CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 19th September

For the papers discussed at the meeting, <u>please see the Finance & Policy Committee Agenda –</u> <u>19th September 2024</u>

PRESENT	Committee members:	Cllr Robert Douglas (Chair) Cllr Russell Chadwick Cllr Liz Wardlaw						
	Ex- Officio	Cllr K Wesley -Mayor Cllr R Brittain -Deputy Mayor						
Non-Com	nittee Members	Cllr Suzy Firkin						
Also prese Congleton	ent: Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO 5 members of the public (Grant applicants)						

1. Apologies for absence

Apologies received from Cllrs: Booth, Akers Smith, Edwardson, Pearce and Moreton

2. Minutes of Previous Meetings

FAP/25/2425 RESOLVED To approve and sign the minutes of the Finance and Policy
 Committee held on 6th June
 FAP/26/2425 RESOLVED To approve and sign the minutes of the Finance and Policy
 Committee held on 15th August 2024

3. Declarations of Interest

- Cllr Douglas declared a Pecuniary interest in item 11.3 as the independent examiner for the Trust, and left the room during that item.
- Cllr Wardlaw and Chadwick declared an interest in any CEC matters
- Cllr Wesley declared an interest (at the time of the item due to further information from applicant) in item 11.6 as secretary of Bromley Farm Hub Group where some sessions have taken place, and did not vote.

4. Outstanding Actions

There were none.

5. Questions from Members of the Public

I am led to believe Congleton Council have over 1 million pounds in cash reserves held mainly in an account with "Cambridge & Counties" and two others , where did this money come from, why do you need some much in reserves and why don't they show in various council accounts ?

Our Response:

The £ 1 million Reserves in this question relate to both Earmarked Reserves and General Reserves and bank balances. We must keep 3 months of revenue expenditure as our General Reserves and this totals £ 287,000. This is kept in the investments which are with Cambridge & Counties and C.C.L.A.

Our Earmarked reserves balance is \pm 477,806. We do have very substantial capital commitments and the Capital Contingency, Equipment and Property Maintenance Funds total \pm 284,295, which is 59.5% of our total Earmarked Reserves.

Total Reserves stand at approximately £ 764,000.

In April and September, when Cheshire East Council transfer across to us six months' worth of our Precept, our bank balances may increase to over £ 1 million, but this decreases over the following six-month period as the Precept is our main source of income used for day-to-day operations.

Both the savings balances and details of the reserves are presented at every meeting of the Finance and Policy Committee and are regularly reviewed.

Reserves and cash balances are also part of the Annual Governance Report we complete and make public every year.

6. Presentations to the Committee

There were none.

7. Urgent Items

There were none raised.

8. Minutes of Working Groups

FAP/27/2425 Resolved to receive the minutes of the Regeneration working group on 1^{st} March & 3^{rd} June 24.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/28/2425 RESOLVED to receive a statement showing the current position as at 31st July 2024.

11. New Applications for Financial Assistance

FAP/29/2425 RESOLVED to approve the grants:

- 11.1- Congleton and District Horticultural Society: £500
- 11.2- Trinity Methodist Church: £1,000

Cllr Douglas left the room at 7.18pm and Cllr Wesley took over as chair for item 11.3.

11.3- Mossley Old School Trust: £500

Cllr Douglas returned to chair the meeting.

11.4- Congleton Harriers: £750, subject to receiving a grant activities monitoring form in

- respect of an earlier grant 11.5- Havannah PTA: £810
- 11.6- Wild Salt CIC: £1,000
- 11.7-St Peter's Church: £305

12. New Grant Activities Monitoring Forms

FAP/30/2425 RESOLVED to receive the grant monitoring forms:

- 12.1- The Old Saw Mill
- 12.2- Congleton Harriers
- 12.3- Friends For Leisure
- 12.4- Congleton Building Preservation Trust

Action: Officers to look at promoting the Grants Scheme

13. Management Accounts (Enclosed)

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

14. Bank Reconciliation

FAP/32/2425 RESOLVED to receive and consider the bank reconciliation as at 31st July 2024.

15. Savings Account Balances

FAP/33/2425 RESOLVED to receive the Savings Account balances as at 31st July 2024.

16. List of Payments

FAP/34/2425 RESOLVED to receive and approve the List of payments from 1st April 2024 to 31st July 2024

17. Petty Cash Verification

FAP/35/2425 RESOLVED to note Petty Cash Verification on 4th September 2024 for balance up to 31st July 2024.

18. Standing Orders for Contracts (Tender Process) Policy Review

FAP/36/2425 RESOLVED to approve the updated Standing Orders for Contracts Policy and Standing Orders and recommend to Council for approval and adoption into the Constitution.

19. Financial Regulations Review

FAP/37/2425 RESOLVED To approve the updated Financial Regulations and the Updated Procurement Policy and recommend both to Council for approval and adoption into the Constitution, with the following amendments:

1.6: to add Council delegates that authority to Finance and Policy Committee as long as the sum written off does not exceed £ 150.

4.3: to update to: forecast for the following one financial year

20. Investment Policy and Strategy Review

FAP/38/2425 RESOLVED To approve the updated Investment Policy and Investment Strategy and recommend both to Council for approval and adoption into the Constitution, with the following amendment to the third resolution:

To approve the renewal and reinvestment for 12 months of the Cambridge and Counties 1 year investment subject to any three of the five authorised individuals, the Chief Officer, the R.F.O, the Chair, Vice-Chair of Finance and Mayor, being satisfied that the rate on offer is reasonably competitive. In the event that the rate on offer not being considered to be reasonably competitive, the matured funds to be reinvested at the best rate on offer in the instant access account with the CCLA or R.B.S. and for Council to be provided with a proposal on the best options available to reinvest these matured sums.

Meeting closed at 8.21pm Cllr Robert Douglas (Chair)

Managemnet Accounts <u>Item-13-Management-Accounts-and-Budget-Update.pdf (congleton-tc.gov.uk)</u>

Congleton T	own Council		OK						
	t Accounts 2024-2025		Monitor						
Jul-24			Overspent						
Page 1/3									
Month	4						% SPENT OF	% VARIANCE	NOTES
				ACTUAL	£ VARIANCE	% SPENT	ANNUAL	AGAINST M4	
Percentage	33.3%	ANNUAL	BUDGET TO	SPEND TO	OF M4	AGAINST M4	BUDGET	EXPECTED	
		BUDGET	M4	M4	BUDGETS	BUDGETS	BODGET	EALICTED	
Finance and	Policy Committee								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
									Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
101	Corp Management								
	StaffCosts (re-allocated)	229,293	76,431	74,656	1775	97.68%	32.6%	-0.74%	
	Travel	250	83	0	83	0.00%	0.0%	-33.30%	
	Training / Conferences	1,500	500	309	191	61.80%	20.6%	-12.70%	
	Rent Payable	17,017	5,672	5,672	0	99.99%	33.3%	0.03%	
	Miscellaneous Office Costs	2,000	667	614	53	92.10%	30.7%	-2.60%	
	Telephone/Fax/Internet	3,000	1,000	901	99	90.10%	30.0%	-3.27%	
	Postage	1,000	333	178	155	53.40%	17.8%	-15.50%	
	Stationery & Printing	3,300	1,100	690	410	62.73%	20.9%	-12.39%	
	Subscriptions & Publications	5,100	1,700	4,480	-2780	263.53%	87.8%	54.54%	Most of subscriptions are due at start of the year
	Insurance	14,310	4,770	15,754	-10984	330.27%	110.1%	76.79%	Paid start of the year, journal required as 3 months are 25-26
	Computer/IT Costs	23,500	7,833	8,936	-1103	114.08%	38.0%	4.73%	Extra work completed on MFA and Security
	Photocopy Charges	2,000	667	481	186	72.15%	24.1%	-9.25%	
	Recruitment Advertising	500	167	0	167	0.00%	0.0%	-33.30%	
	Bank Charges	1,240	413	365	48	88.31%	29.4%	-3.86%	
	Audit Fees - External	2,100	700	0	700	0.00%	0.0%	-33.30%	
	Audit Fees - Internal	1,900	633	0	633	0.00%	0.0%	-33.30%	
	Accountancy Support	5,300	1,767	1,138	629	64.42%	21.5%	-11.83%	
	Legal & Professional fees		0	3,185	-2355		0.0%	0.00%	See EMR BELOW
	HR & H&S support	4,800	1,600	2,447	-847	152.94%	51.0%	17.68%	2 of 4 payments made
	Tsfr from EMR			-3,205					For legal & professional expenditure
	Central Overheads reallocated	-70,984	-23,661	-33,520	9859	141.67%	47.2%	13.92%	
	Corporate Management:-Expenditure	247,126	82,375	83,081	-3081	100.86%	33.6%	0.32%	
	Precept 2024-2025	-1,182,221	-394,074	-591,111	197037	150.00%	50.0%	83.30%	50% paid
	Interest Receivable	-29,000	-9,667	-10,003	336	103.48%	34.5%	67.79%	
	Miscellaneous Income	0	0	-83	83	0.00%			
	Corporate Management-Income	-1,211,221	-403,740	-601,197	197457	148.91%	49.6%	16.34%	
	Net Income Over Expenditure	-964,095	-321,365	-518,116	194376	161.22%	53.7%	20.44%	
102	Civic								
102	Staff Costs (re-allocated)	20,090	6,697	6,279	418	93.76%	31.3%	-2.05%	
	Training / Conferences	1,000	333	0,279	333	0.00%	0.0%	-33.30%	
	Stationery & Printing	550	183	0	183	0.00%	0.0%	-33.30%	
	Marketing/Promotions	1,200	400	208	183	52.00%	17.3%	-15.97%	
	Council Newsletter	8,700	2,900	2,582	318	89.03%	29.7%	-3.62%	
	Council Website	2,000	2,900	7,635	-6968	1145.25%	381.8%	-3.62%	See EMR below actual spend 13.65% £361 First instalment paid for website build
	Council Website Mayor's Allowance	2,000	1,000	7,635	-6968	0.00%	381.8%	-33.30%	See him below actual spend 15.05% £301 First instaiment paid for website build
								-33.30%	
	Members Expenses	200	67 2,500	0 1,034	67	0.00%	0.0%	-33.30%	
	Civic Expenses	7,500				41.36%			
	Civic Regalia	250	83	0	83	0.00%	0.0%	-33.30%	
	Hall & Room Hire	6,500	2,167	2,076	91	95.82%	31.9%	-1.36%	
	Civic Artefacts and Treasures	3,400	1,133		1133	0.00%	0.0%	-33.30%	
	Tfr from EMR	0	0	-7,274 738	7274	141.000	#DIV/0!	#DIV/0!	
					-217	141.56%	47.2%	13.89%	
	Central Overheads reallocated	1,564	521						
					\$979	71 10%	22 70	-0 570/	
	Central Overheads reallocated Civic:-Bxpenditure	1,564 55,954	18,651	13,278	5373	71.19%	23.7%	-9.57%	
107	Civic:-Expenditure				5373	71.19%	23.7%	-9.57%	
107	Civic:-Expenditure	55,954	18,651	13,278					Denedant on awards/requests
107	Civic:-Expenditure Grants Initial Grant Commitment	55,954	18,651 5,000	13,278 5,221	-221	104.42%	34.8%	1.51%	Depedant on awards/requests.
107	Civio:-Expenditure Grants Initial Grant Commitment Subsidised Use	55,954	18,651	13,278 5,221 1,444	-221			1.51% -1.21%	Depedant on awards/requests.
107	Civic:-Expenditure Grants Inital Grant Commitment Subsidised Use Tir Fom FMR Committed Grants	55,954 15,000 4,500 0	18,651 5,000 1,500 0	5,221 1,444 -7,976	-221 56 7976	104.42% 96.27%	34.8% 32.1%	1.51% -1.21% -33.30%	
107	Civio:-Expenditure Grants bitil Grant Commitment Subsidised Use Tir from DMR Committed Grants Specified Grants	55,954 15,000 4,500 0 22,333	18,651 5,000 1,500 0 7,444	13,278 5,221 1,444 -7,976 18,011	-221 56 7976 -10567	104.42% 96.27% 241.94%	34.8% 32.1% 80.6%	1.51% -1.21% -33.30% 47.35%	Depedant on awards/requests. CCP invoice received in fall.
107	Civic:-Expenditure Grants Inital Grant Commitment Subsidised Use Tir Fom FMR Committed Grants	55,954 15,000 4,500 0	18,651 5,000 1,500 0	5,221 1,444 -7,976	-221 56 7976	104.42% 96.27%	34.8% 32.1% 80.6%	1.51% -1.21% -33.30%	
107	Civio:-Expenditure Grants bitil Grant Commitment Subsidised Use Tir from DMR Committed Grants Specified Grants	55,954 15,000 4,500 0 22,333	18,651 5,000 1,500 0 7,444	13,278 5,221 1,444 -7,976 18,011	-221 56 7976 -10567	104.42% 96.27% 241.94%	34.8% 32.1% 80.6%	1.51% -1.21% -33.30% 47.35%	
107	Civio:-Expenditure Grants bitil Grant Commitment Subsidised Use Tir from DMR Committed Grants Specified Grants	55,954 15,000 4,500 0 22,333	18,651 5,000 1,500 0 7,444	13,278 5,221 1,444 -7,976 18,011	-221 56 7976 -10567	104.42% 96.27% 241.94%	34.8% 32.1% 80.6%	1.51% -1.21% -33.30% 47.35%	
107	Civic:-Expenditure Grant Inital Grant Commitment Subsidised Use Tir from PMR Committed Grants Specified Grants Grants- Expenditure	55,954 15,000 4,500 0 22,333 41,833	18,651 5,000 1,500 0 7,444 13,944	13,278 5,221 1,444 -7,976 18,011 16,700	-221 56 7976 -10567 -2756	104.42% 96.27% 241.94% 119.76%	34.8% 32.1% 80.6% 39.9%	1.51% -1.21% -33.30% 47.35% 6.62%	CCP invoice received in full.
107 F&P Income	Civic:-Expenditure Grants latial Grant Commitment Subsidised Use Tir form DMR Committed Grants Specified Grants Grants- Expenditure Capital	55,954 15,000 4,500 0 22,333 41,833	18,651 5,000 1,500 0 7,444 13,944	13,278 5,221 1,444 -7,976 18,011 16,700	-221 56 7976 -10567 -2756	104.42% 96.27% 241.94% 119.76%	34.8% 32.1% 80.6% 39.9%	1.51% -1.21% -33.30% 47.35% 6.62%	CCP invoice received in full £25,000 to EMR processed

Congleton T	own Council		1				1	1	
danagemen	t Accounts 2024-25								
Jul-24	6								
age 2/3									
donth	4			ACTUAL	£ VARIANCE	% SPENT	% SPENT OF	% VARIANCE	NOTES
Percentage	33.3%	ANNUAL BUDGET	BUDGET TO M4	SPEND TO M4	OF M4 BUDGETS	AGAINST M4 BUDGETS	ANNUAL BUDGET	AGAINST M4 EXPECTED	
Community	and Environment Committee								
215	Floral Displays Income	-4.000	-1.333	-3,759	2426	281.93%	94.0%	60.68%	Hanging baskets income arrives start of the year
215	Floral Displays Expenditure	14.172	4,724	14.240				67.18%	Costs due to this being a start of year operation.
215	Total Floral	10,172	3,391	10,481					
241	Allotments income	-190	-63	0			0.0%	-33.30%	
241	Allotments Expenditure	1,200	400	19		4.75%	1.6%		
	Total Allotment	1,010	337	19	318	5.64%	1.9%	-31.42%	
300	Public Realm	3,000	1,000	43	957	4.30%	1.4%	-31.87%	
	Congleton Partnership								
301	Congleton Partnership Income	0	0	-15,045	15045		0.0%	-33.30%	
301	Congleton Partnership Expenditure	24,586	8,195	13,611	-5416		55.4%	22.06%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-33.30%	Carried forward balance
	Total Partnership	24,586	8,195	-36,100	44,295	-440.49%	-146.8%	-180.13%	
302	Community Development Grant Reed	0	0	-18,000	18000		0.0%	-33.30%	
302	Community Development Staff Costs	124,336	41,445	38,948	2497	93.97%	31.3%	-1.98%	
	UKSPF: See Grant Reed	0	0	4,479			0.0%	-33.30%	
	Community Development Marketing/Promotions	3,750	1,250	940			25.1%	-8.23%	
	Green Initiatives	5,000	1,667	1,712			34.2%	0.94%	
	Campaign Expenditure	1,000	333	526			52.6%	19.30%	Annual subscription paid
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-33.30%	
	Tfr From EMR	0	0 3.226	4,569	-1343		0.0%	-33.30% 13.91%	
	Community Development Overheads	9,678 143,764	3,226 47.921	4,569		141.63%			
	Total Community Development	143,/04	4/,921	33,1/4	14,/4/	09.23%	23.170	-10.2276	
303	Crime Reduction/CCTV Expenditure	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
	Total Crime	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
305	Christmas Fayre/lights Income	-3,000	-1,000	-304	-696		10.1%	-23.17%	
305	Christmas Fayre/lights Expenditure	16,000	5,333	661	4672			-29.17%	
	Total Christmas	13,000	4,333	357	3976	8.24%	2.7%	-30.55%	
310	Neighbourhood Plan	0	0	2,430	-2430	0.00%	0.0%	-33.30%	Costs covered by ERM funds
310	Neighbourhood Plan Tfr From EMR	ŏ		-2,385	2385	0.00%	0.0%	-33.30%	No budget line set , Journal update required
	Total Neighbourhood Plan	0	0	45	-45		0.0%	-33.30%	
321	Tourism Income	0	0	-3,431	3431			-33.30%	
321	Tourism Expenditure	13,600	4,533	9,909				39.56%	Costs dependant on timing of events
	Total Tourism	13,600	4,533	6,478	-1945	142.90%	47.6%	14.33%	
351	Luncheon Club	11,000	3,667	3,328	339		30.3%	-3.05%	
C.B &S	Income	-7,190	-2.397	-40,539	38142		563.8%	530.52%	Full Committee Summary
	Expenditure	238,748	75,774	58,364	17410	77.02%		-8.85%	Full Committee Summary

Town Hall, Assets and Services Committee			ACTUAL	£ VARIANCE		% SPENT OF ANNUAL	% VARIANCE AGAINST M4	NOTES	
		ANNUAL BUDGET	BUDGET TO M4	SPEND TO M4	OF M4 BUDGETS	AGAINST M4 BUDGETS	BUDGET	EXPECTED	
201	Paddling Pool	54,394	18,131	14,676	3455	80.94%	27.0%	-6.32%	See separate account sheet
21	Town Hall								
	Town Hall - Expenditure	230,529	76,843	75,727	1116		32.8%	-0.45%	See separate account sheet
	Town Hall - Income	-119,750	-39,917	-55,084	15167		46.0%	12.70%	
	Net Expenditure over Income	110,779	36,926	20,643	16283	55.90%	18.6%	-14.67%	
5	Congleton Information Centre								
	CIC - Expenditure	164.101	54,700	46,923	7777	85.78%	28.6%	-4.71%	See separate account sheet
	CIC- Income	-88,710	-29,570	-17,996	-11574		20.3%	-13.01%	
	Net Expenditure over income	75,391	25,130	28,927	-3797		38.4%	5.07%	
3	Public Toilets	7,150	2.383	1.204	1179	50.52%	16.8%	-16.46%	
	A WYAT AVAILA	/100	-10.00						
D	Cenotaph	319	106	83	23	78.06%	26.0%	-7.28%	
0	Streetscape								
	Streetscape Expenditure	787,095	262,365	278,493	-16128	106.15%	35.4%	2.08%	See separate account sheet
	Streetscape - Income CEC	-419,256	-139,752	-209.628	69876	150.00%	50.0%	16.70%	
	Streetscape - External work income	-15,000	-5,000	-3,134	-1866	62.68%	20.9%	-12.41%	
	Streetscape - Other	-12,000	-4,000	-36	-3964	0.00%	0.0%	-33.30%	
	Streetscape - Misc. Income	-900	-300	-250	-50		27.8%	-5.52%	
	S/S Income	-447,156	-149,052	-213,048	63996		47.6%	14.35%	
	Net Expenditure over Income	339,939	113,313	65,445	47868	57.76%	19.3%	-14.05%	
AS	Income	-655.616	-218.539	-286.128	67.589	130.93%	43.6%	10.34%	Full Committee Summary
	Expenditure	1,243,588	414,529	417,106	-2,577	100.62%	33.5%	0.24%	Full Committee Summary
	Total Income	-1,874,027	-624,676	-933,595	940,432	149.45%	49.8%	16.52%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	620,867	614,265	-1,259,762	98.94%	32.8%	-0.52%	Overall summary
	Net Income /Expenditure			-319,334	-319,330			-33.30%	Rounding allowed
	Personnel				-				
	StaffCosts	1,141,489	380,496	359,592	20904	94.51%	31.5%	-1.80%	
	Personnel with Pay Award for reference								
	Permanent StaffCosts - Included budget pay award *1	1,057,591	352,530	377,572	-25041	107.10%	35.7%	2.40%	
	*1 Budgeted pay award (5%)			17,980					

Congletor	n Town Council				
	tent Accounts 2024-25				
	-24				
Page 3/3					
		01/04/2024	In	Out	Balance
Reserves as at 31st July 2024		CF Balance			45,504
310	General Reserve	287,256			287,256
	Ear Marked Reserves				
318	Capital Equipment Fund	-	5,000	4,390	610
320	Capital Contingency Fund	104,421	20,000	3,204	121,217
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
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		274	29,877
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		4,758	41,648
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			162,468
	EMR TOTALS	466,264	25,000	13,458	477,806