Daniels Ltd	£	1,813.50	Legal services	1
01/03/2024	3436	22 February 2024	Screwfix	£	329.65	Sundry repair/general items	6 and 1 CN
01/03/2024	3436	08 February 2024	Smith of Derby Ltd	£	330.00	Clock service	1
01/03/2024	3436	15 February 2024	Toolstation Ltd	£	43.69	Sundry repair/general items	2
01/03/2024	3436	17 February 2024	Trinity Methodist Church	£	342.00	3rd Party tickets	1
01/03/2024	3436	18 February 2024	UK Fuels Ltd	£	237.36	Fuel	1
01/03/2024	3436	15 February 2024	Water Plus Ltd	£	69.19	Pool water rates	1 and 1 CN
01/03/2024	3436	15 February 2024	Water Plus Ltd	£	1,117.76	Town Hall water rates	1
01/03/2024	3436	18 February 2024	Weaver	£	20.00	3rd Party sales	1
		<b><u>TOTAL</u></b>			<b><u>£ 14,040.03</u></b>		

08/03/2024	3446	29 January 2024	Council HR & Governance Support		£250.00	Job Evaluation	1
08/03/2024	3446	26 February 2024	Daneside Theatre	£	2,846.20	3rd Party Ticket Sales	3
08/03/2024	3446	29 February 2024	Dawson Sweeper Group	£	673.53	Sweeper Brushes	1
08/03/2024	3446	29 February 2024	Instant Tool Plant Hire	£	228.00	Hire Charges	1
08/03/2024	3446	21 February 2024	Jewson	£	21.42	Rock Salt	1
08/03/2024	3446	21 February 2024	K G Loach	£	191.52	Rock Salt, compost, sand, saw	3
08/03/2024	3446	27 February 2024	LAC Autos	£	80.00	Ad Blue	1
08/03/2024	3446	13 February 2024	RVW Pugh Ltd	£	2,608.69	Mower Services	6
08/03/2024	3446	25 February 2024	UK Fuels Ltd	£	320.75	Van Fuel	1
08/03/2024	3446	29 February 2024	Viking Office UK Ltd	£	268.80	Deposit Safe	1
08/03/2024	3446	29 February 2024	West Wallasey Contract Hire	£	927.78	Lease Van - RB	1

**TOTAL**

**£8,416.69**

13/03/2024	3449	06 March 2024	Alpha Omega Securities	£	214.75	Event Security	1
13/03/2024	3449	01 March 2024	Canda Copying	£	461.05	Photocopier	2
13/03/2024	3449	05 March 2024	Congleton Live CIC	£	47.50	3rd Party Sales	1
13/03/2024	3449	03 March 2024	Cosebelle	£	9.60	3rd Party Sales	1
13/03/2024	3449	01 March 2024	Dawson Sweeper Group	£	3,180.72	Sweeper Lease	1
13/03/2024	3449	10 March 2024	DC Assist	£	438.00	Cleaning Services	2
13/03/2024	3449	06 March 2024	Adam Francis	£	23.20	3rd Party Sales	1
13/03/2024	3449	06 March 2024	██████ Harris	£	32.00	3rd Party Sales	1
13/03/2024	3449	27 February 2024	Steve Holbrook Ltd	£	1,912.81	3rd Party Sales	1
13/03/2024	3449	03 March 2024	KEMS	£	285.00	3rd Party Ticket Sales	1
13/03/2024	3449	14 February 2024	K G Loach	£	203.82	Horticultural Supplies	1
13/03/2024	3449	01 March 2024	██████ Mayer	£	36.00	3rd Party Sales	1
13/03/2024	3449	12 March 2024	MGS Automotive	£	797.76	Vehicle Repairs	1
13/03/2024	3449	04 March 2024	Geraldine Outhwaite	£	6.40	3rd Party Sales	1
13/03/2024	3449	06 March 2024	Poppy May	£	51.20	3rd Party Sales	1
13/03/2024	3449	12 February 2024	Screwfix	£	158.99	Sundries/tools	4
13/03/2024	3449	17 January 2024	Sharrocks	£	119.12	Spark Plugs	1
13/03/2024	3449	11 March 2024	Shred-it	£	176.05	Shredding Services	1
13/03/2024	3449	08 March 2024	Tudor Environmental	£	128.95	PPE	1
13/03/2024	3449	03 March 2024	UK Fuels Ltd	£	322.05	Van Fuel	1
13/03/2024	3449	29 February 2024	Viking Office UK Ltd	£	160.72	Document Shredder	1
13/03/2024	3449	02 March 2024	Water Plus Ltd	£	34.48	Water Rates	1
13/03/2024	3449	12 March 2024	West Wallasey Contract Hire	£	3,868.80	Van Leases	1
13/03/2024	3449	04 March 2024	Whitehursts	£	18.00	Partnership	1

**TOTAL**

**£ 12,686.97**

23/03/2024	3454	14 March 2024	ANSA Environmental Services	£	694.98	Waste collection Service	1
23/03/2024	3454	13 February 2024	ASPE	£	667.20	Seminar	1
23/03/2024	3454	19 March 2024	Arch Publications	£	1,437.00	adverts/booklet design	4
23/03/2024	3454	12 March 2024	Beartown Soul Promotions	£	1,520.00	3rd Party Ticket Sales	1
23/03/2024	3454	13 March 2024	Bomford Office Supplies	£	450.61	Stationary items	3
23/03/2024	3454	14 March 2024	Heads Congleton Ltd	£	123.12	Advert	1
23/03/2024	3454	18 March 2024	Congleton Live CIC	£	74.10	3rd Party Ticket Sales/Merch	2
23/03/2024	3454	15 March 2024	Culligan (UK) Ltd	£	170.66	Drinking water	1

23/03/2024	3454	04 March 2024	Deane	£	12.00	3rd Party Sales	1
23/03/2024	3454	08 March 2024	DJM Nurseries	£	240.00	Trees for congleton	1
23/03/2024	3454	14 March 2024	Enviro Skip Hire Ltd	£	676.01	Flytip removal	1
23/03/2024	3454	14 March 2024	Hayman Mechanical Ltd	£	9,635.49	Boiler repairs and improvements	2
23/03/2024	3454	28 February 2024	Jewson Ltd	£	100.84	Boards	1
23/03/2024	3454	07 March 2024	L & J Printing Ltd	£	120.00	Design work	1
23/03/2024	3454	16 March 2024	Little Bun Design UK	£	8.60	3rd Party Sales	1
23/03/2024	3454	15 March 2024	A P Matthews Nurseries Ltd	£	1,276.50	Horticultural Supplies	2
23/03/2024	3454	29 February 2024	New Vic theatre	£	45.50	3rd Party Ticket Sales	1
23/03/2024	3454	13 March 2024	Peak Activity Services	£	342.00	Deposit - Hospital event	1
23/03/2024	3454	12 March 2024	PGK Home Solutions Ltd	£	940.00	Museum Guttering	1
23/03/2024	3454	12 March 2024	Screwfix	£	4.99	Recharge HCPC	1
23/03/2024	3454	18 March 2024	Spiral Colour	£	86.40	Partnership - H & W Fayre	1
23/03/2024	3454	10 March 2024	UK Fuels Ltd	£	310.64	Van Fuel	1
23/03/2024	3454	16 March 2024	R J Weaver	£	8.00	3rd Party Sales	1
<b><u>TOTAL</u></b>					<b><u>£ 18,944.64</u></b>		

## List of Payments made between 01/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2024	Amazon	CCJAN01	230.82		Storage boxes
09/01/2024	Maelor Forest Nurseries	CCJAN02	208.80		Trees4Congleton
29/01/2024	Royal Mail	CCJA01	137.50		Stamps for resale
29/01/2024	B & M Bargains	CCDE02	199.60		Food provision for charities
28/03/2024	Zoom	CCF01	129.90		Zoom account - DM
28/03/2024	Amazon	CCF02	48.06		Triplicate Receipt books
Total Payments			954.68		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	6 <sup>th</sup> June 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Item 17</b> <b>Internal Audit Report – Final Audit for 2023-24</b>		
<b>Background</b>	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
<b>Updates</b>	<p>Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd.</p> <p>The final year end audit has taken place, second interim audit has taken place. Auditing Solutions visited the offices on 31<sup>st</sup> January 2024, all other audits have been remote.</p> <p>See Appendix 17.1 for the full report, there are no issues to note.</p> <p>The Final Audit report will be presented to Council on 13<sup>th</sup> June 2024 for formal approval/receipt.</p>		
<b>Decision Requested</b>	To receive the Final Internal Audit report for the year ending 31 <sup>st</sup> March 2024.		



## **Congleton Town Council**

*Internal Audit Report 2023-24: Final Update*

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*Adrian Shepherd-Roberts*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023-24 financial year which was completed by the 23rd September 2023, 31<sup>st</sup> January and 14th May 2024. We have undertaken our reviews for the year and we wish to thank the Responsible Finance Officer and staff in assisting the process, providing all necessary documentation to facilitate completion of our reviews.

## **Internal Audit Approach**

In undertaking our initial reviews for this financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2023-24 to the Statement of Accounts and AGAR for 2022-23 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & August 2023 and December 2023 and March 2024;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at July/August and December 2023 and March 2024 to ensure that no long-standing payments or other anomalous entries exist.

### Conclusions

*We are pleased to report that no issues have been identified in this area warranting further comment.*

## Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were reviewed and adopted in June 2023 and Financial Regulations approved in February 2024.

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

### *Conclusions*

*There are no matters requiring formal recommendation in this area of our review process.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed our work in this area examining a sample of payments from April, August and December 2023 and March 2024.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2024, with no issues identified.

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 23-24 was formally approved by Finance & Policy Committee in April 2023.

We noted as at a previous review that an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2024) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area warranting further comment.***

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note from the pre-draft minutes that the Council approved a precept of £1,182,221 for 2024-25 at the meeting of 25th January 2024.

### ***Conclusions***

***There are no matters requiring formal comment or recommendation in this area of our review process.***

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre (TIC) from the accounts data. We have also checked that there is a stock control review completed. We were pleased to report that the process was well managed and that records are maintained in a very satisfactory manner.
- At the interim update audit for which we visited the Council offices we reviewed the Congleton Information Centre (CIC) to include the management of the CIC and stock controls for both supplier stock and Council stock together with cash held in the till and the additional float. We have also looked at the Rialtas booking system and the event ticket sales.

We consider that the CIC is very well managed and maintained to a high standard.

- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to March 2024 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

### ***Conclusions***

*We are pleased to record that there are no significant issues in this area.*

## **Petty Cash Account and Fuel Cards**

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council’s requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have checked the Town Council and the CIC cash and reviewed the holding from the information that we have been provided. We consider that this is controlled effectively.

We have again reviewed the vehicle fuel nominal ledger and sample statements and we are satisfied that this is monitored and controlled effectively.

### ***Conclusions***

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## **Review of Staff Salaries**

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2022 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2023, noting the continued use of a local, third party bureau service provider;

- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

### ***Conclusions***

***We are pleased to record that no issues have been identified in this area.***

## **Fixed Asset Registers**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is updated by DCK Accounting Solutions, their accountants and we will review this register along with the year-end figures once they have been provided.

### ***Conclusion***

***No issues require formal comment or recommendation.***

## **Investments & Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a Special Interest account with RBS and deposits with the Cambridge and Counties Bank and CCLA.

We have verified the half-yearly loan repayments to PWLB by reference to the direct debit advice as part of the aforementioned expenditure testing.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.***



## **Annual Governance and Accountability Return**

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review we have checked the March 2024 cash books and nominal ledgers.

We have not reviewed the accounts and Asset Register, yet to be provided by DCK Accounting Solutions but should the figures reflect adjustments that affect our report we will issue an addendum accordingly.

We have also examined the Council's procedures and data in relation to the preparation of the year-end detailed accounts and Annual Governance and Accountability Return data and are satisfied that there are no issues arising.

### ***Conclusions***

***No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.***



Four Oaks Nurseries Ltd  
Farm Lane  
Lower Withington  
Macclesfield  
Cheshire  
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797

email: [REDACTED]

Website: [www.fouroaks-nurseries.co.uk](http://www.fouroaks-nurseries.co.uk)

CONGLETON TOWN COUNCIL  
TOWN HALL, HIGH STREET  
CONGLETON  
CW12 1BN

## INVOICE

Invoice no.: 136584  
Date: 26/04/2024  
Customer no.: [REDACTED]  
VAT- number:  
Page: 1

Sales order no.: 309039,

Delivered on: 26/04/2024 Delivery no.: 95207 Scan 15:02/CASH

Quantit	Description	Size	Reference	VAT	Price	Amount £
38	Hedera	18 (FON)		H	16.96	644.48
	A Hedera / B 1298 / C 255914 / D GB					
35	CIB Agastache Kudos Mandarin	1		H	1.31	45.85
300	CIB Bidens Golden Glory	1		H	0.83	249.00
30	CIB Bidens Taka Tuka	1		H	0.83	24.90
300	CIB Calita Cancan Orange	1		H	0.89	267.00
8	CIB Canna Orange Shade	1		H	2.27	18.16
300	CIB Calita Cancan Sunlight	1		H	0.82	246.00
350	CIB Calita Good Night Kiss	1		H	0.65	227.50
350	CIB Geranium Mrs Pollock	1		H	0.99	346.50
100	CIB Impomoea Green Heart	1		H	0.97	97.00
70	CIB Isotoma Fizz n Pop Purple	1		H	0.97	67.90
940	CIB Lysimachia Aurea	1		H	0.55	517.00
350	CIB Verbena Snowboat White	1		H	0.69	241.50
10	CIB Agastache Blue Boa	1		H	1.31	13.10
30	CIB Begonia Starshine Bronze	1		H	0.89	26.70
	Papaya					
50	CIB Bidens Blazing Fire	1		H	0.83	41.50
350	CIB Bidens Double Sundrop	1		H	0.79	276.50
130	CIB Bidens White	1		H	0.83	107.90
50	CIB Bidens Yellow	1		H	0.83	41.50
350	CIB Calita Dark Blue	1		H	0.65	227.50
350	CIB Calita Puce Yellow	1		H	0.65	227.50
44	CIB Fuchsia Mandarin Cream	1		H	0.61	26.84
570	CIB Geranium Ivy Magenta	1		H	0.99	564.30
210	CIB Geranium Ivy Precision	1		H	0.99	207.90
230	CIB Lobelia Waterfall	1		H	0.79	181.70
430	CIB Nepeta Variegated	1		H	0.57	245.10
350	CIB Bacopa Gulliver Blue sensation	1		H	0.71	248.50
130	CIB Bidens Orange	1		H	0.83	107.90
100	CIB Calita Sunrise Improved	1		H	0.82	82.00
350	CIB Fuchsia Marinka	1		H	0.61	213.50
100	CIB Geranium Ivy Pink Flamingo	1		H	0.99	99.00
160	CIB Geranium Zonal	1		H	0.93	148.80
100	CIB Lobelia Blue Ice	1		H	0.79	79.00
50	CIB Lobelia Purple	1		H	0.79	39.50
80	CIB Lobelia Waterfall Blue Ice	1		H	0.79	63.20
Transport:						6,262.23





Four Oaks Nurseries Ltd  
Farm Lane  
Lower Withington  
Macclesfield  
Cheshire  
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797

email: [REDACTED]

Website: www.fouroaks-nurseries.co.uk

CONGLETON TOWN COUNCIL  
TOWN HALL, HIGH STREET  
CONGLETON  
CW12 1BN

## INVOICE

Invoice no.: 136584  
Date: 26/04/2024  
Customer no.: [REDACTED]  
VAT- number:  
Page: 2

18005/2425

Quantit	Description	Size	Reference	VAT	Transport: Price	6,262.23 Amount £
350	CIB Lobelia Waterfall Blue	1		H	0.79	276.50
100	CIB Petunia Cherry Ripple	1		H	0.77	77.00
30	CIB Surfinia Giant Purple	1		H	0.76	22.80
310	CIB Verbena Starburst	1		H	1.01	313.10
100	CIB Calita Orange Punch	1		H	0.83	83.00
50	CIB Verbena Purple	1		H	0.83	41.50
10	CIB Fuchsia Winston Churchill	1		H	0.61	6.10
198	Begonia (ZPa2)	12 (Imp)		H	8.40	1,663.20
PFA ERWIAM / A Begonia / B 1298 / C 255837 / D GB						
1	Carriage	1		H	50.00	50.00
Total plants:						8,795.43
Subtotal:						8,795.43
20.00 % VAT (H) over 8,795.43						1,759.09
TOTAL £:						10,554.52

Orderkorting: 113.62

Terms 30 Days from date of collection.

PLANT PASSPORT NUMBER GB 1298  
EC QUALITY

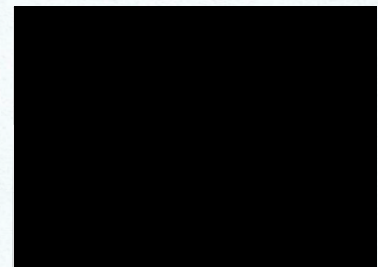
Group VAT Registered No. GB 800 2270 91

Bacs payments to:

Sort code [REDACTED]

Account [REDACTED]

Cheques payable to Four Oaks Nurseries LTD.



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	6 <sup>th</sup> June 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Item 19 Direct Debit</b>		
<b>Background</b>	<p>In accordance with our Financial Regulations we can pay certain items by Direct Debit:</p> <p>6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.</p>		
<b>Updates</b>	<p>We currently pay for Utilities and Town Hall Business Rates by Direct Debit.</p> <p>Water Rates are not currently set up to pay by Direct Debit, this can cause late payment issues as the payment terms for Water Plus are short, 14 days, and sometimes this can cause late payments dependant on our payment run.</p> <p>The information Centre Business Rates and In Bloom Business Rates have not been set up to pay by Direct Debit, and the request is to bring this in line with the other Business Rates.</p> <p>We are due to re-approve paying by Direct Debit in October 2025. Direct Debit supplier invoices are made available for signatories to check and sign off as part of our weekly payment run.</p>		
<b>Decision Requested</b>	To approve the request to pay all Water Rates and the In Bloom & Information Centre Business Rates by Direct Debit.		