

**CONGLETON TOWN COUNCIL**

<b>COMMITTEE:</b>	Finance and Policy																																														
<b>MEETING DATE AND TIME</b>	<b>TUESDAY</b> 14 <sup>th</sup> January 2025 7.00 pm	<b>LOCATION</b>	Congleton Town Hall																																												
<b>REPORT FROM</b>	Chief Officer and Responsible Financial Officer																																														
<b>REPORT TITLE</b>	<b>9</b> <b>Payments over £5,000 for Financial Year 2025-2026</b>																																														
<b>Introduction</b>	<p>In accordance with our Financial Regulations all orders and the payments over £5,000 (plus VAT) have to be approved by the Finance and Policy Committee and any over £10,000 (plus VAT) have to be approved by Full Council. All orders will be subject to our Financial Regulations and will follow standard procedures, all payments will follow standard authorisation procedures.</p> <p>As part of the budget setting the RFO is making a request that regular payments and orders are approved in advance by Council. The requests are detailed in this report, should any invoice differ or any issues arise with any of the items detailed, the request will be brought back to Council for information and further request for approval will be made.</p>																																														
<b>Payments over £5,000</b>	<p>Annually we have some regular invoices that are over the delegated amount the Chief Officer can approve under our Financial Regulations, these are costs which do have budgets approved during the budget setting process.</p> <p>Although approval is being requested now, all invoice payments will continue to follow our Financial Regulations: Payment will only be made once the normal procedures of 2 signatories authorising a payment run have been followed, and as per standard practice all invoices detailed below will continue presented to the Finance and Policy Committee for review and annually to Council for noting.</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>For</th> <th>Amount</th> <th>Paid by</th> </tr> </thead> <tbody> <tr> <td>Zurich Municipal</td> <td>Annual Insurance</td> <td>£28,613</td> <td>Invoice/BACS</td> </tr> <tr> <td>Legal &amp; General</td> <td>Critical Illness</td> <td>£11,509</td> <td>Invoice/BACS</td> </tr> <tr> <td>Cheshire East</td> <td>CCTV</td> <td>£10,456</td> <td>Invoice/BACS</td> </tr> <tr> <td>Cheshire East</td> <td>Business Rates</td> <td>£24,950</td> <td>Direct Debit</td> </tr> <tr> <td>Cheshire East</td> <td>Business Rates</td> <td>£5,200</td> <td>Direct Debit</td> </tr> <tr> <td>West Mercia Energy</td> <td>Utilities</td> <td>Varies</td> <td>Direct Debit</td> </tr> <tr> <td>Water Plus</td> <td>Water Rates</td> <td>Varies</td> <td>Direct Debit</td> </tr> <tr> <td>Four Oaks</td> <td>Annual planting schemes(See PO Attached)</td> <td>£8,500-£10,000</td> <td>Invoice/BACS</td> </tr> <tr> <td>Christmas Lights Scheme</td> <td>Once SLA agreed</td> <td>£8,500-£17,000</td> <td>Invoice/BACS</td> </tr> <tr> <td>Specific Grants over £5000</td> <td>Once SLA agreed</td> <td>£10,000-£16,000</td> <td>Invoice/BACS</td> </tr> </tbody> </table>			Supplier	For	Amount	Paid by	Zurich Municipal	Annual Insurance	£28,613	Invoice/BACS	Legal & General	Critical Illness	£11,509	Invoice/BACS	Cheshire East	CCTV	£10,456	Invoice/BACS	Cheshire East	Business Rates	£24,950	Direct Debit	Cheshire East	Business Rates	£5,200	Direct Debit	West Mercia Energy	Utilities	Varies	Direct Debit	Water Plus	Water Rates	Varies	Direct Debit	Four Oaks	Annual planting schemes(See PO Attached)	£8,500-£10,000	Invoice/BACS	Christmas Lights Scheme	Once SLA agreed	£8,500-£17,000	Invoice/BACS	Specific Grants over £5000	Once SLA agreed	£10,000-£16,000	Invoice/BACS
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<b>Decisions Required</b>	<p><b>1.</b> Approve the payments over £5,000, and recommend these to Council for approval on 23<sup>rd</sup> January 2025.</p>																																														