

## CONGLETON TOWN COUNCIL

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

For the papers discussed at the meeting, [please see the Finance & Policy Committee Agenda – 19<sup>th</sup> November 2024](#)

PRESENT Committee members: Cllr R Douglas (Chair)  
Cllr C Booth (Vice Chair)  
Cllr D Allen  
Cllr R Chadwick  
Cllr H Pearce  
Cllr L Wardlaw

Ex- Officio: Cllr R Brittain (Deputy Mayor)

Non-Committee Members: Cllr S Firkin

Also present:

Congleton Town Council Officers D McGifford  
S Van Schepdael

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

Apologies received from Cllrs: Wesley (Mayor), Akers Smith, Edwardson, Moreton

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

**FAP/39/2425 RESOLVED** To approve and [sign the minutes of the Finance and Policy Committee held on 19<sup>th</sup> September 2024](#)

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

Cllrs Chadwick and Wardlaw declared interest on matters relating to Cheshire East Council

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

**FAP/40/2425 RESOLVED** to note the report.

**Action:** To add the CIL outstanding decision to the Action Summary.

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

There were none.

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

There were none.

## **7. Urgent Items**

The Chair advised the meeting that on 19th November, 2024, the R.F.O. and the Chair were giving a presentation promoting the grants that this committee provides as part of the "Meet the Funders" event organised by the Congleton Partnership. Members were very welcome to attend.

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

**FAP/41/2425 Resolved** to receive the minutes of the Regeneration working group on 19<sup>th</sup> August 2024.

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

There were none.

## **10. Grant Approvals and Commitments**

**FAP/42/2425 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> October 2024.

## **11. New Applications for Financial Assistance**

**FAP/43/2425 RESOLVED** to approve the grants:

11.1- Congleton Rangers- GR11/2425- Awarded £150

11.2- Congleton Harriers- GR12/2425- Awarded £475

## **12. New Grant Activities Monitoring Forms**

**FAP/44/2425 RESOLVED** to receive the grant monitoring forms:

12.1- Aura – GR09/2324

12.2- Congleton Credit Union – GR11-2223

12.3- Congleton Harriers – GR11-2324

12.4- Trinity Methodist Church – GR05/2425

12.5- The Green Tree House- GR23/2324

12.6- Congleton Players- GR01/2425

12.7- Mossley Toddler Group – GR27/2324

12.8- SOL Theatre School – GR25/2324

**13. Management Accounts (Enclosed)**

**FAP/45/2425 RESOLVED** to receive the management accounts to 30<sup>th</sup> September 2024.

**14. Bank Reconciliation**

**FAP/46/2425 RESOLVED** to receive and consider the bank reconciliation as at 30<sup>th</sup> September 2024.

**15. Savings Account Balances**

**FAP/47/2425 RESOLVED** to receive the Savings Account balances as at 31<sup>st</sup> October 2024.

**16. List of Payments**

**FAP/48/2425 RESOLVED** to receive and approve the List of payments from 1<sup>st</sup> August to 30<sup>th</sup> September 2024.

**17. Annual Pay Award Update (Enclosed)**

**FAP/48/2425 RESOLVED** To note the Annual Pay Award agreement for 2024-2025 and note that the backdated pay will be made in December 2024.

**18. Splash Pad Feasibility Study**

**FAP/49/2425 RESOLVED** To receive the report relating to the Splash Pad Feasibility Study and to agree to the proposed expenditure of £ 5,000 on a Splash Pad Feasibility Study.

**19. Town Hall Illumination Policy**

**FAP/50/2425 RESOLVED** To approve the draft Town Hall Charity Illumination Policy with one amendment, changing the time period from 6 months to 12 months, and recommended this to Council for approval and adoption into the Constitution.

**20. Annual Governance and Accountability Return**

**FAP/51/2425 RESOLVED** To note the completion of the Audit for the year ending 31st March 2024.

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

Congleton Town Council			OK										
Management Accounts 2024-2025			Monitor										
Sep-24			Overspent										
Page 1/3													
Month	6												NOTES
Percentage	50.0%												
<b>Finance and Policy Committee</b>													
101	<b>Corp Management</b>												
	Staff Costs (re-allocated)	229,293	114,647	110,465	4182	96.35%	48.2%	-1.82%					
	Travel	250	125	0	125	0.00%	0.0%	-50.00%					
	Training / Conferences	1,500	750	879	-129	117.20%	58.6%	8.60%					CILCA Courses
	Rent Payable	17,017	8,509	8,508	1	99.99%	50.0%	0.00%					
	Miscellaneous Office Costs	2,000	1,000	772	228	77.20%	38.6%	-11.40%					
	Telephone/Fax/Internet	3,000	1,500	1,440	60	96.00%	48.0%	-2.00%					
	Postage	1,000	500	354	146	70.80%	35.4%	-14.60%					
	Stationery & Printing	3,300	1,650	886	764	53.70%	26.8%	-23.15%					
	Subscriptions & Publications	5,100	2,550	4,480	-1930	175.69%	87.8%	37.84%					Most of subscriptions are due at start of the year
	Insurance	14,310	7,155	15,754	-8599	220.18%	110.1%	60.09%					Paid start of the year, journal required as 3 months are 25-26
	Computer/IT Costs	23,500	11,750	12,464	-714	106.08%	53.0%	3.04%					Extra work completed on MFA and Security
	Photocopy Charges	2,000	1,000	843	157	84.30%	42.2%	-7.85%					
	Recruitment Advertising	500	250	196	54	78.40%	39.2%	-10.80%					
	Bank Charges	1,240	620	539	81	86.94%	43.5%	-6.53%					
	Audit Fees - External	2,100	1,050	2,100	-1050	200.00%	100.0%	50.00%					Invoice received for 23-24 audit
	Audit Fees - Internal	1,900	950	0	950	0.00%	0.0%	-50.00%					
	Accountancy Support	5,300	2,650	942	1708	35.55%	17.8%	-32.23%					
	Legal & Professional fees		0	3,586	-2355		0.0%	0.00%					See EMR BELOW
	HR & H&S support	4,800	2,400	3,647	-1247	151.96%	76.0%	25.98%					3 of 4 payments made
	Tsfr from EMR			-3,586									For legal & professional expenditure
	Central Overheads reallocated	-70,984	-35,492	-42,996	7504	121.14%	60.6%	10.57%					
	<b>Corporate Management-Expenditure</b>	<b>247,126</b>	<b>123,563</b>	<b>121,273</b>	<b>-65</b>	<b>98.15%</b>	<b>49.1%</b>	<b>-0.93%</b>					
	<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-591,111</b>	<b>-1,182,221</b>	<b>591111</b>	<b>200.00%</b>	<b>100.0%</b>	<b>150.00%</b>					Paid in full
	Interest Receivable	-29,000	-14,500	-15,661	1161	108.01%	54.0%	104.00%					
	Miscellaneous Income	0	0	-83	83	0.00%							
	<b>Corporate Management-Income</b>	<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,197,965</b>	<b>592355</b>	<b>197.81%</b>	<b>98.9%</b>	<b>48.91%</b>					
	<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-482,048</b>	<b>-1,076,692</b>	<b>592290</b>	<b>223.36%</b>	<b>111.7%</b>	<b>61.68%</b>					
102	<b>Civic</b>												
	Staff Costs (re-allocated)	20,090	10,045	9,393	652	93.51%	46.8%	-3.25%					
	Training / Conferences	1,000	500	0	500	0.00%	0.0%	-50.00%					
	Stationery & Printing	550	275	0	275	0.00%	0.0%	-50.00%					
	Marketing/Promotions	1,200	600	208	392	34.67%	17.3%	-32.67%					
	Council Newsletter	8,700	4,350	3,243	1107	74.55%	37.3%	-12.72%					
	Council Website	2,000	1,000	7,664	-6664	766.40%	383.2%	333.20%					See EMR below actual spend 13.65% £361. 1st instalment paid for website bu
	Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%					Paid in full
	Members Expenses	200	100	0	100	0.00%	0.0%	-50.00%					
	Civic Expenses	7,500	3,750	3,258	492	86.88%	43.4%	-6.56%					
	Civic Regalia	250	125	0	125	0.00%	0.0%	-50.00%					
	Hall & Room Hire	6,500	3,250	3,801	-551	116.95%	58.5%	8.48%					
	Civic Artefacts and Treasures	3,400	1,700	0	1700	0.00%	0.0%	-50.00%					
	Tfr from EMR	0	0	-7,274	7274								
	Central Overheads reallocated	1,564	782	947	-165	121.10%	60.5%	10.55%					
	<b>Civic-Expenditure</b>	<b>55,954</b>	<b>27,977</b>	<b>24,240</b>	<b>3737</b>	<b>86.64%</b>	<b>43.3%</b>	<b>-6.68%</b>					
107	<b>Grants</b>												
	Initial Grant Commitment	15,000	7,500	7,731	-231	103.08%	51.5%	1.54%					Dependant on awards/requests.
	Subsidised Use	4,500	2,250	2,090	160	92.89%	46.4%	-3.56%					
	Tfr from EMR Committed Grants	0	0	-7,976	7976			-50.00%					
	Specified Grants	22,333	11,167	19,017	-7851	170.30%	85.2%	35.15%					CCP invoice received in full.
	<b>Grants- Expenditure</b>	<b>41,833</b>	<b>20,917</b>	<b>20,862</b>	<b>55</b>	<b>99.74%</b>	<b>49.9%</b>	<b>-0.13%</b>					
	<b>Capital</b>	<b>46,778</b>	<b>23,389</b>	<b>35,889</b>	<b>-12500</b>	<b>153.44%</b>	<b>76.7%</b>	<b>26.72%</b>					£25,000 to EMR processed
<b>F&amp;P Income</b>		<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,203,959</b>	<b>598349</b>	<b>198.80%</b>	<b>99.4%</b>	<b>49.40%</b>					<b>Full Committee Summary includes Mayor cost centre Income £5,571</b>
<b>Expenditure</b>		<b>391,691</b>	<b>195,846</b>	<b>203,000</b>	<b>-7155</b>	<b>103.65%</b>	<b>51.8%</b>	<b>1.83%</b>					<b>Full Committee Summary includes Mayor cost centre expenditure £116</b>

Congleton Town Council Management Accounts 2024-25 Sep-24 Page 2/3									
Month	6	ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
Percentage	50.0%								
<b>Community and Environment Committee</b>									
215	Floral Displays Income	-4,000	-2,000	-3,834	1834	191.70%	95.9%	45.85%	Hangings baskets income arrives start of the year
215	Floral Displays Expenditure	14,172	7,086	15,084	-7998	212.87%	106.4%	56.44%	Spends almost complete, award ceremony to take place
	<b>Total Floral</b>	<b>10,172</b>	<b>5,086</b>	<b>11,250</b>	<b>-6164</b>	<b>221.20%</b>	<b>110.6%</b>	<b>60.60%</b>	
241	Allotments Income	-190	-95	0	-95	0.00%	0.0%	-50.00%	
241	Allotments Expenditure	1,200	600	40	560	6.67%	3.3%	-46.67%	
	<b>Total Allotment</b>	<b>1,010</b>	<b>505</b>	<b>40</b>	<b>465</b>	<b>7.92%</b>	<b>4.0%</b>	<b>-46.04%</b>	
300	Public Realm	3,000	1,500	110	1390	7.33%	3.7%	-46.33%	
<b>Congleton Partnership</b>									
301	Congleton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-50.00%	
301	Congleton Partnership Expenditure	24,586	12,293	17,830	-5537	145.04%	72.5%	22.52%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-50.00%	Carried forward balance
	<b>Total Partnership</b>	<b>24,586</b>	<b>12,293</b>	<b>-31,881</b>	<b>44,174</b>	<b>-259.34%</b>	<b>-129.7%</b>	<b>-179.67%</b>	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-50.00%	
302	Community Development Staff Costs	124,336	62,168	58,201	3967	93.62%	46.8%	-3.19%	
	UKSPF: See Grant Recd	0	0	7,695	-7695		0.0%	-50.00%	
	Community Development Marketing/Promotions	3,750	1,875	984	891	52.48%	26.2%	-23.76%	
	Green Initiatives	5,000	2,500	2,351	149	94.04%	47.0%	-2.98%	
	Campaign Expenditure	1,000	500	526	-26	105.20%	52.6%	2.60%	Annual subscription paid
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-50.00%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-50.00%	
	Community Development Overheads	9,678	4,839	5,861	-1022	121.12%	60.6%	10.56%	
	<b>Total Community Development</b>	<b>143,764</b>	<b>71,882</b>	<b>57,618</b>	<b>14,264</b>	<b>80.16%</b>	<b>40.1%</b>	<b>-9.92%</b>	
303	Crime Reduction/CCTV Expenditure	11,426	5,713	0	5713	0.00%	0.0%	-50.00%	
	<b>Total Crime</b>	<b>11,426</b>	<b>5,713</b>	<b>0</b>	<b>5713</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-50.00%</b>	
305	Christmas Fayre/Lights Income	-3,000	-1,500	-3,087	1587	205.80%	102.9%	52.90%	
305	Christmas Fayre/Lights Expenditure	16,000	8,000	756	7244	9.45%	4.7%	-45.28%	
	<b>Total Christmas</b>	<b>13,000</b>	<b>6,500</b>	<b>-2,331</b>	<b>8831</b>	<b>-35.86%</b>	<b>-17.9%</b>	<b>-67.93%</b>	
310	Neighbourhood Plan	0	0	4,897	-4897	0.00%	0.0%	-50.00%	Costs covered by ERM funds
310	Neighbourhood Plan Tfr From EMR	0	0	-4,898	4898	0.00%	0.0%	-50.00%	No budget line set , Journal update required
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>1</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-50.00%</b>	
321	Tourism Income	0	0	-3,964	3964			-50.00%	
321	Tourism Expenditure	13,600	6,800	11,459	-4659	168.51%	84.3%	34.26%	Costs dependant on timing of events
	<b>Total Tourism</b>	<b>13,600</b>	<b>6,800</b>	<b>7,495</b>	<b>-695</b>	<b>110.22%</b>	<b>55.1%</b>	<b>5.11%</b>	
351	Luncheon Club	11,000	5,500	5,846	-346	106.29%	53.1%	3.15%	
					0				
<b>C.E &amp; S</b>	<b>Income</b>	<b>-7,190</b>	<b>-3,595</b>	<b>-43,930</b>	<b>40335</b>	<b>1221.97%</b>	<b>611.0%</b>	<b>560.99%</b>	<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>238,748</b>	<b>113,661</b>	<b>92,076</b>	<b>21585</b>	<b>81.01%</b>	<b>38.6%</b>	<b>-11.43%</b>	<b>Full Committee Summary</b>

Town Hall, Assets and Services Committee			ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red										
Expenditure Variance 0-100% Green 101-115% Amber 115% over Red										
201	<b>Paddling Pool</b>	<b>54,394</b>	27,197	27,205	-8	100.03%	50.0%	0.01%	See separate account sheet	
221	<b>Town Hall</b>									
	Town Hall - Expenditure	230,529	115,265	152,708	-37444	132.48%	66.2%	16.24%	<i>Without Grants TH Expenditure is 97.8%</i> <i>Without grants TH income is £58970, 98%</i>	
	Town Hall - Income	-119,750	-59,875	-98,084	38209	163.81%	81.9%	31.91%		
	Net Expenditure over Income	110,779	55,390	54,624	766	98.62%	49.3%	-0.69%		
225	<b>Congleton Information Centre</b>									
	CIC - Expenditure	164,101	82,051	66,771	15280	81.38%	40.7%	-9.31%	See separate account sheet	
	CIC - Income	-88,710	-44,355	-35,403	-8952	79.82%	39.9%	-10.09%		
	Net Expenditure over income	75,391	37,696	31,368	6328	83.21%	41.6%	-8.39%		
263	<b>Public Toilets</b>	<b>7,150</b>	3,575	1,929	1646	53.96%	27.0%	-23.02%		
270	<b>Canotaph</b>	<b>319</b>	160	136	24	85.27%	42.6%	-7.37%		
280	<b>Streetscape</b>									
	Streetscape Expenditure	787,095	393,548	413,964	-20417	105.19%	52.6%	2.59%	See separate account sheet	
	Streetscape - Income CEC	-419,256	-209,628	-209,628	0	100.00%	50.0%	0.00%		
	Streetscape - External work income	-15,000	-7,500	-7,486	-14	99.81%	49.9%	-0.09%		
	Streetscape - Other	-12,000	-6,000	-36	-5964	0.00%	0.0%	-50.00%		
	Streetscape - Misc. Income	-900	-450	-507	57	112.67%	56.3%	6.33%		
	S/S Income	-447,156	-223,578	-217,657	-5921	97.35%	48.7%	-1.32%		
	Net Expenditure over Income	339,939	169,970	196,307	-26338	115.50%	57.7%	7.75%		
	THAS Income	-655,616	-327,808	-351,144	23,336	107.12%	53.6%	3.56%		Full Committee Summary
	THAS Expenditure	1,243,588	621,794	662,713	-40,919	106.58%	53.3%	3.29%	Full Committee Summary	
	Total Income	-1,874,027	-937,014	-1,599,033	274,994	170.65%	85.3%	35.33%	Overall summary includes mayor summary figures not on this sheet Overall summary Rounding allowed	
	Total Expenditure	1,874,027	931,301	957,789	-916,238	102.84%	51.1%	1.11%		
	Net Income /Expenditure			-641,248	-641,244			-50.00%		
	<b>Personnel</b>									
	Staff Costs	1,141,489	570,745	547,583	23162	95.94%	48.0%	-2.03%		
	Personnel with Pay Award for reference									
	Permanent Staff Costs - Included budget pay award **	1,141,489	570,745	579,482	-8738	101.53%	50.8%	0.77%	Includes budgeted pay award and Temp/Casual costs	
	Temp/Agency			4,520						
	** Budgeted pay award (5%)			27,379						
<b>Congleton Town Council</b>										
<b>Management Accounts 2024-25</b>										
<b>Sep-24</b>										
<b>Page 3/3</b>										
<b>Reserves as at 30th September 2024</b>			<b>01/04/2024</b>	<b>In</b>	<b>Out</b>	<b>Balance</b>				
			<b>CF Balance</b>			<b>30/09/24</b>				
310	General Reserve		287,256			287,256				
<b>Ear Marked Reserves</b>										
318	Capital Equipment Fund			5,000	4,543	457				
320	Capital Contingency Fund		104,421	20,000	14,591	109,830				
321	EMR Elections		20,000			20,000				
322	EMR Business Recovery Fund		3,204		725	2,479				
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		7,274	22,877				
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		5,951	40,455				
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	15,000		177,468				
	<b>EMR TOTALS</b>		<b>466,264</b>	<b>40,000</b>	<b>33,916</b>	<b>472,348</b>	<b>472,348</b>			