



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

20TH March 2025

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 27th March 2025 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 13th February 2025.](#)

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 (Enclosed)

To receive updated Action log summary.

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 meeting of 3rd March 2025.

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 of 28th February 2025.

11. New Applications for Financial Assistance (Enclosed)

To approve grant applications:

- 11.1- Friends for Leisure – GR14/2425
- 11.2- Friends of Congleton Park-GR15/2425
- 11.3-Bromley Farm Hub-GR16/2425

12. New Grant Activities Monitoring Forms (Enclosed)

To receive the Grant Monitoring Form:

- 12.1- Beartown Patchwork and Quilters GR15/2324
- 12.2- Marton and District PTA GR24/2324
- 12.3- Our Gang GR26/2324
- 12.4-Vale Allotments Association (Further Update)-GR06/2324

13. Management Accounts including Budget Update (Enclosed)

To receive the management accounts to 28th February 2025.

14. Bank Reconciliations (Enclosed)

To receive and consider the bank reconciliation as at 28th February 2025.

15. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 28th February 2025.

16. List of Payments (Enclosed)

To receive and approve the List of payments from 1st February to 28th February 2025.

17. Standing Orders and Financial Regulations Review (Enclosed)

To note the report.

18. Publication Scheme Review (Enclosed)

To approve the updates to the Draft Publication Scheme and recommend this to Council on 1st May 2025 for approval and adoption into the Constitution.

19. Petty Cash Verification (Enclosed)

To note the Petty Cash verification for March 2025.

20. Internal Audit Reports (Enclosed)

To receive the First and Second Interim Internal Audit reports for the year ending 31st March 2025.

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 13th February 2025

****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 Agenda 13 February 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr S Akers Smith
Cllr D Allen
Cllr H Pearce
Cllr L Wardlaw

Ex-Officio: Cllr K Welsey (Mayor)
Cllr R Brittain (Deputy Mayor)

Also present:

Congleton Town Council Officers S Van Schepdael

2 members of the public supporting their grant application

1. Apologies for absence

Apologies received from Cllrs: Chadwick and Edwardson.

2. Minutes of Previous Meetings

FAP/59/2425 RESOLVED To approve and [sign the minutes of the Finance and Policy Committee held on 14th January 2025](#).

3. Declarations of Interest

Cllr Wardlaw declared an interest in any matters relating to Cheshire East.

Cllr Pearce declared a non-pecuniary interest in item 11.1 as a member of the Committee, and would not comment or vote on the item.

4. Outstanding Actions

FAP/60/2425 RESOLVED to note the report.

Action: RFO advised that Press Releases and social media posts would be taking place to promote the grant scheme for the final meeting of the year on 27th March 2025.

Action: A strategy meeting for projects relating to CIL monies will be taking place prior to the Finance and Policy meeting on 27th March 2025.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

For closure of a previous urgent item raised by Cllr Douglas on 14th January 2025, Cllr Douglas asked for it to be noted that Cheshire East's request to raise Council Tax by 9.9% was refused.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/61/2425 RESOLVED to receive a statement showing the current position as at 31st December 2024.

11. New Applications for Financial Assistance

FAP/62/2425 RESOLVED to approve the grants:

11.1- Congleton Amateur Swimming Club GR13/2425: Awarded £789

12. New Grant Activities Monitoring Forms

FAP/63/2425 RESOLVED to receive the grant monitoring forms:

12.1- Congleton and District Horticultural Society-GR04/2425

12.2- Mossley Old School Trust-GR06/2425

13. Management Accounts (Enclosed)

FAP/64/2425 RESOLVED to receive the management accounts to 31st December 2024.

14. Bank Reconciliation

FAP/65/2425 RESOLVED to receive and consider the bank reconciliation as at 31st January 2025.

15. Savings Account Balances

FAP/66/2425 RESOLVED to receive the Savings Account balances as at 31st January 2025.

16. List of Payments

FAP/67/2425 RESOLVED to receive and approve the List of payments from 1st October 2024 to 31st January 2025.

17. CIL Report

FAP/68/2425 RESOLVED To receive the latest Community Infrastructure Report, noting the correct balance of CIL funds is £21,684.23.

18. Business Risk Assessment

FAP/69/2425 RESOLVED with the below addition to approve the updated Business Risk Assessment and recommend this to Council for approval and adoption into the Constitution at the Annual Town Meeting.

Addition: To include information re events risk assessment and safety i.e. Balcony area.

19. Policy Updates

FAP/70/2425 RESOLVED To approve the draft updates to the Mayor's Allowance Policy and recommended the Policy to Council on 27th February for approval and adoption into the Constitution.

20. Approval of Outside Bodies

FAP/71/2425 RESOLVED To approve the list of external support and recommend this to Council for approval at the AGM in May 2025.

**Meeting closed at 8.01pm
Cllr Robert Douglas
(Chair)**

Month 9
Percentage 75.0%

	OK
	Monitor
	Overrun

Finance and Policy Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
ANNUAL BUDGET								
101	Corp Management							
	Staff Costs (re-allocated)	229,293	171,970	169,226	2744	98.40%	-1.20%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
	Travel	250	188	9	179	4.80%	3.6%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
	Training / Conferences	1,500	1,125	954	171	84.80%	-11.40%	
	Rent Payable	17,017	12,763	12,763	0	100.00%	0.00%	
	Miscellaneous Office Costs	2,000	1,500	1,339	161	89.27%	-8.05%	
	Telephone/Fax/Internet	3,000	2,350	2,245	5	98.78%	-0.17%	
	Postage	1,000	750	586	164	78.13%	-16.40%	
	Stationery & Printing	3,300	2,475	1,084	1391	43.80%	-32.8%	
	Subscriptions & Publications	5,100	3,325	5,200	1375	135.80%	102.0%	Most of subscriptions are due at start of the year
	Insurance	14,310	10,733	15,754	-5022	146.79%	110.1%	Paid start of the year, extra month paid due to extending last years cover
	Computer/IT Costs	23,500	17,625	17,682	-57	100.32%	75.2%	
	Photocopy Charges	2,000	1,500	1,269	231	84.60%	-11.55%	
	Recruitment Advertising	500	375	496	-121	132.27%	99.2%	2 adverts placed
	Bank Charges	1,240	930	822	108	88.39%	-66.3%	
	Audit Fees - External	2,100	1,575	0	1575	0.00%	0.0%	
	Audit Fees - Internal	1,900	1,425	480	965	32.38%	-50.79%	
	Accountancy Support	5,300	3,975	1,447	2528	36.40%	-27.3%	
	Legal & Professional fees		0	4,961	-2355	0.0%	0.0%	See EMR BELOW
	HR & H&S support	4,800	3,600	3,707	-107	102.97%	77.2%	3 of 4 payments made
	TfR from EMR			-4,961				For legal & professional expenditure
	Central Overheads reallocated	-70,984	-53,238	-53,014	-224	99.58%	-74.7%	
	Corporate Management-Expenditure	247,126	185,345	182,029	961	98.21%	-1.94%	
	Precept 2024-2025	-1,182,221	-886,646	-1,182,221	295555	133.33%	100.0%	Paid in full
	Interest Receivable	-29,000	-21,750	-32,914	11164	151.33%	113.5%	
	Miscellaneous Income	0	0	317	317	0.00%		
	Corporate Management-Income	-1,211,221	-908,416	-1,215,492	307036	133.60%	100.3%	25.35%
	Net Income Over Expenditure	-964,095	-723,071	-1,033,423	307997	142.92%	107.2%	32.19%
102	Civic							
	Staff Costs (re-allocated)	20,090	15,068	12,529	2539	83.15%	-12.64%	
	Training / Conferences	1,000	750	0	750	0.00%	0.0%	
	Stationery & Printing	550	413	0	413	0.00%	-75.00%	
	Marketing/Promotions	1,200	900	208	692	23.11%	-57.67%	
	Council Newsletter	8,700	6,525	5,195	1330	79.62%	-15.29%	
	Council Website	2,000	1,500	15,019	-13519	1001.27%	751.0%	2 instalments made for website project £14548, see below. Revenue website spends are £471
	TfR from EMR	0	0	-14,548	14548			See Website line, cost for website project are funded via the allocated EMR.
	Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	Paid in full
	Members Expenses	200	150	0	150	0.00%	-75.00%	
	Civic Expenses	7,500	5,625	6,469	-844	115.00%	86.3%	
	Civic Regalia	250	188	230	-43	122.67%	92.0%	
	Hall & Room Hire	6,500	4,875	4,680	195	96.00%	-72.0%	
	Civic Artefacts and Treasures	3,400	2,550	0	2550	0.00%	-75.00%	
	Central Overheads reallocated	1,564	1,173	1,168	5	99.57%	-74.7%	
	Civic-Expenditure	55,954	41,966	33,950	8016	80.90%	-60.7%	-14.33%
107	Grants							
	Initial Grant Commitment	15,000	11,250	10,861	389	96.54%	-2.59%	Dependant on awards/requests.
	Subsidised Use	4,500	3,375	3,315	60	98.22%	-73.7%	
	TfR from EMR Committed Grants	0	0	-7,976	7976		-75.00%	
	Specified Grants	22,333	16,750	20,830	-4080	124.36%	93.3%	CCP invoice received in full.
	Grants- Expenditure	41,833	31,375	27,030	4345	86.15%	-64.6%	-10.95%
	Capital							
		46,778	35,084	35,889	-806	102.90%	-76.7%	£25,000 to EMR processed, movement to finalise for m7
	F&P Income - Y Income	-1,211,221	-908,416	-1,224,140	315724	134.76%	101.1%	26.07%
	Expenditure	391,691	293,768	284,820	8948	96.95%	72.7%	-2.28%
								Full Committee Summary includes Mayor cost centre income £5,571
								Full Committee Summary includes Mayor cost centre expenditure £116

Conington Town Council
Management Accounts 2024-25
Dec-24

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Month 9
Percentage 75.0%

Community and Environment Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
ANNUAL BUDGET								
215	Floral Displays Income	-4,000	-3,000	3,834	834	127.80%	95.8%	20.85%
215	Floral Displays Expenditure	14,172	10,629	16,417	-5788	-124.43%	115.8%	40.84%
	Total Floral	10,172	7,629	12,583	-4954	164.94%	123.7%	48.70%
241	Allotments Income	-190	-143	0	-143	0.00%	0.0%	-75.00%
241	Allotments Expenditure	1,200	900	140	760	15.56%	11.7%	-63.33%
	Total Allotment	1,010	758	140	618	18.46%	13.8%	-61.14%
300	Public Realm	3,000	2,250	474	1776	21.07%	15.8%	-59.20%
	Conington Partnership	0	0	-20,155	20155	0.00%	0.0%	-75.00%
301	Conington Partnership Income	24,586	18,440	28,740	10201	155.86%	116.9%	41.90%
301	Conington Partnership Expenditure	0	0	-34,666	34666	0.00%	0.0%	-75.00%
	Total Partnership	24,586	18,440	-36,081	44,521	-141.44%	-106.1%	-181.08%
302	Community Development: Grant Recd	0	0	-18,000	18000	0.00%	0.0%	-75.00%
302	Community Development Staff Costs	124,336	93,252	85,196	8056	91.36%	68.5%	-6.48%
	UKSPF: See Grant Recd	0	0	10,730	10730	0.00%	0.0%	-75.00%
	Community Development Marketing/Promotions	3,750	2,813	1,138	1675	40.40%	30.3%	-44.65%
	Green Initiatives	5,000	3,750	2,918	832	77.81%	58.4%	-16.64%
	Comedian Expenditure	1,000	750	902	-152	-128.27%	90.2%	15.20%
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-75.00%
	Tfr from EMR	0	0	0	0	0.00%	0.0%	-75.00%
	Community Development Overheads	9,678	7,219	2,236	33	99.55%	74.2%	-9.34%
	Total Community Development	143,764	107,823	90,110	17,713	83.57%	62.7%	-12.32%
303	Crime Reduction/CTV Expenditure	11,426	8,570	10,426	-1857	-121.60%	91.2%	16.25%
	Total Crime	11,426	8,570	10,426	-1857	-121.60%	91.2%	16.25%
305	Christmas Fayre/Lights Income	-3,000	-2,150	-7,729	5479	143.51%	257.6%	182.63%
305	Christmas Fayre/Lights Expenditure	16,000	12,000	21,278	-9278	-177.32%	133.0%	57.99%
	Total Christmas	13,000	9,750	13,549	-3799	138.36%	104.2%	29.22%
310	Neighbourhood Plan	0	0	9,493	-9493	0.00%	0.0%	-75.00%
310	Neighbourhood Plan Tfr From EMR	0	0	-9,493	9493	0.00%	0.0%	-75.00%
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-75.00%
321	Tourism Income	0	0	-6,495	6495	0.00%	0.0%	-75.00%
321	Tourism Expenditure	13,600	10,100	15,368	-5168	-150.67%	113.0%	38.00%
	Total Tourism	13,600	10,100	8,873	1327	86.39%	65.2%	-8.70%
351	Luncheon Club	11,000	8,250	8,530	-280	-103.39%	77.5%	2.55%
	C.E AS Income	-7,150	-5,393	-56,213	50821	1042.43%	781.8%	706.82%
	Expenditure	236,746	179,492	174,817	-4326	102.54%	73.2%	-1.78%

Town Hall, Assets and Services Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
ANNUAL BUDGET								
201	Paddling Pool	54,394	40,796	30,883	9913	75.70%	56.8%	-18.22%
221	Town Hall							
	Town Hall - Expenditure	230,529	172,897	226,379	-53482	-130.93%	98.2%	23.20%
	Town Hall - Income	-119,750	-89,813	-152,153	62339	169.41%	127.1%	52.06%
	Net Expenditure over Income	110,779	83,084	74,228	8856	89.34%	67.6%	-7.99%
225	Conington Information Centre							
	IC - Expenditure	164,101	123,076	130,394	-7318	-105.95%	79.5%	4.46%
	IC - Income	-88,710	-65,533	-74,840	8308	112.49%	84.4%	9.36%
	Net Expenditure over income	75,391	56,543	55,554	989	98.25%	73.7%	-1.31%
263	Public Toilets	7,150	5,363	2,883	2480	53.76%	40.3%	-34.68%
270	Canotaph	319	239	191	48	79.83%	59.9%	-15.13%
280	Streetscape							
	Streetscape Expenditure	787,095	590,321	623,555	-33234	-105.62%	79.2%	4.22%
	Streetscape - Income CEC	-419,236	-314,442	-314,442	0	100.00%	75.0%	0.00%
	Streetscape - External work income	-15,000	-12,250	-14,587	3327	122.66%	97.2%	22.25%
	Streetscape - Other	-12,000	-9,000	-36	-8964	0.00%	0.0%	-75.00%
	Streetscape - Misc. Income	-900	-675	-695	20	102.96%	77.2%	2.22%
	S/S Income	-447,156	-315,847	-329,160	5667	98.33%	73.7%	-1.25%
	Net Expenditure over Income	339,939	254,954	293,795	-38841	-115.23%	86.4%	-11.43%
THAS	Income	-455,616	-491,712	-556,751	65,839	113.23%	84.9%	9.92%
	Expenditure	1,243,588	932,691	1,014,285	-81,994	108.75%	81.6%	6.56%
	Total Income	-1,874,027	-1,495,520	-1,837,104	36,923	130.71%	98.0%	23.03%
	Total Expenditure	1,874,027	1,396,961	1,478,822	-400,105	105.53%	78.6%	3.65%
	Net Income /Expenditure			-363,186	-163,182			-75.00%
	Personnel							
	Staff Costs	1,141,489	856,117	837,364	18733	97.81%	73.4%	-1.64%
	Personnel with Pay Award for reference							
	Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	856,117	842,400	13717	98.40%	73.8%	-1.20%
	Temp/Agency			5,036				
	*1 Budgeted pay award completed in December Payroll							

Conington Town Council
Management Accounts 2024-25
Dec-24

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		01/04/2024 CF Balance	In	Out	Balance 31/12/24
310	General Reserve	287,256			287,256
	Ear Marked Reserves				
318	Capital Equipment Fund	-	5,000	4,543	457
320	Capital Contingency Fund	104,421	20,000	17,736	106,685
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 Conington 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		14,548	15,604
333	EMR Training	6,000			6,000
334	EMR Town Centre (UKSPF)	1,688	260		1,948
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	46,406		24,627	21,779
342	EMR Tourism	2,555		400	2,155
343	EMR Marketing	5,000			5,000
344	EMR Conington Neighbourhood Plan	2,519	15,000	7,118	10,401
346	EMR Rotary Biorfne	5,000			5,000
348	EMR Civic	1,000			1,000
349	EMR CL	21,684			21,684
354	EMR Carbon Offsetting	3,000			3,000
355	EMR Property Maintenance	162,468	15,000		177,468
	EMR TOTALS	467,951	55,260	69,097	454,114

Condonation Town Council
Management Accounts 2024-25
TOWN HALL
Dec-24

OK
Monitor
Overspent

Month 9
Percentage 75.0%

TOWN HALL

4000	Staff Costs (re-allocated)
4008	Training
4009	Protective Clothing/H & Safety
4010	Cleaners
4011	Rates
4012	Water
4014	Electricity
4015	Gas
4016	Cleaning materials
4017	Refuse Disposal
4020	Miscellaneous Office Costs
4025	Insurance
4033	Marketing Promotions
4040	Maintenance Contracts
4041	Property Maintenance
4065	Architect/Surveyor Fees
4068	Licences (ind PRS)
6000	Central Overheads Reallocated
4951	Tfr to EMR

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
74,918	56,189	59,658	-3,470	106.2%	79.6%	4.63%
1,000	750	196	554	26.1%	19.6%	-55.40%
660	413	42	371	10.2%	7.6%	-67.36%
8,000	6,000	5,314	686	89.6%	66.4%	-4.58%
26,622	19,892	22,455	-2,564	112.9%	84.7%	9.67%
4,000	3,000	5,400	-2,400	180.0%	135.0%	60.00%
26,950	20,213	14,088	6,125	69.7%	52.3%	-22.73%
26,620	19,440	8,760	10,680	45.1%	33.8%	-41.20%
2,260	1,688	1,644	44	97.4%	73.1%	-1.93%
2,360	1,763	1,521	242	86.3%	64.7%	-10.28%
1,600	1,200	935	265	77.9%	58.4%	-16.56%
12,647	9,485	13,785	-4,300	145.3%	109.0%	34.00%
3,600	2,625	733	1,892	27.9%	20.9%	-54.06%
9,000	6,750	6,442	308	96.4%	71.6%	-3.42%
21,300	15,975	8,227	7,748	51.6%	38.6%	-36.38%
0	0	45,090	-45,090			
4,200	3,150	5,846	-2,696	185.0%	139.2%	64.19%
6,822	4,367	4,354	13	99.7%	74.8%	-0.21%
0	0	15,000	-15,000			
230,629	172,897	219,430	-46,533	126.9%	96.2%	20.21%

3020	Catering costs
3021	Security Supplies

0	0	4,579	-4,579			
0	0	2,310	-2,310			
0	0	6,889	-6,889			

Total Town Hall Expenditure

230,629	172,897	226,379	-53,482	130.9%	96.2%	23.20%
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1009	Rent Rec'd - Museum Notional
1010	Rent Received - 3rd Party Partnership
1011	Rent Received - Internal CTC
1013	Letting Income - Grand Hall
1014	Letting Income - Bridesstones
1015	Letting Income - Spencer Suite
1018	Letting Income - Campbell Suite
1016	Letting Income - Brasserie, Kitchen and Bar
1021	Letting Income - Internal
1022	Letting Income - F&F
1023	Commission- CP
1024	Letting Income- Security
1035	Service Charges - Brasserie
1037	Service Charges - Other
1051	Catering Sales (recharges)
1177	Grant Income- CEC Greener
1199	Miscellaneous Income
0	0
0	0
-119,760	-89,613

-4600	-3375	-3375	0	100.0%	75.0%	0.00%
-1639	-1150	-1150	0	100.0%	75.0%	0.02%
-26817	-19688	-19688	0	100.0%	75.0%	0.00%
-30000	-22500	-22025	-475	87.5%	73.4%	-1.58%
-18000	-9900	-4032	-5868	40.7%	20.5%	-44.45%
-5000	-3750	-3811	61	101.6%	76.2%	1.22%
0	0	0	0		0.0%	-75.00%
-12000	-6000	-10000	1000	111.1%	83.3%	8.33%
0	-6750	-6776	26	100.4%	75.3%	0.29%
-1000	-750	-2104	1354	280.6%	210.4%	135.40%
-6000	-6000	-6287	287	104.8%	78.6%	3.59%
0	0	-2930	2930		0.0%	-75.00%
-4000	-3000	-2950	-50	75.0%	66.3%	-18.75%
-5000	-3750	-2154	-1596	57.4%	43.1%	-31.92%
0	0	-5071	5071		0.0%	-75.00%
0	0	-15000	15000		0.0%	-75.00%
0	0	-208	208			
0	0	-45090	45090			
-119,760	-89,613	-152,151	62,131	186.4%	127.1%	52.06%

Net Expenditure over Income

110,779	83,084	74,229	8,849	89.3%	67.0%	-7.99%
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NOTES

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

Paid over 10 months not 12
Insufficient budget, has been noted fro 25-26 budgeting
May go overspent, will be monitored
May go overspent, will be monitored

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

Salix Grant project, see below.

Paid at start of the year. Wedding License require prepayment journal out.

CEC Grant (1177-income) transferred to Property Maintenance EMR

Recharged to customers
Recharged to customers

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

Expected to be under budget, noted for 25-26 budgets.

No budget

Last quarter invoiced in Month 9

Recharged to customers

Next invoice due out January 2025

Next invoice due out January 2025

Recharged to customers

Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Surveyor fees

Condonation Town Council
Management Accounts 2024-25
STREETSCAPE
Dec-24

OK
Monitor
Overspent

Month 9
Percentage 75.0%

STREETSCAPE

4000	Staff Costs
4004	Temp/Casual Staff
4008	Training
4009	Protective Clothing/H & Safety
4013	Office rent
4016	Cleaning Materials
4021	Telephone
4025	Insurance
4041	Property maintenance
4043	Horticultural etc Supplies
4047	Vehicle maintenance/Serv etc
4048	Vehicle fuel and oil
4049	Vehicle rental charges
4050	Street Cleansing
4162	General expenditure
4168	Other Expenditure
4951	Tfr from EMR
6000	Central Overheads Reallocated

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
577,073	432,805	435,837	-3,032	100.7%	75.5%	0.53%
0	0	5,036	-5,036			
3,200	2,400	1,337	1,063	66.7%	41.8%	-33.22%
5,900	4,425	4,577	-152	103.4%	77.6%	2.58%
2,000	1,500	1,500	0	100.0%	75.0%	0.00%
8,000	6,000	2,632	3,368	43.9%	32.9%	-42.10%
1,175	881	452	429	61.3%	38.5%	-36.53%
9,150	6,863	9,846	-2,984	143.6%	107.6%	32.61%
1,500	1,125	1,037	88	92.2%	69.1%	-5.87%
14,000	10,500	17,377	-6,877	165.5%	124.1%	49.12%
12,800	9,600	4,992	4,608	52.0%	39.0%	-36.00%
16,285	12,214	11,041	1,173	90.4%	67.8%	-7.20%
77,880	58,410	62,704	-4,294	107.4%	80.5%	5.51%
8,000	6,000	6,468	-468	107.8%	80.9%	5.85%
5,300	3,975	3,774	201	94.9%	71.2%	-3.79%
0	0	24,637	-24,637		0.0%	-75.00%
0	0	11,387				
44,832	33,624	33,537	87	96.7%	74.8%	-0.19%
787,095	590,321	616,387	-26,463	104.2%	78.2%	3.19%

Streetscape Expenditure

3030	Purchases for recharging
1165	CEC - Income
1167	External work income
1184	Other income
1199	Miscellaneous
1040	Recharges

0	0	8,158	-8,158		0.0%	0.00%
-419,256	-314,442	-314,442	0	100.0%	75.0%	175.00%
-15,000	-11,250	-14,587	3,337	129.7%	97.2%	204.66%
-12,000	-9,000	0	-9,000	0.0%	0.0%	75.00%
-900	-675	-695	20	100.0%	77.2%	177.96%
0	0	-36	36		0.0%	75.00%
-447,169	-335,387	-328,700	-6,687	96.3%	73.7%	173.33%

Net Expenditure over Income

339,899	254,954	293,795	-40,229	115.2%	85.4%	-40.23%
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Expenditure Variance 0-100% Green 101-116% Amber 116% over Red

No budget

Paid at start of the year.

Overspent, Noted by Council CTC/63/2425

Will be overspent due to new vans. 3 replaced CTC/63/2425
Per requirements, will be monitored.

Roundabout works, grant due in
Polytunnel repairs CTC/36/2425, transfer from Capital EMR reserve

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Three of four payments received

Contract did not go ahead

Conleiton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Dec-24

Month 9
Percentage 75.0%

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

Third Party
OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	-	-	0.0%		
73,150	54,863	63,145	- 8,283	115.1%	86.3%	11.32%
2,850	2,138	536	1,602	25.1%	18.8%	-56.19%
2,375	1,781	1,559	222	67.0%	65.6%	-9.36%
600	375	223	152	60.5%	44.6%	-30.40%
3,800	2,850	2,859	- 9	100.3%	75.2%	0.24%
150	113	57	56	60.7%	38.0%	-37.00%
1,197	898	619	279	69.0%	51.7%	-23.29%
0	-	-	-	0.0%	0.0%	-75.00%
0	-	-	-	0.0%	0.0%	-75.00%
84,022	63,017	66,998	- 5,982	109.5%	82.12%	7.12%
60,704	45,528	45,700	- 172	100.4%	75.3%	0.28%
5,069	3,801	4,808	- 1,007	128.6%	94.9%	19.87%
7,600	5,625	5,625	-	100.0%	75.0%	0.00%
2,000	1,500	1,735	- 235	115.7%	86.8%	11.75%
4,807	3,605	3,528	77	97.9%	73.4%	-1.61%
80,079	60,059	61,398	- 1,337	102.2%	76.7%	1.67%
-77,000	57,750	67,438	9,688	118.6%	87.6%	12.58%
-3,000	2,250	952	1,298	42.3%	31.7%	-43.27%
-2,600	1,875	1,291	584	68.9%	51.6%	-23.36%
-400	375	262	113	69.9%	52.4%	-22.60%
-300	225	317	92	140.9%	105.7%	30.67%
-4,000	3,000	3,438	438	114.6%	85.9%	10.90%
-150	113	218	106	193.8%	145.3%	70.33%
-1,260	945	863	82	91.3%	68.5%	-6.51%
0	-	65	65	0.0%	0.0%	-75.00%
-88,710	66,033	74,840	8,308	112.6%	84.4%	9.36%
-88,710	66,033	74,840	8,308	112.6%	84.4%	9.36%
75,391	68,643	65,654	989	98.3%	73.7%	-1.31%

NOTES

Expenditure Variance 0-100% Green 101-116% Amber 116% 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

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, 76% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

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Third Party expenditure

Third Party expenditure

Conleiton Town Council
Management Accounts 2024-25
PADDLING POOL
Dec-24

Month 9
Percentage 75.0%

STREETSCAPE

4000 Staff Costs
4008 Training
4009 Protective Clothing/H & Safety
4012 Water
4014 Electricity
4039 Pool Chemicals
4041 Property Maintenance*
4042 Grounds Maintenance
4162 General expenditure
4970 TfIs from Cap Contingency
6000 Central Overheads Reallocated

Pool Expenditure

OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
32,265	24,199	15,491	8,708	64.00%	48.0%	-26.99%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	184	56	76.67%	57.5%	-17.50%
5,102	3,827	830	2,997	21.69%	16.3%	-58.73%
2,000	1,500	3002	-1,502	200.13%	150.1%	75.10%
3,900	2,925	3456	-531	118.19%	88.6%	13.62%
4,300	3,225	4565	-1,340	141.65%	106.2%	31.16%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	750	1480	-730	197.33%	148.0%	73.00%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	1,880	1975	5	99.72%	74.8%	-0.21%
54,394	40,796	30,689	9,919	75.10%	66.6%	-18.22%

NOTES

Expenditure Variance 0-100% Green 101-116% Amber 116% over Red

Insufficient budget

Spends are over pool season not 12 months

Pump replacement required.

Approved by Council CTC/42/2324

Omnify booking system subscription not budgeted, now cancelled.

Resurfacing pathway completed

Date of Meeting	Item/Resolution No.	Details of Action	By who	By When?	Latest Update	Progress
6th June 2024	FAP/04/2425	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.			See below from 19/9 meeting	Suspended
6th June 2024	FAP/05/2425	A new 'traffic light' system to be included in future reports to highlight budget lines that are underspent/on target/overspent.				Complete
19th September 2024		Question from member of public, reply to be emailed out.	SVS			Complete
19th September 2024	FAP30/2425	To start advertising/promoting the grants on our website along with pictures from applicant if Ok'd to go on public viewing. Suggestion to promote via Chronicle	SVS		See 13th February meeting FAP/60/2425	Suspended
19th September 2024	FAP/36/2425	Council required to approve updated Standing Orders for Contracts Policy and Section 19 of Standing Orders	SVS	03/10/2024	23/9 (SVS) Reports updated and saved in Council meeting folder.	Complete
19th September 2024	FAP/27/2425	Council to approve updated Financial Regulations and Procurement Policy	SVS	03/10/2024	23/9 (SVS) Reports updated and saved in Council meeting folder.	Complete
19th September 2024	FAP/37/2425	Council to approve updated Investment Policy and Strategy	SVS	03/10/2024	23/9 (SVS) Reports updated and saved in Council meeting folder.	Complete
14 November 2024	FAP/40/2425	Actions Log: To add CIL outstanding discussion to the Action Log. To look into what the CIL monies could be used for.	DM/Committee		Added to action log for future meetings. Remain as Not Started until item discussed.	In Progress
14 November 2024	FAP/50/2425	Town Hall illumination Policy, update the draft policy time period from, 6 to 12 months and recommend to Council for approval.	SVS	12/12/2024	18/11/24 [SVS]: Updated MW re amendments. Document placed in 12/12/24 Council folder. 07JAN25 Update: Policy approved by Council 12DEC24 CTC/69	Complete
14 January 2025	FAP/55/2425	RESOLVED to approve the EMR movement for 24-25 year end and recommended this to Council for approval on 23rd January 2025.	Council	23/01/2025	Council to approve EMR movement and to note use of reserves in 25-26 budget: UPDATE 27/1: Approved at Council 23/1/25	Complete
14 January 2025	FAP/56/2425	RESOLVED with amendments, to approve a DRAFT Budget for 2025-2026, and recommended this to Council for approval on 23rd January 2025	Council	23/01/2025	Council to approve budget and precept as a separate resolution reference. UPDATE 27/1: Approved at Council 23/1/25	Complete
14 January 2025	FAP/57/2425	RESOLVED to approve the payments over £5,000, and recommended these to Council for approval on 23rd January 2025.	Council	23/01/2025	Council to approve payments over £5,000. UPDATE 27/1: Approved at Council 23/1/25	Complete
13 February 2025	FAP/60/2425	Action: RFO advised that Press Releases and social media posts would be taking place to promote the grant scheme for the final meeting of the year on 27th March 2025.	RFO	15/02/2025	Completed week commencing 17th February 2025.	Complete
13 February 2025	FAP/60/2425	Action: A strategy meeting for projects relating to CIL monies will be taking place prior to the Finance and Policy meeting on 27th March 2025	CO			Not started
13 February 2025	FAP/68/2425	Once the total is corrected, submit the CIL report to Chesire East Council.	RFO	by 31/3/25		Not started
13 February 2025	FAP/69/2425	RESOLVED with the below addition to approve the updated Business Risk Assessment and recommend this to Council for approval and adoption into the Constitution at the Annual Town Meeting. Addition: To include information re events risk assessment and safety i.e. Balcony area.	Council	27/02/2025	Approved at Council 27FEB2025 CTC/84/2425	Complete
13 February 2025	FAP/70/2425	RESOLVED To approve the draft updates to the Mayor's Allowance Policy and recommended the Policy to Council on 27th February for approval and adoption into the	Council	27/02/2025	Approved at Council 27FEB2025 CTC/85/2425	Complete
13 February 2025	FAP/71/2425	RESOLVED To approve the list of external support and recommend this to Council for approval at the AGM in May 2025.	Council	08/05/2025		In Progress

MINUTES OF THE MEETING – REGENERATION WORKING GROUP

3RD MARCH 2025 10AM – 11.30AM

CONGLETON TOWN COUNCIL

1. PRESENT:

Committee Members

- Cllr Russell Chadwick (Chair)
- Cllr Kay Wesley (via zoom)
- Cllr Amanda Martin
- Cllr Robert Douglas (via zoom)

Non-Committee Members: Bob Edwards

Officers: Rachel McCarthy

Apologies: David McGifford, Robert Douglas

2. Draft agenda approved

3. Minutes and actions from the previous meeting approved held 19th August 2024

Approved.

4. Town Hall maintenance/improvement

Decarbonisation, there's a concern over the maintenance generally and over the heat pump, what are the costs of buying/usage etc. what do the savings equate to on the heat pump and CO2? We need long-term savings and looking at the future carbon footprint concerns over costs and maintenance.

5. Town Centre Repairs

Check on the removal of the baton from businesses, follow up with estate agents, and if no progress is made, consider having Streetscape remove it. Review the repair list again and explore options to complete the necessary work within the budget or reallocate funds from other areas. **ACTION DMG/RMC**

6. Capital Walk Status

On its legal journey, the new name could be Grand Central with a new owner. Russell to get contact details for him, we have two new potential names for ownership, Dean Wild and DP Specialist – **ACTION RC** toilets at Capital Walk need a conversation when we identify the new owners – **ACTION DMC**

7. Totally Locally

Window laminates on the former Mess Café next to Morrisons look really good!
We will try and have more of these and ask accounts if there is any budget we can use.

8. Toilets Update

Already been covered in previous discussions

9. A.O.B

‘Love my Street’ speak to Ruth, an initiative from Copenhagen. Price up repairs and take to finance **ACTION DMC**. SIL meeting 1st April, arrange to contact councillors regarding the market area/square.

10. Date of next meeting – 17th June 10 am

Feb-25											
Congleton Town Grant Commitments 2024/25											
		Permitted									
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd. £	Approved 23/24 £	Paid £	Withdrawn	Outstanding £	Date Paid
CARRY FORWARD											
05/10/2023	Aura CIO	Drama Therapy session costs	GR09/2324	GPoC	FAP/19/2324	£ 250.00		£ 129.99	£ 120.01	£ -	03/05/2024
05/10/2023	Friends For Leisure	Youth group activities 2024	GR14/2324	GPoC	FAP/19/2324	£ 1,000.00		£ 1,000.00		£ -	04/06/2024
05/10/2023	Beartown Patchwork & Quilters	Exhibition 2024	GR15/2324	GPoC	FAP/19/2324	£ 500.00		£ 500.00		£ -	30/08/2024
25/01/2024	Trinity Operatic	Sound& Lighting for show	GR18/2324	GPoC	FAP/38/2324	£ 1,000.00		£ 1,000.00		£ -	31/05/2024
25/01/2024	Congleton Museum	Pride of Place exhibition	GR19/2324	GPoC	FAP/38/2324	£ 550.00		£ 550.00		£ -	09/08/2024
25/01/2024	Congleton Rotary	Swimathon 24	GR20/2324	GPoC	FAP/38/2324	£ 906.00		£ 906.00		£ -	
14/03/2024	The Green Tree House	Food Pallet	GR23/2324	GPoC	FAP/41/2324	£ 1,000.00		£ 1,000.00		£ -	09/04/2024
14/03/2024	Marton & District CofE PTA	Playground equipment	GR24/2324	GPoC	FAP/41/2324	£ 1,000.00		£ 1,000.00		£ -	04/06/2024
14/03/2024	SOL Theatre School	Summer school places	GR25/2324	GPoC	FAP/41/2324	£ 730.00		£ 730.00		£ -	25/10/2024
14/03/2024	Our Gang	Lighting	GR27/2324	GPoC	FAP/41/2324	£ 800.00				£ 800.00	
2024-2025											
	Subsidised Use of Town Hall						£ 4,500.00	£ 3,700.00		£ 800.00	
06/06/2024	Congleton Players	Make up etc for Frankenstein	GR01/2425	GPoC	FAP/03/2425.1		£ 1,000.00	£ 1,000.00		£ -	09/08/2024
06/06/2024	Congleton Pride	Stage for July 24 event	GR02/2425	GPoC	FAP/03/2425.2		£ 856.00	£ 856.00		£ -	31/07/2024
06/06/2024	Congleton Museum	Hertitage Trail sticker	GR03/2425	GPoC	FAP/03/2425.3		£ 460.00	£ 460.00		£ -	09/08/2024
19/09/2024	Congleton and District Horticultural Society	Annual Show contribution	GR04/2425	GPoC	FAP/19/2425.1		£ 500.00	£ 500.00		£ -	04/11/2024
19/09/2024	Trinity Methodist Church	Car park resurfacing	GR05/2424	GPoC	FAP/19/2425.2		£ 1,000.00	£ 1,000.00		£ -	04/10/2024
19/09/2024	Mossley Old School Trust	Main hall floor repair	GR06/2425	GPoC	FAP/19/2425.3		£ 500.00	£ 500.00		£ -	07/02/2025
19/09/2024	Congleton Harriers	Half Marathon Medical cover	GR07/2425	GPoC	FAP/19/2425.4		£ 750.00	£ 750.00		£ -	15/11/2024
19/09/2024	Havannah PTA	Recycling bins	GR08/2425	GPoC	FAP/19/2425.5		£ 810.00			£ 810.00	
19/09/2024	Wild Salt CIC	Good Food Mood lessons	GR09/2425	GPoC	FAP/19/2425.6		£ 1,000.00	£ 1,000.00		£ -	14/02/2025
14/11/2024	Congleton Rangers	Trip	GR11/2425	GPoC	FAP/43/2425.1		£ 150.00	£ 150.00		£ -	06/12/2024
14/11/2024	Congleton Harriers	Cloud 9 Medical Cover	GR12/2425	GPoC	FAP/43/2425.2		£ 475.00			£ 475.00	
13/02/2025	Congleton Amateur Swimming Club	Training courses	GR13/2425	GPoC	FAP/62/2425.1		£ 789.00				
Totals						£ 7,976.00	£ 12,790.00	£ 16,967.05	£ 124.95	£ 2,885.00	
						Start balance	Approved	Paid	Balance	Less Withdrawn	Balance
						EMR b/fwd.	£ 7,976.00	£ 7,051.05	£ 924.95	£ 124.95	800.00
						Community Grants 2024-25	£ 15,000.00	£ 8,290.00	£ 6,710.00		
						Subsidised use of Town Hall	£ 4,500.00	£ 3,700.00	£ 800.00		
						Total money still available for Community grants	£ 6,710.00				

Feb-25												
Congleton Town Grant Commitments												
		Specific Budgets										
Date Grant												Date
Approved	To	For	Grant Ref	Section	Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 24-25	Paid £	Outstanding	Paid
25/01/2024	Congleton Museum	Notional rent		GpoC	CTC/76/2324	25/01/2024		4,500.00	4,500.00	4,125.00	375.00	
25/01/2024	Community Projects	Project support		GpoC	CTC/76/2324	25/01/2024		16,000.00	16,000.00	16,000.00	0.00	
25/01/2024	Congleton Partnership	Rent		GpoC	CTC/76/2324	25/01/2024		1,533.00	1,533.00	1,405.00	128.00	
	St Peter's Church	Church clock maintenance	GR10/2425	PCA1957 s2	FAP/19/2425.7	19/09/2024		300.00	305.00	305.00	-5.00	
Totals							0.00	22,333.00	22,338.00	21,835.00	498.00	
	Ear marked reserve b/fwd			£0								
	Budget 2024/25			£22,333								
	Total approved to date			£22,338								
	Total awaiting application			-£5								

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	27th March 2025 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 - GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Update	The current available balance for Permitted Financial Assistance applications is £6,710. This is the final meeting of this financial year. The total of applications presented at this meeting is £1,800.		
Details	<p><u>11.1- Friends for Leisure</u></p> <p>They have applied for a grant of £1,000 towards a project of £5,700, to run Congleton Youth Club 15 Up Youth Activities from April 2025. Accounts can be found online: Accounts 2024. Match/Other funding sourced.</p> <p><u>11.2-Friends of Congleton Park</u></p> <p>They have applied for a grant of £800 towards a project total of £2,200. The grant is to contribute towards bands and publicity for the Community Concerts on the Bandstand for 2025. Match/Other funding sourced.</p> <p><u>11.3- Bromley Farm Hub</u></p> <p>They have applied for a grant of £800 towards a project of £1,600. The grant is to contribute towards food, training and equipment for the 2025 period. Match/Other funding sourced.</p>		
Decision Request	To discuss and approve grant awards.		



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

Application Reference (Office use only): GR14/2425	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Friends for Leisure
Address of Organisation:	Unit R3, The Bromley Centre, Bromley Road, Congleton, Cheshire CW12 1PT
Name of Applicant:	Sarah Hampton
Position:	Fundraising Coordinator
Telephone Number:	01260 275 333
Email address:	[REDACTED]
Website:	www.friendsforleisure.org.uk
Registration Number (If relevant)	1068991
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Registered Charity
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>We are a charity who believe that everyone needs a friend, and we are passionate about making sure that disabled children and young people (5-21 years of age) get that opportunity. We promote everyday friendship and leisure opportunities for disabled children and young people in Cheshire East. We currently have 190 registered users and 106 volunteers 80% of whom are aged 18-25 years of age.</p> <p>We have Youth Groups in Crewe, Congleton and Macclesfield, 2 15 plus youth groups, weekly drama groups and fortnightly ten pin bowling groups. We also have individual buddying/befriending services where a young disabled person is paired with a young volunteer to go out and take part in activities that interest them i.e. cinema, meal, coffee etc.</p> <p>Our activities range from getting active - swimming, gymnastics, zumba to visiting gauntlet birds of prey, visiting places such as Reaseheath Mini Zoo, Lego clubs to meals out, picnic and games, themed nights such as American or Italian or Valentines.</p> <p>We run our activities during term time and during the school holidays. They are usually free to attend and we ask for £1 towards refreshments. We do family support work and workshops and PALS (Personal and Learning Skills) programme.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Congleton Youth Group and Congleton 15 Up Youth Group Activities
Project Objectives:	To continue to provide a youth group and 15 Up Youth Group for disabled children and young people living in Congleton.
Brief Project Description:	The Project will help us to provide a varied programme at our Congleton Youth Group and 15 Up Congleton Youth Group activities. It will allow disabled children and young people in Congleton to get involved in their local community and an opportunity to make friends and learn new things as well as have some fun and improve their feelings of isolation and overall wellbeing. We have a team of young volunteers who support us at our Youth Groups and who enjoy friendship too. We can incorporate something for everyone using a range of Congleton leisure providers and businesses i.e. end of term meal out.
Total Cost of Project	£5,700
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	Each session lasts 1.5 hours and there are 6 sessions per term for each Youth Group so 12 sessions per term. Average cost to deliver each session is £100 (arts and crafts, food drink for a film night, drama specialist, personal trainer etc) plus £200 towards end of term meal out. £100 x 12 £1,200 plus £400 food and £300 venue hire = £1,900 per term and £5,700 per year.
What will the money be spent on?/ Resources needed:	Each session will be different but it will be spent on materials such as arts and craft or food and drink (we also have themed nights i.e. Italian or external provider costs. It also includes venue hire - we use New Life Church. Our end of term meal is a highlight and for some the first time they have a meal out without parent/carers.
Any ongoing costs:	Our additional costs are salaries/sessional costs/overheads but these are not included in the costs.
Details of confirmed match funding, include source Cash/Grant: In kind:	Grant - Young People's Trust £2,000 and Congleton Town Trust £300. We are also applying to various Trusts and Foundations for the remaining amount and are waiting to hear. In kind: Volunteer time. We have on average 4-5 volunteers at each session.
Estimated timescale of project from start to finish:	April 2025 - next school term.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	For our youngsters it is feeling they are a part of the community including increasing their network of friends, reduced isolation and loneliness. Respite for parents/carers and siblings. Volunteers more active citizens in their local community.
Are there similar services/ projects provided in the area	General disabled support is also offered by Ruby's Fund, Everybody Sport & Recreation, Space4Autism but not specifically Youth Groups.
5: EVALUATION	
How will the project be evaluated and who will	After every session we ask for feedback which is then stored on our database. When our youngsters join they have baseline from

carry out the evaluation?	outcomes achieved are measure against during regular distance travelled reviews. Parents/carers and volunteers also provide feedback.
Describe how you will promote the Town Council in your project.	When we produce the fliers for the activities we will put the Council Logo on the page with the appropriate Youth Groups. We will also do a thank you on our social media and on our website and a press release will be sorted.
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.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:	Sarah Hampton	Date:	4th March 2025
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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): GR15/2425	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Friends of Congleton Park (FOCP)
Address of Organisation:	C/O [REDACTED]
Name of Applicant:	Glen Williams
Position:	Chairman
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	www.friendsofcongletonpark.co.uk
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Constituted voluntary group
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>FOCP is a group of people passionate about preserving and improving Congleton Park for generations to come.</p> <p>The Friends of Congleton Park are a constituted group, formed in 2005, which aims to promote the use and awareness of the Park for the enjoyment of the public, in partnership with Cheshire East Council, Congleton Town Council, under the Guidance and support of the Park Manager. The Group may act as a consultative body on the Park's developments, fund raise, and organise and support events.</p> <p>FOCP run several events throughout the summer</p> <ul style="list-style-type: none">Help to improve facilities in the parkImprove the safety of the parkConsultative body on the Park's developmentsConservation of the ParkIncreasing biodiversity & looking after nature <p>The Friends work with Congleton Town Council and other community groups to support larger community events in the Park. We loan equipment (e.g. barriers, gazebos, signs,</p>	

tables etc.) from the Community Store to ensure that the event is safe and enjoyable for visitors, as well as volunteering. This equipment is used regularly by Congleton Town Council to support its own events in the town.

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Community Concerts on the Bandstand 2025
Project Objectives:	To provide a range of free concerts in Congleton Park during the summer.
Brief Project Description:	One of the main objectives is to offer free to watch events in Congleton Park. This is something we have done every year for about 15 years. Some of these events have previously been in partnership with Congleton Town Council and other partners such as Congleton Lions. During 2025 we will provide several band and music concerts (approx 6) from the bandstand in Congleton Park on Sunday afternoons throughout the summer. These will be aimed at all ages and will be free to attend.
Total Cost of Project	£2200
Total contribution sought:	£800 Total Two bands £700 & publicity material £100
Details of cost breakdown and budgets:	£2100 hire of brass bands and music acts at an average cost of £350 each. Bands and music acts cost within a range from £100 to £600 each. £100 publicity material leaflets & banner

What will the money be spent on?/ Resources needed:	Hire of bands £700 Printing of leaflets and banner £100
Any ongoing costs:	None
Details of confirmed match funding, include source Cash/Grant:	£400 FOCP £400 Congleton Rotary
In kind:	£350 Congleton Lions
Estimated timescale of project from start to finish:	June 2025 – August 2025 inclusive
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	Provide free entertainment in a beautiful setting. Connect more people in the park with a greater variety of music. Widen the awareness of what Congleton Park has to offer. Increase the number of people who enjoy the park during 2025 and beyond. Attract new volunteers to the 'Friends' group. Increase footfall in Congleton Park which will benefit the local food and drink outlets. The events will be accessible to all. It will showcase local talent from local bands and singing groups. Support the Friends of Congleton Park entry in North West in Bloom.
Are there similar services/ projects provided in the area	There are a range of free music events in Congleton throughout the year, but these are not in Congleton Park and are different genres. The main two take place in March and end of August. Our events will allow people to experience different styles of music.
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	The project will be evaluated by the number of people attending the events. We will obtain feedback from the bands and audience. The evaluation will be completed by FOCP members coordinated by the Chairman.
Describe how you will promote the Town Council in your project.	Congleton Town Council logo will be put on publicity material such as leaflets and posters. Press releases and letters to the local paper will acknowledge the town council support as will social media posts.
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 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.
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Signed:	REDACTED	Date:	16 03 2025
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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): GR17/2425	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Bromley Farm Hub Friends
Address of Organisation:	17 Parnell Square CW12 3EQ
Name of Applicant:	Lesley Turner
Position:	Group Leader
Telephone Number:	██████████
Email address:	bromleyfarmhub@gmail.com
Website:	Facebook.com/groups/bromleyfarmhub
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Voluntary Community Group
<p>Bromley Farm Hub Creates a proactive hub for residents of Bromley Farm Community to use and be part of, where their opinions and views are listened to, and where possible, implemented. We provide facilities, activities and support to residents of all ages.</p> <p>This is done in a transparent and collaborative way encouraging participation.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Friends Lunches 2025
Project Objectives:	To ease social isolation and economic hardship
Brief Project Description:	<p>We aim to provide warmth and sustenance and social contact by providing lunches.</p> <p>This helps with social isolation and cost of living. We also reach out to those in the vicinity. We have parties twice a year which reinforces community cohesion.</p> <p>We have recently achieved a Food Hygiene Rating of 5 stars.</p>
Total Cost of Project	£1600
Total contribution sought:	£800
Details of cost breakdown and budgets:	<p>Soup, quiche, bread, tea, milk, cake and fruit sufficient for about 12 people each week.</p> <p>Cost is approximately £32/week</p>
What will the money be spent on?/ Resources needed:	Food Training for volunteers (food hygiene)
Any ongoing costs:	All included above
Details of confirmed match funding, include source Cash/Grant:	£800 from Flourish Fund. Plus Dane also contributes with the bills for the Hub - £450 and a set of new chairs - £1186.
In kind:	8 Volunteers give their time – at least 2 are on duty each Tuesday for the lunch club.
Estimated timescale of project from start to finish:	12 months
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	We have helped with anxiety, hunger and loneliness for 40 people over the last year, and social cohesion for over 150.
Are there similar services/ projects provided in the area	The Old Saw Mill/Blueys, deliver lunches (but don't offer the company). St Johns does similar in Buglawton (but not Bromley Farm).
5: EVALUATION	
How will the project be evaluated and who will	Lesley Turner records the number of people being helped and reports to the committee every other month.

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	We will mention the Town Council on our Leaflets and Social Media. We worked with the group to submit their feedback to the Neighbourhood Plan.
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:	REDACTED	Date:	13 th March 2025
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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



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Beartown Patchwork & Quilters
Address:	Wellspring Methodist Church Canal Road, Congleton

2. Grant Information			
Grant Reference Number:	GR15/2324		
Total project cost:	£2005		

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	
Please list receipts below: Please see previous email that had receipts attached		

3. Project Information			
When did the project commence?	Sept 2022		
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

<p>Please explain what difference the project has made to your organisation/local people:</p> <p>The project generated interest in the craft of patchwork and quilting in the local community of Congleton. There were numerous visitors that were sharing stories of their craft and creations, and were also asking questions about the quilts on display.</p> <p>The exhibition has also attracted some new members, which will help keep the group going and maintain the knowledge sharing and experience associated with patchwork and quilting.</p>

4. Promotion	
Please send an electronic photograph of your project/activity. Is this attached?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
Was the grant funding from Congleton Town Council acknowledged in any way?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please state how (i.e. on your website, event programme, tickets, etc) On the website and flyers	

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 scheme was easy to use	
How did you apply?	Online <input type="checkbox"/> Email <input checked="" type="checkbox"/> Post <input type="checkbox"/>

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			

Beartown Patchwork and Quilters Feedback



A note about the quilt has been provided too:

This quilt (coverlet) is based on the poem 'Warning' by Jenny Joseph. It is made from 100% vintage fabrics which have been donated by friends or purchased from charity shops. The front and back pieces are made from large damask tablecloths and the visible patches are made from table runners, small table cloths, tray cloths and hankies etc. The pieces are made of a variety of fabrics including cotton, linen and man made blends. The fabrics have all been dyed using techniques such as jam jar dying, stamping/over-dying, silk screen printing using leaves from our gardens as masks etc. The construction is inspired by the art of Boro, hence the visible mending, and the fabrics have been strengthened by hand quilting and darning.

This piece hasn't been pressed, giving it the 'wrinkled' feel that we aimed for. We wanted to retain the surface texture created by hand stitch. The work has been embellished with silver thread radiating from the red 'hats'.

The group of five have all brought different skills, experiences and preferences and we have all found something new to learn during this creation. All five panels are 'the same but different' just as we are.

Makers are, from right panel to the left, Ruth Garner, Janet Whitewright, Nancy Clark, Mary Turner, Jean Bell, making up the The Phoenix Group.





Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Marton & District CofE Primary School PTA		
Address:	Marton & District CofE Primary School, School Lane, Marton, SK11 9HD		

2. Grant Information

Grant Reference Number:	GR24/21324		
Total project cost:	£13293.47		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	N/A
Please list receipts below: I have provided a copy of the quote for the equipment		

3. Project Information

When did the project commence?		15 th July 2024	
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:

Even just having achieved the amount needed for a new playground, let alone actually having it installed, has raised school spirits immensely. The children are absolutely ecstatic and all we want to achieve as an organisation is making sure that the school experience is as good as it can be for everyone.

It has also meant that there has been more engagement and support of the relatively new PTA organisation; since we have reformed we have been working hard to try and build our reputation and get more families involved and this has made a huge step in the right direction, which means we are able to provide more of our regular support to the school and those who need it.

This grant has gone towards raising the profile of the school as well, and massively improved the school grounds which are so important to the surrounding community.

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)
It will be publicised throughout the school to parents, and on our Facebook page and we also were lucky to have the Congleton Mayor at the school with the Congleton Chronicle to officially open the play equipment.

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?

Application was easy to fill out and deadlines and criteria were clearly explained. Commitments of the Town Council were maintained and communication was easy, making the entire grant application process as straightforward as possible!

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:	Our Gang - Congleton Scout & Guide Gang Show		
Address:	% 3 [REDACTED]		

2. Grant Information

Grant Reference Number:	GR26-2324		
Total project cost:	approx £27,000		

Receipts Attached? Yes No	Receipt Amount: £2,600	
<p>Invoices</p> <p>Crosslight & Sound Production Services Ltd - for radio mic kits and microphones £2,000</p> <p>Deadly Minotaur for operating sound - £600</p>		

3. Project Information

When did the project commence?	2023		
Did you make a profit from the project? No			

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

Approximately 100 young people, all members of Scouting or Guiding in Congleton and drawn from all the Brownie, Cub, Scout, Guide, Ranger and Explorer groups together with a few adult leaders worked hard at rehearsals for 3 months before moving to the Daneside Theatre for technical and dress rehearsals. They delivered 8 performances to audiences totalling 2,000 over the week of the show.

They were supported by a similar number of volunteers back stage (stage crew, makeup, dressers, first aid, registration) front of house (selling programmes and raffle tickets, managing the bar, stewarding and safety), choreography, musical production, lighting, sound and directing.

It's an immense team effort and it's a special experience to be part of it. There's a huge sense of achievement and fun - and an appreciation that all the effort, hours of planning, practice and rehearsal have produced a result that all can be proud of and which provides wonderful entertainment for everyone who was able to see the show.

4. Promotion

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

Photos attached on Word document. Need to request jpg files and permission

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

Logo and adult leader/Ranger/Explorer photo can be used

Was the grant funding from Congleton Town Council acknowledged in any way? **Yes**

Please state how (i.e. on your website, event programme, tickets, etc)
Congleton Gang Show website - www.congletongangshow.co.uk
Show programme - bigger and better for 2024
Banner in the foyer of the Daneside Theatre throughout the week of the show - easily seen by everyone in the audience.

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?

Straightforward application process and contact available for advice if needed. We appreciate the support provided by Congleton Town Council

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			Good	
Relevance of guidelines		Good		
Length of the process from submitting an application to receiving notification	Excellent			
Advice given from the Town Council Grants Team (if applicable)				Important support



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Vale Allotments Association		
Address:	c/o Peter Lane, Chair of Trustees, [REDACTED]		
	Email	[REDACTED]	
	Telephone	[REDACTED]	

2. Grant Information

Grant Reference Number:	Not provided by CTC		
Total project cost:	£38,358.40	Comprised purchase price of £35,966 plus legal costs of £2768.40 minus apportionment of rent £376 already received by vendor	

Receipts Attached? Yes ☒ No ☐

Receipt Amount:

Please list receipts below:

Myers and Co Solicitors Completion Statement for purchase of land West of Moody Street, Congleton dated 7th February 2025

3. Project Information

When did the project commence?	VAA by 21 st November 2023 had raised sufficient funds to purchase the allotment site (the project's objective) and was able to make an offer. On 4 th December 2023 the Chair of Congleton Sustainability Group (then owners of the site) confirmed acceptance of the offer. Solicitors were then instructed by both sides by mid-December 2023. The purchase of the site has now been completed – on 7 th February 2025
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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

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

The objectives/purposes of the Vale Allotments Association, a registered charity, are:

"To benefit the residents of Congleton and the surrounding area without distinction of gender, sexual orientation, race or of political, religious or other opinions by providing allotment facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving life for the residents".

The VAA also places great importance on promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment in, and bordering the allotments, in particular through the improvement of wildlife diversity and providing opportunities for learning about sustainable horticulture.

The VAA has as landlord taken steps, since acquiring the site, to ensure that a restrictive covenant on the land is fulfilled - to allocate at least two of the allotment plots for the use of those with learning difficulties and other special needs, young offenders and others in society who may benefit from the experience of working on an allotment, and to ensure that there are concessionary rates for disadvantaged members of the community including those on low income (defined as those in receipt of Universal Credit).

Two full plots are also currently set aside as a community orchard, the produce of which will be offered to the Old Sawmill (or its replacement), Congleton Foodbank, or other similar organisations.

VAA is very grateful for the critical support it has received from the Town Council.

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)

Press release now issued makes reference to the grant funding received from Congleton Town Council. VAA's website is in the process of being revised following the acquisition of the site and the grant funding provided by Congleton Town Council in November 2023, and that of other bodies, and donations from various individuals, will be acknowledged on the VAA's website. VAGA (the tenants' group) has already agreed to participate in the 2025 Food and Drink Festival and has entered for the 2025 RHS It's Your Neighbourhood Award, both of which should provide a further opportunity to acknowledge the funding provided

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?

We have no further comments to add to those that we made in response to this question in April 2024

How did you apply? Online ☐ Email ☒ Post ☐

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

Please rate the following elements:

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





CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	27th March 2025 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 28 th February 2025 (Month 11), to accompany the attached spreadsheets in Appendix 13.1-5.		
Update	<p>These figures cover the financial year to month 11 which equates to expected spending/income of 92%. Please see the 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 9. <u>The below figures in the report are based on full budgets.</u></p> <p><u>Finance and Policy Committee</u></p> <p>No unexpected expenditure during this financial year under this Cost Centre, as per the summary there are some year-end journals to take place. The website cost (Civic section) shows an overspend but the project is covered by a specific Ear Marked Reserve.</p> <p>Interest Income is higher than budgeted, a higher amount was held in the CCLA fund to increase the interest, the current balances in investments and reserves accounts are presented as a separate item in the agenda.</p> <p><u>Community and Environment Committee</u></p> <p>Income</p> <p>£18,000 is a grant from the UKSPF (UK Shared Prosperity Fund) and has a revenue line to match, not all has currently been spent.</p> <p>Taking out Partnership Income (as this is taken into account for the Partnership carry forward balance and not CTC income) and UKSPF grant, income stands at 385%. The sources of income are from Christmas events, Floral and Tourism events, the income is offset</p>		

	<p>against the expenditure costs of the event in the case of any overspends in the expenditure budgets.</p> <p>Expenditure</p> <p>Neighbourhood Plan expenditure is as per the current approved spending for the latest phase.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>Separate sheets are presented to show each cost centre's breakdown along with some comments.</p> <p>Income</p> <p>Within budgets, Grand Hall is slightly under and Bridestones Suite is under, per previous discussion, this budget has been reduced for 2025-26. Future bookings and expected income are presented to the Town Hall and Assets Committee for monitoring.</p> <p>Streetscape income for external work is £20,266 expenses to consider are £9,512 leaving excess income at £10,750 versus a £15,000 budget.</p> <p>CIC</p> <p>Direct Income £87,047 of which £84,289 is third party income (Third party being the ticket sales we sell on behalf of local groups, theatres etc, and local supplier sales)</p> <p>Direct Expenditure £84,915 of which £83,387 is third-party expenditure.</p> <p><u>Staffing Costs</u></p> <p>90% as the backdated pay award was agreed upon and implemented in the December 2024 pay run, this also includes Agency Staff costs.</p> <p><u>VAT Returns</u></p> <p>All returns submitted as per deadlines, yearly details: Q1:Reclaim £2,711 Q2:Reclaim £2,419 Q3: Reclaim £953 Q4: Payment to HMRC expected.</p> <p><u>Ear Marked Reserves</u></p>
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	Current balances are included for noting. There will be end-of-year transfers required the final outcome for year-end reserve will be present with end-of-year accounts after the Accountants visit in April.
Decision Request	1. To approve the Management Accounts for the current financial year to 28 th February 2025.

Month 11
Percentage 92.6%

	OK
	Monitor
	Overspent

Finance and Policy Committee

101	Corp Management
	Staff Costs (re-allocated)
	Travel
	Training / Conferences
	Rent Payable
	Miscellaneous Office Costs
	Telephone/Fax/Internet
	Postage
	Stationery & Printing
	Subscriptions & Publications
	Insurance
	Computer/IT Costs
	Photocopy Charges
	Recruitment Advertising
	Bank Charges
	Audit Fees - External
	Audit Fees - Internal
	Accountancy Support
	Legal & Professional fees
	HR & H&S support
	Tsfr from EMR
	Central Overheads reallocated

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
229,293	210,185	209,968	217	99.90%	91.6%	-1.03%
250	229	9	220	3.93%	3.6%	-89.00%
1,500	1,375	1,779	-404	129.38%	118.6%	26.00%
17,017	15,599	15,599	0	100.00%	91.7%	-0.93%
2,000	1,833	1,478	355	80.62%	73.9%	-18.70%
3,000	2,750	2,721	29	98.95%	90.7%	-1.90%
1,000	917	656	261	71.56%	65.6%	-27.00%
3,300	3,025	1,642	1383	54.28%	49.8%	-42.84%
5,100	4,675	5,200	-525	111.23%	102.0%	9.36%
14,310	13,118	15,754	-2637	120.10%	110.1%	17.49%
23,500	21,542	21,190	352	98.37%	90.2%	-2.43%
2,000	1,833	1,269	564	69.22%	63.5%	-29.15%
500	458	496	-38	108.22%	99.2%	6.60%
1,240	1,137	987	150	86.83%	79.6%	-13.00%
2,100	1,925	0	1925	0.00%	0.0%	-92.60%
1,900	1,742	970	772	55.69%	51.1%	-41.55%
5,300	4,858	1,447	3411	29.78%	27.3%	-65.30%
	0	4,961	-2355		0.0%	0.00%
4,800	4,400	4,803	-403	109.16%	100.1%	7.46%
-70,984	-65,069	-61,462	-3607	94.46%	86.6%	-6.01%
247,126	226,532	224,506	-329	99.11%	90.8%	-1.75%
-1,182,221	-1,083,703	-1,182,221	98518	109.09%	100.0%	9.09%
-29,000	-26,583	-37,553	10970	141.27%	129.5%	11.77%
0	0	-317	317	0.00%		
-1,211,221	-1,110,286	-1,220,091	109805	109.89%	100.7%	8.13%
-964,095	-883,754	-995,585	109476	112.65%	103.3%	10.67%
20,090	18,416	13,269	5147	72.05%	66.0%	-26.55%
1,000	917	0	917	0.00%	0.0%	-92.60%
550	504	0	504	0.00%	0.0%	-92.60%
1,200	1,100	208	892	18.91%	17.3%	-75.27%
8,700	7,975	5,856	2119	73.43%	67.3%	-25.29%
2,000	1,833	22,758	-20925	1241.35%	1137.9%	1045.30%
0	0	-21,821	21821			
3,000	2,750	3,000	-250	109.09%	100.0%	7.40%
200	183	0	183	0.00%	0.0%	-92.60%
7,500	6,875	6,572	303	95.59%	87.6%	-4.97%
250	229	230	-1	100.36%	92.0%	-0.60%
6,500	5,958	6,948	-990	116.61%	106.9%	14.29%
3,400	3,117	0	3117	0.00%	0.0%	-92.60%
1,564	1,434	1,354	80	94.44%	86.6%	-6.03%
55,954	51,291	38,374	12917	74.82%	68.6%	-24.02%
15,000	13,750	12,361	1389	89.90%	82.4%	-10.19%
4,500	4,125	3,700	425	89.70%	82.2%	-10.38%
0	0	-7,976	7976			-92.60%
22,333	20,472	21,835	-1363	106.66%	97.8%	5.17%
41,833	38,347	29,920	8427	78.02%	71.5%	-21.08%
46,778	42,880	35,889	6991	83.70%	76.7%	-15.88%

F&P Income - N Income	-1,211,221	-1,110,286	-1,230,827	120541	110.86%	101.6%	9.02%	Full Committee Summary includes Mayor cost centre Income £5,571
Expenditure	391,691	359,050	334,719	24331	93.22%	85.5%	-7.15%	Full Committee Summary includes Mayor cost centre expenditure £116

Management Accounts 2024-25

Feb-25

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Month 11
Percentage 92.6%

Community and Environment Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
			BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS			
215	Floral Displays Income	-4,000	-3,667	-3,834	167	104.56%	95.9%	3.25%	Hanging baskets income arrives start of the year No further high expenditure expected
215	Floral Displays Expenditure	14,172	12,991	15,971	-2980	122.94%	112.7%	20.09%	
	Total Floral	10,172	9,324	12,137	-2813	130.16%	119.3%	26.72%	
241	Allotments Income	-190	-174	0	-174	0.00%	0.0%	-92.60%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance
241	Allotments Expenditure	1,200	1,100	451	649	41.00%	37.6%	-55.02%	
	Total Allotment	1,010	926	451	475	48.71%	44.7%	-47.95%	
300	Public Realm	3,000	2,750	1,604	1146	58.33%	53.5%	-39.13%	
	Congleton Partnership								
301	Congleton Partnership Income	0	0		0	0.00%	0.0%	-92.60%	
301	Congleton Partnership Expenditure	24,586	22,537	35,466	-12929	157.37%	144.3%	51.65%	Sponsorship and funding allocated against overspends.
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-92.60%	
	Total Partnership	24,586	22,537	800	21,737	3.55%	3.3%	-89.35%	
302	Community Development Grant Recd	0	0		0		0.0%	-92.60%	
302	Community Development Staff Costs	124,336	113,975	99,818	14157	87.58%	80.3%	-12.32%	
	UKSPF: See Grant Recd	0	0	12,912	-12912		0.0%	-92.60%	
	Community Development Marketing/Promotions	3,750	3,438	1,314	2124	38.23%	35.0%	-57.56%	
	Green Initiatives	5,000	4,583	3,735	848	81.49%	74.7%	-17.90%	
	Campaign Expenditure	1,000	917	1,054	-137	114.98%	105.4%	12.80%	
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-92.60%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-92.60%	
	Community Development Overheads	9,678	8,872	8,377	495	94.43%	86.6%	-6.04%	
	Total Community Development	143,764	131,784	127,210	4,574	96.53%	88.5%	-4.11%	
303	Crime Reduction/CCTV Expenditure	11,426	10,474	10,426	48	99.54%	91.2%	-1.35%	
	Total Crime	11,426	10,474	10,426	48	99.54%	91.2%	-1.35%	
305	Christmas Fayre/lights Income	-3,000	-2,750	-9,702	6952	352.80%	323.4%	230.80%	
305	Christmas Fayre/lights Expenditure	16,000	14,667	24,168	-9501	164.78%	151.1%	58.45%	
	Total Christmas	13,000	11,917	14,466	-2549	121.39%	111.3%	18.68%	
310	Neighbourhood Plan	0	0	13,599	-13599	0.00%	0.0%	-92.60%	Costs covered by EMR funds
310	Neighbourhood Plan Tfr From EMR	0	0	-13,599	13599	0.00%	0.0%	-92.60%	
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-92.60%	
321	Tourism Income	0	0	-13,471	13471			-92.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage. Costs dependant on timing of events
321	Tourism Expenditure	13,600	12,467	22,442	-9975	180.02%	165.0%	72.41%	
	Total Tourism	13,600	12,467	8,971	3496	71.96%	66.0%	-26.64%	
351	Luncheon Club	11,000	10,083	9,720	363	96.40%	88.4%	-4.24%	
					0				
C.E &S	Income	-7,190	-6,591	-27,007	20416	409.77%	375.6%	283.02%	Full Committee Summary
	Expenditure	238,748	208,379	212,792	-4414	102.12%	89.1%	-3.47%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
			BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS			
201	Paddling Pool	54,394	49,861	33,266	16595	66.72%	61.2%	-31.44%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	230,529	211,318	205,942	5376	97.46%	89.3%	-3.27%	
	Grant Expenditure: CEC			15,000					Moved to EMR See below
	Grant Expenditure: Decarb			49,919					
	Town Hall - Income	-119,750	-109,771	-109,826	55	100.05%	91.7%	-0.89%	
	Grant income: CEC			-15,000					See above
	Grant income: Decarb			-47,189					
	Net Expenditure over Income	110,779	101,547	98,846	5431	97.34%	89.2%	-3.37%	
225	Congleton Information Centre								

	CIC - Expenditure	164,101	150,426	158,945	-8519	105.66%	96.9%	4.26%	See separate account sheet
	CIC- Income	-88,710	-81,318	-87,047	5730	107.05%	98.1%	5.53%	
	Net Expenditure over income	75,391	69,108	71,898	-2790	104.04%	95.4%	2.77%	
263	Public Toilets	7,150	6,554	3,505	3049	53.48%	49.0%	-43.58%	
270	Cenotaph	319	292	279	13	95.41%	87.5%	-5.14%	
280	Streetscape								
	Streetscape Expenditure	787,095	721,504	747,394	-25890	103.59%	95.0%	2.36%	See separate account sheet
	Streetscape - Income CEC	-419,256	-384,318	-419,256	34938	109.09%	100.0%	7.40%	
	Streetscape - External work income	-15,000	-13,750	-20,266	6516	147.39%	135.1%	42.51%	
	Streetscape - Other	-12,000	-11,000	-36	-10964	0.00%	0.0%	-92.60%	
	Streetscape - Misc. Income	-900	-825	-1,865	1040	226.06%	207.2%	114.62%	
	S/S Income	-447,156	-409,893	-441,423	31530	107.69%	98.7%	6.12%	
	Net Expenditure over Income	339,939	311,611	305,971	5640	98.19%	90.0%	-2.59%	
THAS	Income	-655,616	-600,981	-638,296	37,315	106.21%	97.4%	4.76%	Full Committee Summary
	Expenditure	1,243,588	1,139,956	1,149,331	-9,375	100.82%	92.4%	-0.18%	Full Committee Summary
	Total Income	-1,874,027	-1,717,858	-1,896,130	-22,103	110.38%	101.2%	8.58%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	1,707,384	1,696,842	-177,185	99.38%	90.5%	-2.05%	
	Net Income /Expenditure			-199,292	-199,288			-92.60%	
	Personnel								
1* and *2	Staff Costs	1,141,489	1,046,365	1,021,220	25145	97.60%	89.5%	-3.14%	
	Personnel with Pay Award for reference								
	1* Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	1,046,365	1,016,184	30181	97.12%	89.0%	-3.58%	Paid in December
	2* Temp/Agency			5,036					
	*1 Budgeted pay award completed in December Payroll								

Congleton Town Council
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Reserves as at 28th February 2025		01/04/2024 CF Balance	In	Out	Balance 28/02/25
310	General Reserve	287,256			287,256
	Ear Marked Reserves				
318	Capital Equipment Fund	-	5,000	4,543	457
320	Capital Contingency Fund	117,845	20,000	31,160	106,685
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		21,821	8,330
333	EMR Training	6,000			6,000
334	EMR Town Centre (UKSPF)	1,688	260		1,948
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	46,406		24,027	22,379
342	EMR Tourism	2,555		400	2,155
343	EMR Marketing	5,000			5,000
344	EMR Congleton Neighbourhood Plan	2,519	15,000	11,249	6,270
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
355	EMR Property Maintenance	162,468	15,000		177,468
	EMR TOTALS	481,375	55,260	93,925	442,710

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Feb-25

OK
Monitor
Overspent

Month 11
Percentage 92.6%

TOWN HALL

		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
4000	Staff Costs (re-allocated)	74,918	68,675	73,038	-4,363	106.4%	97.5%	4.89%
4008	Training	1,000	917	196	721	21.4%	19.6%	-73.00%
4009	Protective Clothing\H & Safety	550	504	42	462	8.3%	7.6%	-84.96%
4010	Cleaners	8,000	7,333	6,512	821	88.8%	81.4%	-11.20%
4011	Rates	26,522	24,312	24,950	-638	102.6%	94.1%	1.47%
4012	Water	4,000	3,667	7,038	-3,371	191.9%	176.0%	83.35%
4014	Electricity	26,950	24,704	21,916	2,788	88.7%	81.3%	-11.28%
4015	Gas	25,920	23,760	18,421	5,339	77.5%	71.1%	-21.53%
4016	Cleaning materials	2,250	2,063	1,847	216	89.6%	82.1%	-10.51%
4017	Refuse Disposal	2,350	2,154	2,206	-52	102.4%	93.9%	1.27%
4020	Miscellaneous Office Costs	1,600	1,467	1,304	163	88.9%	81.5%	-11.10%
4025	Insurance	12,647	11,593	13,785	-2,192	118.9%	109.0%	16.40%
4033	Marketing/Promotions	3,500	3,208	796	2,412	24.8%	22.7%	-69.86%
4040	Maintenance Contracts	9,000	8,250	7,690	560	93.2%	85.4%	-7.16%
4041	Property Maintenance	21,300	19,525	8,506	11,019	43.6%	39.9%	-52.67%
4065	Architect/Surveyor Fees	0	0	49,919	-49,919			
4068	Licences (incl PRS)	4,200	3,850	5,846	-1,996	151.8%	139.2%	46.59%
6000	Central Overheads Reallocated	5,822	5,337	5,048	289	94.6%	86.7%	-5.89%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	211,318	264,060	-52,742	125.0%	114.5%	21.95%
3020	Catering costs	0	0	4,491	-4,491			
3021	Security Supplies	0	0	2,310	-2,310			
		0	0	6,801	6,801			
	Total Town Hall Expenditure	230,529	211,318	270,861	-59,543	128.2%	117.5%	24.90%
1009	Rent Rec'd - Museum Notional	-4500	-4125	-4125	0	100.0%	91.7%	-0.93%
1010	Rent Received - 3rd Party Partnership	-1533	-1405	-1405	-0	100.0%	91.7%	-0.95%
1011	Rent Received - Internal CTC	-26517	-24307	-24307	-0	100.0%	91.7%	-0.93%
1013	Letting Income - Grand Hall	-30000	-27500	-24698	-2802	89.8%	82.3%	-10.27%
1014	Letting Income - Bridestones	-13200	-12100	-4554	-7546	37.6%	34.5%	-58.10%
1015	Letting Income - Spencer Suite	-5000	-4583	-4626	43	100.9%	92.5%	-0.08%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-92.60%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-11000	-12000	1000	109.1%	100.0%	7.40%
1021	Letting Income - Internal	-9000	-8250	-10309	2059	125.0%	114.5%	21.94%
1022	Letting income - F&F	-1000	-917	-2296	1379	250.5%	229.6%	137.00%
1023	Commission- CP	-8000	-7333	-6287	-1046	85.7%	78.6%	-14.01%
1024	Letting Income- Security	0	0	-2930	2930		0.0%	-92.60%
1035	Service Charges - Brasserie	-4000	-3667	-3117	-550	85.0%	77.9%	-14.68%
1037	Service Charges - Other	-5000	-4583	-3724	-859	81.3%	74.5%	-18.12%
1051	Catering Sales (recharges)	0	0	-5195	5195		0.0%	-92.60%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-92.60%
1199	Miscellaneous income	0	0	-253				
1179	Grants Receivable- Salix Project	0	0	-47189	47189			
	Total Town Hall Income	-119750	-109771	-172015	61991	156.7%	143.6%	51.05%
	Net Expenditure over Income	110,779	101,547	98,846	2,448	97.3%	89.2%	-3.37%

NOTES

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

Paid over 10 months not 12
Insufficient budget, has been noted for 25-26 budgeting
Invoiced to January 2025
Invoiced to January 2025

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

Salix Grant project, see below

Paid at start of the year. Wedding License require prepayment journal out.

CEC Grant (1177-Income) transferred to Property Maintenance EMR

- Recharged to customers
Recharged to customers

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

Expected to be under budget, noted for 25-26 budgets.

No budget

Last quarter invoiced in Month 9
Recharged to customers
Next invoice due out January 2025
Next invoice due out January 2025
Recharged to customers
Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Surveyor fees

Month 11
Percentage 92.6%

STREETSCAPE

	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
4000 Staff Costs	577,073	528,984	530,763	-1,779	100.3%	92.0%	-0.62%
4004 Temp/Casual Staff	0	0	5,036	-5,036			
4008 Training	3,200	2,933	1,337	1,596	45.6%	41.8%	-50.82%
4009 Protective Clothing\H & Safety	5,900	5,408	4,762	646	88.0%	80.7%	-11.89%
4013 Office rent	2,000	1,833	1,833	0	100.0%	91.7%	-0.95%
4016 Cleaning Materials	8,000	7,333	3,475	3,858	47.4%	43.4%	-49.16%
4021 Telephone	1,175	1,077	544	533	50.5%	46.3%	-46.30%
4025 Insurance	9,150	8,388	9,846	-1,459	117.4%	107.6%	15.01%
4041 Property maintenance	1,500	1,375	1,037	338	75.4%	69.1%	-23.47%
4043 Horticultural etc Supplies	14,000	12,833	17,377	-4,544	135.4%	124.1%	31.52%
4047 Vehicle maintenance/Serv etc	12,800	11,733	7,748	3,985	66.0%	60.5%	-32.07%
4048 Vehicle fuel and oil	16,285	14,928	12,490	2,438	83.7%	76.7%	-15.90%
4049 Vehicle rental charges	77,880	71,390	76,591	-5,201	107.3%	98.3%	5.74%
4050 Street Cleansing	8,000	7,333	8,395	-1,062	114.5%	104.9%	12.34%
4162 General expenditure	5,300	4,858	4,517	341	93.0%	85.2%	-7.37%
4168 Other Expenditure	0	0	24,637	-24,637		0.0%	-92.60%
4951 Tfr from EMR			11,387				
6000 Central Overheads Reallocated	44,832	41,096	38,881	2,215	94.6%	86.7%	-5.87%
Streetscape Expenditure	787,095	721,504	737,882	-27,765	102.3%	93.7%	1.15%
3030 Purchases for recharging	0	0	9,512	-9,512		0.0%	0.00%
1165 CEC - Income	-419,256	-384,318	-419,256	34,938	109.1%	100.0%	201.69%
1167 External work income	-15,000	-13,750	-20,266	6,516	147.4%	135.1%	239.99%
1184 Other income	-12,000	-11,000	0	-11,000	0.0%	0.0%	92.60%
1199 Miscellaneous	-900	-825	-1,865	1,040	226.1%	207.2%	318.66%
1040 Recharges	0	0	-36	36		0.0%	92.60%
Streetscape Income	-447,156	-409,893	-441,423	31,530	107.7%	98.7%	200.29%
Net Expenditure over Income	339,939	311,611	305,971	-5,747	98.2%	90.0%	-5.59%

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

No budget

Paid at start of the year.

Overspent, Noted by Council CTC/63/2425

Will be overspent due to new vans. 3 replaced CTC/63/2425
Per requirements, will be monitored. Includes Fly tipping costs.

Roundabout works, grant due in , will be received in next financial year..
Polytunnel repairs CTC/36/2425, transfer from Capital EMR reserve

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Three of four payments received

Contract did not go ahead

	Third Party
	OK
	Monitor
	Overspent

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

Paid over 10 months not 12.

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

Congleton Town Council
Management Accounts 2024-25
PADDLING POOL
Feb-25

OK

Monitor

Overspent

Month 11
Percentage 92.6%

STREETSCAPE

- 4000 Staff Costs
- 4008 Training
- 4009 Protective Clothing\H & Safety
- 4012 Water
- 4014 Electricity
- 4039 Pool Chemicals
- 4041 Property Maintenance
- 4042 Grounds Maintenance
- 4162 General expenditure
- 4970 Tfs from Cap Contingency
- 6000 Central Overheads Reallocated
- Pool Expenditure

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
32,265	29,576	16837	12,739	56.93%	52.2%	-40.42%
3,000	2,750	0	2,750	0.00%	0.0%	-92.60%
320	293	184	109	62.73%	57.5%	-35.10%
5,102	4,677	1002	3,675	21.42%	19.6%	-72.96%
2,000	1,833	3073	-1,240	167.62%	153.7%	61.05%
3,900	3,575	3951	-376	110.52%	101.3%	8.71%
4,300	3,942	4565	-623	115.81%	106.2%	13.56%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	917	1480	-563	161.45%	148.0%	55.40%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	2,298	2174	124	94.60%	86.7%	-5.88%
54,394	49,861	33,266	16,595	66.72%	61.2%	-31.44%

NOTES

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

Insufficient budget
Spends are over pool season not 12 months
Pump replacement required.
Approved by Council CTC/42/2324
Omnify booking system subscription not budgeted, now cancelled.
Resurfacing pathway completed

Date: 06/03/2025

Congleton Town Council

Page 1

Time: 12:31

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025	2802	172,621.39
			172,621.39
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			172,621.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			172,621.39
		Balance per Cash Book is :-	172,621.39
		Difference is :-	0.00

Signatory 1:

Name

Robert Douglas

Signed

[Redacted Signature]

Date

18/03/25

Signatory 2:

Name

S Van Scheepdonk

Signed

[Redacted Signature]

Date

18/3/25

Date: 06/03/2025

Congleton Town Council

Page: 921

Time: 12:31

Cashbook 1

User: ST

RBS Current/I Access Acct

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2025	Prism Solutions	dd	184.07	184.07		501			6997/18191/telecom services
07/02/2025	BACS P/L Pymnt Page 3721	BACS Pymnt	16,092.25	16,092.25		501			BACS P/L Pymnt Page 3721
07/02/2025	██████████	BACS	100.00			4162	310	100.00	NDP Prize Draw
07/02/2025	MOST	BACS	500.00			4701	107	500.00	GR06/2425
11/02/2025	██████████	BACS	2,000.00			9999		2,000.00	Donation
11/02/2025	██████████	CORRCATOR	-2,000.00			9999		-2,000.00	Reverse
14/02/2025	Wild Salt	377.08	377.08			4701	107	377.08	GR09/2425
14/02/2025	Wild Salt	BACS	622.92			4701	107	622.92	GR09/2425
17/02/2025	Bankline	DD	73.55			4051	101	73.55	Bank Charges
17/02/2025	West Mercia Energy	dd	6,661.08	6,661.08		501			11608810/18199/Cenota elec
2/2025	CTC	BACS	87,810.52			515		50,932.43	Feb Payroll
						525	0	16,970.45	Feb Payroll
						520	0	19,865.64	Feb Payroll
						530	0	42.00	Feb Payroll
21/02/2025	Bankline	BACS	12.56			4051	101	12.56	Charges
24/02/2025	EE Ltd	dd	169.80	169.80		501			01288452478/18276/cha
25/02/2025	BACS P/L Pymnt Page 3726	BACS Pymnt	13,643.86	13,643.86		501			BACS P/L Pymnt Page 3726
25/02/2025	Urban Imprint Ltd	25FEB25	3,600.00	3,600.00		501			Phase 9a and 9c NDP
25/02/2025	Prism Solutions	dd	2,123.72	2,123.72		501			214365/18295/IT Support
27/02/2025	Water Plus Ltd	DD	115.87	115.87		501			08335420/18278/paddlin pool
28/02/2025	BACS P/L Pymnt Page 3732	BACS Pymnt	9,498.95	9,498.95		501			BACS P/L Pymnt Page 3732
28/02/2025	RBS Credit Card	DD	398.61			212		398.61	Credit Card balance pay off
Total Payments for Month			141,984.84	52,089.60	0.00			89,895.24	
Balance Carried Fwd			172,621.39						
Cashbook Totals			314,606.23	52,089.60	0.00			262,516.63	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	27 th March 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM	15		
REPORT TITLE	Savings Balances		
Background	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.		
Update	<u>Congleton Town Council – Savings account balances</u>		
	<u>Balances as of 28th February 2025</u>		
	Business Reserve Account	£	138,374.63
	Cambridge and Counties 1-year fixed deposit (C&C)	£	250,000.00
	CCLA Deposit (Sweeper Account)	£	450,100.00
	<u>Total</u>	<u>£</u>	<u>838,474.63</u>
	<u>Investment Update</u>		
£100,000 has been transferred from the CCLA fund to the RBS current accounts on 3 rd March 2025 for financial year-end.			
<u>Current interest rates:</u>			
RBS: 1.25%.			
CCLA: 4.501% (As of 11 th March 2025, variable)			
C&C (1 Year Locked in): 4.35%. Ends 8 th December 2025.			
The budgeted Interest to receive during 2024-2025 is £37,553, to date, we have received into the accounts:			
<ul style="list-style-type: none">• RBS £3,793• CCLA £24333• C&C interest for April 2024- 8th December 24 £9,011			
Decision Request	To receive the Savings Accounts balances to 28 th February 2025.		

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Prism Solutions	dd	184.07		6997/18191/telecom services
07/02/2025	BACS P/L Pymnt Page 3721	BACS Pymnt	16,092.25		BACS P/L Pymnt Page 3721
07/02/2025	██████	BACS	100.00		NDP Prize Draw
07/02/2025	MOST	BACS	500.00		GR06/2425
11/02/2025	██████	BACS	2,000.00		Donation
11/02/2025	██████	CORRCATOR	-2,000.00		Reverse
14/02/2025	Wild Salt	377.08	377.08		GR09/2425
14/02/2025	Wild Salt	BACS	622.92		GR09/2425
17/02/2025	Bankline	DD	73.55		Bank Charges
17/02/2025	West Mercia Energy	dd	6,661.08		11608810/18199/Cenotaph elec
18/02/2025	CTC	BACS	87,810.52		Feb Payroll
21/02/2025	Bankline	BACS	12.56		Charges
24/02/2025	EE Ltd	dd	169.80		01288452478/18276/charges
25/02/2025	BACS P/L Pymnt Page 3726	BACS Pymnt	13,643.86		BACS P/L Pymnt Page 3726
25/02/2025	Urban Imprint Ltd	25FEB25	3,600.00		Phase 9a and 9c NDP
25/02/2025	Prism Solutions	dd	2,123.72		214365/18295/IT Support
25/02/2025	L & J Print	000378	108.00		Mayor's Ball Invites
25/02/2025	L & J Print	CREDIT	-108.00		Wrong account, sb Mayor no1
27/02/2025	Water Plus Ltd	DD	115.87		08335420/18278/paddling pool
28/02/2025	BACS P/L Pymnt Page 3732	BACS Pymnt	9,498.95		BACS P/L Pymnt Page 3732
28/02/2025	RBS Credit Card	DD	398.61		Credit Card balance pay off
Total Payments			141,984.84		

Congleton Town Council
Payments Listing for February 2025
Breakdown of Payments made via BACS transfer

		<u>Invoice date</u>				<u>Total</u>
<u>Date</u>	<u>BACS</u>		<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Invoices</u>
	<u>Page</u>					<u>paid</u>
07.02.25	3721	31.01.25	All Saints Comm Centre	£ 88.00		1
07.02.25	3721	13.01.25	Berisfords Ribbons	£ 60.00		1
07.02.25	3721	31.01.25	Congleton Chronicle	£ 22.00		1
07.02.25	3721	31.01.25	Cutler Cleaning	£ 196.64		1
07.02.25	3721	26.01.25	Daneside Theatre	£ 8,110.15		2
07.02.25	3722	27.01.25	D C Assist	£ 219.00		1
07.02.25	3722	29.01.25	The Jam'd	£ 2,000.00		1
07.02.25	3722	28.01.25	Jepson & Co	£ 23.22		1
07.02.25	3722	30.01.25	K G Loach	£ 140.46		1
07.02.25	3722	31.01.25	Lomond Books	£ 16.18		1
07.02.25	3722	31.01.25	Old Saw Mill	£ 750.00		1
07.02.25	3723	28.01.25	SLCC	£ 360.00		1
07.02.25	3723	28.01.25	Threadfast	£ 25.14		1
07.02.25	3723	28.01.25	Toolstation	£ 102.37		1
07.02.25	3723	05.01.25	UK Fuels	£ 483.18		2
07.02.25	3723	31.01.25	West Wallasey	£ 3,495.91		4
				£ 16,092.25		
25.02.25	3726	06.02.25	Auditing Solutions	£ 612.00		1
25.02.25	3726	11.02.25	C Bethell Photography	£ 450.00		1
25.02.25	3726	10.02.25	Bomford Office Supplies	£ 631.35		3
25.02.25	3726	31.01.25	Buxton Opera House	£ 56.40		1
25.02.25	3726	05.02.25	Chubb Fire & Security	£ 317.52		1
25.02.25	3727	10.02.25	Congleton Live CIC	£ 39.90		1
25.02.25	3727	15.02.25	Culligan Water	£ 242.19		1
25.02.25	3727	06.02.25	Cutler Cleaning	£ 447.50		2
25.02.25	3727	01.02.25	Dawsongroup	£ 3,180.72		1
25.02.25	3727	16.02.25	L & J Print	£ 36.00		1
25.02.25	3728	03.02.25	C P Mayer	£ 59.56		1
25.02.25	3728	31.01.25	New Vic Theatre	£ 319.87		1
25.02.25	3728	31.01.25	North Rode Timber	£ 4.50		1
25.02.25	3728	29.01.25	Northwest in Bloom	£ 120.00		1
25.02.25	3728	12.02.25	Old Saw Mill	£ 28.00		1
25.02.25	3728	09.01.25	Pearson Surveyors	£ 1,474.80		1
25.02.25	3729	03.02.25	Poppy May	£ 57.20		1
25.02.25	3729	09.02.25	UK Fuels	£ 337.88		1
25.02.25	3729	14.02.25	Wallasey Panel Beaters	£ 2,649.27		1
25.02.25	3729	10.02.25	West Wallasey	£ 2,579.20		1
				£ 13,643.86		
28.02.25	3732	24.02.25	Beartown Soul Promotions	£ 1,520.00		1
28.02.25	3732	25.02.25	Daneside Theatre	£ 3,897.85		5
28.02.25	3732	18.02.25	Dawsongroup	£ 438.56		1
28.02.25	3732	17.02.25	Glasdon UK	£ 277.99		1
28.02.25	3732	20.02.25	KEMS	£ 28.50		1
28.02.25	3733	16.02.25	L & J Print	£ 1,096.80		3
28.02.25	3733	05.01.25	Leaflet Team	£ 661.50		1
28.02.25	3733	14.02.25	A P Matthews	£ 652.80		1
28.02.25	3733	09.12.24	Screwfix	£ 181.93		5
28.02.25	3734	21.02.25	Secur-80	£ 54.00		1
28.02.25	3734	21.02.25	Shred-it	£ 167.04		1
28.02.25	3734	24.02.25	S Taylor Plumbing	£ 80.00		1
28.02.25	3734	25.02.25	Threadfast	£ 6.00		1
28.02.25	3734	25.02.25	Tudor Environmental	£ 114.00		1
28.02.25	3734	16.02.25	UK Fuels	£ 321.98		1
				£ 9,498.95		

List of Payments made between 01/01/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2025	Cartridge World	CCJA01	31.85		Ink cartridge - Finance
09/01/2025	J W Plant	CCJA02	77.11		V E Day Flag
09/01/2025	Nisbets	CCJA03	51.97		Town Hall consumables
09/01/2025	Nisbets	CCJA04	36.68		Town Hall consumables
21/01/2025	Sinclair & Rush Ltd	CCJA05	166.80		foot insets for chairs
21/01/2025	Safety Sign Supplies	CCJA06	10.21		Hearing Loop signs
24/01/2025	Nisbets	CCJA07	23.99		Town Hall consumables
Total Payments			398.61		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	27th March 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford C.O / Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	17 Standing Orders and Financial Regulations Review		
Background	In accordance with our Standing Orders, the Standing Orders and Financial Regulations must be reviewed annually and presented to the Annual Town Meeting for adoption. (Section 6 J vix)		
Updates	<p>There have been no updates from NALC regarding changes to their Model Regulation Templates, so at this time for the 2025 review there are no officer recommendations to update.</p> <p>Current documents can be found on our website:</p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations <p>This report is being presented for information purposes only to the Committee. The approval of the annual review will be presented directly to Council, the recommendation will be to approve the Current Documents for adoption into the Constitution for 2025. Any updates that arrive from NALC will be reviewed and presented when appropriate.</p>		
Decision Request	To note the report.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee														
MEETING DATE AND TIME	27 th March 2025 7.00 pm	LOCATION	Congleton Town Hall												
REPORT FROM	Serena Van Schepdael: R.F.O														
AGENDA ITEM	18														
REPORT TITLE	Publication Scheme review														
Background	<p>In accordance with the Information Commissioners Office under Freedom of Information rules and requirements Town and Parish Councils must have a Publication Scheme and we must publish information proactively. To help us do this the ICI has created a model Publication Scheme which can be accessed via this weblink: https://ico.org.uk/media2/migrated/1153/model-publication-scheme.pdf</p> <p>Our current Publication Scheme was last updated in 2018, since then we have introduced new Polices within our Constitution and some information on the current document are out of date.</p>														
Update -	<p>See Appendix 1 for the draft updates.</p> <p>Updates: In all sections, removed Hardcopy option where the document is available on the website, and removed website where the document is not available on the website.</p> <table><tr><td>Section</td><td>Info</td></tr><tr><td>Introduction</td><td>Added introduction: Including note on charges.</td></tr><tr><td>Removed column of charges</td><td>All information is available via the website. If a printed copy of any policy is requested the Chagres information now at the bottom of the document, removed different charges for different documents.</td></tr><tr><td>Section 1</td><td>Removed old polices. About the Town Council, some of these documents are not easily available on the website as they are part of other polices/pages, so this information has been added to the publication scheme as an appendix.</td></tr><tr><td>Section 2</td><td>Updated document</td></tr><tr><td>Section 3</td><td>Removed outdated documents</td></tr></table>			Section	Info	Introduction	Added introduction: Including note on charges.	Removed column of charges	All information is available via the website. If a printed copy of any policy is requested the Chagres information now at the bottom of the document, removed different charges for different documents.	Section 1	Removed old polices. About the Town Council, some of these documents are not easily available on the website as they are part of other polices/pages, so this information has been added to the publication scheme as an appendix.	Section 2	Updated document	Section 3	Removed outdated documents
Section	Info														
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Section 2	Updated document														
Section 3	Removed outdated documents														

	Section 4	No updates
	Section 5	Updated Policy titles where required and added all new policies introduced since the last review of the document.
	Section 6	Added missing documents
	Section 7	Removed documents no longer in use.
	Extra	Once new website in place the webpage to find the documents will be updated. Added version control
Decision Request	<ol style="list-style-type: none"> 1. To approve draft updates to the Publication Scheme Document. 2. Recommend the Draft updated document to Council on 1st May 2025 for approval and adoption into the constitution. 	

CONGLETON TOWN COUNCIL: Publication Scheme- Information Guide

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INTRODUCTION

The Information Commissioner's Office has a model publication scheme to help local councils make relevant information available to the public. The Town Council adopted this scheme in October 2016 and we are always working to improve the quality and accessibility of the information available to the public under the scheme.

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The scheme is available as a list below.
Material which is published and accessed on a website will be provided free of charge.

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Policies and documents are available on our website for downloading. If printed copies are requested charges may be made for actual disbursements incurred for information not available online such as below, our charges are noted at the bottom of this document:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

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If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

If you have any questions about the publication scheme please contact the Chief Officer by email on info@congleton-tc.gov.uk.
Information on the Publication Scheme requirements can be found at Publication schemes: <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/>.

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This Publication Scheme has been created using the Model Scheme from The Information Commissioner guidance.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED/WEBSITE PAGE/MENU	
Class 1 – Who we are and what we do		
Where to find us-Location and map	Hard Copy Web Site: Your Council	
Committee Structure-current only	Web Site: Your Council	
About the Town Council-extract from Constitution		
Background to the Town Council	Within the Publication Scheme document, Appendix 1	
How the Council operates		
How decisions are made		
Citizens' Rights		
Role and functions of councillors, Mayor & Deputy Mayor		
Honorary Burgesses		
Council and Committee Membership	Web Site: Committee Meetings	
Contact details for councillors	Newsletters Web Site: Meet the Councillors	
Officer Management Structure	Web Site: Meet the Team	
Contact details for Chief Officer and Managers	Newsletter Web Site: Your Council	
Ward details	Website: Meet the Councillors	
Summary and Explanation	Website: Constitution	
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Website: Constitution	
Standing Orders for Contracts-current only	Website: Constitution	
Approved Budget (including balances & Precept)-current and previous 3 years	Website	
Approved Budget & Precept-one page summary	Web Site: Constitution and Finance	
Investment Policy and Investment Strategy Policy -current only	Website: Constitution	
Procurement Policy-current only	Website: Constitution	
Grants & Funding Policy and Grants Criteria -current only	Website: Constitution	
Mayor's Allowance Scheme-current only	Website: Constitution	

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Medium Term Financial Strategy and Medium Term Financial Strategy -current only	Website: Constitution	Deleted: Hard Copy
Annual return form and report by auditor-latest or previous 3 years	Hard Copy Website: Finance	Deleted: £0.50
Annual Accounts-most recent and previous 3 years	Hard Copy Website: Finance	Formatted
Financial Management Report-most recent only	Website: Committees and Meetings;	Formatted
	Finance Agendas	Formatted
Borrowing Approval Letters-within last 3 years	Website: Finance	Deleted: £1
Grants received	Website: Finance	Formatted
Grants given – l ist for current financial year and 3 previous years	Website: Finance	Formatted
Grants given-last full year	Website: Finance	Formatted
List of current contracts awarded and value of contract	Website: Finance	Formatted
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor & Deputy Mayor)	Website: Finance	Deleted: Hard Copy
Reserves Policy	Website: Constitution	Deleted: £1
Class 3 – What our priorities are and how we are doing		Formatted
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Annual Report-Current and Previous 3 years	Hard Copy	Formatted
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External Audit Report-latest or previous 3 years	Hard Copy, Website: Finance	Deleted: Hard Copy
Internal Report-Final or Interim (latest or previous 3 years)	Hard Copy, Website: Finance	Deleted: £2
Business Plan 2020-2023	Website: Constitution	Formatted
Class 4 – How we make decisions		Formatted
		Formatted
Information & Data Protection Policy	Website: Constitution	Formatted

Minutes of Annual Town Meeting-latest and previous year	Website: Committees and Meetings	Deleted: Hard Copy Web Site
Reports to Annual Town Meeting-latest and previous 3 years	Website: Committees and Meetings	Deleted: £0.30
Timetable of meetings (Council, any committee/working group meetings , and parish meetings) current & last year	Hard Copy Website: Committees and Meetings	Formatted
Agendas of meetings- current & previous 3 years	Website: Committees and Meetings	Formatted
Minutes of meetings –current & previous 3 years)	Website: Committees and Meetings	Formatted
Reports presented to council meetings-current & previous 3 years – Nb. this will exclude information that is properly regarded as private to the meeting.	Website: Agenda in Committees and Meetings	Formatted
Responses to consultation papers	Hard Copies	Deleted: meetings
Responses to planning applications	Website: Committees and Meetings: Planning minutes	Deleted: £0.40
Bye-laws-where applicable	Hard Copies	Formatted
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Class 5 – Our Policies and Procedures	All in Constitution	Deleted: Hard Copy From March 2008 on¶
Standing Orders	Website	Deleted: £0.20
Quality Policy	Website	Formatted
Customer Care Policy	Website	Formatted
Terms of Reference of Committees & Delegation Scheme	Website	Formatted
Communications & Social Policy	Website	Formatted
Members Code of Conduct	Website	Deleted: Hard Copy From March 2008 on¶
Officers Code of Conduct	Website	Formatted
Protocol on Member/Officer Relations	Website	Formatted
ICT Policy	Website	Deleted: £0.20
Environmental Policy	Website	Formatted
Policies and procedures for the provision of services and about the employment of staff.	Website	Formatted
Community & Marketing Policy	Website	Deleted: Hard Copy
Child & Vulnerable Adult Policy	Website	Deleted: £0.10 per side
Equality policy	Website	Formatted
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Health and Safety Policy	Website		
Current employment vacancies	Website		
Job Descriptions & Person Specifications of current posts	Web Site for		
	vacancies		
Publication Scheme & Information Guide	Website		
Complaints Code & Procedure	Website		
	Website		
Document Retention Policy	Website		
Schedule of charges for Town Hall	Website		
Pension Discretion Policy	Website		
Banners, A-Boards & Signage Policy	Website		
CCTV Policy	Website		
Complaints Policy	Website		
Customer Care and Complaints Policy (Vexatious Policy)	Website		
Data Privacy Notice	Website		
Document Retention Policy	Website		
Drug and Alcohol Testing Policy and Procedures	Website		
Flag Flying Policy	Website		
Prohibiting Weapons in the Workplace	Website		
Town Hall Equipment Policy	Website		
Town Hall Letting Policy	Website		
Training and Development Policy	Website		
Volunteer Policy	Website		
Civic Protocol	Website		
Employee Handbook	Website		
	Website		
	Website		
Class 6 – List and Registers			
Members Declaration of Acceptance of Office	Hard Copy		

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Candidates at last election	Hard Copy	Deleted: £1
Fixed Assets Register-current and previous 3 years	Website: Constitution	Formatted
Register of members' interests	Website: Meet the Councillors	Formatted
Register of gifts and hospitality	Website: Constitution	Formatted
Business Risk Assessment	Website: Constitution	Deleted: Hard Copy
Disaster Recovery & Business Continuity Plan	Website: Constitution	Deleted: £1
Class 7 – The services we offer		Formatted
Town Ancient Records	Available for inspection by appointment	Formatted
Allotments	Website: News	Formatted
Paddling Pool	Website: News	Deleted: Hard Copy
Town Hall	Website: Town Hall	Formatted
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Additional Information		Deleted: £1
Glossary of Terms & Acronyms	Website: Constitution	Formatted
Bear Necessities Newsletter-current and for previous year	Hard Copy Web Site	Formatted
Town Guide-current	Hard Copy Web Site	Formatted
Press releases-previous year only	Hard Copy Web Site	Formatted
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Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	Formatted
Information relating to the latest Boundary Review of the Council's area	Hard Copy	Formatted
Congleton Partnership's Constitution	Hard Copy	Deleted: Nil
Congleton Shopping Guide	Hard Copy Web Site	Formatted

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	
Disbursement Cost	Photocopy @ 10.p per sheet (black & white)	
	Photocopying @ 20 p per sheet (colour)	
	Postage: <u>Actual cost</u>	

Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.

APPENDIX 1

HOW THE COUNCIL OPERATES

- Congleton Town Council has 22 Councillors serving five wards. Councillors are not paid and are elected every four years to serve the people living and working in their area. Congleton Wards are: West Ward (West Heath), North Ward (Lower Heath), Central Ward (Astbury Mere), North east Ward (Buglawton), South East Ward (Mossey & Timbersbrook). The terms of office of Councillors is four years.
- Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by council. The Council adopted its revised Members Code of Conduct in January 2020. Cheshire East Council is responsible for promoting and ensuring the standards of conduct by unitary and town Councillors. Their Monitoring Officer deals with complaints about the behaviour of Councillors under the Code.

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- All Councillors meet together as the full council approximately every two months. The Annual Town Council is held in May, with ordinary meetings every second month. The budget for the forthcoming financial year is decided at the latest in January. It is at full council that members decide the Council's overall policies, set the budget each year and deal directly with the more major issues. Each year at the annual meeting Councillors elect a Town Mayor, who also holds the statutory position of Chair, and a Deputy Mayor.
- The Council appoints committees which deal with the more detailed or routine items of business. Certain decisions may be delegated by full council to these committees, all other items are dealt with as recommendations to be ratified at a meeting of full council. Council also establishes working parties or sub-committees, which do not usually have decision making powers but look at the detail of future policy or services in a depth and make recommendations to the parent Committee.

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The Council has a number of committees:-

- Finance and Policy Committee; Personnel Committee; Planning Committee; Town Hall and Assets Committee; Environment Committee and Community Committee. Our Committees can be found here: [Committee Meetings - Congleton Town Council](#)
- There are also a number of Working Groups within the Council. Working group are sub-committees of one of the main Committees, and are created to discuss projects and approvals of those Committees, working groups have no authorisation to make final decisions and they do not have spending powers. Our working groups can be found here: [Working Groups - Congleton Town Council](#)

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HOW DECISIONS ARE MADE

- All formal meetings of council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the web site. All formal meetings are open to the public and press. Reports to those meetings and relevant background papers are available for the public to see.
- Occasionally, council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

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THE COUNCIL'S STAFF

- The council has people working for it (called 'officers'). The Organisational Chart for Congleton Town Council is available on the website. Officers implement decisions and manage the day-to-day delivery of its services. The Chief Officer has specific duties as the "Proper Officer" to ensure that the council acts within the law.
- The Council have a Responsible Finance Officer which is a statutory role to ensure that financial best practice is followed.

- Our Staff Structure can be found here: Meet the Team - Congleton Town Council

CITIZENS' RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes..

Citizens have the right to:

- Vote at local elections if they are registered;
- Contact their local Councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Speak in the appropriate part of Council and committee meetings;
- Film, photograph or make an audio recording of the meeting for the benefit of those not attending, providing it is not disruptive.
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal Complaints procedure);
- Complain to the Cheshire East Council's Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council's Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's financial management and expenditure.
- View and in most cases obtain copies of documents set out in the Council's publication scheme.

The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All Councillors, whatever their formal position on the council, share common roles and responsibilities.

(a)Key Roles

All Councillors will:

- collectively be the ultimate decision makers;
- represent their communities and bring their views into the council's decision-making process;
- contribute to the good governance of the area and can encourage community participation decision making;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the council;

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- maintain the highest standards of conduct and ethics.

(b)Rights and Duties

- Councillors will have such rights of access to such documents, information, land, and buildings of the council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not disclose information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council.

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ROLE AND FUNCTION OF THE MAYOR

- The Mayor has a statutory role and that is to chair meetings of full Council. In doing so, will promote political neutrality.
- The Mayor will have a key role in promoting the town and will act as the Town Council's representative at official events.
- The Mayor will be elected from amongst the Councils members by full Council at its Annual Meeting and holds office for a year.

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DEPUTY MAYOR

- The Council appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.

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<u>VERSION CONTROL</u>	
<u>Previous Version Approval date</u>	<u>10th May 2018</u>
<u>Current Version FAP Review Date</u>	
<u>Current Version Approval Date</u>	
<u>Current Version Approval Reference</u>	

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Congleton Town Council

Internal Audit Report 2024-25: First Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year which was completed by the 23rd October 2024. We have undertaken our initial review for the year and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2024-25 to the Statement of Accounts and AGAR for 2023-24 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & September 2024;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at September 2024 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at future reviews.

Review of Corporate Governance

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

We note that the Standing Orders and Financial Regulations were reviewed and adopted on 3rd October 2024.

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

Conclusions

There are no matters requiring formal recommendation in this area of our review process. We will undertake further work at future reviews.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments from April to September 2024.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to September 2024.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at future reviews.

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 24-25 was formally approved by Finance & Policy Committee in April 2024.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to June 2025) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2025-26 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future review.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2025-26 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- At this interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We have also checked that there is a stock control review completed. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.

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

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

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake further work at future reviews.

Petty Cash Account

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

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be reviewed.

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

Conclusions

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

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2024, noting the continued use of a local, third party bureau service provider;

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

Conclusions

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

Investments & Loans

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We will undertake further work at future reviews.

Congleton Town Council

Internal Audit Report 2024-25: Interim update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year which was completed by the 23rd October 2024 and 5th February 2025. We have undertaken our reviews for the year to date and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our reviews for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2024-25 to the Statement of Accounts and AGAR for 2023-24 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April, September and December 2024;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at December 2024 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final review.

Review of Corporate Governance

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

We note that the Standing Orders and the latest NALC Financial Regulations were reviewed and adopted on 3rd October 2024.

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

Conclusions

There are no matters requiring formal recommendation in this area of our review process. We will undertake further work at our final review.

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments from April to December 2024.

We have at this update audit reviewed the grant funding and the relevant documentation and procedures and we are satisfied that the policy, controls and management procedures are very well documented.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to December 2024.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at our final review.

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 24-25 was formally approved by Finance & Policy Committee in April 2024.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to June 2025) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

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

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

We also note from the pre-draft minutes that the Council approved a precept of £1,333,233 for 2025-26 at the meeting of 23rd January 2025.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will obtain confirmation that the precept has been formally approved by Full Council at our final audit.

Review of Income

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- At the first interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We have also checked that there is a stock

control review completed. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.

- We have at this review sample checked the Hall Bookings and are satisfied that the management controls are satisfactory.
- At this interim update audit for which we have again reviewed the Congleton Information Centre (CIC) to include the stock controls. We consider that the CIC is very well managed and maintained to a high standard.
- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

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