



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

12th September 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 19th September 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

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



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 6th June 2024 and on the 15th August 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

To note the minutes of the Regeneration working group:

1. [Regeneration Working Group minutes 1st March 2024](#)
2. [Regeneration Working Group minutes 3rd June 2024](#)

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 31st July 2024.

11. New Applications for Financial Assistance (Enclosed)

- 11.1- Congleton and District Horticultural Society- GR04/2425
- 11.2- Trinity Methodist Church- GR05/2425
- 11.3- Mossley Old School Trust- GR06/2425
- 11.4- Congleton Harriers- GR07/2425
- 11.5- Havannah PTA- GR08/2425
- 11.6- Wild Salt CIC – GR09/2425
- 11.7-St Peter's Church- GR10/2425

12. New Grant Activities Monitoring Forms (Enclosed)

- 12.1- The Old Saw Mill- GR13/2324
- 12.2- Congleton Harriers – GR11/2324
- 12.3- Friends For Leisure- GR14/2324
- 12.4- Congleton Building Preservation Trust- GR01-2324

13. Management Accounts including Budget Update (Enclosed)

To receive the management accounts to 31st July 2024.

14. Bank Reconciliations (Enclosed)

To receive and consider the bank reconciliations as at 31st July 2024.

15. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st July 2024

16. List of Payments (Enclosed)

To receive and approve the List of payments from 1st April to 31st July 2024.

17. Petty Cash Verification (Enclosed)

To note Petty Cash Verification as at 31st July 2024.

18. Standing Orders for Contracts (Tender Process) Policy Review (Enclosed)

To approve the updated Standing Orders for Contracts Policy and Standing Orders and recommend to Council for approval and adoption into the Constitution.

19. Financial Regulations Review (Enclosed)

To approve the updated Financial Regulations and the Updated Procurement Policy and recommend both to Council for approval and adoption into the Constitution.

20. Investment Policy and Strategy Review (Enclosed)

To approve the updated Investment Policy and Investment Strategy and recommend both to Council for approval and adoption into the Constitution.

To: Members of the Finance & Policy Committee

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

Suzie Akers Smith, Dawn Allen, Russell Chadwick, Mark Edwardson, Arabella Holland, Heather Pearce, Rob Moreton, 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 6th June 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 – 6th June 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr D Allen Cllr R Chadwick Cllr M Edwardson Cllr H Pearce
	Ex- Officio	Cllr K Wesley -Mayor Cllr R Brittain -Deputy Mayor
Non-Committee Members		None

Also present:
Congleton Town Council Officers

David McGifford- Chief Officer Serena Van Schepdael - RFO 9 members of the public

1. Apologies for absence

Cllr S Akers Smith
Cllr L Wardlaw
Cllr E Hall

2. Minutes of Previous Meetings

FAP/01/2425 RESOLVED To approve and sign [the minutes of the Finance and Policy Committee held on 14th March 2024.](#)

3. Declarations of Interest

Cllr R Chadwick expressed an interest to anything relating to CEC
Cllr K Wesley declared a non-pecuniary interest in item 11.2 as they are one of the chosen mayor's charities for 2024.
Cllr M Edwardson declared a non-pecuniary interest in item 11.2 as he has been invited to be the compere on the day.

4. Outstanding Actions

There were none.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

There were 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/02/2425 RESOLVED to receive a statement showing the current position as at 31st March 2024.

11. New Applications for Financial Assistance

FAP/03/2425 RESOLVED to approve the grants:

11.1- Congleton Players- GR01/2425 – Awarded £1,000

11.2- Congleton Pride-GR02/2425 – Awarded £856

11.3- Congleton Museum-GR03/2425- Awarded £460

12. New Grant Activities Monitoring Forms

FAP/04/2425 RESOLVED to receive the grant monitoring forms:

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- 4th Congleton Rainbows- GR19/2223

12.7-Trinity Amateur Operatic Society – GR18/2324

Actions: Officers to look at ways of promoting the Grant Scheme on a regular basis, and to look at requesting proof from Grant Applicants that the Council is acknowledged in

their projects as recognition of the grant award as stated in the Grant Application process.

13. Management Accounts including Budget Update

FAP/05/2425 RESOLVED to receive the management accounts to 31st March 2024.

Action: A new 'traffic light' system to be included in future reports to highlight budget lines that are underspent/on target/overspent.

14. Bank Reconciliation

FAP/06/2425 RESOLVED to receive and consider the bank reconciliation as at 31st March 2024.

15. Savings Account Balances

FAP/07/2425 RESOLVED to receive the Savings Account balances as at 31st March 2024.

16. List of Payments

FAP/08/2425 RESOLVED to receive and approve the List of payments from 1st December 2023 to 31st January 2024 and 1st February to 31st March 2024.

17. Internal Audit Report

FAP/09/2425 RESOLVED to receive the Final Internal Audit Report.

18. Supplier Invoice

FAP/10/2425 RESOLVED 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

FAP/11/2425 RESOLVED To approve the request to pay all Water Rates and the In Bloom & Information Centre Business Rates by Direct Debit.

**Meeting closed at 7:50pm
Cllr Robert Douglas
(Chair)**

Month 12
Percentage 100.0%

Finance and Policy Committee

	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
101	Corp Management						
	Staff Costs (re-allocated)	204,445	204,445	206,374	-1929	100.94%	0.94%
	Travel	500	500	0	500	0.00%	-100.00%
	Training / Conferences	3,000	3,000	2,523	477	84.10%	-15.90%
	Rent Payable	17,017	17,017	17,017	0	100.00%	0.00%
	Miscellaneous Office Costs	2,500	2,500	2,457	43	98.28%	-1.72%
	Telephone/Fax/Internet	2,620	2,620	2,760	-140	105.34%	-5.34%
	Postage	2,000	2,000	389	1611	19.45%	-80.55%
	Stationery & Printing	3,100	3,100	2,667	433	86.03%	-13.97%
	Subscriptions & Publications	4,750	4,750	5,166	-416	108.76%	-8.76%
	Insurance	13,200	13,200	12,912	288	97.82%	-2.18%
	Computer/IT Costs	18,000	18,000	20,395	-2395	113.31%	-13.31%
	Photocopy Charges	1,500	1,500	1,643	-143	109.53%	-9.53%
	Recruitment Advertising	500	500	130	370	26.00%	-74.00%
	Other Advertising	300	300	0	300	0.00%	-100.00%
	Bank Charges	1,240	1,240	921	319	74.27%	-25.73%
	Audit Fees - External	2,100	2,100	2,100	0	100.00%	0.00%
	Audit Fees - Internal	1,760	1,760	1,954	-194	111.02%	-11.02%
	Accountancy Support	5,000	5,000	4,270	730	85.40%	-14.60%
	Legal & Professional fees	5,500	5,500	2,749	2751	48.98%	-50.02%
	HR & H&S support	4,000	4,000	4,538	-538	113.45%	-13.45%
	Tsfr to EMR			4,803			
	Central Overheads reallocated	-71,460	-71,460	-65,547	-4913	93.12%	-6.88%
	Corporate Management-Expenditure	221,572	221,572	228,221	-2846	103.45%	103.5%
	Pre-audit 2022-2023	-1,068,179	-1,068,179	-1,068,179	0	100.00%	0.00%
	Interest Receivable	-14,000	-14,000	-40,042	26,042	286.01%	-186.01%
	Miscellaneous Income	0	0	-4,803	4803		
	Corporate Management-Income	-1,068,179	-1,068,179	-1,113,024	30845	102.86%	102.9%
	Net Income Over Expenditure	-860,607	-860,607	-883,803	27999	102.70%	102.7%
102	Civic						
	Staff Costs (re-allocated)	19,129	19,129	18,814	315	98.35%	-1.65%
	Training / Conferences	1,500	1,500	543	957	36.20%	-63.80%
	Stationery & Printing	500	500	123	377	24.60%	-75.40%
	Marketing/Promotions	1,000	1,000	893	107	89.30%	-10.70%
	Council Newsletter	8,000	8,000	7,942	58	99.28%	-0.72%
	Council Website	2,500	2,500	1,921	579	76.84%	-23.16%
	Mayor's Allowance	3,000	3,000	3,000	0	100.00%	0.00%
	Members Expenses	200	200	0	200	0.00%	-100.00%
	Civic Expenses	7,000	7,000	5,963	1037	85.19%	-14.81%
	Civic Regalia	250	250	80	170	32.00%	-68.00%
	Hall & Room Hire	6,500	6,500	6,513	-13	100.20%	-0.20%
	Civic Artefacts and Treasures	750	750	451	299	60.13%	-39.87%
	Central Overheads reallocated	1,800	1,800	1,492	108	93.25%	-6.75%
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!
	Civic-Expenditure	51,929	51,929	47,735	4194	91.82%	91.8%
107	Grants						
	Initial Grant Commitment	25,000	25,000	11,216	13784	44.86%	-55.14%
	Subsidised Use	4,500	4,500	3,111	989	78.02%	-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%	-0.93%
	Grants- Expenditure	61,833	61,833	60,396	17463	97.68%	97.7%
	Capital	46,778	46,778	46,778	0	100.00%	100.0%
	F&P Income - Income	-1,082,179	-1,082,179	-1,121,027	38,848	103.59%	103.6%
	Expenditure	382,112	382,112	392,135	-10,023	102.62%	102.6%

NOTES

VARIANCES UPDATED TO SHOW % OVER OR UNDER ANNUAL BUDGET 15% TO BE REPORTED ON PER FINANCIAL REVIEW ATTENDANCE
NOTES: *Overspend approved at Council 25/JAN/2024

Requirement to overspend to be requested from Council. 14% overspend excepted to continue service
Requirement to overspend to be requested from Council. 18.5% overspend excepted to continue service

Requirement to overspend to be requested from Council. 12.5% overspend excepted to continue service

CIL Received 23/NOV/23, be moved to EMR

Full Committee Summary Includes Mayor cost centre of £8003
Full Committee Summary Includes Mayor cost centre of £8003

Month 12
Percentage 100.0%

Community and Environment Committee

	ANNUAL BUDGET	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%	46.60%
215	Floral Displays Expenditure	17,262	17,262	20,437	-3175	118.39%	-18.39%
	Total Floral	13,262	13,262	14,573	-1311	108.86%	108.9%
241	Allocments Income	-190	-190	-190	0	100.00%	0.00%
241	Allocments Expenditure	1,200	1,200	958	232	80.67%	-19.33%
	Total Allocment	1,010	1,010	778	232	77.03%	77.0%
300	Public Realm	3,000	3,000	495	2505	16.50%	-83.50%
301	Conleaton Partnership Income	0	0	-5,289	5289	#DIV/0!	#DIV/0!
301	Conleaton Partnership Expenditure	22,839	22,839	49,269	-26430	215.72%	-115.72%
301	Tfr to C/F	0	0	34,666			
301	Conleaton Partnership C/F	0	0	-57,227	57227	#DIV/0!	#DIV/0!
	Total Partnership	22,839	22,839	21,419	38,088	93.76%	93.8%
302	Community Development Misc. Income	0	0	-13,900	13900	#DIV/0!	#DIV/0!
302	Community Development Staff Costs	117,571	117,571	116,441	1130	99.04%	-0.96%
	UKSPF Community Development Marketing/Promotions	3,500	3,500	11,812			
	UKSPF C/F Tfr to EMR			3,320	180	94.86%	-5.14%
	Community Development Overheads	9,848	9,848	9,171	677	93.13%	-6.87%
	Total Community Development	130,919	130,919	128,632	15,887	98.18%	98.2%
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%	-20.52%
	Total Crime	10,548	10,548	4,704	2844	44.60%	44.6%
305	Christmas Fayre/Lights Income	-2,000	-2,000	-7,103	5103	355.15%	-255.15%
305	Christmas Fayre/Lights Expenditure	22,000	22,000	22,185	-185	100.84%	-0.84%
	Total Christmas	20,000	20,000	16,082	4918	75.41%	75.4%
310	Neighbourhood Plan	0	0	4,975	-4975		-100.00%
310	Neighbourhood Plan Tfr From EMR	0	0	-4,975	4975		-100.00%
	Total Neighbourhood Plan	0	0	0	0		
321	Tourism Income	0	0	-11,705	11705		-100.00%
321	Tourism Expenditure	14,000	14,000	19,046	-5046	136.04%	-36.04%
	Total Tourism	14,000	14,000	7,341	6659	52.44%	52.4%
351	Luncheon Club	11,000	11,000	11,902	-902	108.20%	-8.20%
	C.E & S Income	-8,190	-8,190	-44,731	38,541	722.63%	722.6%
	Expenditure	232,768	232,768	249,657	16,789	112.30%	112.3%

NOTES

Balance of funds carried forward

UKSPF Grant Received for local projects

UKSPF Expenditure

UKSPF Expenditure

All profits from Tribute Series carried forward for 24-25 per CTC Resolution

Full Committee Summary
Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
201	Peddling Pool	67,689	67,689	51,663	16026	76.32%	76.3%
221	Town Hall						
	Town Hall - Expenditure	218,755	218,755	242,622	-23867	110.91%	-10.91%
	Town Hall - Income	-116,350	-116,350	-126,279	9929	108.53%	-8.53%
	Net Expenditure over Income	102,405	102,405	116,343	-13938	113.81%	113.8%
225	Conleaton Information Centre						
	CIC - Expenditure	132,730	132,730	131,354	1376	98.96%	-1.04%
	CIC - Income	-115,354	-115,354	-119,237	3883	103.37%	-3.37%

NOTES

See separate account sheet

See separate account sheet

See separate account sheet

	Net Expenditure over income	17,376	17,376	12,117	5269	89.73%	89.7%	-30.27%	
263	Public Toilets	6,700	6,700	4,911	1789	73.30%	73.3%	-26.70%	
270	Cenotaph	300	300	409	-109	136.33%	136.3%	36.33%	
280	Streetscape	764,655	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%	-100.00%	
	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	-475,636	-475,636	-471,681	-3955	99.19%	99.2%	-0.81%	
	Net Expenditure over Income	279,019	279,019	293,003	-13884	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	-1,882,855	-87,346	104.86%	104.9%	4.86%	Overall summary includes major summary figures not on this sheet
	Total Expenditure	1,795,609	1,795,081	1,837,335	41,728	102.93%	102.3%	2.32%	Overall summary
	Net Income /Expenditure			-46,624	-46,620			-100.00%	Rounding allowed
	Personnel								
	Staff Costs	1,057,591	1,057,591	1,068,893	-11302	101.07%	101.1%	1.07%	
	Personnel with Pay Award for reference								
	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 M3								

Conisleton Town Council
Management Accounts 2023-24
Mar-24
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Reserves as at 31st March 2024	31/03/2024 CF Balance	01/04/2024 BF Balance
310 General Reserve	241,636	287,256
318 Ear Marked Reserves		
320 Capital Equipment Fund	-	
321 Capital Contingency Fund	117,646	
322 EMR Elections	20,000	
324 EMR Business Recovery Fund	3,204	
324 EMR Crime Prevention/Traffic calming	4,357	
325 EMR Committed Grants	17,976	
326 EMR Conisleton 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	1,888	
336 EMR Loan Repayments not paid	3,183	
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 Conisleton Neighbourhood Plan	832	
346 EMR Rotary Bonfire	5,000	
348 EMR Civic	1,000	
349 EMR CL	21,864	
354 EMR Carbon Offsetting	3,000	
NEW EMR Property Maintenance	162,468	
EMR TOTALS	526,493	

Conisleton Town Council
Management Accounts 2023-24
TOWN HALL
Mar-24

Month 12
Percentage 100.0%

TOWN HALL

	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
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	600	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	3,600	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 Tf From EMR: Propt 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	0	0	2,224	-2,224				Recharged to customers
Total Town Hall Expenditure	218,755	218,755	242,622	-36,399	110.9%	110.9%	10.91%	
1009 Rent Rec'd - Museum National	-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&P	-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

Minutes of the Special Finance and Policy Committee Meeting held on Thursday 15 August 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 [Special Finance & Policy Committee – 15th August 2024](#)

PRESENT	Committee members:	Cllr Robert Douglas- Chair Cllr Arabella Holland Cllr Robert Moreton Cllr Heather Pearce Cllr Liz Wardlaw
	Ex- Officio	Cllr Kay Wesley -Mayor Cllr R Brittain -Deputy Mayor
	Non-Committee Members	Cllr Susan Mead, Cllr Richard Walton, Cllr Glen Williams
	Also present:	
	Congleton Town Council Officers	David McGifford- Chief Officer Jackie MacArthur- Deputy Chief Officer 1 member of the public, 1 member of the press

1. Apologies for absence

Cllr Charles Booth, Cllr Russell Chadwick and Cllr Mark Edwardson

2. Declarations of Interest

Cllrs Robert Moreton and Liz Wardlaw declared an interest on account of being Cheshire East Councillors.

Cllr Kay Wesley declared a non-pecuniary interest in item 6.7a and b

Cllr Glen Williams, Cllr Kay Wesley declared a non-pecuniary interest in 6.4

3. Questions from Members of the Public

There were none.

4. Urgent Items

There were none raised.

5. Grant Approvals and Commitments

FAP/12/2425 RESOLVED to note the processes involved with the allocation of the UKSPF grants.

6. Grants approved for funding from the UKSPF fund of £6,000

6.1 FAP/13/2425 RESOLVED to approve a grant of **£700** to Congleton Community Projects towards the cost of the Christmas Lantern Parade and workshops to be held in November 2024.

6.2a FAP/14/2425 RESOLVED to approve a grant of **£550** to Congleton Museum towards the cost of hiring Roman soldiers and publicity for Roman Week to be held in February 2025

6.2a FAP/15/2425 RESOLVED to approve a grant of **£343** to Congleton Museum towards the costs of creating a Santa's Grotto in December 2024.

6.3a FAP/16/2425 RESOLVED to approve a grant of **£640** to Congleton Live to employ a bus company to run shuttle buses during Congleton Jazz and Blues Festival in August 2024. A request was made for feedback on numbers for future events.

6.3b FAP/17/2425 RESOLVED to approve a grant of **£640** to Congleton Live to employ a bus company to run shuttle buses during Congleton Unplugged Festival in March 2025. A request was made for feedback on numbers for future events.

6.4 FAP/18/2425 RESOLVED to approve a grant of **£350** to Congleton Partnership to create a social media campaign to attract more people to the Green Fayre in September 2024.

6.5 FAP/19/2425 RESOLVED to approve a grant of **£675** to Congleton Rotary towards the costs of toilets and lighting at the Rotary Bonfire in November 2024. A request was made to ensure that the toilets also cater for people with a disability.

6.6 FAP/20/2425 RESOLVED to approve a grant of **£500** to the Roving Beer Company for the Big Beer Weekends towards publicity and marketing for events in summer and autumn 2024.

6.7a FAP/21/2425 RESOLVED to approve a grant of **£400** to Elizabeth's Group to update and create a new Elizabeth trail and map. To be completed before March 2025. Request that the maps encourage users to return rather than discard.

6.7b FAP/22/2425 RESOLVED to approve a grant of **£400** to Elizabeth's Group to host an event and speaker on International Womens' Day in March 2025

6.8 FAP/23/2425 RESOLVED to approve a grant of **£615** to the artisanity group to run lace-making workshops and create artwork alongside a Spring Fayre on the 9th March 2025.

6.9 FAP/24/2425 RESOLVED to move the surplus **£182** remaining after the allocation of grants into the Congleton Town Council Events Team budget to enhance events it organises in the Town Centre.

**Meeting closed at 6:40pm
Cllr Robert Douglas (Chair)**

MINUTES OF THE MEETING – REGENERATION WORKING GROUP

1ST MARCH 2024 10.30 – 12 noon

CONGLETON TOWN COUNCIL

1. APOLOGIES:

- Cllr Robert Douglas

PRESENT:

Committee members

- **Cllr Russell Chadwick (Chair)**
- Cllr Kay Wesley
- Cllr Susan Mead
- Cllr Amanda Martin
- Cllr Suzy Firkin
- Cllr David Brown
- Cllr Susan Mead (via Zoom call)

Non-Committee Members: Bob Edwards

Officers: David McGifford, Jackie MacArthur and Rachel McCarthy

2. Minutes of Previous Meeting held 18th August 2023

Approved.

3. Vinyls for shops

Identify recent empty units within the town centre, Boots has become vacant, find out landlord. Possible themes, the history of the war memorial hospital, information about Elizabeth. Check if CMQ would have them in his windows on Mill Street, Agree projects then cost them out, apply for budget. **ACTION RACHEL**

4. Princess Street Carpark Wall/Antrobus Street Junction

Concern raised about the wall on Mill Street at the bottom of Mill Street. Believe it is owned by CEC as part of highways. Bob offered to arrange for a builder to look at the wall, assess and report back. Report will be passed to Cheshire East. Concern about the Budlea which is in the wall.

5. Mill Street/Cross Street – Red Dot Agency

This is an area of Congleton that we would like to see developed. Rachel updated the group on the current situation regards the properties as far as we are aware. Agreed to write to Cheshire East regarding the safety of Red Dot and Cross Street buildings and other concerns about the buildings. **ACTION DMCG AND CHESHIRE EAST**

6. First Floor Shop Review

Hotspot broken windows, have been offered first floor grant. Believe the situation is dangerous with broken falling glass. No action taken, Write to Cheshire East regarding public danger. **ACTION DMCG**

7. For sale batons on shop fronts

The group would like to see the batons removed from shop fronts, they look unsightly, we think around 130 of these should be removed. Identifying which estate agents could be hard, rendered walls would cause damage. Write to estate agents, ask them to remove batons.

ACTION RMC AND STREETSCAPE?

8. Broken brickwork repairs

Identify broken brickwork, compile a list and cost out i.e. Mountbatten Way, public spaces, walls. List to be generated so that we can go to finance.

9. Pavement Repairs – Seat Cleaning

Streetscape deep clean/jet wash/sand down/paint the benches across town, LED lights are broken and need replacing on the seating outside Peacocks. Park benches are also in need of cleaning/maintenance work, bee garden etc. FOCP to maintain park?? **ACTION STREETSCAPE** Community Trust planter has broken nails. **ACTION ENVIRONMENT COMMITTEE/RUTH**

Elizabeth statue clean before the 8th March – **COMPLETED**

Bridge Street – bike racks are bent, believed damaged by a Cheshire East bin wagon over a year ago, also needs hi viz tape on the racks for visually impaired.

Lamp post opposite wetherspoons has been snapped off, hi viz tape on for over 2 years, this was an insurance claim, the driver at the time took responsibility as I was present.

Sewage reported on Swan Bank by the block paving? Investigate.

Who owns what asset on the Cheshire East register? **ACTION DMCG**

10. Totally Locally

Driving this forward, official launch for the rest of the town is 1st April, meeting will be arranged with the businesses that have signed up before launch, at the town hall. **ACTION RM**

11. Toilets

David had a meeting regarding the Library ground floor toilets.

Market area toilets need improvements.

Macclesfield TC inputted 100k towards the toilets, these have already been completed. We would like a Changing Place toilet in our town (other than just in the Leisure Centre) **ACTION DMCG**

12. Cheshire East car parking charges

Other councils discussing taking over their own car parks. David has registered an interest with CEC and waiting for details. If appropriate would go to Council. **ACTION DMCG. Jackie to chase if comments on West Street Car Park were accepted.**

13. AOB

- Grants are available for hospitality that have invested in their space, cut off next week.
- Flourish fund E8, community volunteer sector only £106k used of £180k budget
- DMCG meeting in March with Cheshire East Charles Jarvis regarding regeneration and how to work closely
- Grant ideas for the next agenda.

Next meeting 3rd June 10am

MINUTES OF THE MEETING – REGENERATION WORKING GROUP

3rd June 2024 10am – 11am

CONGLETON TOWN COUNCIL

1. PRESENT:

Committee members

- **Cllr Russell Chadwick (Chair)**
- Cllr Kay Wesley
- Cllr Amanda Martin
- Cllr Susan Mead (via Zoom call)

Non-Committee Members: Bob Edwards

Officers: David McGifford, Jackie MacArthur and Rachel McCarthy

• APOLOGIES:

Cllr Robert Douglas, Suzy Firkin, David Brown

1. Draft agenda approved

2. Minutes of Previous Meeting held 1st March 2024

Approved.

3. Appoint a new chair – Russell Chadwick was nominated and approved

4. Town Centre Repairs List

A list of potential works has been compiled. A value needs to be put against the works, this will be taken to business planning and then Council.

Ideally, look at this list and identify which areas may be Streetscape, report for meeting. CEC has no budget to clean signage, parishes are doing this themselves. Ideally would like a formal agreement with CEC that CTC will take responsibility for this and the street furniture such as benches on the pedestrian area.

What as a town council do we take responsibility for, all needs documenting

ACTION CEC - (WE WILL PICK THIS UP)

CEC assets are not on our asset register, but we maintain things like street furniture, that need transferring so that we can repair them.

Highways, we need to write to them regarding road surface signage, CEC are not fixing the street signs.

ACTION DMcG – Value costs of repairs then take to business planning.

5. Totally Locally

Few concerns over CMQ piggybacking on our the Town's four main events in the year, rather than creating new events. Noted that the Independent Street monthly market has now stopped.

Prickly Peach have been commissioned to produce a video for Totally Locally, promoting independent businesses. There is also a website and Facebook page, its free marketing, Debbie will push and share Totally Locally posts.

ACTION DMcG – Speak to Nick Hynes regarding lease on the market area .

Quarterbridge have been appointed by CEC regarding the market area. Aware of some anti-social behaviour in the market area. Action to find out if CEC temporary CCTV can be used in this area (Action Jackie).

ACTION RACHEL – push Totally Locally next two weeks, get more people signed and push out point of sale.

6. Town Centre Health Check Report

The group briefly discussed a Town Centre Health Check produced by People and Places. This report is based on ground floor units, not population size and as well as checking a number of key performance indicators for Congleton, also compares this with other towns. It was funded via Levelling Up Funds.

It shows trends, concerns, parking, crime etc

ACTION JMACA – distribute to all councillors and Bob, link into business planning. Highlight key aspects of the report that could be used in funding applications or to support improvements for the town.

7. Toilets

Ongoing issue for Congleton. Raised by 63% of people in the Health Check of Congleton. Looking into three key areas

1. Library - can we gain CEC permission to signpost to the toilets in the library or can anything be done to open up the toilets in the basement?
2. Toilets in Capital Walk – getting the legal position made clear.
3. Toilets in the Market area

We now have more evidence from the health check report to support the need for toilets.

ACTION DMCG – Ask CEC to sort out the library toilets, can we take over the lease from CEC for the bus station toilets

8. A.O.B

Ideas for next agenda, email to Rachel

Next agenda send to everyone as a draft so that everyone can add to agenda if required.

Electric boxes are mentioned again, how can we make these look better in town?

Next meeting 19th August 10 am

Jul-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 24-25	Paid £	Outstanding £	Date Paid
25/01/2024	Congleton Museum	Notional rent		GpoC	CTC/76/2324	25/01/2024		4,500.00	4,500.00	1,500.00	3,000.00	
25/01/2024	Community Projects	Project support		GpoC	CTC/76/2324	25/01/2024		16,000.00	16,000.00	8,500.00	7,500.00	
25/01/2024	Congleton Partnership	Rent		GpoC	CTC/76/2324	25/01/2024		1,533.00	1,533.00	511.00	1,022.00	
	St Peter's Church	Church clock maintenance		PCA1957 s2				300.00		0.00	300.00	
Totals							0.00	22,333.00	22,033.00	10,511.00	11,822.00	
	Ear marked reserve b/fwd				£0							
	Budget 2024/25				£22,333							
	Total approved to date				£22,033							
	Total awaiting application				£300							

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	19th September 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Finance Manager/RFO		
AGENDA ITEM REPORT TITLE	11 Grants Applications Cover Report		
Background	The new Grants Policy Criteria can be found here: CONGLETON TOWN COUNCIL-DRAFT GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Update	<p>The current available balance for Permitted Financial Assistance applications is £12,684, including this meeting there are four meetings left this year. The total of applications presented at this meeting is £4,560 (One applicant on has requested £1,000 but maximum we can award is £810 this has been taken into account with the total) The £305 for St Peter's application is a separate budget of £300, this budget is part of the specific grants section.</p> <p>Going forward for any grant paid during this financial year and going forward, after a discussion at a previous meeting, the RFO will be requesting evidence from all Grant Awardees of how the Town Council were acknowledged in their project.</p>		
Details	<p>11.1 Congleton and District Horticultural Society They have applied for a grant of £500 towards a total project cost of £1565.23, the project is their annual show. They have been awarded the Discretionary Discount for the Room hire, they have been advised this cost could not be used for this grant award if successful.</p> <p>11.2 Trinity Methodist Church They have applied for a grant of £1,000 towards a project cost of £46,000 which is to resurface their car park. They have provided accounts (attached to the application) and quotes for the project.</p> <p>11.3 Mossley Old School Trust They have applied for a grant of £500 towards a project of £5,000 which is to refurbish their main hall floor. Accounts have been provided and 3 quotes have also been provided. They were awarded a grant of £1,000 in 2022 towards a kitchen replacement.</p> <p>11.4 Congleton Harriers They have applied for a grant of £750 towards medical cover at their 40th Half Marathon. They have been awarded grants for this in</p>		

	<p>previous years. A summary of the last half marathon was provided along with a quote for the medical services. They also received a grant towards the 2024 Cloud 9 Race, feedback has been provided for that but not the 2023 Half Marathon, this has been requested.</p> <p>11.5 Havannah PTA They have applied for a grant of £1,000 towards a project of £1,619.64. They have been updated that the maximum they can be awarded if successful of 50% of the project cost £803. It is towards the purchase of 9 recycling bins. Accounts have been provided (Attached to application) and a quote for the bins.</p> <p>11.6 Wild Salt CIC They have applied for a grant of £1,000 towards a project of £2,000. As a new company they do not have accounts to send in, but a copy of the bank statement showing the company details and balances has been provided.</p> <p>11.7 St Peter's Church They have applied for a grant of £305 towards the annual maintenance for the Church clock, this is a separate budget line and is paid under specific grants.</p>
Decision Request	To discuss and approve grant awards.



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

<u>Application Reference (Office use only):</u> GR04-24/25	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Congleton and District Horticultural Society.
Address of Organisation:	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Name of Applicant:	Mrs Diane Kemp
Position:	Secretary
Telephone Number:	
Email address:	
Website:	No website but have facebook page.
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	A Society
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Congleton and District Horticultural Society has existed in Congleton for almost 60 years, during which time it has held an Annual show in Congleton Town Hall each year except during Covid. The main aim of the Society is to encourage people of all ages to grow their own food and flowers. Gardening has many benefits including supporting the wellbeing of mind and body. Adults and children alike can participate in horticulture in many different ways. We hold monthly meetings and invite Speakers who talk on a wide range of subjects connected with horticulture. The meetings also provide an opportunity to meet and share ideas with others who share a passion for horticulture. The Annual Horticultural Show enables us to showcase our work and to display the horticultural produce and work of local people. In addition to the Horticultural classes in the Show there are also traditional craft classes; cookery, photography, floral art and craft classes, and a variety of Children's classes for a range of ages to enter. We receive approximately 550 to 600 entries per Show, and local people are encouraged to visit the Show in the hope that they will be inspired to take up gardening themselves.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Congleton and District Horticultural Society. Annual Horticultural Show.
Project Objectives:	To maintain the interest of gardeners and encourage others to become involved in horticulture by showcasing gardening achievements of local people.
Brief Project Description:	The Annual Show is open to all to exhibit their efforts whether in Horticulture or craft. It also provides a Showcase for the work of the Society and enables us to talk to visitors and offer encouragement and support to those who may wish to become involved in gardening and horticulture in the future.
Total Cost of Project	Total cost based on holding 2023 Show = £1565.23p Total income received from holding 2023 Show= £1092.25p
Total contribution sought:	£500
Details of cost breakdown and budgets:	Hire of Town Hall over 2 days = £304 30 Prize monies given = £350.00 Show expenses = £393.93 Printing of Show Schedules = £472.00 Affiliation costs = £45.00 (based on 2023 figures)
What will the money be spent on?/ Resources needed:	Funding applied for will enable us to cover the shortfall in costs to the Society as we have very limited funding. It will also enable us to purchase advertising for the Show and replace some older equipment.
Any ongoing costs:	no
Details of confirmed match funding, include source Cash/Grant: In kind:	Not applicable
Estimated timescale of project from start to finish:	Schedules printed in April 2024 and distributed locally. Show will be held in Congleton Town Hall on Saturday 7 th Sept 2024
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	An opportunity for anybody to exhibit their horticultural or craft achievements,
Are there similar services/ projects provided in the area	The Annual Horticultural Show is the only Show on this scale held in the area.
5: EVALUATION	

How will the project be evaluated and who will carry out the evaluation?	The Committee of the Horticultural Society will evaluate the 2024 Show after it has been held in September.
Describe how you will promote the Town Council in your project.	The Town Mayor is invited to present the prizes, and the Congleton Chronicle prints photographs and lists results and a description of the proceedings at the Show.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO yes
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO no

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)
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Signed:	Diane Kemp	Date:	2.06.2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): _____	
1: CONTACT DETAILS	
Name of Organisation:	TRINITY METHODIST CHURCH
Address of Organisation:	WAGG STREET CONGLETON CW12 4BA
Name of Applicant:	MRS AVRIL WAGHORN
Position:	PROPERTY CHAIR
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	
Registration Number (If relevant)	
2: ABOUT YOUR ORGANISATION	
What type of organisation are you?	CHURCH WITH 3 LARGE BUILDINGS USED BY 20 COMMUNITY GROUPS
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words) OUR BUILDINGS ARE USED BY OVER 20 COMMUNITY GROUPS INCLUDING - CONG. YOUTH ORCHESTRA, YOUTH THEATRE, BROWNIES, RAINBOWS, CONG OPERATIC, CONG CHORAL, CONG COMMUNITY CHOIR, 3 x AA GROUPS, 2 x DRUG ANONYMOUS GROUPS ETC... IN ADDITION WE RUN A COFFEE SHOP WEEKDAY MORNINGS PLUS RETIRED MEN, A LADIES GROUP, YOUTH GROUP, CRAFT GROUP ALSO CHILD CONTACT CENTRE AND STREET PASTORS AS WELL AS OUR SUNDAY WORSHIP & CELEBRATIONS. OUR REQUEST IS FOR HELP RESURFACING OUR ESSENTIAL CAR PARK	
3: COST DETAILS/ RESOURCES/ TIMETABLE	

Project Title:	CAR PARK FRONT + REAR
Project Objectives:	TO RESURFACE THE CAR PARK AND REMARK THE AREA
Brief Project Description:	LEVELLING, RESURFACING AND MARKING OF BAYS - REPLACING MAN HOLE + DRAINAGE COVERS THE AREA IS 780 sq metres. WITH HEAVY DUTY SMA TARMAC
Total Cost of Project	£46,000
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	TOTAL COST + VAT £42,500 LINE PAINTING £2,500 LANDSCAPING FRONT £1,000
What will the money be spent on?/ Resources needed:	THE CAR PARK RESURFACING
Any ongoing costs:	NO
Details of confirmed match funding, include source Cash/Grant: requests In kind:	£10,000 funds raising £7,000 requested in Meth Church Funds £29,000 in grant requests. * If shortfall we will seek a loan from Methodist Governing Body.
Estimated timescale of project from start to finish:	SEPT / OCT 2024.

4: POTENTIAL BENEFITS/ OUTPUTS

What are the potential benefits/outputs to residents of Congleton	A safer facility for parking when using buildings A more tidy area for Waqq St. and safer.
Are there similar services/ projects provided in the area	N/A

5: EVALUATION

How will the project be evaluated and who	By Property Group.
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carry out the evaluation?	
Describe how you will promote the Town Council in your project.	WRITE AN ARTICLE IN THE CHRONICLE - USE LOCAL RADIO - PLATE DISPLAYING CONTRIBUTORS
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/ NO IF POSSIBLE

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.
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Signed: 	Date: 16/6/24
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

Church Annual General Meeting 050524

	<u>1/9/23 to 31/3/24</u>	<u>1/9/22 to 31/8/23</u>	<u>1/9/21 to 31/8/22</u>
<u>RECEIPTS</u>			
Offerings and Tax Recovered	£20,085	£41,353	£42,088
CFB Interest	£1,138	£1,669	£180
Lettings	£8,175	£16,373	£16,143
Other Receipts	£19,301	£9,518	£10,744
TOTAL RECEIPTS	£48,700	£68,913	£69,155
<u>PAYMENTS</u>			
Circuit Assessment	£25,536	£42,797	£42,708
Donations		£0	£1,050
Repairs and Maintenance	£4,407	£5,904	£1,765
Utilities (Insurances, Water Charges, Heating and Lighting)	£25,998	£30,010	£14,654
Other Payments	£2,923	£4,126	£2,926
TOTAL PAYMENTS	£58,864	£82,837	£63,103
NET RECEIPTS OR PAYMENTS FOR THE PERIOD			
	-£10,165	-£13,724	£6,052
Total funds brought forward from last year	£80,099	£93,823	£87,771
TOTAL FUNDS AT END OF PERIOD	£69,934	£80,099	£93,823

Church Hall Maintenance Repairs - Roof and Heating - £20,000 allocated from Church Funds - not currently completed or paid - so Total Funds will soon be reduced to £49,934.

Lettings Value from 22&23 to this year - We helped out various groups while the Leisure Centre was being refurbished - these groups have now returned - hence the drop in receipts for lettings

Complete costs of the project

██████████ our preferred contractor.
He comes highly recommended and his survey and understanding of the issues was very comprehensive.

Back Car Park	£22,200	
Front Car Park	£ 9,000	
Road Way	£ 4,230	
	Sub Total	£35,430
VAT @ 20%	£ 7,086	
	Total	£42,516
		<u>£42,500</u>

Other Costs

Line Painting	Est cost £2,500	
Planters if not obtained from Congleton in Bloom	Est cost £1,000	<u>£ 3,500</u>

<u>TOTAL</u>	<u>£46,000</u>
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Trinity Methodist Church.
Waggon Street.
Congleton
CW12 4BA

Quotation Number 0386	Quotation Date 25 th May 2024	Order Number 0.00
Description of work to be carried out		Unit cost
<p>Work carried out at: - Trinity Methodist Church. Waggon Street. Congleton.CW12 4BA <u>Car Park Around the Back.</u> Estimated Area of 522 sq. Metres. To dig out soft spots. Remove all waste from site. To replace 5 cast-iron Manhole covers with new ones. Set in concrete. To supply and lay type 1 stone. Area to be rolled down to the right compaction. To supply and lay 20mm Dense Binder Course 50 pen Heavy Duty laid at a depth 60mm. Area to be rolled down to the right compaction. To supply and lay 10mm SMA Tarmac, laid at a depth of 30mm. Area to be rolled down to the right compaction.</p>		£22.200.00
<p><u>Car Park Front of the church.</u> Estimate Area of 163 sq Metres. To dig off area and remove waste from site. To supply and lay type 1 stone, laid at a depth at a 150mm. Area to be rolled down to the right compaction. To supply and lay 6 x 2 concrete edgings. Edgings to be Set in concrete. To supply and lay 20mm Dense Base Course, 50 pen Heavy Duty laid at a depth 60mm. Area to be rolled down to the right compaction. To supply and lay 6mm sma, laid at a depth of 30mm. Area to be rolled of to the right compaction.</p>		£9.000.00
<p><u>Road at the Side of the Building Going to the Back.</u> To dig of an area of 94sq metres. Remove all waste from site. To retarmac with 20mm Dence Base Course,50 pen Heavy Duty laid at a depth of 60mm Area rolled down to the right compaction. To supply and lay 10 mm SMA Tarmac laid at a depth of 30mm Area to be rolled down to the right compaction.</p>		£4.230.00
<p>We thank you for your enquiry and if you would like to proceed with the above estimate please Ring /Email so we can arrange a suitable start date</p>		

ESTIMATE
EST0067

DATE
24/05/2024

TOTAL
GBP £67,560.00

Solutions

Congleton

☎ 01260 269220

☎ 07282 408171

ons.co.uk

TO
Trinity Methodist Church

Westwood house
Wagg st
CW12 4BA
☎ 07709430880
avrilquerns@me.com

DESCRIPTION	RATE	QTY	AMOUNT
700m ² Rear car park!	£42,000.00	1	£42,000.00
Resurface total area in AC wearing course.			
Lift & re-level all drains.			
Resurface concrete access in AC wearing course.			
Lift & level all 4 speed bumps using AC wearing course.			
10 years guarantee.			
Tools, Labour Materials.			
180m ² Front car park.	£10,800.00	1	£10,800.00

Dig out & remove all existing flags & tarmac.

Removal of all Bollards.

Prepare surface & lay AC wearing course.

10 years guarantee.

Tools, Labour & Materials.

On completion all parking bays to be marked out & painted, front side & back.	£3,500.00	1	£3,500.00
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SUBTOTAL	£56,300.00
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VAT (20%)	£11,260.00
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TOTAL	GBP £67,560.00
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Please read the Grant Criteria document before you start your application process.

<u>Application Reference (Office use only):</u>		<u>GR06/2425</u>
<u>1: CONTACT DETAILS</u>		
Name of Organisation:	Mossley Old School Trust	
Address of Organisation:	122 Leek Road Congleton Cheshire CW12 3HX	
Name of Applicant:	Bryony Milbourne	
Position:	Centre Manager	
Telephone Number:		
Email address:	mossleyoldschool@gmail.com	
Website:	N/A	
Registration Number (If relevant)		
<u>2: ABOUT YOUR ORGANISATION</u>		
What type of organisation are you?	Charity (Community Building)	
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Mossley Old School Trust was set up as a Charity in 1999 to preserve Mossley Old School building as a Community Centre to help residents of Congleton. It is the home of 1st Mossley Scout Group and groups such as a Dance School, Before and After School and Holiday Club, Keep Fit, Pilates and U3A classes. In addition, Casual Users such as children's parties also book.</p> <p>We have a 67% usage through the week and 29% weekend usage (increasing to 40% when a party is booked approximately monthly). This is currently made up of around 16 different groups and a total of approximately 550 Congleton based Users.</p> <p>The mortgage was fully paid in 2021 and we have always endeavoured to fix charges to allow for the running costs of a Victorian building plus build savings for larger maintenance projects. However, with increased utility prices, growing repair work and recent usage changes, the Trustees are conscious that hire charges may need to be increased.</p> <p>In addition, to attract and retain Users the building needs to be fit for purpose. In particular, we wish to retain our Dance School and the fitness classes who are a large percentage of our usage.</p>		

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Main Hall Floor Repair
Project Objectives:	To repair the Main Hall floor by sanding and varnishing to eliminate slippery area and splinters whilst creating a long lasting aesthetically pleasing finish. (Please see Section 3.1 for User outline).
Brief Project Description:	<p>The project will include the following steps:</p> <ul style="list-style-type: none"> • Clear the hall and prep to reduce any mess. • Patch any problem areas. • Sand the whole floor. • Clean the floor and room. • Varnish the whole floor. • Allow the floor to dry fully. • Carry out a deep clean.
Total Cost of Project	<p>Approx £5,000</p> <p><i>3 quotes have been gathered and are attached.</i></p>
Total contribution sought:	£500 or any amount gratefully received.
Details of cost breakdown and budgets:	<i>Please see quotations attached – these detail the complete cost of the project however please ask for any more information as needed.</i>
What will the money be spent on?/ Resources needed:	<p>As a contribution to the total project. (Please see Section 1.7 for project description).</p> <p>Mossley Old School Trust aims to resource the project by finding the best contractor through assessing factors such as cost, time (to reduce disruption to Users), cleanliness (to reduce immediate mess), quality and long lasting results.</p>
Any ongoing costs:	No.
Details of confirmed match funding, include source Cash/Grant: In kind:	<p>Mossley Old School Trust is aiming to fund a percentage of the project cost from its own reserves and apply for grant funding for a percentage.</p>
Estimated timescale of project from start to finish:	Approx 3 – 5 days, dependant on contractor timescales and working around Users on site to minimise disruption.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	<p>Mossley Old School Trust was set up as a Charity in 1999 to preserve Mossley Old School building as a Community Centre to help residents of Mossley and also the wider area of Congleton. It was previously (and still is) the home of 1st Mossley Scout Group which caters for Beavers, Cubs and Scouts. It is also used by additional regular groups such as a Dance School, Before and After School and Holiday Club, Keep Fit, Pilates, Baby Massage and various U3A classes. In addition to this, Casual Users such as children's parties and training sessions also book.</p>

Based on a 7am-9pm potential usage Mossley Old School Community Centre has a 67% usage through the week and 29% weekend usage (increasing to 40% when a party is booked approximately monthly). This is currently made up of around 16 different groups/classes and around 550 total Congleton based Users within these groups.

The Trust obtained a 15 year mortgage from Charity Bank to purchase the building from the Diocese of Chester at a favourable price with a covenant that it is to be used for educational purposes. The mortgage was fully paid in 2021 so the building is now owned by the Trust. The Trust hires out the building to the Users and, as a Charity, has always endeavoured to fix the charges to allow for the running costs of an old Victorian building plus extra to build up funds for larger maintenance projects. However, with the cost of increased utility prices (which have tripled during the winter months), growing repair work needed to the building and some recent changes in usage, the Trustees are conscious that hire charges may need to be increased which could cause problems for some of the User groups.

In addition, to attract and retain Users the building needs to be fit for purpose. In particular, we wish to retain our Dance School and the fitness classes who are a large percentage of our usage and are particularly affected by this project.

To this end the Trust is requesting financial help from the Town Council and other local grant awarding bodies to support this valuable community asset. Mossley Old School Trust will allocate some of its reserves to the project outlined below, but is conscious of the need to keep some reserves back for the aforementioned utility charges, general maintenance and for the possibility of losing income from a major user.

Mossley has a population of approx 11,000 which is around one third of the total population of Congleton at around 27,000 (with that number growing rapidly). Mossley Old School Community Centre is able to offer a space for hire to these individuals and is lucky to have two large halls with quality pine and oak flooring. The Back Hall remains in quality condition, however the last time the Main Hall floor was fully treated was over ten years ago, with only small patching jobs being carried out in between. Therefore, in this location there are now very worn patches and general wear and tear, with increasing reports of slippery areas and splintering wood fragments.

These floors have three purposes:

1. To be aesthetically pleasing, fit for purpose and safe to use.
2. To be suitable for the types of Users we hire to – specifically Dance and Keep Fit who need it to be non slip but with not too much friction, an element of bounce and no risk of splinters.
3. To be hard wearing to ensure value for money for the Trustee Committee and reduce the need to complete the project again in the near future.

	<p>Therefore, the aim of our project is to repair and fully sand the Main Hall Floor, followed by topping it with an appropriate varnish.</p> <p>The project will include the following steps:</p> <ul style="list-style-type: none"> • Clear the hall and prep to reduce any mess. • Patch any problem areas. • Sand the whole floor. • Clean the floor and room. • Varnish the whole floor. • Allow the floor to dry fully. • Carry out a deep clean. <p>The key factors that resident Users in the area will benefit from will be:</p> <ul style="list-style-type: none"> • Increased aesthetics of a newly repaired floor. • Reduced risk of splinters for those near the floor with bare hands and feet. • Reduced slips and falls within groups. • A hardwearing and long lasting solution rather than frequent User disruption by patching more regularly. <p><i>Current floor photos enclosed showing some highlighted problem areas.</i></p>
Are there similar services/ projects provided in the area	<p>Mossley has a population of approx 11,000 which is around one third of the total population of Congleton at around 27,000 (and growing rapidly).</p> <p>Within Mossley there is Mossley Old School Community Centre plus Mossley Village Hall and the Chappell Centre (both located across the road). Each offer different advantages and as one of our particular USP we are pleased to offer two large halls with high quality flooring installed specifically for dance requirements. We often have comments of the solid feel of the floor, flexibility and bounce, acoustics etc. However currently this is being diminished by the disrepair.</p> <p>The different facilities each venue offers attract different Users and, due to the large population in the area, ensures they all receive extensive usage. As such we work well as a local hub.</p> <p>There are no other venues in the Mossley area of Congleton. Additional similar local venues which have large open space and modern good quality flooring:</p> <ul style="list-style-type: none"> • Ruby's Fund 1.3 miles • Masonic Hall 1.6 miles • St John's Community Centre 2 miles • St Mary's Parish Centre 2.2. miles • Astbury Village Hall 2.3 miles <p>Our Main Hall floor is considered below standard in relation to its current state when compared, although is still regarded as a superior quality dance floor when it is at its optimum.</p>
<u>5: EVALUATION</u>	

How will the project be evaluated and who will carry out the evaluation?	<p>The Trustees, alongside the Centre Manager, will evaluate the project success. This will be through the following main factors:</p> <ul style="list-style-type: none"> • The project will be managed by the Centre Manager whilst liaising with the Dance School to ensure work meets need. • A list of floor requirements has been drawn up to supply to the contractors in line with the comments above. • Users have been asked for comments on the current state of the floor and comments will be obtained again after work has been completed to ensure satisfaction has been reached from their side. • Pictures will be taken before and after for a visual comparison. <p><i>Comments from Users enclosed to gain an insight into personal experiences.</i></p>
Describe how you will promote the Town Council in your project.	<p>Promotion will be in two forms – during and post project:</p> <p>During:</p> <ul style="list-style-type: none"> • Promote the project through information emails to all Users. • Ask Users to disseminate project information through to all their attendees (approx 550 in total) and via their own media channels. • Place posters on noticeboards within the Community Centre for visitors and Users to view. <p>Post Project:</p> <p>A before and after post on our Facebook page mentioning the grant allocation details with thanks.</p>
Please acknowledge you have read our Grant Application Criteria	<p>Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk)</p> <p>I/we have read the policy: YES / NO</p>
Will you be attending the meeting to support your application	<p>Date will be provided by the RFO</p> <p>YES/NO (TBC)</p>

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)
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Signed:		Date:	27 th June 2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, . High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR07/2425

1: CONTACT DETAILS

Name of Organisation:	Congleton Harriers
Address of Organisation:	[REDACTED]
Name of Applicant:	Jackie Moss
Position:	Committee Member
Telephone Number:	
Email address:	
Website:	Congleton Harriers - Home (congleton-harriers.co.uk)
Registration Number (If relevant)	

2: ABOUT YOUR ORGANISATION

What type of organisation are you?	Running Club
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>We are Congleton Harriers running club and our primary aim is to promote running to residents of Congleton and the surrounding area as an enjoyable way of staying fit and healthy.</p> <p>The club caters for people of all running abilities. We also use surplus club funds to support local charities, worthy causes, and not for profit groups.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	40 th Congleton Half Marathon 6 th October 2024
Project Objectives:	To promote running to the people of Congleton and surrounding areas, not only club runners but also non club runners of all running abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
Brief Project Description:	<p>The Congleton Half Marathon is now in its 40th year and is well-known within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank then looping out via Marton and Swettenham before returning to the school</p>
Total Cost of Project	Approximately £13,000
Total contribution sought:	£750 Specifically costs for Medical services
Details of cost breakdown and budgets:	See attached spreadhseet
What will the money be spent on?/ Resources needed:	Specifically, financial support will be used for hire of Gator Medical services for provision of emergency medical services on the day.
Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum.
Details of confirmed match funding, include source Cash/Grant: In kind:	None at this time
Estimated timescale of project from start to finish:	Race is completed in one day and starts from 07:00. Planning, preparation and close off takes approximately 6 to 9 months of each year.
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area. • Promotes an interest in running for people of all running abilities. • Encourages higher levels of fitness. • Feel good from raising monies for local charities. • This year's charities are: Ruby's Fund and East Cheshire Hospice. • Introduction to local running clubs.

	<ul style="list-style-type: none"> • Opportunity to support family, friends and local charities and organisations during the run. • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development. Reinforce links with Congleton High School, local businesses and community.
Are there similar services/ projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	<ul style="list-style-type: none"> • A full profit and loss account will be prepared. • A formal post-race review meeting will take place. • A press report will be written. External race referee representing UK Athletics will attend and write a report.
Describe how you will promote the Town Council in your project.	The town council is recognised as one of the sponsors of the event and this is acknowledged in our literature along with the town councils logo .
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

Declaration

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Signed:	J A Moss	Date:	11/07/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

CONGLETON HALF MARATHON 2023

As at 20/12/2023

Based on 500 limit		ACTUALS		
INCOME		Income	QTY	TOTAL
	Congleton Inclosure Trust (road closures)	£2,000.00	1	£2,000.00
	Congleton Town Council (gator medics)	£750.00	1	£750.00
	Congleton Town Trust (AV Timings)	£750.00	1	£750.00
		£1,500.00	1	£1,500.00
	Bargain Booze	£1,500.00	1	£1,500.00
	Howdens	£250.00	1	£250.00
	Congleton Glass	£100.00	1	£100.00
	Biddulph Road Fish and Chip Shop and Hightown	£150.00	1	£150.00
	Game cards	£140.00	1	£140.00
	Farm BBQ)	£40.00	1	£40.00
	Pure Balance	£40.00	1	£40.00
	/Shop Stall	£20.00	1	£20.00
	Craft Stall	£20.00	1	£20.00
	VIP Hairdresser	£40.00	1	£40.00
	Gross Total received via entices (from AV Timing)	£12,462.50	1	£12,462.50
	INCOME TOTAL			£19,762.50

		ACTUALS		
EXPENDITURE		COST	QTY	TOTAL
	AV timing, clock, numbers and chips	£1,793.70	1	£1,793.70
	T-shirts	£4,723.20	1	£4,723.20
	Medals (Fast Track)	£1,044.00	1	£1,044.00
	Running Bear Prizes	£423.75	1	£423.75
	Hire of School	£650.00	1	£650.00
	Donations to School PTA	£100.00	1	£100.00
	Bryan Dale photography	£100.00	1	£100.00
	Race Licence	£30.00	1	£30.00
	Guides for Manning Water Stations	£100.00	1	£100.00
	Water Bottles	£0.00	1	£0.00
	Medical Provider (Gator Events)	£750.00	1	£750.00
	Ken Rushton	£85.00	1	£85.00
	Rich Benson Signage Expenses	£57.28	1	£57.28
	Paul Crean Expenses	£17.99	1	£17.99
	Fuel	£0.00	1	£0.00
	Expenses	£294.00	1	£294.00
	Traffic Management (Amberon)	£2,196.00	1	£2,196.00
	Course Measure ()	£124.80	1	£124.80
	EXPENDITURE TOTAL			£12,489.72
	PROFIT FOR CHARITIES			£7,272.78



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

<u>Application Reference (Office use only):</u> GR08/2425	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Havannah PTA
Address of Organisation:	C/O Havannah Primary School, Malhamdale Road, Congleton CW12 2DF
Name of Applicant:	Joanne Reeves
Position:	Co-Treasurer
Telephone Number:	
Email address:	
Website:	
Registration Number (If relevant)	1014603
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Charitable Organisation
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>In our 30 years in working alongside Havannah Primary School in Congleton, we have worked to improve and advance the education of the pupils within the school. We do this by undertaking general fundraising and grant applications that allow us to support projects and the education of all pupils who will pass through the school that would not otherwise be affordable or covered by the existing school budget.</p> <p>There are currently 232 pupils on the school roll and this year we have fundraised to support various projects such as a new reading retreat, sports kit for the school teams, a new school garden growing fruits, vegetables and flowers and support to all classes for school trips to make them more affordable for parents.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Havannah Recycles
Project Objectives:	To improve the recycling opportunities within Havannah Primary School
Brief Project Description:	<p>The PTA are looking to purchase new recycling bins for the play areas of the school to allow the children to actively take part in recycling to improve their immediate area and foster good habits to take into the wider community.</p> <p>One bin would also collect food waste to reduce the emissions of the school and be used to process for compost for the school garden.</p>
Total Cost of Project	£1,619.64
Total contribution sought:	£1,000.00
Details of cost breakdown and budgets:	<p>3 x 70L food recycling @ £269.94 each</p> <p>3 x 70L Mixed recycling @ £269.94 each</p>
What will the money be spent on?/ Resources needed:	9 Recycling bins for three separate play areas
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	Additional funding will be supplied by Havannah PTA through existing funds and further grant requests.
Estimated timescale of project from start to finish:	To be in place as soon as funding is available
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	We envisage that this will promote a positive outcome for the pupils of the school so that they learn about recycling and what they can do to make their local environment a better place for all. It will also show then that little steps they take can make big changes in their area.
Are there similar services/ projects provided in the area	Only glass and clothing banks at local shop. Clothing bank also available at the school
<u>5: EVALUATION</u>	
How will the project be evaluated and who will	We will evaluate the project by measuring the amount of waste that is recycled rather than put into general waste and sent to landfill. This will

carry out the evaluation?	be done on a continuous basis by members of the PTA and school staff team
Describe how you will promote the Town Council in your project.	Acknowledgement will be given to Congleton Town Council on all promotional material and press releases. Where possible, if the Town Council can provide stickers, these will be attached to the bins
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) 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.
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Signed:	J Reeves	Date:	02/07/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, . High Street, Congleton , CW12 1BN

Treasurers Report 2022-2023

01/09/2022 to 31/08/2023

ACTIVITY	INCOME	EXPENDITURE	PROFIT
Fundraising Events			
Christmas Performance	£742.11	£391.65	£350.46
Cricket Club	£72.00	£8.00	£64.00
Advent	£150.00		£150.00
Light Switch on	£453.10	£180.67	£272.43
Parents eve	£50.50		£50.50
Harrington Arms	£268.30	£65.56	£202.74
Pre-Loved market	£870.10		£870.10
Donations	£50.00		£50.00
Match Funding (Charities Trust)	£1,019.83		£1,019.83
Elfridges	£709.50	£576.22	£133.28
Non Uniform	£255.30		£255.30
Penny Challenge	£108.29		£108.29
Valentines Disco	£914.20	£699.81	£214.39
Mothers Day Shop	£467.50	£311.19	£156.31
Easter Bingo	£1,137.30	£109.26	£1,028.04
Father Day Shop	£314.00	£137.48	£176.52
Sports Day	£2,249.18	£1,300.92	£948.26
Summer Event	£570.32	£101.27	£469.05
Cake sale	£196.27		£196.27
PTA Shop	£89.48		£89.48
Freer Friday	£342.60	£141.94	£200.66
Misc			
Small Donations	£174.46		
SCHOOL LOTTERY	£1,453.70		
AMAZON SMILE	£138.82		
EASY FUNDRAISING			
TENS		£84.00	
LOTTERY LICENCE			
CLOTHING BIN	£157.80		
GRANT	£1,250.00		
PTA Grants to School (2021-22)		£1,266.24	
PTA Grants to School (2022-23)		£3,011.38	
Other Expenditure		£1,863.93	
Medals		£510.00	
ACTUAL TOTAL FOR THE YEAR	£14,204.66	£10,759.52	£3,445.14

2022-23 Income to be banked	£35.00		
2022-23 Expenses not paid		£3.00	
Revised totals for the year	£14,239.66	£10,762.52	£3,477.14

PTA Grant Expenditure

PTA Grants to School (2021-22) £1266.24		
Colour Run 22		£138.00
Book Bags		£26.00
Sand and Water Play		£245.00
Outdoor Play		£857.24

PTA Grants to School (2022-23) £3011.38		
Tablets		£517.56
Books		£540.00
Book Bags		£237.50
Mixers		£70.00
Benches		£390.00
Microscopes		£1,256.32

Havannah Primary School PTA
Auditors Statement
Year Ending - 31/08/2023

Receipts and Expenditure

Bank Income

Transactions (Inc Interest)	14204.66
	<u>14204.66</u>

Bank Expenditure

Transactions	10759.52
	<u>3445.14</u>

Summary

Income	14204.66
Expenditure	10759.52

Net income	<u>3445.14</u>
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Start Balance	5,131.46
income for 2022/2023	14,204.66
expenditure	10,759.52
	<u>8,576.60</u>

Auditors Statement

I can confirm the above account are a true reflection of the Havannah County Primary School PTA financial accounts for the year ending August 2023

Signed..... Dated.....

Victoria Stradling



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

Application Reference (Office use only): **GR09/2425**

1: CONTACT DETAILS

Name of Organisation:	Wild Salt CIC
Address of Organisation:	Sandbach CW11
Name of Applicant:	Esther Southern
Position:	Director
Telephone Number:	
Email address:	
Website:	NA
Registration Number (If relevant)	15586958

2: ABOUT YOUR ORGANISATION

What type of organisation are you?	We are a community cooking school which is a community interest company
------------------------------------	---

Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)

Wild Salt CIC has been open for a year providing free food education and cooking classes for people in Congleton. We work closely with social housing to identify and provide Free cooking classes for families, children 11-14, elderly people (above 65) to increase social inclusion, increase mental and physical health and ensure they have the skills to build a fun, flavour packed plate of food To enable them to cook with their families, to save money and prevent chronic illness.

We have raised money through paid for supper clubs and masterclass cooking classes in the community. All of the money has gone towards buying the essential equipment to provide the community cooking classes and to provide 12 free cooking classes in Congleton.

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Good mood food
Project Objectives:	To provide 12 free cooking classes for the residents of Congleton.
Brief Project Description:	8 free cooking sessions to be held at a community centre in Congleton to increase social inclusion, enhance understanding of flavour packed healthy, affordable food to ensure they can cook together as a family and meet others in the community. To learn how to use left over vegetables, know how to shop seasonally and know how to increase energy production throughout the day using food choices. There will be 24 people at each session, as we have seen at previous free cooking classes they then share this knowledge with at least 5 others impacting at least 700 people in the process.
Total Cost of Project	£2000
Total contribution sought:	£1000
Details of cost breakdown and budgets:	<p>£500 per class</p> <p>£200 rental of the space</p> <p>£60 for ingredients</p> <p>£40 equipment and printing</p> <p>£200 for project management and chefs wages (however this will be paid for by other match funding through supper clubs and cooking master classes)</p>
What will the money be spent on?/ Resources needed:	Rental space, ingredients and resources eg printing.
Any ongoing costs:	Replacement of equipment as needed.
Details of confirmed match funding, include source Cash/Grant: In kind:	Match funding will be received through our own fundraising through supper clubs and master class paid for cooking classes.
Estimated timescale of project from start to finish:	Time scale is from February 2025 - May 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Reduce isolation, increase self esteem, mental and physical health. To come together as a group to learn basic cooking skills to increase knowledge of how to keep yourself well through cooking from scratch and on a budget. Over 700 people will be influenced by this project decreasing strain on the GP services and NHS through good nutrition and improved mental health.

Are there similar services/ projects provided in the area	No similar services are currently being completed in the area.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	Each session an evaluation form will be completed by each participant graphs and charts of their physical and mental health will be assessed.
Describe how you will promote the Town Council in your project.	The social housing team will promote to their customers, through facebook community groups and through the cheshire east food alliance.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) 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)
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Signed:	Esther Southern	Date:	27/08/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<u>Application Reference (Office use only):</u> GR10/2425	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	St. Peter's Church Parish of All Saints
Address of Organisation:	St. Peter's Church, Chapel Street, Congleton CW12 4AB
Name of Applicant:	Pauline Drew
Position:	Church Warden
Telephone Number:	
Email address:	
Website:	www.allsaintscongleton.org.uk
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	A faith based organisation
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>St. Peter's is Congleton's Civic town church, the only grade 1 listed building in the town centre built in 1742 and funded by Aldermen and townspeople.</p> <p>St. Peter's is open for visitors on Tuesdays and Saturdays through the summer and provides a series of recitals and talks as well as some evening concerts. We make our registers available to family historians. St. Peter's has supported Congleton in Bloom efforts, and a stall at the Green Fayre, and the Christmas Lights Switch on.</p> <p>We provide weddings, baptisms and funerals.</p> <p>The church is open on Sundays for quiet reflection and meditation, a cup of coffee and someone to listen with a short time of worship.</p> <p>St. Peter's congregation participate in wider Parish activities across Congleton which include Shine (Carers and Toddler group), Lunch club, Wellbeing courses, Bereavement courses, Messy church activities.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Maintenance of St. Peter's Clock
Project Objectives:	To keep the clock, which can be seen from many areas of the town, in good working order
Brief Project Description:	Annual maintenance of the clock carried out by Smith of Derby on 29 th January 2024
Total Cost of Project	£366
Total contribution sought:	£305
Details of cost breakdown and budgets:	£61 VAT will be reclaimed by us under the Listed Places of Worship Scheme
What will the money be spent on?/ Resources needed:	Annual servicing of St. Peter's tower clock
Any ongoing costs:	Annual Service
Details of confirmed match funding, include source Cash/Grant: In kind:	This grade 1 listed civic town church is maintained by direct giving from the All Saints congregation. Our vision is to ensure that this heritage building in the heart of Congleton is fit for worship and community activities for future generations. We have raised and spent considerable sums on re-roofing the church, restoration of the nave ceiling, repairs to the tower, installation of toilet and kitchen and restoration of trial gallery window. We are currently working on a large project which has the support of the Town Council for completing the repairs and re-ordering the church to provide comfortable, updated facilities for church and community. Countless hours of volunteer time have been given in planning restoration works and in opening the church to the wider community.
Estimated timescale of project from start to finish:	Completed.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	The tower and clock face can be seen from many areas of the town. St. Peter's is Congleton's town church and used for Civic Services. As a Georgian Grade 1 listed church it attracts visitors to the town. The congregation is pleased to be involved in town events. The clock is used to strike 11am on Remembrance Day parades. St.Peter's has identified as one of 300 Major Parish Churches. We have been

	supported by Historic England, Church Building Council and National Churches Trust.
Are there similar services/ projects provided in the area	N/A
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	The clock continues to keep good time . The Bell Tower Captain looks after the clock
Describe how you will promote the Town Council in your project.	We will acknowledge the continuing support of the Town Council in our publicity, displays and grant applications. Facilitating use by the Town Council and community whenever possible.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

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.
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- 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)
-

Signed:	Pauline Drew	Date:	1. 09.2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

Invoice

The Church Office
St Peters Church
14 Chapel Street
Congleton, Cheshire
CW12 4AB

Invoice No : [REDACTED]
Date : 29/01/2024
Account No : [REDACTED]
Our Ref : 12826 / COP
All Amounts in Pounds
VAT Number: GB 125 6772 59

Terms 30 days from document date

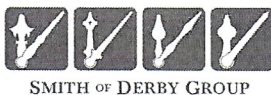
Description	Quantity	Price	VAT	Total
Congleton:St.Peter's Church Clock				
Order No :				
Service visit for the installation detailed below.	1	305.00	Std Rate	305.00
CONGLETON:ST.PETER'S CHURCH CLOCK				
Visit Details: 29/01/2024 [REDACTED]				

Please Forward Payment to
HSBC Bank PLC.
Account Name: Smith of Derby Ltd.
[REDACTED]

GOODS TOTAL 305.00
VAT TOTAL 61.00

Please quote the following invoice number with your
p [REDACTED]
Please ring 01332 345569 to pay by card.

INVOICE
TOTAL £ 366.00



SMITH OF DERBY GROUP

Company Registration. 01395408
VAT Registration. GB 125 6772 59
Smith of Derby trades as: John Smith & Sons, J B Joyce & Co, William Potts & Sons,
James Ritchie & Son (Clockmakers) Ltd



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	The Old Saw Mill CBS		
Address:	1 Back River Street, Congleton,		

2. Grant Information

Grant Reference Number:	GR13	2324	
Total project cost:	£250		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below:		
Receipts previously provided		

3. Project Information

When did the project commence?	03/2024	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>The project was to insulate The Old Saw Mill. Funds provided were part of a wider insulation program that is now completed and covers the entire building.</p> <p>The Old Saw Mill spent on average £900 per month on heating/lighting/cooking last year (electricity and oil). The grant formed part of the insulation program which had a target of reducing heat losses by 20% (based on the insulation methods used). We are changing our heating system to Electric only in July this year, with an anticipated increase in electricity costs. We aim to instal Solar Panels next year (Grant funding already obtained) to reduce overall energy usage. A profit is expected from the overall project expenditure but the</p> <p>results will not be evident until next year.</p>		

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

Customers have commented that the building is warmer and there is initial evidence that this is contributing to increased customer numbers after the lull due to COVID.

Volunteers and staff in our upstairs kitchen now work in a more consistent temperature throughout the year.

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)

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 process was straightforward and the response prompt.

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 Harriers		
Address:	Meeting at Congleton Leisure Centre, Worrall Street, Congleton		

2. Grant Information

Grant Reference Number:	None sent to us		
Total project cost:	£2626		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£4258
Please list receipts below: Draft accounts attached.		

3. Project Information

When did the project commence?		December 2023 The race was 3 rd March 2024	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Copy of accounts attached.			

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

To cope with a growing membership the funds will be used to train three more LiRF's (Leaders in running fitness) which is an England Athletics qualification which enables people to lead groups of mixed abilities safely around club routes, plus two more club Welfare Officers also utilizing training from England Athletics.

As a club we organize three races each year The C9 Hill race, The Passing Clouds Fell Race..and the Congleton charity Half Marathon all of which are run by volunteers from the club. Each year we need to replace certain items of essential equipment so some of the income generated from the race goes to pay for this.

The grant this year was to cover the required costs of providing medical cover for the Cloud 9

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 Council support was acknowledged on the race website and Facebook pages

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?
None at this stage

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:	FRIENDS FOR LEISURE		
Address:	ALBERT CHAMBERS, CANAL STREET, CONGLETON. CW12 4AA.		

2. Grant Information

Grant Reference Number:	GR14/2324		
Total project cost:	£1000		

Receipts Attached? Yes ☒ No ☐ Receipt Amount: £1000

Please list receipts below:

All receipts have been submitted.

HALLOWEEN DISCO	£60.00
CHRISTMAS DISCO	£60.00
RL21 (VENUE HIRE FOR DISCO)	£80.00
DRINKS FOR DISCO	£3.30
FOOD FOR DISCO	£21.20
2 X CHRISTMAS PARTIES	£43.43
MEAL OUT AT THE KING'S ARMS	£102.80
MEAL OUT AT REUBENS	£130.00
FUN SPORTS	£35.00
INSPIRING ANIMALS	£120.00
PANCAKE INGREDIENTS	£9.15
VENUE HIRE (PART)	£305.12
FITNESS WITH BECKY MORLEY	£30.00
	£1,000.00

3. Project Information

When did the project commence?		November 2023	
Did you make a profit from the project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

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

The funding enabled us to provide a range of activities at our Congleton youth groups.

These included:

- A Halloween disco.
- A Christmas disco.
- Refreshments for 2 Christmas parties.
- A meal out at The King's Arms.
- A meal out at Reubens.
- A fun sports session with Everybody Leisure.
- Ingredients for pancake making.
- A Disney dance session with Beckie Morley.
- Venue hire for youth group sessions.

A total of 38 disabled young people attended these sessions and had fun with friends in a safe setting.

Local pubs/restaurants were used to make disabled young people and their families aware of what is available within their community. In addition, staff at the venues are encouraged to welcome people with disabilities.

We use New Life Church for regular youth group sessions. Where this was not available, we used the Masonic Hall and R21 at Congleton Town FC. Again, this promotes community cohesion.

Evaluations from each of the sessions have shown that young people have enjoyed the activities and spending time with their friends. We also seen young people who are shy on arrival, growing in self-confidence when they see people they know and then they get really involved in the activity.

The Halloween and Christmas discos were particularly popular and fancy dress is always a winner!

The sessions were supported by 8 volunteers, who all live locally and willingly give up their time to help at our sessions. All our volunteers are more aware of disability and know that their help is appreciated by Friends for Leisure. One volunteer who lives in Congleton has said, "Being a part of FFL is like being in a family. I love helping at the activities and seeing the young people improving their social skills and increasing their confidence whilst having fun with their friends".

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)
Families were made aware of the funding on reminders sent out prior to activities.

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?

It is challenging having to spend the money before receiving the funds.

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 Building Preservation Trust		
Address:	[REDACTED]		

2. Grant Information

Grant Reference Number:	GR01:2324		
Total project cost:	£750		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£150
Please list receipts below: Laura Weir Graphic Design Invoice 2401 15/01/24 £150		

3. Project Information

When did the project commence?	June 2023	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

The provision of a good quality information sign at the entrance to our site enhances the visitors' experience.

It provides a background to the project, a map for guidance and information on all aspects of the garden.

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 CTC logo on the sign acknowledges the council's support (see attached artwork)

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?

Easy to apply for the grant and helpful support from CTC

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		<input checked="" type="checkbox"/>		
Relevance of guidelines	<input checked="" type="checkbox"/>			
Length of the process from submitting an application to receiving notification	<input checked="" type="checkbox"/>			
Advice given from the Town Council Grants Team (if applicable)	<input checked="" type="checkbox"/>			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	19th September 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	13 Management Accounts		
Background	Management Accounts and Variance analysis for the period to 31 st July 2024, to accompany the attached spreadsheets in Appendix 13.1-5.		
Update	<p>These figures cover the financial year to Month 4 which equates to expected spends/income of 33%. Please see summary sheet (Appendix 13.1-5) for notes, if further notes are required they are below. The reports show in a traffic light system the figures for income & expenditure up to Month 4. The below figures in the report are based on full budgets.</p> <p>There are no additional comments at this stage over and above the ones made in the appendix reports.</p> <p><u>Finance and Policy Committee</u></p> <p>Committee budgets stand at 24% of expenditure. Income and 50% income received.</p> <p>A request is made for the Committee to note that a payment of £8687.70 was paid to Legal & General which covers Ill Health Insurance which is part of the Pension Scheme. This has a strict deadline for payment and is part of the Payroll payments.</p> <p><u>Community and Environment Committee</u></p> <p>Committee expenditure budgets stand at 24% expenditure and income (without Partnership and Grant income) is 104%.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>39% expenditure and 44% income.</p> <p><u>Staffing Costs</u></p> <p>Final spends 36% (including budgeted pay award).</p>		

	<p><u>Ear Marked Reserves</u></p> <p>Current balances and estimated movement as at year end included for noting. Our carry forward General Reserves into 2024-2025 is sufficient to comply with our Reserves Policy, £287,256. (Our requirement based on budget setting was £283,861.)</p>
Decision Request	<ol style="list-style-type: none"> 1. To note the payment of £8687.70 for Legal and General 2. To approve the Management Accounts for current financial year to 31st July 2024.

OK
Monitor
Overspent

Month 4
Percentage 33.3%

Finance and Policy Committee

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
101	Corp Management								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red
	Staff Costs (re-allocated)	229,293	76,431	74,656	1775	97.68%	32.6%	-0.74%	
	Travel	250	83	0	83	0.00%	0.0%	-33.30%	
	Training / Conferences	1,500	500	309	191	61.80%	20.6%	-12.70%	
	Rent Payable	17,017	5,672	5,672	0	99.99%	33.3%	0.03%	
	Miscellaneous Office Costs	2,000	667	614	53	92.10%	30.7%	-2.60%	
	Telephone/Fax/Internet	3,000	1,000	901	99	90.10%	30.0%	-3.27%	
	Postage	1,000	333	178	155	53.40%	17.8%	-15.50%	
	Stationery & Printing	3,300	1,100	690	410	62.73%	20.9%	-12.39%	
	Subscriptions & Publications	5,100	1,700	4,480	-2780	263.53%	87.8%	54.54%	Most of subscriptions are due at start of the year
	Insurance	14,310	4,770	15,754	-10984	330.27%	110.1%	76.79%	Paid start of the year, journal required as 3 months are 25-26
	Computer/IT Costs	23,500	7,833	8,936	-1103	114.08%	38.0%	4.73%	Extra work completed on MFA and Security
	Photocopy Charges	2,000	667	481	186	72.15%	24.1%	-9.25%	
	Recruitment Advertising	500	167	0	167	0.00%	0.0%	-33.30%	
	Bank Charges	1,240	413	365	48	88.31%	29.4%	-3.86%	
	Audit Fees - External	2,100	700	0	700	0.00%	0.0%	-33.30%	
	Audit Fees - Internal	1,900	633	0	633	0.00%	0.0%	-33.30%	
	Accountancy Support	5,300	1,767	1,138	629	64.42%	21.5%	-11.83%	
	Legal & Professional fees		0	3,185	-2355		0.0%	0.00%	See EMR BELOW
	HR & H&S support	4,800	1,600	2,447	-847	152.94%	51.0%	17.68%	2 of 4 payments made
	Tsfr from EMR			-3,205					For legal & professional expenditure
	Central Overheads reallocated	-70,984	-23,661	-33,520	9859	141.67%	47.2%	13.92%	
	Corporate Management-Expenditure	247,126	82,375	83,081	-3081	100.86%	33.6%	0.32%	
	Precept 2024-2025	-1,182,221	-394,074	-591,111	197037	150.00%	50.0%	83.30%	50% paid
	Interest Receivable	-29,000	-9,667	-10,003	336	103.48%	34.5%	67.79%	
	Miscellaneous Income	0	0	-83	83	0.00%			
	Corporate Management-Income	-1,211,221	-403,740	-601,197	197457	148.91%	49.6%	16.34%	
	Net Income Over Expenditure	-964,095	-321,365	-518,116	194376	161.22%	53.7%	20.44%	
102	Civic								
	Staff Costs (re-allocated)	20,090	6,697	6,279	418	93.76%	31.3%	-2.05%	
	Training / Conferences	1,000	333	0	333	0.00%	0.0%	-33.30%	
	Stationery & Printing	550	183	0	183	0.00%	0.0%	-33.30%	
	Marketing/Promotions	1,200	400	208	192	52.00%	17.3%	-15.97%	
	Council Newsletter	8,700	2,900	2,582	318	89.03%	29.7%	-3.62%	
	Council Website	2,000	667	7,635	-6968	1145.25%	381.8%	348.45%	See EMR below actual spend 13.65% £361.. First instalment paid for website build co
	Mayor's Allowance	3,000	1,000	0	1000	0.00%	0.0%	-33.30%	
	Members Expenses	200	67	0	67	0.00%	0.0%	-33.30%	
	Civic Expenses	7,500	2,500	1,034	1466	41.36%	13.8%	-19.51%	
	Civic Regalia	250	83	0	83	0.00%	0.0%	-33.30%	
	Hall & Room Hire	6,500	2,167	2,076	91	95.82%	31.9%	-1.36%	
	Civic Artefacts and Treasures	3,400	1,133	0	1133	0.00%	0.0%	-33.30%	
	Tfr from EMR	0	0	-7,274	7274		#DIV/0!	#DIV/0!	
	Central Overheads reallocated	1,564	521	738	-217	141.56%	47.2%	13.89%	
	Civic-Expenditure	55,954	18,651	13,278	5373	71.19%	23.7%	-9.57%	
107	Grants								
	Initial Grant Commitment	15,000	5,000	5,221	-221	104.42%	34.8%	1.51%	Depedant on awards/requests.
	Subsidised Use	4,500	1,500	1,444	56	96.27%	32.1%	-1.21%	
	Tfr from EMR Committed Grants	0	0	-7,976	7976			-33.30%	
	Specified Grants	22,333	7,444	18,011	-10567	241.94%	80.6%	47.35%	CCP invoice received in full.
	Grants- Expenditure	41,833	13,944	16,700	-2756	119.76%	39.9%	6.62%	
	Capital	46,778	15,593	25,000	-9407	160.33%	53.4%	20.14%	£25,000 to EMR processed
	F&P Income - Income	-1,211,221	-403,740	-606,928	203188	150.33%	50.1%	16.81%	Full Committee Summary includes Mayor cost centre Income £5,571
	Expenditure	391,691	130,564	138,795	-8231	106.30%	35.4%	2.13%	Full Committee Summary includes Mayor cost centre expenditure £116

Month 4
Percentage 33.3%

Community and Environment Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
			BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS			
215	Floral Displays Income	-4,000	-1,333	-3,759	2426	281.93%	94.0%	60.68%	Hanging baskets income arrives start of the year Costs due to this being a start of year operation.
215	Floral Displays Expenditure	14,172	4,724	14,240	-9516	301.44%	100.5%	67.18%	
	Total Floral	10,172	3,391	10,481	-7090	309.11%	103.0%	69.74%	
241	Allotments Income	-190	-63	0	-63	0.00%	0.0%	-33.30%	
241	Allotments Expenditure	1,200	400	19	381	4.75%	1.6%	-31.72%	
	Total Allotment	1,010	337	19	318	5.64%	1.9%	-31.42%	
300	Public Realm	3,000	1,000	43	957	4.30%	1.4%	-31.87%	
	Congleton Partnership								
301	Conaleton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-33.30%	
301	Conaleton Partnership Expenditure	24,586	8,195	13,611	-5416	166.08%	55.4%	22.06%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance
301	Conaleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-33.30%	
	Total Partnership	24,586	8,195	-36,100	44,295	-440.49%	-146.8%	-180.13%	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-33.30%	Annual subscription paid
302	Community Development Staff Costs	124,336	41,445	38,948	2497	93.97%	31.3%	-1.98%	
	UKSPF: See Grant Recd	0	0	4,479	-4479		0.0%	-33.30%	
	Community Development Marketing/Promotions	3,750	1,250	940	310	75.20%	25.1%	-8.23%	
	Green Initiatives	5,000	1,667	1,712	-45	102.72%	34.2%	0.94%	
	Campaign Expenditure	1,000	333	526	-193	157.80%	52.6%	19.30%	
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-33.30%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-33.30%	
	Community Development Overheads	9,678	3,226	4,569	-1343	141.63%	47.2%	13.91%	
	Total Community Development	143,764	47,921	33,174	14,747	69.23%	23.1%	-10.22%	
303	Crime Reduction/CCTV Expenditure	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
	Total Crime	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
305	Christmas Fayre/lights Income	-3,000	-1,000	-304	-696	30.40%	10.1%	-23.17%	
305	Christmas Fayre/lights Expenditure	16,000	5,333	661	4672	12.39%	4.1%	-29.17%	
	Total Christmas	13,000	4,333	357	3976	8.24%	2.7%	-30.55%	
310	Neighbourhood Plan	0	0	2,430	-2430	0.00%	0.0%	-33.30%	Costs covered by ERM funds No budget line set . Journal update required
310	Neighbourhood Plan Tfr From EMR	0	0	-2,385	2385	0.00%	0.0%	-33.30%	
	Total Neighbourhood Plan	0	0	45	-45	0.00%	0.0%	-33.30%	
321	Tourism Income	0	0	-3,431	3431			-33.30%	Costs dependant on timing of events
321	Tourism Expenditure	13,600	4,533	9,909	-5376	218.58%	72.9%	39.56%	
	Total Tourism	13,600	4,533	6,478	-1945	142.90%	47.6%	14.33%	
351	Luncheon Club	11,000	3,667	3,328	339	90.76%	30.3%	-3.05%	
C.E &S	Income	-7,190	-2,397	-40,539	38142	1691.47%	563.8%	530.52%	Full Committee Summary
	Expenditure	238,748	75,774	58,364	17410	77.02%	24.4%	-8.85%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
			BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS			
201	Padding Pool	54,394	18,131	14,676	3455	80.94%	27.0%	-6.32%	See separate account sheet
221	Town Hall								See separate account sheet
	Town Hall - Expenditure	230,529	76,843	75,727	1116	98.55%	32.8%	-0.45%	
	Town Hall - Income	-119,750	-39,917	-55,084	15167	138.00%	46.0%	12.70%	
	Net Expenditure over Income	110,779	36,926	20,643	16283	55.90%	18.6%	-14.67%	

225	Congleton Information Centre									
	CIC - Expenditure	164,101	54,700	46,923	7777	85.78%	28.6%	-4.71%	See separate account sheet	
	CIC- Income	-88,710	-29,570	-17,996	-11574	60.86%	20.3%	-13.01%		
	Net Expenditure over income	75,391	25,130	28,927	-3797	115.11%	38.4%	5.07%		
263	Public Toilets	7,150	2,383	1,204	1179	50.52%	16.8%	-16.46%		
270	Cenotaph	319	106	83	23	78.06%	26.0%	-7.28%		
280	Streetscape									
	Streetscape Expenditure	787,095	262,365	278,493	-16128	106.15%	35.4%	2.08%	See separate account sheet	
	Streetscape - Income CEC	-419,256	-139,752	-209,628	69876	150.00%	50.0%	16.70%		
	Streetscape - External work income	-15,000	-5,000	-3,134	-1866	62.68%	20.9%	-12.41%		
	Streetscape - Other	-12,000	-4,000	-36	-3964	0.00%	0.0%	-33.30%		
	Streetscape - Misc. Income	-900	-300	-250	-50	83.33%	27.8%	-5.52%		
	S/S Income	-447,156	-149,052	-213,048	63996	142.94%	47.6%	14.35%		
	Net Expenditure over Income	339,939	113,313	65,445	47868	57.76%	19.3%	-14.05%		
THAS	Income	-655,616	-218,539	-286,128	67,589	130.93%	43.6%	10.34%	Full Committee Summary	
	Expenditure	1,243,588	414,529	417,106	-2,577	100.62%	33.5%	0.24%	Full Committee Summary	
	Total Income	-1,874,027	-624,676	-933,595	940,432	149.45%	49.8%	16.52%	Overall summary includes mavor summary figures not on this sheet Overall summary Rounding allowed	
	Total Expenditure	1,874,027	620,867	614,265	-1,259,762	98.94%	32.8%	-0.52%		
	Net Income /Expenditure			-319,334	-319,330			-33.30%		
	Personnel									
	Staff Costs	1,141,489	380,496	359,592	20904	94.51%	31.5%	-1.80%		
	Personnel with Pay Award for reference									
	Permanent Staff Costs - Included budget pay award *1	1,057,591	352,530	377,572	-25041	107.10%	35.7%	2.40%		
	*1 Budgeted pay award (5%)			17,980						

**Congleton Town Council
Management Accounts 2024-25**

Jul-24
Page 3/3

Reserves as at 31st July 2024		01/04/2024	In	Out	Balance	
CF Balance					45,504	
310	General Reserve	287,256				287,256
	Ear Marked Reserves					
318	Capital Equipment Fund	-	5,000	4,390	610	
320	Capital Contingency Fund	104,421	20,000	3,204	121,217	
321	EMR Elections	20,000			20,000	
322	EMR Business Recovery Fund	3,204			3,204	
324	EMR Crime Prevention/Traffic calming	4,357			4,357	
326	EMR Congleton Partnership	10,000			10,000	
327	EMR Covid/Crisis	3,333			3,333	
330	EMR Ancient Treasures	3,000			3,000	
331	EMR Website	30,151		274	29,877	
333	EMR Training	6,000			6,000	
334	EMR Town Centre (UKSPF)	1,688			1,688	
337	EMR Toilets	24,012			24,012	
339	EMR Public Realm	8,153			8,153	
340	EMR Legal Fees	46,406		4,758	41,648	
342	EMR Tourism	2,555			2,555	
343	EMR Marketing	5,000			5,000	
344	EMR Congleton Neighbourhood Plan	832		832	-	
346	EMR Rotary Bonfire	5,000			5,000	
348	EMR Civic	1,000			1,000	
349	EMR CIL	21,684			21,684	
354	EMR Carbon Offsetting	3,000			3,000	
NEW	EMR Property Maintenance	162,468			162,468	
	EMR TOTALS	466,264	25,000	13,458	477,806	477,806

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Jul-24

OK
Monitor
Overspent

Month 4
Percentage 33.3%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000	Staff Costs (re-allocated)	74,918	24,973	25,180	-207	100.8%	33.6%	0.31%
4008	Training	1,000	333	0	333	0.0%	0.0%	-33.30%
4009	Protective Clothing/H & Safety	550	183	0	183	0.0%	0.0%	-33.30%
4010	Cleaners	8,000	2,667	2,248	419	84.3%	28.1%	-5.20%
4011	Rates	26,522	8,841	9,980	-1,139	112.9%	37.6%	4.33%
4012	Water	4,000	1,333	2,260	-927	169.5%	56.5%	23.20%
4014	Electricity	26,950	8,983	845	9,828	-9.4%	-3.1%	-36.44%
4015	Gas	25,920	8,640	4,278	4,362	49.5%	16.5%	-16.80%
4016	Cleaning materials	2,250	750	800	-50	106.7%	35.6%	2.26%
4017	Refuse Disposal	2,350	783	685	98	87.4%	29.1%	-4.15%
4020	Miscellaneous Office Costs	1,600	533	336	197	63.0%	21.0%	-12.30%
4025	Insurance	12,647	4,216	13,785	-9,569	327.0%	109.0%	75.70%
4033	Marketing/Promotions	3,500	1,167	693	474	59.4%	19.8%	-13.50%
4040	Maintenance Contracts	9,000	3,000	3,499	-499	116.6%	38.9%	5.58%
4041	Property Maintenance	21,300	7,100	5,794	1,306	81.6%	27.2%	-6.10%
4068	Licences (incl PRS)	4,200	1,400	3,619	-2,219	258.5%	86.2%	52.87%
6000	Central Overheads Reallocated	5,822	1,941	2,753	-812	141.9%	47.3%	13.99%
	Town Hall Expenditure	230,529	76,843	75,065	1,778	97.7%	32.6%	-0.74%
3020	Catering costs	0	0	189	-189			
3021	Security Supplies	0	0	473	-473			
		0	0	662	662			
	Total Town Hall Expenditure	230,529	76,843	75,727	1,116	98.5%	32.8%	-0.45%
1009	Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	0.03%
1011	Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-10000	-9891	-109	98.9%	33.0%	-0.33%
1014	Letting Income - Bridestones	-13200	-4400	-1701	-2699	38.7%	12.9%	-20.41%
1015	Letting Income - Spencer Suite	-5000	-1667	-1686	19	101.2%	33.7%	0.42%
1018	Letting Income - Campbell Suite	0	0	0	0	0.0%	0.0%	-33.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-5000	1000	125.0%	41.7%	8.37%
1021	Letting Income - Internal	-9000	-3000	-3654	654	121.8%	40.6%	7.30%
1022	Letting income - F&F	-1000	-333	-1438	1105	431.4%	143.8%	110.50%
1023	Commission- CP	-8000	-2667	0	-2667	0.0%	0.0%	-33.30%
1024	Letting Income- Security	0	0	-1515	1515		0.0%	-33.30%
1035	Service Charges - Brasserie	-4000	-1333	-1214	-119	91.1%	30.4%	-2.95%
1037	Service Charges - Other	-5000	-1667	-1185	-482	71.1%	23.7%	-9.60%
1051	Catering Sales (recharges)	0	0	-1950	1950		0.0%	-33.30%
1199	Miscellaneous Income	0	0	-15000	15000	0.0%	0.0%	-33.30%
	Total Town Hall Income	-119750	-39917	-55084	15167	138.0%	46.0%	12.70%
	Net Expenditure over Income	110,779	36,926	20,643	16,283	55.9%	18.6%	-14.67%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12

Awaiting invoices from Mar 24, advised accruals for March to July 24 is annrox. £11,000

Dependant on requirements, top up of supplies

Paid at start of the year, 3 month prepayment journal to complete

First quarter services

Paid at start of the year.

Recharged to customers
Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

No budget
Invoiced a month ahead

Awaiting information
Recharged to customers

Electricity charges: Museum
Recharged to customers
Grant income to be moved out of TH to Salix Grant, will be completed M5

Congleton Town Council
Management Accounts 2024-25
STREETSCAPE
Jul-24

	OK
	Monitor
	Overspent

Month 4
Percentage 33.3%

STREETSCAPE

ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000 Staff Costs	577,073	192,358	182,012	10,346	94.6%	31.5%
4008 Training	3,200	1,067	0	1,067	0.0%	-33.30%
4009 Protective Clothing\H & Safety	5,900	1,967	1,805	162	91.8%	-2.71%
4013 Office rent	2,000	667	667	-0	100.0%	0.05%
4016 Cleaning Materials	8,000	2,667	1,810	857	67.9%	-10.68%
4021 Telephone	1,175	392	236	156	60.3%	-13.21%
4025 Insurance	9,150	3,050	9,846	-6,796	322.6%	74.31%
4041 Property maintenance	1,500	500	923	-423	184.6%	28.23%
4043 Horticultural etc Supplies	14,000	4,667	4,168	499	89.3%	-3.53%
4047 Vehicle maintenance/Serv etc	12,800	4,267	2,135	2,132	50.0%	-16.62%
4048 Vehicle fuel and oil	16,285	5,428	5,250	178	96.7%	-1.06%
4049 Vehicle rental charges	77,880	25,960	26,558	-598	102.3%	0.80%
4050 Street Cleansing	8,000	2,667	3,332	-665	125.0%	8.35%
4162 General expenditure	5,300	1,767	4,856	-3,089	274.9%	58.32%
4168 Other Expenditure	0	0	10,550	-10,550	#DIV/0!	-33.30%
6000 Central Overheads Reallocated	44,832	14,944	21,205	-6,261	141.9%	14.00%
Streetscape Expenditure	787,095	262,365	275,353	-12,988	105.0%	35.0%
3030 Purchases for recharging	0	0	3,140	-3,140	0.0%	0.00%
1165 CEC - Income	-419,256	-139,752	-209,628	69,876	150.0%	183.30%
1167 External work income	-15,000	-5,000	-3,134	-1,866	62.7%	95.98%
1184 Other income	-12,000	-4,000	0	-4,000	0.0%	33.30%
1199 Miscellaneous	-900	-300	-250	-50	83.3%	27.8%
1040 Recharges	0	0	-36	36	#DIV/0!	116.63%
Streetscape Income	-447,156	-149,052	-213,048	63,996	142.9%	176.24%
Net Expenditure over Income	339,939	113,313	65,445	47,868	57.8%	-24.46%

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid at start of the year.

In line with set budget
Flvtp invoice cost: £1380
Dependant on requirements, will monitor
Roundabout works. arant due in.

No budget
Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red
Two of four payments received

No budget

Congleton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Jul-24

Third Party
OK
Monitor
Overspent

Month 4
Percentage 33.3%

TOWN HALL
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022
Direct Expenditure

4000 Staff costs
4011 Rates
4013 Rent Payable
4162 General Expenditure
6000 Central Overheads Reallocated
Indirect Expenditure

1041 Third Party Ticket Sales
1042 Books, Maps, Guides sales
1043 Souvenir sales
1044 Stamp Sales
1045 Photocopy sales
1046 Local Produce for resale
1047 Theatre gift cards
1048 Food and Drink sales
1049 CTC Merchandise sales
Income

Total Income

Net Expenditure over Income

ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
0	-	-	-	0.0%		
73,150	24,383	15,938	8,445	65.4%	21.8%	-11.51%
2,850	950	225	725	23.7%	7.9%	-25.41%
2,375	792	753	39	95.1%	31.7%	-1.59%
500	167	138	29	82.8%	27.6%	-5.70%
3,800	1,267	811	456	64.0%	21.3%	-11.96%
150	50	57	7	114.0%	38.0%	4.70%
1,197	399	272	127	68.2%	22.7%	-10.58%
0	-	-	-	0.0%	0.0%	-33.30%
0	-	-	-	0.0%	0.0%	-33.30%
84,022	28,007	18,194	9,813	65.0%	21.65%	-11.65%
60,704	20,235	21,021	786	103.9%	34.6%	1.33%
5,068	1,689	2,622	933	155.2%	51.7%	18.44%
7,500	2,500	2,500	-	100.0%	33.3%	0.03%
2,000	667	355	312	53.3%	17.8%	-15.55%
4,807	1,602	2,231	629	139.2%	46.4%	13.11%
80,079	26,693	28,729	2,036	107.6%	35.9%	2.58%
-77,000	- 25,667	- 15,849	- 9,818	61.7%	20.6%	-12.72%
-3,000	- 1,000	- 321	- 679	32.1%	10.7%	-22.60%
-2,500	- 833	- 301	- 532	36.1%	12.0%	-21.26%
-500	- 167	- 49	- 118	29.4%	9.8%	-23.50%
-300	- 100	- 167	67	167.0%	55.7%	22.37%
-4,000	- 1,333	- 864	- 469	64.8%	21.6%	-11.70%
-150	- 50	- 60	10	120.0%	40.0%	6.70%
-1,260	- 420	- 359	- 61	85.5%	28.5%	-4.81%
0	-	- 26	26	0.0%	0.0%	-33.30%
-88,710	- 29,570	- 17,996	- 11,574	60.9%	20.3%	-13.01%
-88,710	- 29,570	- 17,996	- 11,574	60.9%	20.3%	-13.01%
75,391	25,130	28,927	3,797	115.1%	38.4%	5.07%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock

Month	4
Percentage	33.3%

ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
32.265	10,755	5790	4,965	53.84%	17.9%	-15.35%
3.000	1.000	0	1.000	0.00%	0.0%	-33.30%
320	107	184	-77	172.50%	57.5%	24.20%
5,102	1,701	108	1,593	6.35%	2.1%	-31.18%
2.000	667	1454	-787	218.10%	72.7%	39.40%
3.900	1,300	2339	-1,039	179.92%	60.0%	26.67%
4.300	1,433	3099	-1,666	216.21%	72.1%	38.77%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1.000	333	516	-183	154.60%	51.6%	18.30%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	836	1186	-350	141.92%	47.3%	14.01%
54,394	18,131	14,676	3,455	80.94%	27.0%	-6.32%

Start of year re-stock
Possible issue with meter, will update
Min useage over pool season not 12 months
Spends are over pool season not 12 months
Spends are over pool season not 12 months
Approved by Council CTC/42/2324
Realecemnt sions £350.00
Resurfacing pathwav completed

Date: 15/08/2024

Congleton Town Council

Page 1

Time: 09:53

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024	3107	63,696.26
			63,696.26
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			63,696.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			63,696.26
		Balance per Cash Book is :-	63,696.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date 4/9/24

Signatory 2:

Name Signed Date 4/9/24

Congleton Town Council

Special Interest Bearing Account Reconciliation as at 31/07/2024

Balance as per Bank Statement 01/07/2024

£ 276,911.57

Transfers

Interest Received

31/07/2024

£ 363.02

Balance at 31/07/2024

£ 277,274.59

OK

Signe

RFO

Cllr

Date

4/9/2024

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee										
MEETING DATE AND TIME	19 th September 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 31st July 2024</u></p> <table><tr><td>Business Reserve Account</td><td>£ 277,274.59</td></tr><tr><td>Cambridge and Counties 1-year fixed deposit (C&C)</td><td>£ 250,000.00</td></tr><tr><td>CCLA Deposit (Sweeper Account)</td><td>£ 550,100.00</td></tr><tr><td><u>Total</u></td><td><u>£ 1,077,374.59</u></td></tr></table> <p><u>Investment Update</u></p> <p><u>Current interest rates:</u></p> <p>RBS:1.45%, changing to 1.36% from 16th October 2024</p> <p>CCLA: 5.022% (As of 31st August 2024)</p> <p>C&C (1 Year Locked in): 5.2% Ends 8th December 2024.</p> <p>Budgeted Interest to receive during 2024-2025 is £29,000, to date we have received the below due to keeping investments in the higher interest CCLA account for as long as possible:</p> <ul style="list-style-type: none">• RBS £1,712• CCLA £10972• C&C interest for April 2024- 8th December 24 is due to be £9,011, this will be received in December.			Business Reserve Account	£ 277,274.59	Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 550,100.00	<u>Total</u>	<u>£ 1,077,374.59</u>
Business Reserve Account	£ 277,274.59										
Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 550,100.00										
<u>Total</u>	<u>£ 1,077,374.59</u>										
Decision Request	To receive the Savings Accounts balances to 31 st August 2024.										

List of Payments made between 01/04/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Prism Solutions	dd	129.23		195377/16895/telecoms
02/04/2024	Cheshire East Council	BACS	2,495.00		Town Hall Rates
02/04/2024	PWLB	BACS	10,888.84		Loan repayment
03/04/2024	Quartix Ltd	DD	575.78		802006/16854/Quartix Ltd
03/04/2024	RBS Credit Card	DD	2,340.16		Credit Card Balance Payoff
08/04/2024	SIBA	BACS	450,000.00		Transfer
09/04/2024	BACS P/L Pymnt Page 3466	BACS Pymnt	11,985.96		BACS P/L Pymnt Page 3466
09/04/2024	The Green Treehouse	BACS	1,000.00		Grant GR23/2324
09/04/2024		BACS	1,000.00		Grant - GR23/2324
09/04/2024		CONTRA	-1,000.00		Contra
11/04/2024	West Mercia Energy	dd	4,419.72		11473352/16904/T H Kitchen Gas
15/04/2024	RBS Autopay	BACS	75.80		Bankline - charges
16/04/2024	West Mercia Energy	dd	264.06		11476523/16902/Cenotaph electr
17/04/2024	The Tree Council	BACS	2,371.75		Trees4Congleton Donation
17/04/2024	Tree Council	BACS	-2,371.75		CONTRA
18/04/2024	CTC	BACS	83,861.37		April Payroll
18/04/2024	Bankline	BACS	11.55		Bank charges
19/04/2024	BACS P/L Pymnt Page 3475	BACS Pymnt	3,516.64		BACS P/L Pymnt Page 3475
19/04/2024	BACS P/L Pymnt Page 3476	BACS Pymnt	3,500.00		BACS P/L Pymnt Page 3476
23/04/2024	SIBA	BACS	125,000.00		Transfer
23/04/2024	CCLA	BACS	100,000.00		Transfer
23/04/2024	EE Ltd	dd	175.43		01288190704/17005/charges
24/04/2024	CCLA	BACS	50,000.00		Transfer
25/04/2024	CCLA	BACS	100,000.00		Transfer
25/04/2024	CTC	008998	190.34		Petty Cash
25/04/2024	Prism Solutions	DD	1,930.15		196529/17035/IT Support
25/04/2024	Cheshire East Council	BACS	162.20		Roundabout rates
26/04/2024	BACS P/L Pymnt Page 3470	BACS Pymnt	4,801.61		BACS P/L Pymnt Page 3470
26/04/2024	BACS P/L Pymnt Page 3473	BACS Pymnt	1,208.32		BACS P/L Pymnt Page 3473
26/04/2024	BACS P/L Pymnt Page 3474	BACS Pymnt	175.03		BACS P/L Pymnt Page 3474
26/04/2024	Electric Picture House	BACS	350.00		MMW Grant
26/04/2024	Congleton Museum	BACS	400.00		MMW Grant
26/04/2024	Cheshire East Council	BACS	2,622.37		business rates - CIC
26/04/2024	Astbury School	BACS	150.00		MMW Grant
26/04/2024	Our Gang	BACS	300.00		MMW Grant
26/04/2024	Havannah Primary School	BACS	150.00		MMW Grant
26/04/2024	Daven Primary School	BACS	150.00		MMW Grant
26/04/2024	Congleton Pride	BACS	100.00		MMW Grant
26/04/2024	Trinity Opera	BACS	150.00		MMW Grant
26/04/2024	Congleton Bath House	BACS	115.00		MMW Grant
26/04/2024	Congleton Amateur	BACS	150.00		MMW Grant
26/04/2024	Congleton Amateur Players	BACS	150.00		MMW Grant
26/04/2024	Friends for Leisure	BACS	360.00		MMW Grant

List of Payments made between 01/04/2024 and 31/07/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2024	Cheshire East Council	DD	2,495.00		Town Hall rates
01/05/2024	Prism Solutions	dd	130.08		197009/17036/call charges
01/05/2024	UK Bjorn	Reverse	-507.96		Reverse original incorrect sup
03/05/2024	BACS P/L Pymnt Page 3505	BACS Pymnt	2,389.22		BACS P/L Pymnt Page 3505
03/05/2024	Mossley Toddlers	BACS	235.06		GR27-2324
03/05/2024	Aura	BACS	129.99		GR09-2324
03/05/2024	BACS P/L Pymnt Page 3513	BACS Pymnt	5,263.67		BACS P/L Pymnt Page 3513
03/05/2024	BACS P/L Pymnt Page 3517	BACS Pymnt	1,316.99		BACS P/L Pymnt Page 3517
10/05/2024	ICO	BACS	35.00		Annual fee
10/05/2024	HMRC	DD	6,925.10		VAT
14/05/2024	UK Bjorn	BACS	507.96		Fuel
14/05/2024	BACS P/L Pymnt Page 3518	BACS Pymnt	507.96		BACS P/L Pymnt Page 3518
14/05/2024	West Mercia Energy	dd	2,827.76		91027370/17209/Credit 11479060
15/05/2024	Bankline	DD	63.20		Bank charges
17/05/2024	BACS P/L Pymnt Page 3477	BACS Pymnt	16,578.05		BACS P/L Pymnt Page 3477
17/05/2024	BACS P/L Pymnt Page 3482	BACS Pymnt	40,761.66		BACS P/L Pymnt Page 3482
17/05/2024	CTC	BACS	87,611.50		Payroll
21/05/2024	RBS Autopay	BACS	13.29		Charges
23/05/2024	West Mercia Energy	dd	4,361.98		11489391/17066/kitch gas
23/05/2024	EE Ltd	DD	169.80		01288218266/17150/charges
24/05/2024	All Saints Community Centre Bu	BACS	194.00		Luncheon Club April 2024
24/05/2024	Cheshire Association of Local	BACS1	135.00		Training: Procedures
24/05/2024	Dawsonsgroup Sweepers Ltd	bacs3	3,180.72		Sweeper Lease
24/05/2024	Stuart Tayler Plumbing	bacs4	220.00		Drinking fountain @ Pool
24/05/2024	Water Plus Ltd	bac4	19.03		Water 29FEB to 11MAY24
24/05/2024	Elizabeth's Group	BACS	300.00		UKSPF Funding
24/05/2024	Congleton Live CIC Ltd	BACS1	500.00		UKSPF Funding
24/05/2024	Zurich Insurance Company	BACS3	2,384.45		Insurance extension to 30JUN24
24/05/2024	Gazer (Marmaduke Creative T/A	BACS	3,000.00		UKSPF Funding
24/05/2024	██████ Watt	BACS	150.00		Town Hall promo artwork
24/05/2024	BACS P/L Pymnt Page 3521	BACS Pymnt	120.00		BACS P/L Pymnt Page 3521
28/05/2024	Prism Solutions	dd	2,201.64		198940/17172/IT Support
28/05/2024	RBS Credit Card	DD	216.66		DD
31/05/2024	BACS P/L Pymnt Page 3498	BACS Pymnt	28,844.72		BACS P/L Pymnt Page 3498
03/06/2024	S ████████	BACS	686.40		Insurance claim
03/06/2024	Prism Solutions	dd	129.16		5554/17266/call charges
03/06/2024	Cheshire East Council	DD	2,495.00		T Hall Business Rates
04/06/2024	Mossley Old School	BACS	75.00		Overpayment H Baskets
04/06/2024	Friends for Leisure	BACS	1,000.00		GR14/2324
04/06/2024	Trinity Am Operatic	BACS	1,000.00		GR18/2324
04/06/2024	██████	BACS	90.00		Overpayment H Baskets
06/06/2024	Pitney Bowes Ltd	dd	84.71		4100044250/17113/charges
07/06/2024	BACS P/L Pymnt Page 3507	BACS Pymnt	23,031.88		BACS P/L Pymnt Page 3507

List of Payments made between 01/04/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2024	British Telecom	DD	154.34		Q09657/17142/charges
10/06/2024	Pitney Bowes Ltd	Dd	107.75		BK713645/17169/meter reset
14/06/2024	BACS P/L Pymnt Page 3523	BACS Pymnt	17,353.40		BACS P/L Pymnt Page 3523
14/06/2024	Marton School PTA	BACS	1,000.00		GR24/2324
14/06/2024	Stephen Joseph Associates	BACS	1,000.00		scoping report
14/06/2024	BACS P/L Pymnt Page 3542	BACS Pymnt	8.50		BACS P/L Pymnt Page 3542
14/06/2024	BACS P/L Pymnt Page 3543	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3543
17/06/2024	Bankine	DD	79.20		Bank charges
18/06/2024	CTC	BACS	91,242.65		June Payroll
19/06/2024	SIBA	BACS	180,000.00		Transfer
20/06/2024	West Mercia Energy	dd	262.93		11499035/17140/cenotaph electr
21/06/2024	BACS P/L Pymnt Page 3528	BACS Pymnt	18,298.61		BACS P/L Pymnt Page 3528
21/06/2024	RBS Autopay	BACS	11.32		Bank charges
21/06/2024	Mayor's Charity No 2	transfer	139.20		L & J Print
24/06/2024	EE Ltd	dd	229.80		01288245472/17251/charges
25/06/2024	Zurich Municiple	ctc182424	28,613.45		Annual insurance 2024-2025
25/06/2024	Prism Solutions	dd	2,762.16		199878/17315/IT Support
27/06/2024	West Mercia Energy	dD	2,861.84		11503633/17139/T H kitchen gas
28/06/2024	Gazer (Marmaduke Creative T/A	BACS	4,384.38		UKSPF Grant
28/06/2024	RBS Credit Card	DD	1,302.13		credit card balance payoff
01/07/2024	Quartix Ltd	dd	575.78		828365/17267/vehicle tracker
01/07/2024	Cheshire East Council	DD	2,495.00		T Hall Business Rates
01/07/2024	Prism Solutions	dd	129.17		5093/17436/telecom services
08/07/2024	Mayor's Charity No 1	correction	100.00		correction
10/07/2024	CTC	009000	191.32		Petty Cash
11/07/2024	Mayor's Charity No 2	Reverse	139.20		Reverse 21/6/24 transfer
11/07/2024	Mayor's Charity No 2	correction	139.20		correction
12/07/2024	BACS P/L Pymnt Page 3546	BACS Pymnt	20,871.67		BACS P/L Pymnt Page 3546
12/07/2024	Mrs A M M Wright	109 110	1,800.00		0110/17343/Partnership AMI Gra
12/07/2024	Otis Ltd	SCF0004	669.49		24036551/UI/17344/sservice
12/07/2024	BACS P/L Pymnt Page 3552	BACS Pymnt	582.00		BACS P/L Pymnt Page 3552
15/07/2024	Bankline	BACS	100.15		Bank charges
18/07/2024	CTC	BACS	94,924.76		July Payroll
19/07/2024	Bankline	BACS	10.48		bank charges
23/07/2024	EE Ltd	dd	169.80		01288272148/17449/charges
25/07/2024	Prism Solutions	dd	2,146.99		201530/17484/IT Support
26/07/2024	BACS P/L Pymnt Page 3554	BACS Pymnt	27,416.61		BACS P/L Pymnt Page 3554
26/07/2024	Audley Male Voice Choir	Return	-279.30		P/Ledger Electronic Payment
26/07/2024	BACS P/L Pymnt Page 3574	BACS Pymnt	8,728.50		BACS P/L Pymnt Page 3574
26/07/2024	West Mercia Energy	DD	2,132.69		11516927/17326/P Pool elec
26/07/2024	Congleton Pride	BACS	856.00		GR02/2425
26/07/2024	Mayor's Charity No 2	bacs	65.00		raffle ticket sales
29/07/2024	RBS Credit Card	dd	1,284.65		credit card balance payoff

Date: 12/09/2024

Congleton Town Council

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Time: 08:26

RBS Current/I Access Acct

List of Payments made between 01/04/2024 and 31/07/2024

<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			<u>1,723,289.06</u>		

Congleton Town Council
Payments Listing for 1st April to 31st July 2024
Breakdown of Payments made via BACS transfer

BACS						Total
Date	Page	Invoice date	Payee Name	Amount Paid	Page Total	Invoices paid
09.04.24	3466	23.03.24	All Saints Comm Centre	£ 376.00		1
09.04.24	3466	31.03.24	Cat Social Media	£ 141.97		1
09.04.24	3466	07.02.24	CHS	£ 183.92		4
09.04.24	3466	15.02.24	Culligan UK	£ 114.41		1
09.04.24	3466	07.03.24	Cutler Cleaning Supplies	£ 373.38		1
09.04.24	3467	21.03.24	Daneside Theatre	£ 2,571.70		4
09.04.24	3467	24.03.24	D C Assist	£ 438.00		1
09.04.24	3467	11.01.24	Evac & Chair	£ 121.20		1
09.04.24	3467	18.03.24	L & J Print	£ 3,865.00		2
09.04.24	3467	20.02.24	The Leaflet Team	£ 1,024.00		1
09.04.24	3468	31.03.24	LRC Garage	£ 117.20		2
09.04.24	3468	22.03.24	A P Matthews	£ 419.89		1
09.04.24	3468	19.03.24	Congleton Museum	£ 500.00		1
09.04.24	3468	25.03.24	Pool Tech	£ 689.88		1
09.04.24	3468	04.12.23	Reeds Rain	£ 259.20		1
09.04.24	3469	24.03.24	Street Level Distribution	£ 140.00		1
09.04.24	3469	17.03.24	UK Fuel	£ 265.01		1
09.04.24	3469	26.03.24	UK Safety Management	£ 385.20		1
				£ 11,985.96		
19.04.24	3475	02.04.24	Water Plus Ltd	£ 416.64		1
19.04.24	3475	15.04.24	Cheshire East Council	£ 70.00		1
19.04.24	3475	22.04.24	STS Contracts UK	£ 3,030.00		1
				£ 3,516.64		
19.04.24	3476	04.04.24	CCP	£ 3,500.00		1
				£ 3,500.00		
26.04.24	3470	31.03.24	Buxton Opera House	£ 254.74		1
26.04.24	3470	31.03.24	Heads Congleton	£ 18.00		1
26.04.24	3470	27.03.24	CHS	£ 220.80		3
26.04.24	3470	20.03.24	Cutler Cleaning Supplies	£ 770.09		3
26.04.24	3471	25.03.24	DJM Nurseries	£ 116.10		2
26.04.24	3471	13.02.24	K G Loach	£ 17.94		1
26.04.24	3471	14.12.23	L & J Print	£ 18.00		1
26.04.24	3471	28.03.24	A P Matthews	£ 297.00		1
26.04.24	3471	31.03.24	DJH Mitten Clarke	£ 740.40		1
26.04.24	3471	31.03.24	Society of London Theatres	£ 28.20		1
26.04.24	3472	21.02.24	Toolstation	£ 36.61		2
26.04.24	3472	31.03.24	Tudor Environmental	£ 306.30		2
26.04.24	3472	24.03.24	UK Fuels	£ 627.43		2
26.04.24	3472	25.03.24	Urban Imprint	£ 1,350.00		1
				£ 4,801.61		
26.04.24	3473	22.03.24	Prism	£ 35.99		1
26.04.24	3473	25.03.24	TMC Creative Ltd	£ 1,172.33		3
				£ 1,208.32		
26.04.24	3474	06.02.24	Screwfix	£ 175.03		4
				£ 175.03		
03.05.24	3505	26.03.24	ANSA	£ 694.98		1
03.05.24	3505	15.01.24	Evac & Chair	£ 572.40		1
03.05.24	3505	05.04.24	KEMS	£ 28.50		1
03.05.24	3505	31.03.24	Shenton Garden Supplies	£ 194.48		1
03.05.24	3505	22.03.24	Shred-it	£ 176.05		1
03.05.24	3505	08.03.24	Travis Perkins	£ 10.66		1
03.05.24	3505	31.03.24	West Wallasey Contract Hire	£ 490.03		2
03.05.24	3505	28.03.24	Whitehursts	£ 222.12		2
				£2,389.22		
03.05.24	3513	16.04.24	Bees for US	£ 108.00		1
03.05.24	3513	15.04.24	CCS	£ 342.00		1
03.05.24	3513	29.02.24	Heads Congleton	£ 30.00		1
03.05.24	3513	10.04.24	Congleton Live CIC	£ 47.50		1
03.05.24	3513	04.04.24	B Cope	£ 8.00		2
03.05.24	3513	24.04.24	Cosebelle	£ 21.60		1
03.05.24	3513	03.04.24	CYO	£ 62.70		1
03.05.24	3513	15.04.24	Daneside Theatre	£ 4,157.70		3
03.05.24	3513	08.04.24	Foden's Band	£ 75.60		1
03.05.24	3513	03.04.24	A Francis Arch	£ 12.00		1
03.05.24	3513	02.04.24	Full Media	£ 19.17		1
03.05.24	3513	02.04.24	C Mayer	£ 12.00		1
03.05.24	3513	11.04.24	Cong Museum	£ 76.20		1
03.05.24	3513	05.04.24	Old Saw Mill	£ 28.00		1
03.05.24	3513	03.04.24	Poppy May	£ 63.20		1
03.05.24	3513	25.03.24	TMC Creative Ltd	£ 200.00		1
				£ 5,263.67		
03.05.24	3517	24.04.24	Chubb	£ 528.59		1
03.05.24	3517	05.04.24	D C Assist	£ 788.40		2
				£ 1,316.99		
14.05.24	3518	07.04.24	UK Fuels	£507.96		2
				£507.96		
17.05.24	3477	04.04.24	Acorn Occ Health	£ 726.00		2
17.05.24	3477	09.04.24	ANSA	£ 1,440.92		1
17.05.24	3477	26.04.24	R Benson	£ 74.04		1
17.05.24	3477	29.04.24	Biddulph MVC	£ 190.00		1
17.05.24	3477	02.04.24	BKS	£ 10.36		1

17.05.24	3477 12.04.24	Bornford Office Supplies	£	368.71	Stationary	2
17.05.24	3477 05.04.24	CCP	£	50.00	Town Board Hire	1
17.05.24	3477 01.04.24	Changing Lives Together	£	2,240.00	Partnership	1
17.05.24	3477 04.04.24	Eric Charlesworth Elec	£	1,006.50	Town Hall Lights	1
17.05.24	3477 02.04.24	Cheshire Electrical	£	139.46	Town Hall Bulbs/tubes	2
17.05.24	3477 11.04.24	Heads Congleton	£	200.84	Town Mtg Ad	2
17.05.24	3477 01.04.24	Citroen Hygiene	£	180.88	Sanitary waste collection	1
17.05.24	3477 16.04.24	Culligan UK	£	237.11	Drinking Water	1
17.05.24	3477 03.04.24	Cutler Cleaning Supplies	£	456.78	bin liners, cistern blocks	2
17.05.24	3477 30.04.24	Daneside Theatre	£	3,747.75	Ticket Sales	2
17.05.24	3477 01.04.24	Dawson Group	£	3,180.72	Sweeper Hire	1
17.05.24	3477 26.04.24	D C Assist	£	219.00	Cleaning	1
17.05.24	3477 30.04.24	DJM Nurseries	£	36.35	Plants	1
17.05.24	3477 30.04.24	A Francis Arch	£	11.60	Supplier resales	1
17.05.24	3477 23.04.24	Gartec	£	1,104.00	Lift Services	2
17.05.24	3477 29.04.24	Handy Cabin	£	45.70	Recharge	1
17.05.24	3477 10.04.24	Allan Harris	£	2.00	Supplier resales	1
17.05.24	3477 30.04.24	Jewson	£	57.98	Sand	1
17.05.24	3477 17.04.24	Kano	£	504.55	National Bee Day Signage	1
17.05.24	3477 25.03.24	LAC Autos	£	346.80	accessories	2
				£ 16,578.05		
17.05.24	3482 19.04.24	Boston Seeds	£	256.00	Wildflower seeds	1
17.05.24	3482 03.04.24	K G Loach	£	3,369.06	sand,bark,compost	2
17.05.24	3482 15.04.24	L & J Print	£	1,565.20	Various printing	5
17.05.24	3482 03.04.24	Leaflet Team	£	661.50	Delivery service	1
17.05.24	3482 06.04.24	Mark's Events	£	629.88	Catering supplies	3
17.05.24	3482 22.04.24	Maxigiene	£	126.00	Legionella Testing	1
17.05.24	3482 26.04.24	North Rode Timber	£	4.50	Door latch	1
17.05.24	3482 31.03.24	N W In Bloom	£	175.00	In Bloom Entry	1
17.05.24	3482 25.04.24	N W Plant Agri	£	60.96	mower repair	1
17.05.24	3482 03.04.24	G Outhwaite	£	3.20	Supplier resales	1
17.05.24	3482 30.04.24	Palatine Paints	£	445.80	pool chemicals	1
17.05.24	3482 30.04.24	Pool Tech	£	788.40	Service Contract	1
17.05.24	3482 01.04.24	RBS	£	2,028.00	Account software	3
17.05.24	3482 09.04.24	RJS Waste	£	1,656.00	Flytip collection	1
17.05.24	3482 05.04.24	RVW Pugh	£	317.27	mower repair	4
17.05.24	3482 29.04.24	SAS Daniels	£	2,100.00	Salix Contract	1
17.05.24	3482 16.04.24	Screwfix	£	183.32	various	4
17.05.24	3482 19.04.24	Shred-it	£	176.81	Shredding service	1
17.05.24	3482 10.04.24	Silk Brass	£	750.00	Hospital 100 years	1
17.05.24	3482 16.04.24	SLCC	£	475.00	Membership fee	1
17.05.24	3482 25.04.24	Soft Services	£	16,108.80	Pool works (CTC/42/2324)	1
17.05.24	3482 22.04.24	STS Contracts UK	£	3,030.00	Roundabout works	1
17.05.24	3482 22.02.24	Swingamathing	£	995.00	Hospital 100 years	1
17.05.24	3482 08.04.24	Toolstation	£	84.18	Various	4
17.05.24	3482 04.04.24	Tudor Environmental	£	743.75	PPE/Sundries	3
17.05.24	3482 21.04.24	UK Fuels	£	773.34	Van Fuel	2
17.05.24	3482 11.04.24	West Wallasey Contract Hire	£	3,254.69	Van Leases	3
				£ 40,761.66		
17.05.24	3521 01.05.24	N W In Bloom	£	120.00	Entry Fee	1
				£ 120.00		
31.05.24	3498 14.05.24	Auditing solutions	£	600.00	Year End	1
31.05.24	3498 20.05.24	Brunel Engraving	£	41.52	bench plaque	1
31.05.24	3498 01.05.24	CHALC	£	1,551.66	Affiliation Fee	1
31.05.24	3498 09.05.24	Cheshire Electrical	£	11.44	bulb & starter	1
31.05.24	3498 03.05.24	Chubb	£	1,529.62	Annual contract/cctv works	2
31.05.24	3498 02.05.24	Cong Live CIC	£	2.38	Supplier resales	1
31.05.24	3498 12.05.24	Cosebelle	£	15.20	Supplier resales	1
31.05.24	3498 15.05.24	Culligan UK	£	279.05	Drinking Water	1
31.05.24	3498 14.05.24	Cutler Cleaning Supplies	£	1,640.58	cleaning supplies	3
31.05.24	3498 09.05.24	Daneside Theatre	£	403.75	Ticket Sales	1
31.05.24	3498 19.05.24	D C Assist	£	613.20	Cleaning	1
31.05.24	3498 15.05.24	DKK Accounting	£	862.31	Year End Close Down	1
31.05.24	3498 02.05.24	Allan Harris	£	30.00	Supplier resales	1
31.05.24	3498 15.05.24	Hayman Mechanical	£	295.74	repairs to boiler	1
31.05.24	3498 08.05.24	Kernock Plant Hire	£	570.86	town centre plants	1
31.05.24	3498 07.05.24	Kings Commercial Hygiene	£	775.20	extractor cleaning	1
31.05.24	3498 01.04.24	Legal & General	£	8,687.70	Ill Health Insurance	1
31.05.24	3498 02.05.24	Little Bun Designs	£	17.00	Supplier resales	2
31.05.24	3498 01.05.24	C Mayer	£	20.40	Supplier resales	1
31.05.24	3498 01.05.24	New Vic Theatre	£	101.92	Ticket Sales	1
31.05.24	3498 10.05.24	Nuneaton Signs	£	744.00	Event Road Signs	1
31.05.24	3498 14.05.24	Northwest Plant Agri	£	423.41	mower repair	2
31.05.24	3498 01.05.24	Old Saw Mill	£	28.00	Supplier resales	1
31.05.24	3498 02.05.24	Olympian Sheds	£	1,800.00	Paddling Pool Shed	1
31.05.24	3498 01.05.24	Pool Tech	£	1,565.72	Chemical probes	1
31.05.24	3498 02.05.24	Poppy May	£	72.40	Supplier resales	1
31.05.24	3498 11.05.24	RVW Pugh	£	343.18	brake cable - mower	1
31.05.24	3498 09.05.24	Screwfix	£	105.76	Various	3
31.05.24	3498 07.05.24	Sharrocks	£	81.38	mower spares	1
31.05.24	3498 13.05.24	Stantons of Stoke	£	550.00	Open Top Bus Hire	1
31.05.24	3498 10.05.24	Toolstation	£	21.35	Tools	2
31.05.24	3498 03.05.24	Tudor Environmental	£	869.35	PPE/Horticultural	5
31.05.24	3498 05.05.24	UK Fuel	£	736.88	Van Fuel	2
31.05.24	3498 15.05.24	Wallasey Panel Beaters	£	444.69	Body repairs	1
31.05.24	3498 10.05.24	West Wallasey Contract Hire	£	3,009.07	Lease vans	1
				£ 28,844.72		
07.06.24	3507 24.05.24	Bornfords	£	399.72	Stationary	1

07.06.24	3507	22.05.24	Cavern Protective Clothes	£	642.00	PPE	2
07.06.24	3507	21.05.24	Eric Charlesworth Elec	£	3,588.00	Museum, Paddling Pool Electris=cs	2
07.06.24	3507	21.05.24	Cutler Cleaning Supplies	£	617.20	Town Hall cleaning stock	1
07.06.24	3507	26.05.24	Daneside Theatre	£	2,224.90	Ticket Sales	2
07.06.24	3507	20.05.24	G T Security	£	567.00	Event Security	2
07.06.24	3507	22.05.24	Handy Cabin	£	11.00	bench paint	1
07.06.24	3507	31.05.24	Instant Tool Hire	£	576.00	portaloo hire	1
07.06.24	3507	27.05.24	KEMS	£	85.50	Ticket Sales	1
07.06.24	3507	23.05.24	Kernock Park Plants	£	873.96	plaque plants	2
07.06.24	3507	17.05.24	L & J Print	£	895.20	booklets, posters, banners	4
07.06.24	3507	20.05.24	Landscape Supplies	£	210.16	PPE, paint	2
07.06.24	3507	21.05.24	Macc MVC	£	45.60	Ticket Sales	1
07.06.24	3507	11.05.24	P J Mearman	£	106.88	Ticket Sales	1
07.06.24	3507	30.04.24	Old Saw Mill	£	1,500.00	Luncheon Club	1
07.06.24	3507	16.05.24	Palatine Paints	£	786.90	pool chemicals	2
07.06.24	3507	22.05.24	PME	£	1,140.00	Bunting & lights	1
07.06.24	3507	17.05.24	Screwfix	£	58.10	sundries	3
07.06.24	3507	117.05.24	Shred it	£	169.92	Shredding service	1
07.06.24	3507	17.05.24	Spiral Colour	£	420.00	Pool Posters	2
07.06.24	3507	21.05.24	STS Contracts UK	£	6,600.00	Roundabout works	2
07.06.24	3507	16.05.24	Toolstation	£	26.54	tools	2
07.06.24	3507	19.05.24	UK Fuels	£	1,091.30	Van Fuel	2
07.06.24	3507	23.05.24	White Ribbon	£	396.00	accreditation	1
					£ 23,031.88		
14/06/2024	3523	31.05.24	All Saints Community Centre	£	438.00	Luncheon Club	1
14/06/2024	3523	30.05.24	R Beard Ltd	£	285.00	Pool benches	1
14/06/2024	3523	31.05.24	Brown Recycling Ltd	£	249.60	Skip hire for event	1
14/06/2024	3523	27.05.24	Byrne	£	100.00	Photography services	1
14/06/2024	3523	31.05.24	Chester Zoo	£	80.34	3rd Party Tickets	1
14/06/2024	3523	31.05.24	DC Assist	£	394.20	Cleaning services	1
14/06/2024	3523	27.05.24	Event Fre and Medical Services	£	650.00	First Aid at event	1
14/06/2024	3523	26.04.24	Four Oaks Nurseries Ltd	£	10,554.52	Hanging Basket plants (FAP/10/2425)	1
14/06/2024	3523	24.05.24	KG Loach	£	602.52	Horticultural supplies	1
14/06/2024	3523	31.05.24	L&J Printing	£	229.20	Civic Service items	1
14/06/2024	3523	31.05.24	Lite Limted	£	237.00	Festoon bulbs	1
14/06/2024	3523	30.05.24	New Vic Theatre	£	159.24	3rd Party Tickets	1
14/06/2024	3523	30.05.24	Nine Hundred Communications Group	£	214.80	Radios for event	1
14/06/2024	3523	27.05.24	Reubens on the Road	£	70.00	Event costs	1
14/06/2024	3523	27.05.24	Rollins	£	425.00	Event entertainment	1
14/06/2024	3523	30.05.24	Screwfix	£	4.69	sundries	1
14/06/2024	3523	29.05.24	SMG Consultancy	£	190.00	Energy certificate	1
14/06/2024	3523	30.04.24	Society of London Theatres	£	56.40	Theatre Tokens (CIC Sales)	1
14/06/2024	3523	31.05.24	Tudor Environmental	£	162.89	sundries	1
14/06/2024	3523	30.05.24	Urban Imprint	£	2,250.00	NDP Plan	1
					£ 17,353.40		
14/06/2024	3542	20.05.24	Brunel Engraving Co Ltd	£	8.50	sundries	1
					£ 8.50		
14/06/2024	3543	04.04.24	Congleton Community Projects	£	2,500.00	SLA agreement, 2nd instalment	1
					£ 2,500.00		
21/06/2024	3528	10.06.24	Alpha and Street Legal Tyres Ltd	£	104.40	Tyre repairs	1
21/06/2024	3528	11.06.24	Christopher Nethell Photography	£	100.00	Civic photography	1
21/06/2024	3528	11.06.24	BKS Consulting Ltd	£	10.36	3rd party supplier sales	1
21/06/2024	3528	05.06.24	Booth	£	50.00	Event costs	1
21/06/2024	3528	17.06.24	Brunel Engraving Co Ltd	£	104.84	bench plaque	2
21/06/2024	3528	03.06.24	Canda Copying Ltd	£	577.20	Copying charges	2
21/06/2024	3528	14.06.24	Chains & Lifting Tackle (Midlands) Ltd	£	312.00	Annual service	1
21/06/2024	3528	31.05.24	Heads Congleton	£	23.00	CIC Sales	1
21/06/2024	3528	30.05.24	Churnet Sound Radio CIC	£	200.00	PA Services	1
21/06/2024	3528	31.05.24	Congleton Glass & Co Ltd	£	47.58	Replacemnet window @ pool shed	1
21/06/2024	3528	10.06.24	Congleton Live CIC	£	42.75	3rd party supplier sales	1
21/06/2024	3528	06.06.24	Crescent Catering	£	56.00	Event costs	1
21/06/2024	3528	17.06.24	Culligan UK	£	140.62	Town Hall Water	1
21/06/2024	3528	07.06.24	Cutler Cleaning Supplies	£	78.14	cleaning supplies	1
21/06/2024	3528	01.06.24	Dawson Group	£	3,180.72	Sweeper lease	1
21/06/2024	3528	16.06.24	DC Assist	£	438.00	Cleaning services	2
21/06/2024	3528	04.06.24	Emblem Print Products Ltd	£	793.15	CIC Sales Stock	1
21/06/2024	3528	03.06.24	Full Media	£	26.38	CIC Book sales	1
21/06/2024	3528	18.12.23	Hipswing Entertainments Ltd	£	559.50	Stage depositL Events	1
21/06/2024	3528	17.06.24	Hymor Timber Stoke on Trent	£	1,111.20	Recharge	1
21/06/2024	3528	18.06.24	Hymor Timber Stoke on Trent	£	207.25	Recharge	1
21/06/2024	3528	18.06.24	Jepson & Co Ltd	£	105.06	CIC sales	1
21/06/2024	3528	03.06.24	J F Kehow Installations Ltd	£	237.00	Sundry repairs	1
21/06/2024	3528	17.06.24	KEMS	£	28.50	3rd Party Tickets	1
21/06/2024	3528	06.06.24	LAC Autos	£	266.70	Sundry repairs	2
21/06/2024	3528	13.06.24	Landscape Supplies	£	116.77	sundries	1
21/06/2024	3528	29.05.24	Northwest Plant Agri Ltd	£	120.00	Mower repairs	1
21/06/2024	3528	10.05.24	Palatine Paints	£	314.76	pool chemicals	1
21/06/2024	3528	06.06.24	Palatine Paints	£	314.76	pool chemicals	1
21/06/2024	3528	03.06.24	Poppy May	£	68.40	3rd party supplier sales	1
21/06/2024	3528	16.06.24	Rode Hall Band	£	198.00	3rd Party Tickets	1
21/06/2024	3528	06.06.24	RPG Herbs	£	28.00	Horticultural supplies	1
21/06/2024	3528	03.06.24	S Russell	£	125.00	Civic Service costs	1
21/06/2024	3528	10.06.24	RVW Pugh	£	870.00	Back pack blower	1
21/06/2024	3528	17.06.24	Screwfix	£	498.79	Sundry items	9
21/06/2024	3528	18.06.24	Sharrocks	£	197.84	Mower repairs	1
21/06/2024	3528	28.05.24	Threadfast Engineers 1984 Ltd	£	68.40	Keys for pool	1
21/06/2024	3528	12.06.24	Toolstation	£	78.43	Recharge	2
21/06/2024	3528	04.06.24	Tudor Environmental	£	641.59	Truck for Streetscape	1

21/06/2024	3528 18.06.24	Tudor Environmental	£	183.04	Horticultural supplies	1
21/06/2024	3528 02.06.24	UK Fuels	£	285.62	Fuel	1
21/06/2024	3528 09.06.24	UK Fuels	£	371.23	Fuel	1
21/06/2024	3528 05.06.24	Water Plus Ltd	£	107.72	Pool water rates	1
21/06/2024	3528 11.06.24	West Wallasey Contract Hire	£	2,579.20	Van lease	1
21/06/2024	3528 31.05.24	West Wallasey Contract Hire	£	530.04	Van lease	1
21/06/2024	3528 31.05.24	West Wallasey Contract Hire	£	861.84	Van lease	1
21/06/2024	3528 31.05.24	West Wallasey Contract Hire	£	938.83	Van lease	1
				£ 18,298.61		
12/07/2024	3546 28.06.24	All Saints Community Centre	£	280.00	Luncheon Club	1
12/07/2024	3546 27.06.24	Ansa	£	1,440.92	HR & HS Support	1
12/07/2024	3546 24.06.24	CHALC	£	30.00	Training	1
12/07/2024	3546 23.05.24	Cavern Protective Clothes	£	67.20	PPE	1
12/07/2024	3546 30.06.24	Heads Congleton	£	24.00	CIC Sales	1
12/07/2024	3546 26.06.24	Cutler Cleaning Supplies	£	310.34	cleaning supplies	1
12/07/2024	3546 30.06.24	DC Assist	£	438.00	Cleaning services	1
12/07/2024	3546 05.06.24	Charlie Fox Quality School signs	£	1,752.00	Biodiversity signs	1
12/07/2024	3546 12.06.24	Jewson	£	193.56	Recharge	1
12/07/2024	3546 14.06.24	KG Loach	£	726.40	Horticultural supplies	1
12/07/2024	3546 23.06.24	L&J Printing	£	51.60	Business cards	1
12/07/2024	3546 27.06.24	Landscape Supplies	£	409.58	PPE	1
12/07/2024	3546 30.06.24	DJH Mitten Clarke	£	591.60	Payroll services	1
12/07/2024	3546 30.06.24	New Vic Theatre	£	85.99	3rd Party Tickets	1
12/07/2024	3546 17.06.24	Northwest Plant Agri Ltd	£	110.41	Mower repairs	1
12/07/2024	3546 27.06.24	Palatine Paints	£	314.76	pool chemicals	1
12/07/2024	3546 28.05.24	People and Places Insight Ltd	£	2,400.00	UKSPF Grant funding	1
12/07/2024	3546 19.06.24	PPL PRS Limited	£	3,760.84	Music premises licence	1
12/07/2024	3546 10.06.24	RVW Pugh	£	1,878.00	New mower x 2 ordered	1
12/07/2024	3546 10.06.24	RVW Pugh	£	1,878.00	New mower x 2 ordered	1
12/07/2024	3546 28.06.24	Spiral Colour	£	138.00	Pool sign	1
12/07/2024	3546 28.06.24	M Tingle Educational Consultant	£	15.00	3rd party supplier sales	1
12/07/2024	3546 19.06.24	Toolstation	£	2.55	Recharge	1
12/07/2024	3546 24.06.24	Tudor Environmental	£	218.19	Horticultural supplies	1
12/07/2024	3546 16.06.24	UK Fuels	£	518.97	Fuel	1
12/07/2024	3546 23.06.24	UK Fuels	£	416.08	Fuel	1
12/07/2024	3546 30.06.24	West Wallasey Contract Hire	£	424.03	Van lease	1
12/07/2024	3546 30.06.24	West Wallasey Contract Hire	£	861.84	Van Lease	1
12/07/2024	3546 30.06.24	West Wallasey Contract Hire	£	902.83	Van lease	1
12/07/2024	3546 29.06.24	Whitehursts	£	444.60	fence panels	1
12/07/2024	3546 29.06.24	Whitehursts	£	186.38	fence panels	1
				£ 20,871.67		
26.07.24	3554 3.07.24	Acorn Occupational Helath Ltd	£	756.00	OHU Assessments	1
26.07.24	3554 18.07.24	Acorn Occupational Helath Ltd	£	240.00	OHU Assessments	1
26.07.24	3554 12.07.24	All Saints Community Centre	£	166.00	Luncheon Club	1
26.07.24	3554 21.06.24	Aston Management	£	120.00	Switch on event costs	1
26.07.24	3554 12.07.24	Audley Male Voice Choir	£	279.30	3rd Party Tickets	1
26.07.24	3554 03.07.24	Bees for US	£	108.00	CIC stock	1
26.07.24	3554 08.07.24	Bornford Office Supplies	£	146.84	Stationary	1
26.07.24	3554 30.06.24	Buxton Opera House	£	148.48	3rd Party Tickets	1
26.07.24	3554 02.07.24	Cat Social Media	£	40.71	Marketing	1
26.07.24	3554 03.07.24	Cheshire Electrical	£	8.14	Bulbs	1
26.07.24	3554 23.07.24	Congleton Choral Society	£	74.10	3rd Party Tickets	1
26.07.24	3554 01.07.24	Citroen Hygiene	£	127.30	Hygiene refuse collection	1
26.07.24	3554 10.07.24	Congleton Glass & Co Ltd	£	46.44	Perspex sheeting	1
26.07.24	3554 03.07.24	Congleton Lions Club	£	61.35	3rd Party Tickets	2
26.07.24	3554 19.07.24	Congleton Live CIC	£	28.50	3rd party supplier sales	1
26.07.24	3554 15.07.24	Culligan UK	£	150.41	Town Hall water	1
26.07.24	3554 11.07.24	Cutler Cleaning Supplies	£	203.40	cleaning supplies	1
26.07.24	3554 16.07.24	Cutler Cleaning Supplies	£	343.26	cleaning supplies	1
26.07.24	3554 09.07.24	Congleton Youth Orchestra	£	176.70	3rd Party Tickets	1
26.07.24	3554 2.07.24	Daneside Theatre	£	2,140.35	3rd Party Tickets	3
26.07.24	3554 1.07.24	Dawson Group	£	3,180.72	Sweeper lease	1
26.07.24	3554 10.07.24	DB Autos	£	315.53	Repairs to van	1
26.07.24	3554 21.07.24	DC Assist	£	438.00	Cleaning services	2
26.07.24	3554 17.06.24	DCK Accounting	£	774.00	23-24 Year end accounting	1
26.07.24	3554 24.07.24	DJM Nurseries	£	186.15	Horticultural supplies	3
26.07.24	3554 17.07.24	Enviro Skip Hire Ltd	£	454.45	Flytip collection	3
26.07.24	3554 07.07.24	Four Oaks Nurseries Ltd	£	134.57	Horticultural supplies	1
26.07.24	3554 10.07.24	Four Oaks Nurseries Ltd	£	683.51	Recharge	1
26.07.24	3554 22.07.24	Four Oaks Nurseries Ltd	£	32.76	Recharge	1
26.07.24	3554 4.07.24	Handy Cabin	£	47.35	Recharge	1
26.07.24	3554 11.07.24	Jewson	£	121.82	Recharge	2
26.07.24	3554 02.07.24	KG Loach	£	669.42	Horticultural supplies	1
26.07.24	3554 12.07.24	KG Loach	£	72.00	Recharge	1
26.07.24	3554 18.07.24	KG Loach	£	235.14	Horticultural supplies	1
26.07.24	3554 17.07.24	L&J Printing	£	247.20	Printing: Events	2
26.07.24	3554 22.07.24	Landscape Supplies	£	77.04	PPE	1
26.07.24	3554 15.07.24	Little Bun Designs	£	16.60	3rd party supplier sales	1
26.07.24	3554 09.07.24	Lomond Books Ltd	£	107.84	CIC stock	1
26.07.24	3554 25.06.24	Northwest Plant Agri Ltd	£	60.00	Repairs	1
26.07.24	3554 22.07.24	Oasish	£	2,200.00	Tribute series costs	1
26.07.24	3554 30.06.24	The Old Saw Mill	£	750.00	Luncheon Club	1
26.07.24	3554 17.07.24	Palatine Paints	£	314.76	pool chemicals	1
26.07.24	3554 02.07.24	Poppy May	£	59.60	3rd party supplier sales	1
26.07.24	3554 15.05.24	Prism Solutions	£	1,681.88	MFA & Proofpoint Security upgrades	1
26.07.24	3554 01.07.24	Rode Hall Band	£	50.00	Switch on event costs	1
26.07.24	3554 01.07.24	Congleton Rotary	£	166.25	3rd Party Tickets	1
26.07.24	3554 19.07.24	RVW Pugh	£	1,035.53	Mower repairs	1

26.07.24	3554 05.07.24	Secur 80 Ltd	£	168.00	Annual charge	1
26.07.24	3554 15.07.24	Sharrocks	£	185.94	Sundry items	4
26.07.24	3554 30.06.24	Shenton Garden Supplies	£	227.93	Recharge	2
26.07.24	3554 12.07.24	Shred- It	£	169.20	Data shredding	1
26.07.24	3554 10.07.24	Stuart Tayler Plumbing	£	478.00	Kitchen leak & Toilet repairs	2
26.07.24	3554 12.07.24	Toolstation	£	69.54	Recharge/sundry items	5
26.07.24	3554 30.06.24	UK Fuels	£	244.71	Fuel	1
26.07.24	3554 07.07.24	UK Fuels	£	394.71	Fuel	1
26.07.24	3554 14.07.24	UK Fuels	£	426.64	Fuel	1
26.07.24	3554 18.07.24	Urban Imprint	£	611.81	NDP Plan	1
26.07.24	3554 10.07.24	Water Plus Ltd	£	1,801.42	Town Hall water rates	1
26.07.24	3554 02.07.24	Water Plus Ltd	£	458.31	Town Hall water rates	1
26.07.24	3554 08.07.24	Watt	£	23.80	CIC stock	1
26.07.24	3554 12.07.24	West Wallasey Contract Hire	£	2,579.20	Van lease	1
26.07.24	3554 01.07.24	E Young	£	100.00	Civic service costs	1
				<u>£ 27,416.61</u>		
26.07.24	3574 22.07.24	Thrive Creative Ltd	£	8,728.50	Paymnet 1 of Website contract (CTC/98/2324.3)	1
				<u>£ 8,728.50</u>		

List of Payments made between 01/04/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2024	Cartridge People	CCA01	59.70		printer cartridges
22/04/2024	Amazon UK	CCA02	13.98		mayoral expenditure
01/05/2024	Royal British Legion	CCA03	23.98		Large Flag D Day
01/05/2024	Lamp Light of Peace	CCA04	55.00		Lantern - D Day
02/05/2024	Zoom	CCA05	64.00		DVCE AGM webinar
08/05/2024	UK Pool Store	CCMA01	136.92		nets, skimmer etc
09/05/2024	Geopacks	CCMA02	34.97		Digital Tally counter
13/05/2024	Wood Finishes Direct	CCMA03	78.74		wood reviver
16/05/2024	EBAY	CCMA04	44.49		crafts - event
16/05/2024	Baker Ross	CCMA05	153.53		Crafts for events
20/05/2024	Solent Chandlery	CCMA06	40.94		teak varnish
20/05/2024	Birstall Garden & Leisure	CCMA07	99.00		teak furniture care kit
21/05/2024	B & M Bargains	CCMA08	22.34		Food & Drink - EEvents
21/05/2024	Tesco	CCMA09	37.70		Food & Drink - Events
22/05/2024	L & S Engineers	CCMA10	186.28		4 xx mower wheels
22/05/2024	Spaldings Ltd	CCMA11	149.40		mower blades
23/05/2024	Carbutts Turf	CCMA12	30.00		rolls of turf
23/05/2024	Barnsley Lock & Safe	CCMA13	165.84		Padlocks
29/05/2024	Carbutts	CCMA14	76.00		rolls of turf
30/05/2024	Gear4Music	CCMA15	45.98		megaphone
Total Payments			1,518.79		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	19 th September 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	17 Petty Cash Verification		
Background	The Council have small Petty Cash float available for sundry purchases, the balance should be verified by a signatory twice a year.		
Updates	The current balance of Petty Cash is £126.56, the receipts and balance were checked and verified by the Cllr Robert Douglas on 4 th September 2024, see Appendix 17.1.		
Decision Requested	To note the verification of the Petty Cash balance		

4162	4023	4020	4041	4162	3020	4162
280	101	101	221	321	221	225

Date	Supplier		Total out	Total In	Balance	Vat Inc	Exempt	VAT	NET	S/S mhc.	Stationary	Refreshme nts	Property maint	Events	Catering	CIC	Other	Details
Balance b/fwd		Ref																
16/07/24	Asda	PC\4016	5.50		8.68													Coffee
24/07/24	Morrisons	PC\4017	3.18		3.18													Milk
24/07/24	Pound Plus	PC\4018	2.55		0.63													UKSFP 4032-302 Paintbrushes
01/08/24	Pound Plus	PC\4019	2.5		-1.87													2.50 MISC 402C-101+ Washing up Liquid
05/08/24	Morrisons	PC\4020	2.25		-4.12													2.25 MISC 402C-101 Kettle
14/08/24	B&M	PC\4021	28		-32.12													12.00 UKSFP 4032-302 Stationery/ Items
15/08/24	Morrisons	PC\4022	12		-44.12													CIVC\4213-10Z: Meeting refreshments
15/08/24	Morrisons	PC\4023	5.00		-49.12													In bloom 4.80 215-4162 Badges
22/08/24	Mountain Warehouse	PC\4024	3.00		-52.12													4.99 In bloom 4.80 215-4162 Cool Bag
22/08/24	Asda	PC\4025	4.99		-57.11													Milk
29/08/24	Morrisons	PC\4026	1.20		-58.31													
10/07/24	Replen #009000		6.45		-64.76													Civic 4213-10Z: Refreshments
				191.32	126.56												6.45	
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
					126.56													
TOTAL			73.44	191.32	126.56	0.00	73.44	0.00	73.44	0.00	0.00	15.45	0.00	0.00	0.00	0.00	57.99	

146.88

18 September 2024

Arrest

New receipts
TIN BALANCE

126.56
0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	19th September 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael (RFO)		
AGENDA ITEM REPORT TITLE	18 Standing Orders for Contracts Policy Review		
Background	The Council are required to follow set rules and regulations with regards to purchases and tendering for contracts. There are financial limits we must adhere to when making purchases over £30,000 (including VAT)		
Update	A review of our current Policy this was last review in 2018 (this can be found here: CONGLETON TOWN COUNCIL (congleton-tc.gov.uk))		
Details	<p>The review is as per Appendix 18.1, Standing Orders for Contracts. Updates are:</p> <ul style="list-style-type: none">• Added option to receive Tenders by Electronic means, i.e email. <p>Appendix 18.2 is the required updates to our Standing Orders (Section 19) in line with the changes of The Standing Orders for Contracts Policy, there are also updates here to the financial limits which are provided by the Public Contracts Regulations 2015.</p>		
Financial	Financial Regulations are in place.		
Environmental	Environmental Policy is in place.		
Equality and Diversity	Equality and Diversity Policy is on place.		
Decision Request	<p>To approve:</p> <ol style="list-style-type: none">1. The updated Standing Orders for Contracts Policy and recommend to Council for approval and adoption into the Constitution.2. The Updated Section 19 of the Standing Orders and recommend to Council for approval and adoption into the Constitution.		

CONGLETON TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

1. GENERAL

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Chief Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider policy of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
- 1.3.1 these Standing Orders
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.C. directive
 - 1.3.5 any direction by the Council, Committee, Sub-Committee having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
- 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2. TENDERS

Where tenders are required, one of the following methods shall be used:

- 1 Open competitive tender (Rule 3)
- 2 Ad hoc approved list (Rule 4)

- 3 Standing approved list (Rule 5)
- 4 Approved list of another Council (Rule 6)
- 5 Established procurement specialist (Rule 7)

3 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Chief Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

4 AD HOC APPROVED LIST

- 4.1 Tenders shall be invited after giving notice in the manner set out in Rule 5 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

5 STANDING APPROVED LIST

- 5.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work
- 5.2 The list shall be compiled in the following manner:
 - 5.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
 - 5.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
 - 5.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.

6 APPROVED LIST OF ANOTHER AUTHORITY

- 6.1 Tenders shall be invited from persons included in a list approved by the Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

7 ESTABLISHED PROCUREMENT SPECIALIST

- 7.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

8 SELECTION OF TENDERERS OR INVITEES

- 8.1 The selection of persons from whom tenders shall be invited shall be delegated to the Chief Officer.
- 8.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition.

9 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

- 9.1 All tenders shall be required to be submitted on a Form of Tender approved by the Chief Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the most favourable or not to accept any tender at all.
- 9.2 Tenders can submitted in writing or electronically (emailed). The specific method will be decided dependant on each Tender.
- 9.3 Written invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 9.4 Electronic (Emailed) Tenders shall be required to be sent to a specific email address which will be provided at the time of Tender and the subject header should be the "Tender" followed by the subject to which it relates.

9.5 Every written tender shall be addressed to the Chief Officer and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 11.1)

9.6 Every Electronic (Emailed) tender will remain unopened in the designated email inbox until the appointed time for opening. (See also 11.1)

10 EXTENSION OF TIME

10.1 Where the Chief Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -

10.1.1 **Open competitive tenders** - in accordance with paragraph 3.

10.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.

10.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

11 OPENING OF TENDERS

11.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Chief Officer or other nominated officer in the presence of two Members of Council. (See also 7.1)

11.2 The Chief Officer shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

11.2.1 the last date and time for the receipt of tenders

11.2.2 the date and time the tender was actually received

11.2.3 the name of the tenderer and the amount of the tender

11.2.4 the date and time they were opened and by whom.

11.2.5 the signature of the officer to whom the tenders were handed after opening.

11.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

11.4 Following the opening of tenders invited the Chief Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

12 LATE TENDERS

- 12.1 Any tender received late will be returned promptly to the tenderer by the Chief Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

13 ALTERATIONS TO TENDERS

- 13.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

14 ACCEPTANCE OF TENDERS

- 14.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Chief Officer. Selection of the best tender will be based on this evaluation.
- 14.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

15 CONTRACTS TO BE IN WRITING

- 15.1 Every contract shall be in writing in a form approved by the Chief Officer.
- 15.2 Every contract shall specify, amongst other things:
- 15.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 15.2.2 the price to be paid with a statement of discount or other deductions
 - 15.2.3 where applicable, the time or times that the contract is to be performed
 - 15.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 15.3 The Chief Officer shall sign every contract not required to be made under seal on behalf of the Council.
- 15.4 The Chief Officer or his nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.

16 ASSIGNMENT

16.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

16.2 “The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited”.

17 LIQUIDATED DAMAGES

17.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Chief Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

18 PERFORMANCE BONDS

18.1 Where a contract is estimated to exceed £150,000 in value (or otherwise as the council so desires) and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Finance & Policy Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

19 RETENTION

19.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Chief Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

20 CANCELLATION

20.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

21 NOMINATED SUB-CONTRACTORS

- 21.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 21.2 Where the estimated amount of a sub-contract exceeds £50,000 then, unless the Chief Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.
- 21.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

22 ENGAGEMENT OF CONSULTANTS

- 22.1 In the event of the Council engaging the services of consultants these Contract Procedure Rules will apply, where relevant.

Congleton Town Council

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- 1. Rules of debate at meetings**
- 2. Disorderly conduct at meetings**
- 3. Meetings generally**
- 4. Committees and sub-committees**
- 5. Presence of Non-members of Committees at Committee meetings.**
- 6. Ordinary council meetings**
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- 12. Management of information**
- 13. Draft minutes**
- 14. Code of conduct and dispensations**
- 15. Code of conduct complaints**
- 16. Proper Officer**
- 17. Responsible Financial Officer**
- 18. Accounts and accounting statements**
- 19. Financial controls and procurement**
 - a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required as agreed either 3 or 4 times annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000 inclusive of VAT25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 inclusive of VAT25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. **tenders ~~can are to be~~ submitted in writing in a sealed marked envelope addressed to the Chief Officer; or electronically to a specific email address (See Financial Regulations Appendix 1 and Standing Orders for Contracts). Method of tendering for each contract will be decided by the Chief Officer**
 - v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £~~214,904,189,330~~ for a public service or supply contract or in excess of £~~5,372,6094,733,252~~ for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- ~~g.~~ **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £~~429,809378,660~~ for a supply, services or design contract; or in excess of £~~5,372,6094,733,252~~ for a works contract; or £~~884,720663,540~~ for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. Handling staff matters

21. Responsibilities to provide information

22. Responsibilities under data protection legislation

23. Relations with the press/media

24. Execution and sealing of legal deeds

25. Communicating with unitary councillors

26. Restrictions on councillor activities

27. Standing orders generally

28. Constitution

- 29. Town Meeting**
- 30. Honorary Burgess**
- 31. Certificates in Recognition of Outstanding Service.**
- 32. Youth Committee**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	19th September 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael (RFO)		
AGENDA ITEM REPORT TITLE	19 Financial Regulations and Procurement Policy Review		
Background	<p>Our Financial Regulations were last reviewed in February 2024. NALC (National Association of Local Council) have recently completed a full review of the Model Financial Regulations.</p> <p>Our Financial Regulations are the basis of our Internal Control for financial transactions. They are based on the Model Regulations provided by National Association of Local Council (NALC). NALC recently conducted a full review of the Model Financial Regulations and have released the new updated version.</p>		
Update	<p>See Appendix 19.2 for Guidelines from NALC, they include:</p> <ol style="list-style-type: none">1) Bold text indicates legal requirements, which a council cannot change or suspend.2) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.3) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees. <p>The new Model Regulations have been compared to our current regulations in place and all rules/regulations remain in place albeit in a different order.</p>		

Details	<p>The RFO has worked through each section, see Appendix 19.1:</p> <ul style="list-style-type: none"> • There is a new Appendix in the Regulations which covers the Tender Process. • New items to note that are included in the review are highlighted in YELLOW • Items taken from our current Regulations and added in the new model are highlighted in GREEN • Decisions needed in GREY <p>4.3 We currently don't present this as budget setting, decide on forecasting and how many years.</p> <p>5.3 We have budget holders, should this state the lead officer or RFO?</p> <p>14.1 Model updates suggested The Clerk (Chief Officer) Council suggested as most contracts will be over limits of Chief Officer or Committee.</p> <p>Appendix 19.3 Procurement Policy Update</p> <p>Updates are in red.</p>
Financial	No finance implications to the approval of this report, but the Regulations set our rules for all Financial operations.
Environmental	Purchases are covered in our Procurement Policy.
Equality and Diversity	Purchases are covered in our Procurement Policy
Decision Request	<ol style="list-style-type: none"> 1. To approve the updated Financial Regulations and recommend to Council for approval and adoption into the Constitution. 2. To approve the update Procurement Policy and recommend to Council for approval and adoption into the Constitution.

CONGLETON TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of three council's governing documents providing procedural guidance for members and officers they shall be observed in conjunction with the council's Standing Orders and the code of Conduct. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency, and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**
- **writing off bad debts**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £3,000**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Chief Officer shall prepare, for approval by Council , a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **For the timely production of accounts;**
- **That provide for the safe and efficient safeguarding of public money;**
- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**

- **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify the bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Policy Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chair of the Council and Chair of Finance . The Chief Officer and RFO will inform committees of any salary implications during budget setting as Council consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year,

along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee chair shall review its draft budget and submit any proposed amendments to the Finance and Policy Committee no later than October each year.

- 4.6. The draft budget with any committee proposals including any recommendations for the use or accumulation of reserves, including the general reserve, shall be considered by the Finance and Policy Committee followed by a recommendation to the Council.

- 4.7. Having considered the proposed budget, the council shall determine its Precept council tax requirement by setting a budget. The council shall set this Precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

- 4.9. The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Chief Officer must comply with The Council's Standing Orders for Contracts Policy and any regulations for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer or RFO shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, all officers shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

vii. Goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual Revenue expenditure purchases within an agreed budget for that type of expenditure may be authorised by:
- the Chief Officer for any items below £5000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - • the council for all items over £10,000;
 - in respect of grants, the Finance and Policy Committee within any limits set by council and in accordance with any policy statement agreed by the council.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. Orders/Purchases may not be disaggregated to avoid controls imposed by these regulations.

- 5.16. No individual member, or informal group/working group of members or volunteer may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Council except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

- 5.21. Any ordering system can be misused and access to them shall be monitored controlled by the RFO

5.22. All Capital works shall be administered in accordance with the Councils Standing Orders and Financial Regulations relating to contracts.

5.23. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500

6. Banking and payments

6.1. The Council will make safe and efficient arrangements for the making of payments.

6.2. Following authorisation under Financial Regulations 5, The Chief Officer or RFO shall give instruction that a payment shall be made.

6.3. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed regularly for security and efficiency. The Council has resolved to bank with RBS Bank. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment.

6.4. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.5. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.6. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.7. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.

6.8. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which Council may authorise in advance for the year. This will be presented by the RFO as part of the annual budgeting process.

6.9. The Chief Officer and RFO shall have delegated authority to authorise payments only in the following circumstances:

- i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee and then to Council.
- iii. Fund transfers within the council's banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy. **With regards to Investment transfers, these are to be made in line with the Investment Policy and Investment Strategy.**

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Finance and Policy Committee and to Council annually to review. The Finance and Policy Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a minimum of 6 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Service Administrator shall set up all items due for payment online. **Payments can be delegated to the Finance Officer as a Service Administrator with reduced authorisations within online banking.**
- 7.4. **Payments can be authorised either in person or via email. For email approval, the schedule of payments and the list of invoices shall be sent to all signatories requesting approval. For in-person approval the schedule of payment, list of invoices and invoices will be available for approval. Two signatories are required to approve the payments by checking the schedule against the invoices list. In-person approval is the preferred method.**

7.5. In the prolonged absence of the RFO Service Administrator an Authorised Bank Administrator shall set up any payments due before the return of the Service Administrator.

7.6. Evidence shall be retained showing which members approved the payment online.

7.7. A full list of all payments made in a month shall be provided to the next available Finance and Policy meeting.

7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, and HMRC VAT payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by the Council] at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment follows the payment rules. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and the cheque stub countersigned by the RFO.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Credit Card issued for use will be controlled and monitored by the RFO and will also be restricted to a single transaction maximum spend limit of £1000 and any balance shall be paid in full each month.

9.2. Any trade card account opened by the council will be specifically monitored and controlled by the RFO.

9.3. All purchases made by the Credit Card or Trade Account must follow normal procedures.

9.4. Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

10.1. The RFO shall maintain a petty cash float/imprest account of £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

d) The Petty Cash balance must be verified twice a year by either the Chair of Finance or another signatory.

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

11.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.7. Before employing interim staff, the council must consider a full business case.

11.8. Salaries are to be paid by bank transfer and the payment summary issued to the Chair and Vice Chair of Finance for noting, in the absence of either one the summary can be approved by another signatory. The RFO is permitted to approve the Salary Bank Bulk Payment each month.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

12.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Chief Officer. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where sums of cash are received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. All officers must follow the Cash Handling Policy at all times.

13.9. Floats for Congleton Information Centre should be kept to a maximum of £200: £100 Till float and £100 Change float and the Events to a maximum of £50.00. When not in use both floats are to be secured either in the Council's safe or lockable cabinet overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.

13.10. Income taken via the Congleton Information Centre shall be reconciled daily by relevant staff, and on a monthly basis by the RFO.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by Council to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Chief Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £3,000. In each case a written report shall be provided to council with a full business case.
- 16.6. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 16.7. Subject only to the limit set in Regulation 16.5 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the council, or duly delegated committee.

17.5. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Chief Officer or RFO. The Chief Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Officer.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 and the separate policy Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

CONGLETON TOWN COUNCIL

PROCUREMENT POLICY

Introduction

This guide is to provide an overview of procurement of goods and services and is not a replacement for the Town Council's Standing Orders and Finance Regulations

The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

All procurement is to be made following the Standing Orders, Financial Regulations and any internal processes in place.

Principles

- Always adhere to Financial Regulations
- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account.
- For goods, materials or services over £30,000 inclusive of VAT , an evaluation model will be developed in advance against which best value can be judged, whilst also following the Standing Orders for Contracts Policy.
- The environmental and social credentials of the supplier will be checked, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possibleThe Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.
- Where a contract is to be made, the Standing Orders for Contracts and Tendering Policy must be adhered to.
- Limits:
 - Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - • the council for all items over £10,000.
 - • a duly delegated committee of the council for items over £5,000; or
 - • the Chief Officer for any items below £5,000.
 - Capital Purchases £3,000 and over must be approved by Council.
- Estimates/Quotes:
 - For contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;

- where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
- For smaller purchases, all officers shall seek to achieve value for money.
-

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	19 th September 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	20 Investment Policy and Strategy Review		
Background	<ul style="list-style-type: none">• The current Investment Policy was approved by Council on 7th December 2023.• The current Investment Strategy was approved at Council on 7th December 2023, which covered the investment period December 20023 to December 2024.• The Policy and Strategy is to be reviewed and updated if required on an annual basis ready for the December renewal of the Yearly Bond we hold with Cambridge and County.• The Council hold a Bond with Cambridge and Counties (C&C) and a Public Sector Deposit Fund with CCLA.• By holding funds over 3 separate entities it ensures that funds would remain available should any of the banks/companies go into financial difficulties. By moving funds about between CCLA and RBS this also enables The Council to gain the best possible interest income available for the investments.		
Update	Policy- Appendix 1 <ul style="list-style-type: none">• No updates recommended to the current Policy. Includes the updated from 2023 to assess the ethical and environmental credentials.• Strategy Updates- Appendix 2 <ul style="list-style-type: none">• Removed item 4 replaced with new wording.		
Details	<p>The C&C Bond is due to mature on 8th December 2024, renewal documents will be received in November, current interest being offered in the 1 Year bond is 5.1%, which would mean potential interest income of approximately £13,000 based on reinvesting the £250,000.</p> <p>1 year fixed rate business bond online Savings (ccbank.co.uk)</p>		

	<p>CCLA current rates are approximately 5%, but important to note that these fluctuate daily.</p> <p>RBS interest rate on the Reserve Account is currently 1.46%. This is reducing to 1.35% from 16th October 2024.</p>
Financial	Dependant on interest rates, investments will create variable income for the Council.
Environmental	<p>Any new investment companies will have the Environmental Credentials checked/ Current policies for CCLA and C&C are shown here:</p> <p>CCLA download (ccla.co.uk)</p> <p>C&C Environmental, social and governance Cambridge & Counties Bank (ccbank.co.uk)</p>
Equality and Diversity	<p>As above.</p> <p>CCLA download (ccla.co.uk)</p> <p>C&C Our commitments About us Cambridge & Counties Bank (ccbank.co.uk)</p>
Decision Request	<ol style="list-style-type: none"> 1) To approve the updates to the Investment Policy and recommend to Council for approval and adoption into the Constitution. 2) To approve the updated Investment Strategy for 2024-2025 and recommend to Council for approval and adoption into the Constitution. 3) To approve the renewal and reinvestment for 12 months of the Cambridge & Counties 1 year Investment Bond and to recommend this to Council on 3rd October 2024 for Approval.

Congleton Town Council

Investment Policy

I. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Guidance on Local Government Investments Guidance notes came into force in February 2018, this document will be available on our website alongside the policy. (Link: [Guidance on local government investments.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2018-02-01-guidance-on-local-government-investments)) Town and Parish Councils with a budget larger than €500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. The procedure for undertaking new investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Finance Officer and approved by the Finance and Policy Committee and then by Council before any investments are placed.
2. All investments will be made in Sterling
3. No one investment shall be for a period longer than 12 months
4. The Town Council shall only invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.

5. Day to day operation of current investments already approved by Finance and Policy and Council will be delegated to the Responsible Financial Officer and Chief Officer, who will provide regular updates to the Finance and Policy committee.
6. Council will be provided with an update on the annual Investment Strategy and investment accounts and balances once approved by Finance and Policy.
7. Any revisions to this policy shall be approved by the Full Council.
8. To assess the ethical and environmental credentials of possible investment companies.
9. The Finance Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new investment year. Where no changes are proposed, Full Council shall note the policy.

Congleton Town Council

Investment Strategy

9th December 2024 to 8th December 2025

RBS Business Reserve

To keep the balance in RBS Current & reserve accounts to a maximum of £400,000.

Balance over this will be transferred on a monthly basis to the CCLA Instant Access Money Market Account. Should the balance go below £400,000 funds will be transferred from CCLA to RBS. Transfers will be delegated to the RFO, or in the absence by the Chief Officer or Deputy Chief Officer and signed in accordance with our Financial Regulations for Bank Payments.

Cambridge & Counties

Congleton Town Council has £250,000 with Cambridge and Counties Bank¹ on a 1 year deposit. Until 8th December 2024 the interest rate for the 1 Year investment is 5.2%. On renewal on 9th December 2024, the balance of £250,000 will be retained. The monies invested in this account are tied in for the year and cannot be accessed.

CCLA

Within the balance of the CCLA Public Sector Deposit Account, The Council keep £150,000 of its Ear Marked Reserves, due to this the CCLA account should hold a minimum of £150,000. This is an instant access money market account with fluctuating interest rates every day. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative. As from 8th November 2022 this account is used as a sweeper account for the balance of funds over £400,000 in the RBS Current and Reserve accounts.

Suggested Strategy:

1. To limit the balance of RBS Current and Reserve account to a maximum of £400,000.
2. To retain the balance of £250,000 in Cambridge and Counties 1 year account to £250,000 on 8th December 2024.
3. To use the CCLA instant access money account as a sweeper account until 8th December 2024.. To hold a minimum of £150,000 in this account.

To consider adding a new investment which would run May to May should funds be available. Council to approve any new investments.

1 Cambridge and Counties information:

[About us | Our story | Cambridge & Counties Bank \(ccbank.co.uk\)](#)

2 CCLA information

[Our philosophy | CCLA](#)