

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 5<sup>th</sup> June 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 5th June 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)  
Cllr C Booth (Vice Chair)  
Cllr D Allen  
Cllr R Chadwick  
Cllr M Edwardson  
Cllr R Moreton

Ex-Officio: Cllr R Brittain (Mayor)

Also present:

Congleton Town Council Officers D McGifford

Members of the public 4

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

Cllrs: L Wardlaw, S Akers Smith and S Firkin (Deputy Mayor)

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

**FAP/01/2526 RESOLVED** To approve and [sign the minutes of the Finance and Policy Committee held on 27th March 2025](#).

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

Cllrs Moreton and Chadwick declared an interest in any items relating to Cheshire East Council. Cllr Williams declared an interest in item 11.7.

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

**FAP/02/2526 RESOLVED** To receive updated Action log summary.

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

There were none.

**6. Presentations to the Committee**

There were none.

**7. Urgent Items**

There were none.

**8. Minutes of Working Groups**

There are none.

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

There are none.

**10. Grant Approvals and Commitments**

**FAP/03/2526 RESOLVED** To receive a statement showing the current position as of 30<sup>th</sup> May 2025.

**11. New Applications for Financial Assistance**

**FAP/04/2526 RESOLVED** To approve grant applications:

- 11.1- Wild Salt CIC- GR01/2526- **Awarded £1,000**
- 11.2- Girl Guiding Cheshire- GR02/2526- **Awarded £150**
- 11.3- SOL Theatre School – GR03/2526- **Awarded £365**
- 11.4- Trinity Amateur Operatic Society – GR04/2526- **Awarded £1,000**
- 11.5- 1<sup>st</sup> Buglawton Scouts – GR05/2526 **Awarded £150**
- 11.6- 1<sup>st</sup> Buglawton Scouts – GR06/2526 **Awarded £150**
- 11.7- RSPCA Congleton Branch – GR07/2526- **Awarded £200**
- 11.8- Congleton Pride – GR08/2526- **Awarded £600**

**12. New Grant Activities Monitoring Forms**

**FAP/05/2526 RESOLVED** To receive the Grant Monitoring Form:

- 12.1- Congleton Pride -GR02/2425

**13. Management Accounts 2024-2025 (Enclosed)**

**FAP/06/2526 RESOLVED** To receive the management accounts for the financial year ending 31<sup>st</sup> March 2025.

**14. Management Accounts 2025-2026 (Enclosed)**

**FAP/07/2526 RESOLVED** To receive the management accounts the financial year 2025-2026 to 30<sup>th</sup> April 2025.

**15. Bank Reconciliations**

**FAP/08/2526 RESOLVED** To receive and consider the bank reconciliation as at 30<sup>th</sup> April 2025.

**16. Savings Account Balances**

**FAP/09/2526 RESOLVED** To receive the Savings Account balances as at 30<sup>th</sup> April 2025.

**17. List of Payments**

**FAP/10/2526 RESOLVED** To receive and approve the List of payments for previous financial year March 2025, and for the new financial year April 2025.

**18. Direct Debit and BACS Payments**

**FAP/11/2526 RESOLVED to:**

1. Note the Direct Debit list.
2. Approve that Direct Debit payments continue for relevant suppliers.
3. Approve that payments by BACS transfer to pay suppliers continues.
4. In line with our Financial Regulations, recommend 1, 2 and 3 to Council for approval.

**Action:** At the next meeting to provide lists of any contracts we are in and the end dates.

**Meeting closed at 7.50 pm  
Cllr Robert Douglas  
(Chair)**

**Management Accounts**

[Management Accounts to 31<sup>st</sup> March 2025](#): Summary below pages 4-6

[Management Accounts to 31<sup>st</sup> May 2025: Summary below pages 7-9](#)

### Item 13 2024-2025 Management Accounts

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Management Accounts 2024-2025  
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	OK
	Monitor
	Overpoint

Month 12

Percentage 100.0%

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
- Tax from EMIR
- HR & H&S support
- Central Overheads re-allocated

**Corporate Management:-Expenditure**

Precept 2024-2025  
Interest Receivable  
Miscellaneous Income

Net Income Over Expenditure

102 Civic  
Staff Costs (re-allocated)  
Training / Conferences  
Stationery & Printing  
Marketing/Promotions  
Council Newsletter  
Council Website  
Tfr from EMR  
Mayor's Allowance  
Members Expenses  
Civic Expenses  
Civic Regalia  
Hall & Room Hire  
Civic Artefacts and Treasures  
Central Overheads reallocated

Civic-Expenditure

107 **Grants**  
Initial Grant Commitment  
Subsidized Use  
Tfr from EMR Committed Grants  
Specified Grants  
C/F to 25-26

Grants- Expenditure

Capital

F&P Income - N Income
Expenditure

Congleton Town Council  
Management Accounts 2024-25

4

Month	12
Percentage	100.0%

[illegible]

	CLC Income	-88,710	-88,710	-91,514	2804	103.16%	103.2%	3.16%	
	Net Expenditure over income	75,391	75,391	79,100	-3709	104.92%	104.9%	4.92%	
263	Public Toilets	7,150	7,150	5,341	1909	73.30%	73.3%	-26.70%	
270	Cenotaph	319	319	332	-13	104.06%	104.1%	4.06%	
280	Streetscape								
	Streetscape Expenditure	787,095	787,095	808,357	-21262	102.70%	102.7%	2.70%	See separate account sheet
	Streetscape - Income CEC	-419,256	-419,256	-419,256	0	100.00%	100.0%	0.00%	
	Streetscape - External work income	-15,000	-15,000	-22,309	7309	148.73%	148.7%	48.73%	
	Streetscape - Other	-12,000	-12,000	0	-12000	0.00%	0.0%	-100.00%	
	Streetscape - Misc. Income	-900	-900	-1,803	903	200.33%	200.3%	100.33%	
	S/S Income	-447,156	-447,156	-449,368	-3788	99.15%	99.2%	-0.85%	
	Net Expenditure over income	339,939	339,939	364,989	-25050	107.37%	107.4%	7.37%	
TH45	Income	-655,616	-655,616	-723,888	68,272	110.41%	110.4%	10.41%	Full Committee Summary
	Expenditure	1,243,588	1,243,588	1,319,790	-76,202	106.13%	106.1%	6.13%	Full Committee Summary
	Total Income	-1,874,027	-1,874,027	-2,031,517	-157,490	108.40%	108.4%	8.40%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	1,862,601	1,975,007	100,980	106.03%	105.4%	5.39%	Overall summary
	Net Income / Expenditure			-66,514					Remaining in General Reserve
	Personnel								
1* and 2*	Staff Costs	1,141,489	1,141,489	1,108,941	32548	97.15%	97.1%	-2.85%	Difference includes Agency expenditure
	Personnel with Pay Award for reference								
1*	Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	1,141,489	1,103,905	37584	96.71%	96.7%	-3.29%	Paid in December
2*	Temp/Agency			5,036					
	*1 Budgeted pay award completed in December Payroll								

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Reserves as at 31st March 2025	01/04/2024 CF Balance	In	Out	Balance 31/03/25
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	25,812	57,831	85,806
321 EMR Elections	20,000			20,000
322 EMR Business Recovery Fund	3,204		3,204	-
324 EMR Crime Prevention/Traffic calming	4,357			4,357
325 EMR Committed Grants: £4199 will be moved to budgets in 25-26	-	4,199		4,199
326 EMR Conington Partnership: £32153 will be moved to budget in 25-26	10,000	32,153		42,153
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		314	5,686
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		25,287	21,119
342 EMR Tourism	2,555		1,039	1,516
343 EMR Marketing	5,000			5,000
344 EMR Conington Neighbourhood Plan	2,519	15,000	12,050	5,469
346 EMR Rotary Bonfire	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	53,000	124,468
356 EMR Salix	-	79,691		79,691
EMR TOTALS	481,375	177,115	184,390	474,100

## 7

Month 1

Percentage 8.6%

**Community and Environment Committee**

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
<b>215: Floral Displays</b>								
Floral Displays Income	-4,000	-333	-6,215	5882	1864.50%	135.4%	146.78%	Hanging baskets paid in advance of them being distributed.
Floral Displays Expenditure	16,172	1,348	631	717	46.82%	3.9%	-4.70%	
<b>Total Floral</b>	<b>12,172</b>	<b>1,014</b>	<b>-5,584</b>	<b>6598</b>	<b>-550.51%</b>	<b>-45.9%</b>	<b>-54.48%</b>	
<b>241: Allotments</b>								
Allotments Income	-190	-16	0	-16	0.00%	0.0%	-8.60%	
Allotments Expenditure	1,200	100	0	100	0.00%	0.0%	-8.60%	
<b>Total Allotment</b>	<b>1,010</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>300: Public Realm</b>	<b>5,000</b>	<b>417</b>	<b>0</b>	<b>417</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>301: Conington Partnership</b>								
Conington Partnership Income	0	0	-300	300	0.00%	0.0%	-8.60%	Dependant on Partnership, details are issued in Partnership Executive meetings.
Conington Partnership Expenditure	9,971	831	2,294	-1463	276.08%	23.0%	14.41%	Carried forward balance from 24/25
Conington Partnership C/F		0	-32,133	32133	0.00%	0.0%	-8.60%	
<b>Total Partnership</b>	<b>9,971</b>	<b>831</b>	<b>-30,159</b>	<b>30,990</b>	<b>-3629.61%</b>	<b>-302.5%</b>	<b>-311.07%</b>	
<b>302: Community Development</b>								
Community Development Staff Costs	137,755	11,480	6,846	4634	59.64%	5.0%	-3.63%	
Community Development Marketing/Promotions	6,250	321	331	190	63.55%	5.3%	-3.30%	
Green Initiatives	5,000	417	96	361	13.44%	1.1%	-7.48%	
Campaign Expenditure	1,000	83	0	83	0.00%	0.0%	-8.60%	
Tfr to EMR	0	0	0	0	0.00%	0.0%	-8.60%	
Tfr From EMR	0	0	0	0	0.00%	0.0%	-8.60%	
Community Development Overheads	11,072	923	0	923	0.00%	0.0%	-8.60%	
<b>Total Community Development</b>	<b>161,077</b>	<b>13,423</b>	<b>7,233</b>	<b>6,190</b>	<b>53.88%</b>	<b>4.5%</b>	<b>-4.11%</b>	
<b>303: Crime</b>								
Crime Reduction/CCTV Expenditure	11,426	952	0	952	0.00%	0.0%	-8.60%	
<b>Total Crime</b>	<b>11,426</b>	<b>952</b>	<b>0</b>	<b>952</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>305: Christmas</b>								
Christmas Fayre/Lights Income	-3,000	-150	-750	500	300.00%	25.0%	16.40%	Sponsorship and funding allocated against overspends.
Christmas Fayre/Lights Expenditure	18,000	1,500	0	1500	0.00%	0.0%	-8.60%	Balanced off with surplus income
<b>Total Christmas</b>	<b>15,000</b>	<b>1,250</b>	<b>-750</b>	<b>2000</b>	<b>-60.00%</b>	<b>-5.0%</b>	<b>-13.60%</b>	
<b>310: Neighbourhood Plan</b>								
Neighbourhood Plan	5,500	458	1,000	-542	0.00%	0.0%	-8.60%	Costs covered by EMR funds
Neighbourhood Plan Tfr From EMR	0	0	-1,000	1000	0.00%	0.0%	-8.60%	
<b>Total Neighbourhood Plan</b>	<b>5,500</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>321: Tourism</b>								
Tourism Income	0	0	-8,603	8603			-8.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage.
Tourism Expenditure	22,000	1,833	2,958	-1125	161.35%	13.4%	4.85%	Includes Tribute series costs with has income to balance off expenditure
<b>Total Tourism</b>	<b>22,000</b>	<b>1,833</b>	<b>-5,645</b>	<b>7478</b>	<b>-307.91%</b>	<b>-25.7%</b>	<b>-34.26%</b>	
<b>351: Luncheon Club</b>	<b>12,000</b>	<b>1,000</b>	<b>750</b>	<b>250</b>	<b>75.00%</b>	<b>6.3%</b>	<b>-2.35%</b>	
<b>C.E &amp;S</b>								
Income	-7,190	-599	-15,868	15269	2648.34%	220.7%	212.10%	Full Committee Summary
Expenditure	262,346	20,452	-18,287	38739	-89.42%	-7.0%	-15.57%	Full Committee Summary

**Town Hall, Assets and Services Committee**

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
<b>201: Paddling Pool</b>	<b>48,640</b>	<b>4,053</b>	<b>692</b>	<b>3361</b>	<b>17.07%</b>	<b>1.4%</b>	<b>-7.18%</b>	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
<b>221: Town Hall</b>								
Town Hall - Expenditure	253,392	21,116	21,888	-772	103.66%	8.6%	0.04%	
Town Hall - Income	-111,050	-9,234	-6,607	-2647	71.39%	5.9%	-2.65%	
Grant Income: Decarb			-4,550					Accrued expenses will be paid in May
<b>Net Expenditure over Income</b>	<b>142,342</b>	<b>11,882</b>	<b>10,791</b>	<b>-3419</b>	<b>90.47%</b>	<b>7.5%</b>	<b>-1.06%</b>	



<b>225: Congleton Information Centre</b>									
CIC - Expenditure	90,104	7,509	8,433	-924	112.31%	9.4%	0.76%		
CIC - Income	-11,550	-963	-2,948	1986	306.29%	25.5%	16.92%		
Net Expenditure over income	78,554	6,546	5,485	1061	83.79%	7.0%	-1.62%		
<b>263: Public Toilets</b>									
	8,900	742	234	508	31.55%	2.6%	-5.97%		
<b>270: Cenotaph</b>									
	375	31	0	31	0.00%	0.0%	-8.60%		
<b>280: Streetscape</b>									
Streetscape Expenditure	852,149	71,012	59,564	11,448	83.88%	7.0%	-1.61%	See separate account sheet	
Streetscape - Income CEC	-427,199	-35,600	-109,534	73934	307.68%	25.6%	17.04%		
Streetscape - External work income	-17,500	-1,458	-303	-1155	20.78%	1.7%	-6.87%	Awaiting invoicing	
Streetscape - Misc. Income	-900	-75	0	-75	0.00%	0.0%	-8.60%		
S/S Income	-445,599	-37,133	-109,837	72704	295.79%	24.6%	16.09%		
Net Expenditure over income	406,550	33,879	-50,273	84152	-148.39%	-12.4%	-20.97%		
<b>THAS</b>									
Income	-568,199	-47,350	-123,942	76,592	261.76%	21.8%	13.21%	Full Committee Summary	
Expenditure	1,253,560	104,463	90,811	13,652	86.93%	7.2%	-1.38%	Full Committee Summary	
Total Income	-1,938,622	-161,552	-810,928		501.96%	41.8%	33.23%	Overall summary includes mayor summary figures not on this sheet	
Total Expenditure	1,939,622	160,225	147,458		92.03%	7.6%	-1.00%	Overall summary	
Net Income / Expenditure			-663,474					Remaining in General Reserve	
<b>401: Personnel</b>									
Staff Costs: To date	1,211,260	100,938	88,468	12470	87.85%	7.3%	-1.30%		
<b>Personnel with Pay Award for reference</b>									
Permanent Staff Costs - included budget pay award *1	1,211,260	100,938	88,468	12470	87.85%	7.3%	-1.30%		
Add on budgeted pay award to current month			3,539						
Add on Temp/Agency			0						
Total	1,211,260	100,938	92,007		91.15%	7.6%	-1.00%		

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Reserves as at 30th April 2025		01/04/2025	In	Out	Balance
CF Balance					30/04/25
310	General Reserve	287,256			287,256
<b>Ear Marked Reserves</b>					
318	Capital Equipment Fund	457	25,000	1,188	24,269
320	Capital Contingency Fund	85,806	15,000	-	100,806
321	EMR Elections	20,000			20,000
324	EMR Crime Prevention/Traffic calming	4,337			4,337
325	EMR Committed Grants	4,199	-	4,199	-
326	EMR Congleton Partnership	42,153	-	32,153	10,000
330	EMR Ancient Treasures	3,000			3,000
331	EMR Website	8,330		-	8,330
333	EMR Training	5,686			5,686
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	21,119		-	21,119
342	EMR Tourism	1,516		-	1,516
343	EMR Marketing	5,000			5,000
344	EMR Congleton Neighbourhood Plan	5,469		1,000	4,469
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	124,468	-	-	124,468
356	EMR Salix	79,691			79,691
357	EMR Election Expenses	-	5,500	-	5,500
<b>EMR TOTALS</b>		<b>474,100</b>	<b>45,500</b>	<b>38,540</b>	<b>481,060</b>