

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 27th March 2025

For the papers discussed at the meeting, please see the [Finance & Policy Committee Agenda 27 March 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr C Booth (Vice Chair) (Left at 8.00 pm)
Cllr D Allen
Cllr R Chadwick
Cllr M Edwardson

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

Also present:

Congleton Town Council Officers D McGifford, S Van Schepdael

Members of the public 2 (Grant applicants, both left after item 11)

1. Apologies for absence

Apologies received from Cllrs: S Akers Smith, A Holland, H Pearce and L Wardlaw.

2. Minutes of Previous Meetings

FAP/72/2425 RESOLVED To approve and sign the minutes of the [Finance and Policy Committee held on 13th February 2025](#).

3. Declarations of Interest

- Cllr Wesley declared an interest in item 11.3 as Secretary of Bromley Farm Hub and left the room for the debate and voting.
- Cllr Booth declared an interest in item 11.1 as a Trustee for Friends for Leisure and left the room for debate and voting.
- Cllr Chadwick declared an interest in any matters relating to Cheshire East.

4. Outstanding Actions

FAP/73/2425 RESOLVED to note the report.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

Cllr Douglas raised an urgent item on Cheshire East's recent changes to the Parking Charges.

8. Minutes of Working Groups

FAP/74/2425 Resolved to note the minutes of the Regeneration working group held on the 3rd March 2025.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/75/2425 RESOLVED to receive the statement showing the current position as at 28th February 2025.

11. New Applications for Financial Assistance

FAP/76/2425 RESOLVED to approve the grants:

- 11.1 – Friends for Leisure – GR14/2425- Awarded £1,000.
- 11.2 – Friends of Congleton Park-GR15/2425 – Awarded £800
- 11.3 – Bromley Farm Hub-GR16/2425 – Awarded £800.

12. New Grant Activities Monitoring Forms

FAP/77/2425 RESOLVED to receive the grant monitoring forms:

- 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

FAP/78/2425 RESOLVED to receive the management to 28th February 2025.

14. Bank Reconciliation

FAP/79/2425 RESOLVED to receive and consider the bank reconciliation as at 28th February 2025.

15. Savings Account Balances

FAP/80/2425 RESOLVED to receive the Savings Account balances as at 28th February 2025.

16. List of Payments

FAP/81/2425 RESOLVED to receive and approve the List of payments from 1st February to 28th February 2025.

17. Standing Orders and Regulations Review

FAP/82/2425 RESOLVED to receive the report.

18. Publication Scheme Review

FAP/83/2425 RESOLVED to approve the draft updates and recommended this to Council for approval and adoption into the Constitution.

19. Petty Cash Verification

FAP/84/2425 RESOLVED To note the Petty Cash verification for March 2025.

20. Internal Audit Reports

FAP/85/2425 RESOLVED To receive the First and Second Interim Internal Audit reports for the year ending 31st March 2025.

**Meeting closed at 8.13 pm
Cllr Robert Douglas
(Chair)**

	OK
	Monitor
	Overpend

Management Accounts 2024-25
Feb-25
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Month 11
Percentage 92.0%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
215 Floral Displays Income	-4,000	-3,667	-3,834	167	104.54%	95.9%	3.25%	Hanging baskets income arrives start of the year
215 Floral Displays Expenditure	14,172	12,961	15,971	-2980	122.94%	112.7%	20.09%	No further high expenditure expected
Total Floral	10,172	9,294	12,137	-2843	130.16%	119.3%	26.72%	
241 Allotments Income	-190	-174	0	174	0.00%	0.0%	-62.60%	
241 Allotments Expenditure	3,260	3,100	451	260	61.00%	37.6%	-55.02%	
Total Allotment	3,070	2,926	451	475	48.71%	44.7%	-47.95%	
300 Public Realm	3,000	2,750	1,604	1146	58.33%	55.3%	-39.13%	
301 Completion Partnership	0	0	0	0	0.00%	0.0%	-62.60%	
301 Completion Partnership Income	0	0	0	0	0.00%	0.0%	-62.60%	
301 Completion Partnership Expenditure	24,586	22,537	35,466	-12920	137.37%	144.3%	51.85%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301 Completion Partnership C/P	0	0	-14,666	3466	9.00%	0.0%	-62.60%	Carried forward balance
Total Partnership	24,586	22,537	800	21,787	3.53%	3.3%	-49.35%	
302 Community Development Grant Recd	0	0	0	0	0.00%	0.0%	-62.60%	
302 Community Development Staff Costs	124,316	113,975	99,818	14157	87.58%	80.3%	-12.32%	
302 UKSPF/ See Grant Recd	0	0	12,912	-12912	0.0%	0.0%	-62.60%	
302 Community Development Marketing/Promotions	3,750	3,438	1,314	2124	38.23%	35.0%	-57.56%	
302 Green Initiatives	5,800	4,583	3,753	848	81.49%	76.7%	-17.86%	
302 Campaign Expenditure	1,000	917	1,054	-137	114.98%	105.4%	12.80%	
302 Tf to EMR	0	0	0	0	0.00%	0.0%	-62.60%	
302 Tf from EMR	0	0	0	0	0.00%	0.0%	-62.60%	
302 Community Development Overheads	9,678	8,872	8,377	495	94.43%	88.8%	-6.06%	
Total Community Development	143,764	131,794	127,210	4,574	95.53%	88.5%	-4.11%	
303 Crime Reduction/CCTV Expenditure	11,426	10,474	10,426	48	95.54%	91.2%	-3.35%	
Total Crime	11,426	10,474	10,426	48	95.54%	91.2%	-3.35%	
305 Christmas Fayes/Lights Income	-3,000	-2,750	-9,702	6952	312.90%	323.4%	230.80%	Sponsorship and funding allocated against overspends.
305 Christmas Fayes/Lights Expenditure	16,000	16,667	24,168	-9501	164.79%	151.1%	18.45%	
Total Christmas	13,000	13,917	14,466	-549	121.39%	113.3%	18.88%	
310 Neighbourhood Plan	0	0	13,599	-13599	0.00%	0.0%	-62.60%	Costs covered by EMR funds
310 Neighbourhood Plan Tf from EMR	0	0	13,599	-13599	0.00%	0.0%	-62.60%	
Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-62.60%	
321 Tourism Income	0	0	-13,471	13471	0.00%	0.0%	-62.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage.
321 Tourism Expenditure	13,000	12,467	22,442	-9975	180.02%	185.0%	72.41%	Costs dependant on timing of events
Total Tourism	13,000	12,467	8,971	3496	71.95%	66.0%	-26.64%	
351 Luncheon Club	11,000	10,081	9,720	361	96.40%	88.4%	-4.24%	
C & S Income	-7,100	-4,991	-27,007	20416	409.77%	375.0%	283.02%	Full Committee Summary
Expenditure	238,748	208,379	212,792	-4414	102.12%	89.3%	-3.47%	Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
201 Pudding Pool	54,394	49,861	53,266	16595	64.72%	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	230,529	211,318	205,942	5376	97.46%	89.3%	-3.27%	Moved to EMR
Town Hall - Expenditure			15,000					See below
Grant Expenditure: CIC			49,319					See above
Town Hall - Income	-119,750	-108,771	-108,626	55	100.05%	91.7%	-8.89%	
Grant Income: CIC			-15,000					
Grant Income: Decarb			-47,189					
Net Expenditure over Income	110,779	102,547	98,846	5481	97.44%	89.2%	-3.37%	
225 Completion Information Centre								
CIC - Expenditure	144,301	150,426	158,945	-8519	104.64%	96.3%	4.26%	See separate account sheet
CIC - Income	-68,710	-61,118	-87,047	5730	107.05%	98.1%	5.53%	
Net Expenditure over Income	75,591	89,308	71,898	-2790	104.04%	95.4%	2.77%	
263 Public Toilets	7,150	6,554	3,505	3049	51.48%	49.0%	-41.58%	
270 Consultab	319	292	279	11	91.41%	87.5%	-5.14%	
280 Streetscape	787,095	721,504	747,394	-25890	103.59%	95.0%	2.36%	See separate account sheet
Streetscape Expenditure								
Streetscape - Income CIC	-419,256	-384,318	-410,256	34938	109.09%	100.0%	7.40%	
Streetscape - External work income	-15,000	-13,750	-20,260	6516	147.33%	135.1%	42.51%	
Streetscape - Other	-12,000	-11,000	-16	-2064	0.06%	0.0%	-62.60%	
Streetscape - Misc. Income	800	625	-1,865	1040	236.06%	207.2%	114.62%	
% Income	-447,156	-428,893	-441,421	31530	107.69%	98.7%	6.14%	
Net Expenditure over Income	339,839	311,611	305,871	5640	98.19%	90.2%	-2.59%	
THAS Income	-653,616	-606,981	-638,290	37,315	106.21%	97.4%	4.76%	Full Committee Summary
Expenditure	1,243,586	1,139,956	1,149,331	-9,375	100.82%	92.4%	-8.18%	Full Committee Summary
Total Income	-1,874,027	-1,717,858	-1,876,130	-22,169	110.38%	101.2%	8.58%	Overall summary includes major summary figures not on this sheet
Total Expenditure	1,874,827	1,767,394	1,696,842	-1771	99.38%	90.5%	-2.05%	Overall summary
Net Income/Expenditure			-199,292	-195,288			-32.00%	Rounding allowed
1* and 2* Personnel 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								

Conington Town Council
Management Accounts 2024-25
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	01/04/2024 CF Balance	In	Out	Balance 28/02/25
110 General Reserve	287,256			287,256
118 Capital Equipment Fund		5,000	4,543	457
120 Capital Contingency Fund	117,845	20,000	31,180	106,665
121 EMR Elections	20,000			20,000
122 EMR Business Recovery Fund	3,204		725	2,479
124 EMR Crime Prevention/Traffic calming	4,357			4,357
126 EMR Completion Partnership	10,000			10,000
127 EMR Council/Crisis	3,333			3,333
130 EMR Ancient Treasures	3,000			3,000
131 EMR Wildlife	30,151		21,821	8,330
133 EMR Training	6,000			6,000
134 EMR Town Centre (UKSPF)	1,688	280		1,948
137 EMR Toilets	24,012			24,012
139 EMR Public Realm	8,153			8,153
140 EMR Legal Fees	46,406	24,027		22,379
142 EMR Tourism	2,555	800		2,155
143 EMR Marketing	5,000			5,000
144 EMR Completion Neighbourhood Plan	2,510	15,000	11,249	6,270
146 EMR Rotary Bontire	5,000			5,000
148 EMR Civic	1,000			1,000
149 EMR CL	21,684			21,684
154 EMR Carbon Offsetting	3,000			3,000
155 EMR Property Maintenance	112,458	10,000		122,458
EMR TOTAL	481,375	55,106	93,925	442,756

OK
Monitor
Overspent

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
74,918	68,675	73,038	-4.363	106.4%	97.5%	4.89%
1,000	917	1,000	1.000	100.0%	91.7%	-71.00%
0	504	42	8.21	8.3%	7.6%	-84.96%
0	7,333	6,512	821	88.3%	81.4%	-11.20%
26,522	24,512	24,950	-638	102.6%	94.1%	1.47%
4,000	3,667	7,038	-3,371	191.9%	126.0%	83.30%
26,950	24,704	21,916	2,788	88.7%	81.3%	-11.28%
23,520	23,760	18,421	5,339	77.5%	71.1%	-25.53%
2,500	2,093	1,847	216	89.4%	82.1%	-20.51%
2,500	1,468	2,026	-558	102.4%	98.9%	1.27%
1,000	1,467	1,304	163	75.3%	81.5%	-11.10%
12,447	11,913	13,785	-2,110	112.4%	105.0%	14.40%
2,500	3,008	796	2,412	24.8%	27.2%	-69.86%
0	8,250	7,690	560	93.2%	85.9%	-7.16%
21,000	19,525	18,506	1,119	48.6%	89.4%	-52.67%
0	0	49,913	-49,913			
4,200	3,850	5,846	-1,996	151.8%	139.2%	46.59%
5,612	5,517	4,004	289	94.6%	86.7%	-5.89%
0	0	15,000	-15,000			
230,529	211,318	264,060	-52,742	125.0%	114.5%	21.95%
0	0	4,491	-4,491			
0	2,310	-9,702	6,801			
0	0	6,801	-6,801			
230,529	211,318	270,061	-58,543	128.2%	117.5%	24.90%
-4500	-4125	-4125	0	100.0%	91.7%	-9.3%
-2313	-3405	-3405	0	100.0%	91.7%	-9.95%
-4127	-2493	-2493	0	100.0%	91.7%	-9.3%
-27500	-24681	-24681	2881	103.3%	103.3%	-10.33%
-13000	-12100	-4054	-7546	37.6%	34.5%	-58.10%
-1000	-1181	-6626	41	89.9%	92.5%	-0.08%
0	0	0	0	100.0%	92.50%	-92.50%
0	0	0	0	100.0%	7.40%	7.40%
-12000	-11000	-12000	1000	100.1%	100.0%	0.0%
-8250	-1000	2059	125.0%	114.5%	21.94%	21.94%
-1000	-617	-2292	1779	284.1%	226.6%	137.00%
-7913	-5017	-1046	1046	85.7%	84.61%	-1.12%
0	0	2936	2936		92.60%	-92.60%
-4000	-3667	-3115	550	85.0%	77.9%	-14.68%
-1681	-1724	-859	865	81.2%	82.12%	-0.92%
0	0	-5195	5195		0%	-92.60%
0	0	-15000	15000		0%	-92.60%
0	0	251	-251			
0	0	47189	-47189			
-119750	-109771	-172015	61991	156.7%	143.6%	51.55%
110,779	101,547	96,846	2,448	97.3%	89.2%	-3.17%

Grant income for Surveyor fees

OK	OK
Monitor	Monitor
Overspent	Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPENT TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
572,073	528,984	530,763	-1,779	100.3%	92.0%	-0.62%
0	0	5,036	-5,036			
3,200	2,983	1,137	1,596	45.6%	41.8%	-50.82%
5,900	5,408	4,762	646	88.0%	81.7%	-11.89%
2,000	1,833	1,833	0	100.0%	91.7%	-0.95%
8,000	7,333	3,475	3,858	47.4%	43.4%	-49.16%
1,175	1,077	544	533	50.5%	46.3%	-46.30%
9,150	8,388	9,846	-459	117.4%	107.6%	15.01%
1,500	1,375	1,037	338	75.4%	69.1%	-23.47%
14,000	12,883	12,377	506	95.9%	124.1%	31.82%
12,800	11,733	7,748	3,985	66.0%	60.5%	-32.07%
16,285	14,928	12,490	2,438	83.7%	76.7%	-15.90%
77,880	71,390	76,591	-5,201	107.3%	98.3%	5.74%
8,000	7,333	8,395	-1,062	114.5%	104.9%	12.34%
5,300	4,858	4,517	341	93.0%	85.2%	-7.37%
0	0	24,637	-24,637		0.0%	-92.60%
44,832	41,096	38,881	2,215	94.6%	86.7%	-5.87%
787,095	721,504	737,882	-27,765	102.3%	93.7%	1.15%
0	0	9,512	-9,512		0.0%	0.00%
-419,256	-384,318	-419,256	34,938	109.1%	100.0%	201.69%
-15,000	-13,750	-20,266	6,516	147.4%	135.1%	239.99%
-12,000	-11,000	0	-11,000	0.0%	92.60%	92.60%
-900	-825	-1,865	1,040	226.1%	207.2%	318.66%
0	0	-36	36		0.0%	92.60%
-447,158	-409,893	-441,423	31,530	107.7%	98.7%	200.29%
339,839	311,611	305,971	-5,747	98.2%	90.0%	-5.59%

Contract did not go ahead

Conington Town Council
Management Accounts 2024-25
CONINGTON INFORMATION CENTRE
Feb-25

Month 11
Percentage 92.6%

TOWN HALL
CONINGTON INFORMATION CENTRE

Third Party
OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
0	-	-	-	0.0%		
3000 Stock at 1st April	71,150	67,054	78,264	116.7%	107.0%	14.39%
3041 3rd Party Ticket resales	2,850	2,613	552	21.3%	19.4%	-73.23%
3042 Books, Maps, Guides resale	2,375	2,177	1,608	73.3%	67.7%	-24.89%
3043 Souvenirs for resale	500	458	223	48.7%	44.6%	-48.00%
3044 Stamps for resale	3,800	3,483	3,315	95.2%	87.2%	-5.36%
3046 Local Produce for resale	150	138	200	145.5%	133.3%	40.73%
3047 Theatre gift cards for resale	1,197	1,097	750	68.4%	62.7%	-29.94%
3049 CTC Merchandise	0	-	-	0.0%	0.0%	-92.60%
3999 Stock at 31st March 2022	0	-	-	0.0%	0.0%	-92.60%
Direct Expenditure	84,022	77,020	84,912	110.2%	101.06%	8.46%
4000 Staff costs	60,704	55,645	55,916	100.3%	92.1%	-0.49%
4011 Rates	5,068	4,646	5,245	112.9%	103.5%	10.89%
4013 Rent Payable	7,590	6,875	6,875	100.0%	91.7%	-0.93%
4162 General Expenditure	2,600	1,833	1,906	104.0%	95.3%	2.70%
6000 Central Overheads Reallocated	4,807	4,406	4,091	92.8%	85.1%	-7.49%
Indirect Expenditure	80,079	73,406	74,033	100.9%	92.4%	-0.15%
1041 Third Party Ticket Sales	-77,000	-70,583	-78,745	111.6%	102.3%	9.67%
1042 Books, Maps, Guides sales	-3,600	-2,750	-968	30.2%	32.3%	-60.33%
1043 Souvenir sales	-2,500	-2,292	-1,495	63.2%	59.8%	-32.80%
1044 Stamp Sales	-500	-458	-265	57.8%	53.0%	-39.60%
1045 Photocopy sales	-300	-275	-396	144.0%	132.0%	39.40%
1046 Local Produce for resale	-4,600	-3,667	-3,831	104.3%	95.8%	3.17%
1047 Theatre gift cards	-150	-138	-218	158.5%	145.3%	52.73%
1048 Food and Drink sales	-1,260	-1,155	-1,060	91.8%	84.1%	-8.47%
1049 CTC Merchandise sales	0	0	0	0.0%	0.0%	-92.60%
Income	-88,710	-83,318	-87,047	107.0%	98.1%	5.53%
Total Income	-88,710	-83,318	-87,047	107.0%	98.1%	5.53%
Net Expenditure over Income	75,391	69,108	71,898	104.0%	95.4%	2.72%

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

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

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

Month 11
Percentage 92.6%

OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000 Staff Costs	32,265	29,576	16837	56.93%	52.2%	-40.42%
4008 Training	3,000	2,750	0	0.00%	0.0%	-92.60%
4009 Protective Clothing/H & Safety	320	293	184	62.73%	57.5%	-35.10%
4012 Water	5,102	4,677	1002	21.42%	19.6%	-72.96%
4014 Electricity	2,000	1,833	3073	167.62%	153.7%	61.05%
4039 Pool Chemicals	3,900	3,575	3951	110.52%	101.3%	8.71%
4041 Property Maintenance	4,300	3,942	4565	115.81%	106.2%	13.56%
4042 Grounds Maintenance	0	0	13424	0.00%	0.0%	0.00%
4162 General expenditure	1,000	917	1480	161.45%	148.0%	55.40%
4970 Tfs from Cap Contingency	0	0	-13424	0.00%	0.0%	0.00%
6000 Central Overheads Reallocated	2,507	2,298	2174	94.60%	86.7%	-5.88%
Pool Expenditure	54,394	49,861	33,266	96.72%	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

Omniy booking system subscription not budgeted, now cancelled.

Resurfacing pathway completed