

## CONGLETON TOWN COUNCIL

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

**\*\*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 – 19<sup>th</sup> November 2024](#)

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

Ex- Officio: Cllr R Brittain (Deputy Mayor)

Non-Committee Members: Cllr S Firkin  
Also present:  
Congleton Town Council Officers D McGifford  
S Van Schepdael

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

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

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

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

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

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

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

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

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

## 5. Questions from Members of the Public

There were none.

## 6. Presentations to the Committee

There were none.

## 7. Urgent Items

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

## 8. Minutes of Working Groups

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

## 9. Committee Items Relating to Working Groups

There were none.

## 10. Grant Approvals and Commitments

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

## 11. New Applications for Financial Assistance

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

- 11.1- Congleton Rangers- GR11/2425- Awarded £150
- 11.2- Congleton Harriers- GR12/2425- Awarded £475

## 12. New Grant Activities Monitoring Forms

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

- 12.1- Aura – GR09/2324
- 12.2- Congleton Credit Union – GR11-2223
- 12.3- Congleton Harriers – GR11-2324
- 12.4- Trinity Methodist Church – GR05/2425
- 12.5- The Green Tree House- GR23/2324
- 12.6- Congleton Players- GR01/2425
- 12.7- Mossley Toddler Group – GR27/2324
- 12.8- SOL Theatre School – GR25/2324

**13. Management Accounts (Enclosed)**

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

**14. Bank Reconciliation**

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

**15. Savings Account Balances**

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

**16. List of Payments**

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

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

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

**18. Splash Pad Feasibility Study**

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

**19. Town Hall Illumination Policy**

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

**20. Annual Governance and Accountability Return**

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

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

<b>Congleton Town Council</b>			OK								
<b>Management Accounts 2024-2025</b>			Monitor								
<b>Sep-24</b>			Overspent								
<b>Page 1/3</b>											
Month	6										NOTES
Percentage	50.0%										
		<b>ANNUAL BUDGET</b>	<b>BUDGET TO M6</b>	<b>ACTUAL SPEND TO M6</b>	<b>£ VARIANCE OF M6 BUDGETS</b>	<b>% SPENT AGAINST M6 BUDGETS</b>	<b>% SPENT OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M6 EXPECTED</b>			
<b>Finance and Policy Committee</b>											<b>Expenditure Variance 0-100% Green 101-115% Amber 115% over Red</b>
											<b>Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red</b>
101	<b>Corp Management</b>										
	Staff Costs (re-allocated)	229,293	114,647	110,465	4182	96.35%	48.2%	-1.82%			
	Travel	250	125	0	125	0.00%	0.0%	-50.00%			
	Training / Conferences	1,500	750	879	-129	117.20%	58.6%	8.60%			CILCA Courses
	Rent Payable	17,017	8,509	8,508	1	99.99%	50.0%	0.00%			
	Miscellaneous Office Costs	2,000	1,000	772	228	77.20%	38.6%	-11.40%			
	Telephone/Fax/Internet	3,000	1,500	1,440	60	96.00%	48.0%	-2.00%			
	Postage	1,000	500	354	146	70.80%	35.4%	-14.60%			
	Stationery & Printing	3,300	1,650	886	764	53.70%	26.8%	-23.15%			
	Subscriptions & Publications	5,100	2,550	4,480	-1930	175.69%	87.8%	37.84%			Most of subscriptions are due at start of the year
	Insurance	14,310	7,155	15,754	-8599	220.18%	110.1%	60.09%			Paid start of the year, journal required as 3 months are 25-26
	Computer/IT Costs	23,500	11,750	12,464	-714	106.08%	53.0%	3.04%			Extra work completed on MFA and Security
	Photocopy Charges	2,000	1,000	843	157	84.30%	42.2%	-7.85%			
	Recruitment Advertising	500	250	196	54	78.40%	39.2%	-10.80%			
	Bank Charges	1,240	620	539	81	86.94%	43.5%	-6.53%			
	Audit Fees - External	2,100	1,050	2,100	-1050	200.00%	100.0%	50.00%			Invoice received for 23-24 audit
	Audit Fees - Internal	1,900	950	0	950	0.00%	0.0%	-50.00%			
	Accountancy Support	5,300	2,650	942	1708	35.55%	17.8%	-32.23%			
	Legal & Professional fees		0	3,586	-2355		0.0%	0.00%			See EMR BELOW
	HR & H&S support	4,800	2,400	3,647	-1247	151.96%	76.0%	25.98%			3 of 4 payments made
	Ts f from EMR			-3,586							For legal & professional expenditure
	Central Overheads reallocated	-70,984	-35,492	-42,996	7504	121.14%	60.6%	10.57%			
	<b>Corporate Management-Expenditure</b>	<b>247,126</b>	<b>123,563</b>	<b>121,273</b>	<b>-65</b>	<b>98.15%</b>	<b>49.1%</b>	<b>-0.93%</b>			
	<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-591,111</b>	<b>-1,182,221</b>	<b>591111</b>	<b>200.00%</b>	<b>100.0%</b>	<b>150.00%</b>			Paid in full
	Interest Receivable	-29,000	-14,500	-15,661	1161	108.01%	54.0%	104.00%			
	Miscellaneous Income	0	0	-83	83	0.00%					
	<b>Corporate Management-Income</b>	<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,197,965</b>	<b>592355</b>	<b>197.81%</b>	<b>98.9%</b>	<b>48.91%</b>			
	<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-482,048</b>	<b>-1,076,692</b>	<b>592290</b>	<b>223.36%</b>	<b>111.7%</b>	<b>61.68%</b>			
102	<b>Civic</b>										
	Staff Costs (re-allocated)	20,090	10,045	9,393	652	93.51%	46.8%	-3.25%			
	Training / Conferences	1,000	500	0	500	0.00%	0.0%	-50.00%			
	Stationery & Printing	550	275	0	275	0.00%	0.0%	-50.00%			
	Marketing/Promotions	1,200	600	208	392	34.67%	17.3%	-32.67%			
	Council Newsletter	8,700	4,350	3,243	1107	74.55%	37.3%	-12.72%			
	Council Website	2,000	1,000	7,664	-6664	766.40%	383.2%	333.20%			See EMR below actual spend 13.65% £361. 1st instalment paid for website bui
	Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%			Paid in full
	Members Expenses	200	100	0	100	0.00%	0.0%	-50.00%			
	Civic Expenses	7,500	3,750	3,258	492	86.88%	43.4%	-6.56%			
	Civic Regalia	250	125	0	125	0.00%	0.0%	-50.00%			
	Hall & Room Hire	6,500	3,250	3,801	-551	116.95%	58.5%	8.48%			
	Civic Artefacts and Treasures	3,400	1,700	0	1700	0.00%	0.0%	-50.00%			
	Tf from EMR	0	0	-7,274	7274						
	Central Overheads reallocated	1,564	782	947	-165	121.10%	60.5%	10.55%			
	<b>Civic-Expenditure</b>	<b>55,954</b>	<b>27,977</b>	<b>24,240</b>	<b>3737</b>	<b>86.64%</b>	<b>43.3%</b>	<b>-6.68%</b>			
107	<b>Grants</b>										
	Initial Grant Commitment	15,000	7,500	7,731	-231	103.08%	51.5%	1.54%			Dependant on awards/requests.
	Subsidised Use	4,500	2,250	2,090	160	92.89%	46.4%	-3.56%			
	Tf from EMR Committed Grants	0	0	-7,976	7976			-50.00%			
	Specified Grants	22,333	11,167	19,017	-7851	170.30%	85.2%	35.15%			CCP invoice received in full.
	<b>Grants- Expenditure</b>	<b>41,833</b>	<b>20,917</b>	<b>20,862</b>	<b>55</b>	<b>99.74%</b>	<b>49.9%</b>	<b>-0.13%</b>			
	<b>Capital</b>	<b>46,778</b>	<b>23,389</b>	<b>35,889</b>	<b>-12500</b>	<b>153.44%</b>	<b>76.7%</b>	<b>26.72%</b>			£25,000 to EMR processed
	<b>F&amp;P Income Income</b>	<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,203,959</b>	<b>598349</b>	<b>198.80%</b>	<b>99.4%</b>	<b>49.40%</b>			<b>Full Committee Summary includes Mayor cost centre Income £5,571</b>
	<b>Expenditure</b>	<b>391,691</b>	<b>195,846</b>	<b>203,000</b>	<b>-7155</b>	<b>103.65%</b>	<b>51.8%</b>	<b>1.83%</b>			<b>Full Committee Summary includes Mayor cost centre expenditure £116</b>

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

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

**Congleton Town Council**  
**Management Accounts 2024-25**  
**Sep-24**  
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Reserves as at 30th September 2024	01/04/2024 CF Balance	In	Out	Balance 30/09/24
310 General Reserve	287,256			287,256
<b>Bar Marked Reserves</b>				
318 Capital Equipment Fund	-	5,000	4,543	457
320 Capital Contingency Fund	104,421	20,000	14,591	109,830
321 EMR Elections	20,000			20,000
322 EMR Business Recovery Fund	3,204		725	2,479
324 EMR Crime Prevention/Traffic calming	4,357			4,357
326 EMR Congleton Partnership	10,000			10,000
327 EMR Covid/Crisis	3,333			3,333
330 EMR Ancient Treasures	3,000			3,000
331 EMR Website	30,151		7,274	22,877
333 EMR Training	6,000			6,000
334 EMR Town Centre (UKSPF)	1,688			1,688
337 EMR Toilets	24,012			24,012
339 EMR Public Realm	8,153			8,153
340 EMR Legal Fees	46,406		5,951	40,455
342 EMR Tourism	2,555			2,555
343 EMR Marketing	5,000			5,000
344 EMR Congleton Neighbourhood Plan	832		832	-
346 EMR Rotary Bonfire	5,000			5,000
348 EMR Civic	1,000			1,000
349 EMR CIL	21,684			21,684
354 EMR Carbon Offsetting	3,000			3,000
NEW EMR Property Maintenance	162,468	15,000		177,468
<b>EMR TOTALS</b>	<b>466,264</b>	<b>40,000</b>	<b>33,916</b>	<b>472,348</b>