



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

7th November 2024

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 14th November 2024 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,

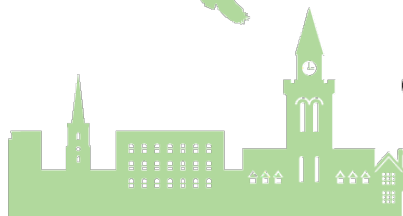
David McGifford
Chief Officer

Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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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 19th September 2024.](#)

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)

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

6.1- Congleton Pride Presentation

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:

1. [Regeneration Working Group minutes 19th August 2024](#)

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 at 31st October 2024.

11. New Applications for Financial Assistance (Enclosed)

11.1- Congleton Rangers- GR11/2425

11.2- Congleton Harriers- GR12/2425

12. New Grant Activities Monitoring Forms (Enclosed)

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 including Budget Update (Enclosed)

To receive the management accounts to 30th September 2024.

14. Bank Reconciliations (Enclosed)

To receive and consider the bank reconciliations as at 30th September 2024.

15. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st October 2024.

16. List of Payments (Enclosed)

To receive and approve the List of payments from 1st August to 30th September 2024.

17. Annual Pay Award Update (Enclosed)

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 (Enclosed)

To receive the report relating to Splash Pad Feasibility Study and for Committee to agree to the proposed expenditure on receipt of three individual feasibility study quotes.

19. Town Hall Illumination Policy (Enclosed)

To approve the draft Town Hall Charity Illumination Policy, and recommend this to Council for approval and adoption into the Constitution.

20. Annual Governance and Accountability Return (Enclosed)

To note the completion of the Audit for year ending 31st March 2024.

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 19th September

****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 – 19th September 2024](#)

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-Committee Members Cllr Suzy Firkin

Also present:

Congleton 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 £ 477,806. We do have very substantial capital commitments and the Capital Contingency, Equipment and Property Maintenance Funds total £ 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 1st March & 3rd 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 <Item-13-Management-Accounts-and-Budget-Update.pdf> (congleton-tc.gov.uk)

Conaleton Town Council Management Accounts 2024-2025 Jul-24 Page 1/3			OK	Monitor	Overspent								
Month	4												
Percentage	33.3%												
Finance and Policy Committee		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES				
101		Corp Management							Expenditure Variance 0-100% Green 101-115% Amber 115% over Red				
		Staff Costs (re-allocated)	229,293	76,431	74,656	1775	97.68%	32.6%	-0.74%	Income Variance 100% Green, 76% to 99% Amber, 0%-75% Red			
		Travel	250	83	0	83	0.00%	0.0%	-33.30%				
		Training / Conferences	1,600	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								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	160.00%	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	-321,385	-618,116	194376	161.22%	59.7%	20.44%				
		102											
		Civic											
		Staff Costs (re-allocated)	20,090	6,697	6,279	418	93.76%	31.3%	-2.05%				
		Training / Conferences	1,000	333	0	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	192	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	667	7,635	-6968	1146.26%	381.8%	348.45%	See EMR below actual spend 13.65% £361.. First instalment paid for website build o			
		Mayor's Allowance	3,000	1,000	0	1000	0.00%	0.0%	-33.30%				
		Members Expenses	200	67	0	67	0.00%	0.0%	-33.30%				
		Civic Expenses	7,500	2,500	1,034	1466	41.36%	13.8%	-19.51%				
		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	0	1133	0.00%	0.0%	-33.30%				
		Tfr from EMR	0	0	-7,274	7274		#DIV/0!	#DIV/0!				
		Central Overheads reallocated	1,664	521	738	-217	141.56%	47.2%	13.89%				
		Civic:-Expenditure	55,954	18,651	13,278	5373	71.19%	23.7%	-9.57%				
		107											
		Grants											
		Initial Grant Commitment	15,000	5,000	5,221	-221	104.42%	34.8%	1.51%	Dependant on awards/requests.			
		Subsidised Use	4,500	1,500	1,444	56	96.27%	32.1%	-1.21%				
		Tfr from EMR Committed Grants	0	0	-7,976	7976			-33.30%				
		Specified Grants	22,333	7,444	18,011	-10567	241.94%	80.6%	47.35%	CCP invoice received in full.			
		Grants- Expenditure	41,833	13,944	16,700	-2756	119.76%	39.9%	6.62%				
		Capital											
		Capital	46,776	15,593	25,000	-9407	160.33%	53.4%	20.14%	£25,000 to EMR processed			
		F&P Income - Income	-1,211,221	-403,740	-606,928	203189	150.33%	50.1%	16.81%	Full Committee Summary Includes Mayor cost centre Income £5,671			
		Expenditure	391,691	130,564	138,795	-8231	106.30%	35.4%	2.13%	Full Committee Summary Includes Mayor cost centre expenditure £116			

Conoleton Town Council
Management Accounts 2024-25
 Jul-24

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Month 4
 Percentage 33.3%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES	
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 Costs due to this being a start of year operation.	
215 Floral Displays Expenditure	14,172	4,724	14,240	-9516	301.44%	100.5%	67.18%		
Total Floral	10,172	3,391	10,481	-7090	309.11%	103.0%	68.74%		
241 Allotments Income	-190	-63	0	-63	0.00%	0.0%	-33.30%		
241 Allotments Expenditure	1,200	400	19	381	4.75%	1.6%	-31.72%		
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%		
Conoleton Partnership									
301 Conoleton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-33.30%	Dependant on Partnership, details are issued in Partnership Executive meetings.	
301 Conoleton Partnership Expenditure	24,588	8,195	13,611	-5416	166.08%	55.4%	22.06%		
301 Conoleton Partnership CF	0	0	-34,658	34658	0.00%	0.0%	-33.30%		
Total Partnership	24,588	8,195	-36,100	44,295	-440.49%	-148.6%	-160.19%	Carried forward balance	
302 Community Development Grant Recd	0	0	-18,000	18000	0.0%	0.0%	-33.30%	Annual subscription paid	
302 Community Development Staff Costs	124,338	41,445	38,948	2497	93.97%	31.3%	-1.98%		
UKSPF- See Grant Recd	0	0	4,479	-4479	0.0%	0.0%	-33.30%		
Community Development Marketing/Promotions	3,750	1,250	940	310	75.20%	25.1%	-8.23%		
Green Initiatives	5,000	1,667	1,712	-45	102.72%	34.2%	0.94%		
Campaign Expenditure	1,000	333	526	-193	167.80%	52.6%	19.30%		
Tfr to EMR	0	0	0	0	0.00%	0.0%	-33.30%		
Tfr From EMR	0	0	0	0	0.00%	0.0%	-33.30%		
Community Development Overheads	9,878	3,226	4,569	-1343	141.63%	47.2%	13.91%		
Total Community Development	143,764	47,921	33,174	14,747	89.29%	23.1%	-10.22%		
303 Crime Reduction/CCTV Expenditure	11,428	3,809	0	3809	0.00%	0.0%	-33.30%		
Total Crime	11,428	3,809	0	3809	0.00%	0.0%	-33.30%		
305 Christmas Fayre/Lights Income	-3,000	-1,000	-304	-696	30.40%	10.1%	-23.17%		
305 Christmas Fayre/Lights Expenditure	16,000	5,333	661	4672	12.39%	4.1%	-29.17%	Costs covered by ERM funds No budget line set, Journal update required	
Total Christmas	13,000	4,333	357	3976	6.24%	2.7%	-30.55%		
310 Neighbourhood Plan	0	0	2,430	-2430	0.00%	0.0%	-33.30%		
310 Neighbourhood Plan Tfr From EMR	0	0	-2,430	2385	0.00%	0.0%	-33.30%		
Total Neighbourhood Plan	0	0	45	-45	0.00%	0.0%	-33.30%		
321 Tourism Income	0	0	-3,431	3431	0.00%	0.0%	-33.30%	Costs dependant on timing of events	
321 Tourism Expenditure	13,800	4,533	9,909	-5376	218.58%	72.9%	39.56%		
Total Tourism	13,800	4,533	6,478	-1945	142.90%	47.6%	14.33%		
351 Luncheon Club	11,000	3,667	3,328	339	90.76%	30.3%	-3.05%		
C.E & S									
Income	-7,190	-2,397	-40,539	38142	1691.47%	563.8%	530.52%	Full Committee Summary	
Expenditure	238,749	75,774	68,984	17410	77.92%	24.4%	-8.65%	Full Committee Summary	

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
201 Paddling Pool	54,394	18,131	14,676	3455	80.94%	27.0%	-6.32%	See separate account sheet
221 Town Hall								
Town Hall - Expenditure	230,529	76,843	75,727	1116	98.55%	32.8%	-0.45%	See separate account sheet
Town Hall - Income	-119,750	-39,917	-55,084	15167	138.00%	46.0%	12.70%	
Net Expenditure over Income	110,779	36,926	20,643	16283	55.90%	18.6%	-14.67%	
225 Conoleton Information Centre								
CIC - Expenditure	164,101	54,700	46,923	7777	65.78%	28.6%	-4.71%	See separate account sheet
CIC - Income	-89,710	-29,570	-17,996	-11574	80.86%	20.3%	-13.01%	
Net Expenditure over income	75,391	25,130	28,927	-3797	115.11%	38.4%	5.07%	
263 Public Toilets	7,150	2,383	1,204	1179	50.52%	16.8%	-16.46%	
270 Canolach	319	106	83	23	78.06%	26.0%	-7.28%	
280 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	83.33%	27.8%	-5.52%	
S/S Income	-447,158	-149,052	-213,048	63996	142.94%	47.6%	14.35%	
Net Expenditure over Income	339,839	113,313	65,445	47868	57.76%	19.3%	-14.05%	
THAS								
Income	-855,816	-218,639	-286,128	67,589	130.93%	43.6%	10.34%	Full Committee Summary
Expenditure	1,243,588	414,629	417,106	-2,577	100.82%	33.5%	0.24%	Full Committee Summary
Total Income	-1,874,027	-624,878	-933,595	940,432	149.46%	49.8%	16.52%	Overall summary includes mayor summary figures not on this sheet Overall summary Rounding allowed.
Total Expenditure	1,874,027	620,867	614,265	-1,269,762	98.94%	32.8%	-0.52%	
Net Income /Expenditure			-319,334	-319,330			-33.30%	
Personnel								
Staff Costs	1,141,489	380,496	359,592	20904	94.51%	31.5%	-1.80%	
Personnel with Pav Award for reference								
Permanent Staff Costs - Included budget pay award *1 *1 Budgeted pay award (5%)	1,057,591	352,530	377,572	-26041	107.10%	35.7%	2.40%	

Congleton Town Council
Management Accounts 2024-25
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		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

ACTION LOG**FINANCE AND POLICY 2024-2025 CIVIC YEAR**

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		SVS 30/9: Scheme was advertised in Summer B.N. Will look into costs involved in adding to Chronicle, and speak with JM/DC re regular social media updates. Photos etc will be included on the agenda. New website currently being rebuilt so will look at developing Grants page at that point.	In Progress
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

MINUTES OF THE MEETING – REGENERATION WORKING GROUP

19TH AUGUST 2024 10AM – 11.30AM

CONGLETON TOWN COUNCIL

1. PRESENT:

Committee Members

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

Non-Committee Members: Bob Edwards

Officers: David McGifford, Jackie MacArthur, Rachel McCarthy

- APOLOGIES:

2. Draft agenda approved

3. Minutes from previous meeting approved held 3rd June 2024

Approved.

4. **Neighbourhood Plan**

The plan is progressing well and is now out for a six-week consultation starting on 7th October 2024. We are working with Urban in Print, a new company based in Macclesfield. Given that we are now under a Labour government, the plan will need to be reorganized to reflect new priorities.

The plan will be circulated to group members for review and comment before scheduling a separate meeting for discussion. **Action: DMCG**

A key issue within the plan is waste management in the town centre and surrounding areas, particularly on Buxton Road and Lawton Street. Accessibility for wheelchair users, parents with prams, and visually impaired individuals is problematic, as they are often forced to walk in the road due to obstructions. There is a need for communal bins, similar to those used abroad, and this should be considered in the planning phase. **Action: JMAC**

Sheldon Avenue and Biddulph Road also struggle with people leaving bins out. There is a desire to make this enforceable, but the mechanism for doing so is unclear. Fly-tipping is on the rise, and enforcement remains a challenge with Cheshire East Council (CE).

CE is attempting to transfer responsibility for fly-tipping to local councils. However, housing associations like Sanctuary Housing are difficult to contact and do not take responsibility for removing large items (e.g., chairs, sofas) from social housing areas. This is unacceptable for residents living with this issue on their doorstep.

The Neighbourhood Plan should also focus on encouraging new businesses to set up in the town centre. Barn Road, which has not been included in the plan, is an important part of the town and should be added. The group is also opposed to large new builds outside the town centre. Bob raised the possibility of reintroducing wardens to enforce fines for violations. Can we ask CE to supply an officer, with the council covering the costs?

5. Town Centre Repairs

Deep cleans on the pedestrian area, jet washing takes place twice a year. Ruth has got quotes for painting the lamp posts, bins and benches.

We have to have business planning first, public realm agreement needed then look at budgets.

Russell has discussed with CE, line painting and repairs, CE won't complete line painting unless its safety issue. Wall on Mill Street has been reviewed but CE won't take action, Kay has pointed out a road sign that is completely wrong, CE won't change this, unless there are health and safety concerns.

There are bi-annual deep cleans and jet washing in the pedestrian areas. Ruth has obtained quotes for painting the lamp posts, bins, and benches. Before proceeding, we need to finalize the business plan, secure a public realm agreement, and review budgets.

6. Totally Locally

Kay is meeting with Mike from Gazer agency, helping to promote Totally Tenner Wednesdays, where a new venue is featured weekly.

Knutsford mayor has launched a new initiative to promote businesses with awards for the peoples favourite shop, 'High Street Awards', which recognises various achievements.

Russell has proposed a new idea 'Love my Street', the idea is that the community participates in volunteer-led weed clearing days to take pride in their local areas.

Kay is meeting with Mike from Gazer Agency to promote "Totally Tenner Wednesdays," where a new venue is featured weekly.

7. Toilets

We will know more regarding the lease on 14th September from CE regarding Capital Walk, the building hasn't sold yet either, its currently up for auction.

8. A.O.B

- The Communities Committee will be discussing Cheshire East (CE) libraries. A consultation will determine whether Congleton will be affected.
- The signage for the Elizabeth statue has been altered and needs to be corrected.
- There is a question of whether car park charges will continue until 10 p.m.
- Flags in the town centre looked great during the summer. Can we locate the flags and check their condition for reuse? **Action: RMCC**
- The summer play days were highly successful in the town centre. We should plan to repeat this next year but will need to explore funding sources.
- The bins at the bus station are rusty and do not open. Are these CE assets?
- The paving near Wetherspoons is in poor condition, with chunks of tarmac missing. Ideally, this should be replaced, but only with tarmac in that area.
- The benches in the town centre are rusty and need proper refurbishment. Invite Ruth to the next meeting. **Action: RB**
- The strip lights near the benches by Peacocks are not working. We will ask the town hall electricians to inspect them. ****Action: DMCG****
- Send out the repair list to Robert Douglas. **Action: RMCC**

Oct-24												
Congleton Town Grant Commitments												
Specific Budgets												
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 24-25	Paid £	Outstanding	Date Paid
25/01/2024	Congleton Museum	Notional rent		GpoC	CTC/76/2324	25/01/2024		4,500.00	4,500.00	2,625.00	1,875.00	
25/01/2024	Community Projects	Project support		GpoC	CTC/76/2324	25/01/2024		16,000.00	16,000.00	11,000.00	5,000.00	
25/01/2024	Congleton Partnership	Rent		GpoC	CTC/76/2324	25/01/2024		1,533.00	1,533.00	894.00	639.00	
	St Peter's Church	Church clock maintenance		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	14,824.00	7,509.00	
	Ear marked reserve b/fwd											
	Budget 2024/25											
	Total approved to date											
	Total awaiting application											

Date Grant Approved		To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd. £	Approved 23/24 £	Paid £	Withdrawn	Outstanding £	Date Paid
Congleton Town Grant Commitments 2024/25												
Permitted												
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	GR156/2324	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	£ 2,090.00		£ 2,410.00	
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		Heritage 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	
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	
19/09/2024	Congleton Harriers		Half Marathon Medical cover	GR07/2425	GPoC	FAP/19/2425.4	£ 750.00				£ 750.00	
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	
Totals							£ 7,976.00	£ 11,376.00	£ 12,457.05	£ 124.95	£ 6,770.00	
							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	£ 6,876.00		£ 8,124.00	
							Subsidised use of Town Hall	£ 4,500.00	£ 2,090.00	£ 2,410.00		
							Total money still available for Community grants	£ 8,124.00				

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14th November 2024 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-DRAFT GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Update	<p>The current available balance for Permitted Financial Assistance applications is £8,124, including this meeting. There are three meetings left this year. The total of applications presented at this meeting is £625.</p> <p>Going forward for any grant paid during this financial year and going forward, after a discussion at a previous meeting, the RFO will be requesting evidence from all Grant Awardees of how the Town Council were acknowledged in their project.</p> <p>Our Grants scheme has been advertised in the October edition of Bear Necessities.</p>		
Details	<p><u>11.1- Congleton Ranger</u> A ranger has applied under the Individual Grants section of the grant scheme, and has applied for £150 towards the Cheshire Border Trip 2025.</p> <p><u>11.2- Congleton Harriers</u> They have applied for a grant of £475 towards medical cover at their annual Cloud 9 Race. They have been support for their races in the past and are up to date will all feedback forms.</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): GR11/2425

1: CONTACT DETAILS

Name of Organisation:

Switzerland Cheshire Border Trip 2025

Address of Organisation:

[Redacted]
Cheshire
Congleton
[Redacted]

Name of Applicant:

[Redacted]
[Redacted]

Position:

Participant/Ranger

Telephone Number:

07218 [Redacted]

Email address:

[Redacted]

Website:

Registration Number (If relevant)

2: ABOUT YOUR ORGANISATION

What type of organisation are you?

Trip Organisation.

Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)

I will be attending a group rangers trip to Switzerland in 2025, I have been selected for this. I will be attending 1 of the 5 guiding centres in the world. I am working, volunteering and fundraising for all £1500 of the costs.

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Switzerland Trip 2025
Project Objectives:	visit 'our chalet'
Brief Project Description:	I will be visiting our chalet, which is one of only 5 gillguiding centres in the world, along with various other activities.
Total Cost of Project	£1500
Total contribution sought:	£150
Details of cost breakdown and budgets:	unknown, TBC
What will the money be spent on?/ Resources needed:	plane tickets accommodation food
Any ongoing costs:	1
Details of confirmed match funding, include source Cash/Grant: In kind:	
Estimated timescale of project from start to finish:	9 th August - 16 th August 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	I will be fundraising in Congleton town centre.
Are there similar services/ projects provided in the area	these trips occur once every two years.
5: EVALUATION	
How will the project be evaluated and who will	

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	I will be fundraising in the town centre. and will do a presentation, as well as publicity thanking Congleton Town Council.
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) <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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: 	Date: 10.10.2024
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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): GR12/2425	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Congleton Harriers Running Club
Address of Organisation:	c/o Congleton Leisure Centre, Worrall St. Congleton.
Name of Applicant:	Philip Dawson
Position:	Race committee member
Telephone Number:	██████████
Email address:	████████████████████
Website:	www.congleton-harriers.co.uk
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Local Athletic Club
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>The club aims to promote running and health to the people of Congleton and the surrounding area and welcomes runners of all ages, abilities, and experience. We have training nights 3 nights a week and also have a weekly Sunday off road run, plus regular social events. We organise three races every year The Cloud 9 Hill race, the Passing Clouds race, and the Congleton Half Marathon now in all the proceeds of which go to local charities or worthy projects. All these races are run entirely by volunteers from the club. To recognise achievements and encourage participation of our members we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	The 37 th Annual Cloud 9 Hill Race
Project Objectives:	To encourage inexperienced and experienced runners of all ages, genders, and ability to enjoy off road running in a safe environment.
Brief Project Description:	The unique and charismatic 'Cloud 9 Hill Race' is a very popular annual event attracting 350 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 36th year and more popular than ever we expect another large turnout. Each year an amount is donated to local charities, and for some years now the club has provided volunteers to the National Trust two days a year to help maintain the Cloud over which the race is run
Total Cost of Project	£1937
Total contribution sought:	£475
Details of cost breakdown and budgets:	See draft budget. We expect that all costs will rise this year.
What will the money be spent on?/ Resources needed:	To acquire the services of on the day Medical support as required by England Athletics legislation.
Any ongoing costs:	Storage of signage equipment and stock items approx. £100 year. Most of the main costs will be repeated each year, except for signage which will need to be replaced every 3-4 years.
Details of confirmed match funding, include source Cash/Grant: In kind:	None at present
Estimated timescale of project from start to finish:	Race, one day obviously. But approximately 4 months in total. 3 months planning and 1 month close off.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Promotes Congleton as a place to live and set up business to a wider audience. Promotes running as a means to stay fit and healthy for all ages and abilities. Introduces local running clubs to the community and encourages membership. Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.

Are there similar services/ projects provided in the area	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	A full profit and loss account will be prepared A formal post race review meeting will be held A press report will be written From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.
Describe how you will promote the Town Council in your project.	The Council will be included in all race promotion and by acknowledgement of their support during prize giving.
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

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:	P B Dawson	Date:	25 th October 2024
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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

	A	B	C	D	E
1	Cloud Nine 2025	Budget	Elements	Items etc	Notes.
2					
3	Receipts				
4					
5	Race Entries	4550.00		Race Entries (350 @ £14.00/ £13)	at £13 assume sell out
6					
7					
8	Sponsorship	450.00	450.00	Council Sponsorship	Phil Hopeful
9					
10					
11	Catering Receipts	200.00			Est
12		5200.00			
13					
14	Expenditure				
15	FRA Registration RD	16.00	16.00		Actual
16					
17	Prizes	651.00	170.00	Prizes Vouchers - Running bear- face less 15%	Based on £200 worth.
18			250.00	Prizes - Winners - paintings	
19			231.00	Bottles of wine - 33 at £7	
20	Chip timing	500.00	500.00		Est await quote
21	Medical Services	500.00	500.00		Est await quote
22					
23	IT Costs -webpage	18.00	18.00		est
24					
25	East Cheshire Coucil Charge for use of BVW	55.00	55.00		est
26					
27	Leisure centre hire	323.40	323.40		Quote
28					
29	Catering Supplies	50.00	50.00	Cloud 9 Catering Supplies	Est
30					
31	Printing	0.00	0.00	Printing - Timothy A Brown	
32					
33	Sundries	50.00	50.00		misc
34					
35	New Parking signs	50.00	50.00		Est Running imp
36					
37	Photography	100.00	100.00	Bryan Dale photos	
38	Post Race Survey	0.00	0.00	Post-Race Survey - not done since 2021	
39	Total	2313.40			
40					
41	Surplus Generated	2886.60			
42					
43					
44	Donation to National Trust - £1 per Runner	300.00			
45					
46	Addition to Club Funds	2586.60			
47					
48					
49					



Quotation for Services

Date: 23/10/2024

Quotation Ref: GM 156

EVENT

Congleton Harriers (Cloud 9)

Event Date

Sunday 2nd March 2025

Event/Location Times

Biddulph Valley Way CW12 1RG.

11am-2pm (tbc)

Resources Required

First Aiders x4

First Aid Treatment Centre

AED x2

We will aim to arrive and be set up by 10.00am to deal with any pre-event issues and be ready in plenty of time for the start. We will stay until the events completion.

The total cost of the cover is £475.00

We specialize in running events on all surfaces from cross country to road, fell, trail to track. We have several Sports Therapists included in our First Aid team to ensure the best possible advice and treatments are given to any injured athletes.

Please do not hesitate to contact me for further information if required.

Kind Regards,

Scott Dundas



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	AURA
Address:	Unit 5A Thomas Street, Congleton CW12 1QU

2. Grant Information			
Grant Reference Number:			
Total project cost:	£129.99		

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£129.99
Please list receipts below: Receipts sent to Serena via email on 27 th March 2024		

3. Project Information			
When did the project commence?	Sept 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: Having funding for these items has helped up to make sure we have the necessary items to support out clients, Tissues for our counselling rooms, leaflets to hand out at networking events and local GP's so people in the community are aware of the service, therapy fidgets aids to help clients to relax in sessions. All these small items can make a huge different to the service from getting our name out there with the leaflets we were able to have printed to providing clients with tissues in therapy sessions.			

4. Promotion	
Please send an electronic photograph of your project/activity. Is this attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Do you give permission for these photographs to be used on the Council's website and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes <input 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)
Information would have been send in our monthly newsletter to all clients & supporters.

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 are so great full for all moneys received. Being a fairly new start charity in Congleton it was hard to start off, but we have been growing at a rapid pace and we now have our own premises in Congleton. The demand for the service is huge and we are proud to be able to offer this service in the community. I would like to know if there would be any funding available to help with rent costs at all? At the moment we have only secured funds until June 2025.

To give you an idea of the need for the service currently - In March, April, May we received 45 referrals and in June, July & August we received 111 referrals. This is an increase of 146%.

We currently have 8 counsellors who all have between 2 to 4 clients who they see and support each week, they have these sessions each week for 12 weeks. Providing clients with a session weekly provides the client with a safe space where they can speak freely from judgement, have a space to offload and develops way in which they can move on from the life change or event that has had a negative impact on their mental health.

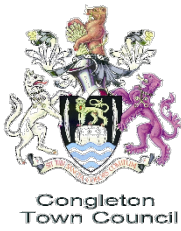
The service would appreciate any further support that Congleton Town Council can offer.

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



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Community Credit Union
Address:	c/o Congleton Library Market Street, Congleton

2. Grant Information			
Grant Reference Number:	GR11-22/23		
Total project cost:	£411.80		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£411.80
Please list receipts below: CTC kindly paid for the banner and leaflets on behalf of CCCU so the receipts should be with CTC.		

3. Project Information			
When did the project commence?	2023		
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:

The grant enabled CCCU to print some up to date leaflets to hand out to prospective credit union members and also to get a banner made letting local people know what CCCU is when carrying out activities. As CCCU is probably to smallest credit union in the country run entirely by volunteers the grant has proved very useful.

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 was reported to members at the AGM that CCCU had been successful in obtaining a grant from Congleton Town Council to support marketing and were extremely grateful for the support.

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?

Very easy to complete the application form and has been very useful to the organisation.

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





Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Half Marathon
Address:	c/o Stephen Canning – Race Director Congleton Harriers

2. Grant Information			
Grant Reference Number:	GR11/2324		
Total project cost:	£12,489.72		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below:		

3. Project Information			
When did the project commence?		1 st October 2023	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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

The financial support provided by the Council is invaluable and without this, our long-standing local charity event would struggle to survive.

The grant money of £750 was used towards the cost of the medical services provider, which must legally be provided for an event of this size (500 competitors) to comply under UK Athletics regulations. The service provided by our chosen provider, Gator Medical, is a vital part of our health and safety provisions, that ensure the well-being and safety of everyone on the day.

Every single penny of the profits was split evenly between our 2 local charities we were supporting, East Cheshire Hospice and Ruby's Funds. Each are more than worthy organisations that need support in order that they can continue to offer their great service to the local Congleton and East Cheshire residents.

East Cheshire Hospice has been caring for people living with life-limiting illnesses in our area since 1988. They provide the highest level of care and support to both the patient and their families during the most difficult and emotional times of their lives. To be able to continue this work, they need donations from external sources. They help hundreds of people every year, including many from the Congleton area.

Ruby's Fund is a small Congleton based charity that provides support for children and young people aged 0-18 years old with Special Educational Needs and Disabilities (SEND) and their families and carers in Cheshire East. Being a small organisation, donations are a lifeline to them which allows them to continue their brilliant work, providing support to families that need that extra help to survive and thrive. The amount the Half has been able to raise for them over the past couple of years has made a huge difference and has secure their longer-term future.

Most of all, the support that Council provides every year ensures that one of the longest running and most well loved local community events, that brings people into Congleton from far and wide, can continue. The Congleton Half Marathon is now in its 40th year and has always been 100% locally organised by volunteers and 100% for charity. It has always been organised by volunteers, first The Lions (Congleton) and now the Congleton Harriers. In the current world of running where large corporate event companies are putting on races every week, making it very challenging for events like ours to compete, without the financial donations and support from the Council, other Trusts and local businesses, our traditional community event would struggle to exist and therefore would not be able to provide much need support to good causes.

Many Thanks for all your support and generosity!

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):

We acknowledge the Council's support on every piece of promotion. The town council crest is on every flier and posters. Also, it is on our large road side banners which are located around the East Cheshire area. We also use the banners and acknowledge the Councils support on our promotional tours of Parkruns which take us all over the north west and midlands. At Parkruns, we are usually given opportunity to speak to the crowd about the event, during which we say how supportive the Council are and continue to be.

We also acknowledge the Councils support in our press releases and on our social media platforms.

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?

Our experience is nothing but good. Without your support, the Congleton Half would struggle to survive. We appreciate every penny the Council have donated over the years, all of which has gone to support many local good causes and help countless people.

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:	TRINITY METHODIST CHURCH
Address:	WAGG STREET CONGLETON CW12 4BA
2. Grant Information	
Grant Reference Number:	GR05 2425
Total project cost:	£46,221.33
Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount: £45,228.00 <small>main contractor</small>
Please list receipts below: 1 & M Shaw Ltd. £45,228.00	
3. Project Information	
When did the project commence?	27/8/24
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
A lot of groundwork needed to be done as the area was very uneven and drainage poor. All man-hole covers replaced (9) and new gully pots installed. Work was finished and the lining of area. Project completed. Fri 20 th 9/24.	

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

It has given us a safer car park area for 18+ cars at the back. At the front of the buildings there are now 4 places for blue badge holders with 4 large planters giving the residents and passers by a more pleasant outlook.
We have over 800+ people of all ages using the 3 buildings over a normal week.

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? Yes No

(Please ensure that you seek permission for anybody photographed).

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)

Will be on our website in the coming months has been mentioned in all meetings

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?

Found it very straightforward

How did you apply? Online Email Post

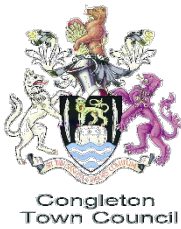
Do you feel that you understood the process? Yes No

Please rate the following elements:

Completing the application form	Excellent <input checked="" type="radio"/>	Good <input type="radio"/>	OK <input type="radio"/>	Poor <input type="radio"/>
Relevance of guidelines	Excellent <input checked="" type="radio"/>	Good <input type="radio"/>	OK <input type="radio"/>	Poor <input type="radio"/>
Length of the process from submitting an application to receiving notification	Good <input checked="" type="radio"/>	OK <input type="radio"/>	Poor <input type="radio"/>	N/A <input type="radio"/>
Advice given from the Town Council Grants Team (if applicable)	N/A <input checked="" type="radio"/>	Good <input type="radio"/>	OK <input type="radio"/>	Poor <input type="radio"/>

Printed off online form then completed + posted





Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	The Green Tree House Food Club Charity
Address:	20 Lawton Street Congleton CW12 1RP

2. Grant Information			
Grant Reference Number:	GR23/2324		
Total project cost:			

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£1000
Please list receipts below: Invoices were emailed to Serena Vanschepdel prior to funding payment being released.		

3. Project Information			
When did the project commence?		On Going Project (original commenced date 14/2/23)	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/> NO			

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

The funding has helped us to purchase 2 food pallets to help re-stock the food club after an intense high demand from our service users over the cold festive period that we had. We noticed due to the cost of living and many companies/workplaces conducting cutbacks we had a massive influx of working families struggling to use our service which put a massive strain on our service which drained our stock levels. This funding has helped us to rectify that.

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes YES N

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 YES N

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

Please state how (i.e. on your website, event programme, tickets, etc)
Congleton Town Council was acknowledged and tagged on our facebook Posts and Facebook page. We were interviewed by Congleton town radio for an update on how the project was going and in our statement we thanked Congleton Town Council.

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 Grant was very accessible and the admin staff at the council were very helpful and supportive.

How did you apply? Online Email Post online/email

Do you feel that you understood the process? Yes No yes

Please rate the following elements:

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





Congleton
Town Council

Town Council Grant

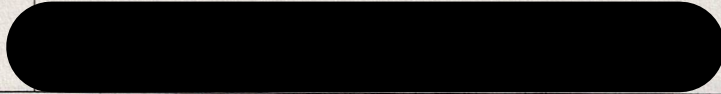
Activities Monitoring Form

1. Contact Details

Organisation name:

CONGLETON PLAYERS AMATEUR THEATRE CLUB

Address:



2. Grant Information

Grant Reference Number:

GR01/2425

Total project cost:

£12,000=

Receipts Attached? Yes No

Receipt Amount:

Please list receipts below:

Receipts were forwarded before receiving the grant.

3. Project Information

When did the project commence?

Jan 2024

Did you make a profit from the project? Yes No

Approx £1500=

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

This project brought new faces on stage and behind the scenes on props and make-up particularly. Many local people attended Duneside Theatre for the first time.

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)

The Town Council was acknowledged in the programme and on the display boards in the foyer during the performances

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?

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

Town Council Grant

Activities Monitoring Form

1. Contact Details		
Organisation name:	Mossley Toddler Group	
Address:	Mossley Village Hall Bida Lane Congleton CW12 3LJ	

2. Grant Information			
Grant Reference Number:	GR27-2324		
Total project cost:	£480		

Receipts Attached? Yes	Receipt Amount:	£235.06 (we have not yet purchased the climbing frame included in our application - we plan to purchase this in the next 6 months)
Please list receipts below:		
Tablet and cover, Currys, £162.09		
Tablet stand, Amazon, £16.98		
Toaster, Amazon, £37.00		
Blackboard, Amazon £9.99		
Blackboard pens, Amazon £8.99		

3. Project Information		
When did the project commence?	Mar-24	
Did you make a profit from the project? Yes		

We make a very small profit from the sale of toast at each session - average £1.50
This supports us in the running costs of the Group, allowing us to offer a wider range of drinks and snacks and ensure the toy selection is maintained.

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

We have received positive feedback from those using the Group, particularly parents, that the toast enhances their enjoyment of the sessions.

The Tablet means that we are able to easily accept electronic payments, making it easier for parents to decide to drop-in. It also reduces the amount of time the Group volunteers need to spend at the door checking people in - this is a big advantage as the volunteers all have young children attending the group too. One of the main risks to the Group is keeping enough volunteers to run the Group.

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes

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

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)

Social Media; the grant was recognised in a Facebook post dated 14 October 24 (see attached)

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?

I found the process straightforward. The forms were user-friendly and easy to complete. Communication was quick and easy after making the application and it was useful to have one point of contact in Serena.

The process was quick and we received payment promptly.

How did you apply? Online

Do you feel that you understood the process? Yes

Please rate the following elements:

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

21:18 🏠



< Mossley Toddler Group 🔍

Posts About Photos More ▾



Mossley Toddler Group

1d · 🌐



Here at Mossley Toddler Group, we would like to thank [Congleton Town Council](#) for the grant money we recently received 😊

It has enabled us to upgrade a few things which includes a new tablet meaning we are able to make swift card payments on the door and also a new toaster - nothing better than the smell of toast as we welcome you through the door 😊





Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	SOL THEATRE SCHOOL
Address:	

2. Grant Information			
Grant Reference Number:	GR25/2324		
Total project cost:	£17000		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below: I ENCLOSE A LIST OF PARTICIPANTS WITH THE TWO YOU SPONSORED HIGHLIGHTED FOR SAFEGUARDING REASONS I CANNOT GIVE OUT NAMES		

3. Project Information			
When did the project commence?		5/8/2024	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

FOLOWING ON FROM SUCCESSFUL TICKET SALES WE MANAGED TO MAKE A PROFIT OF £4000

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

YOUR GRANT ALLOWED 2 YOUNG PEOPLE TO ATTEND , WHOSE FAMILIES COULD NOT AFFORD TO COVER THE COSTS OF THE TWO WEEK SUMMER SCHOOL. THE CHILDREN HAD AN AMAZING TIME AND CAME TO US AFTERWARDS TO SAY SO. THEIR PARENTS AGREED THAT THE CHILDREN HAD GROWN IN CONFIDENCE OVER THE TWO WEEKS AND THEY NOW FELT THEY COULD JOIN CLUBS AT SCHOOL OR OUTSIDE OF SCHOOL. THE CHILDREN MADE NEW FRIENDS FROM DIFFERENT SCHOOLS DURING THE TWO WEEKS AND SAID THAT WHEN THEY WENT TO HIGH SCHOOL THEY WOULDN'T BE SO SCARED WALKING AROUND AS THEY WOULD KNOW SOME OF THE OLDER STUDENTS TOO.

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)
IN THE PROGRAMME AND ON THE PHOTOGRAPH BOARD IN THE FOYER

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?

EASY TO APPLY TO – KEPT INFORMED THROUGHOUT – NOT LONG TO WAIT FOR THE ANSWER

EXCELLENT

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	14th November 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	13 Management Accounts and Budget Update		
Background	Management Accounts and Variance analysis for the period to 30 th September 2024, to accompany the attached spreadsheets in Appendix 13.1-5.		
Update	<p>These figures cover the financial year to month 6 which equates to expected spends/income of 50%. Please see 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 6. The below figures in the report are based on full budgets. Please see these appendix sheets for explanations relevant budget lines.</p> <p><u>Finance and Policy Committee</u></p> <p>This Committee budgets stand at 52% expenditure and 99% income.</p> <p>Income</p> <ul style="list-style-type: none"> • Full Precept has now been received. • Interest is at 54%, on receipt of the Precept £200,000 was invested for 3 months to obtain higher interest income. <p>Expenditure</p> <ul style="list-style-type: none"> • Possible overspend: ICT budget will be monitored as this had extra expenditure due to Security measures implemented. <p><u>Community and Environment Committee</u></p> <p>Committee expenditure budgets stand at 39% expenditure and income is 61%.</p> <ul style="list-style-type: none"> • Income: £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. Taking out Partnership Income and UKSPF, income 		

stands at 38%, the income for Christmas is now starting to come through so will update for the next meeting.

Expenditure

- Expected over on Floral Display (215) but within the 15% variance levels and spends almost complete for this year. This budget line was reduced by £3,000 from previous years.

Town Hall, Assets and Services Committee

Committee expenditure budgets stand at 53% expenditure and income is 54%.

Income

- Streetscape: There is currently £12,000 deficit due to a contract not going ahead, but External works is at 48%, previous year's total for month 6 was 27% so an increase year in year at the same stage.
- Town Hall: Bridestones Letting income is lower than other lines, it is expected that this will be under expected income at year end.
- CIC: Mainly third party income, this is dependent on ticket sales and events from outside agencies.

Expenditure

- Streetscape: Overspends expected on Vehicle Leasing £2,500-£3,000, (2 vehicles replaced due to staffing needs requirements and within the 15% variance margin.) Horticultural Supplies, £3,000-£3,500 (This budget line was decreased by £7,000 from last year, will be just out of the 15% variance) Both lines will be monitored for the remainder of the year.
- Town Hall: Overspends expected in all Utilities, updates will be provide over the winter months.
- Pool: general expenditure is overspent, as Omnify was not budgeted for this year, over the 15% margin but overall Pool budgets will be withing margin at year end.

Staffing Costs

48% (including budgeted pay award). The Pay Award has now been agreed so an update will be ready at the next meeting.

Ear Marked Reserves

	<p>Current balances and estimated movement as at year end included for noting. Our carry forward General Reserves into 2024-2025 is sufficient to comply with our Reserves Policy, £287,256. (Our requirement based on budget setting was £283,861.)</p> <p><u>Budget Update</u></p> <p>Below is a list of budget lines that are expected to be overspent by financial year end that require noting, these will also be presented to Council for approval per our Financial Regulations during budget setting:</p> <ul style="list-style-type: none"> • Streetscape Van Leases • Streetscape Horticultural Supplies • Pool General • Floral Displays/In Bloom • Town Hall Electricity, Gas and Water.
<p>Decision Request</p>	<ol style="list-style-type: none"> 1. To approve the Management Accounts for current financial year to 30th September 2024. 2. To note expected overspends.



Month 6

Percentage 50.0%

Finance and Policy 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
101 Corp Management	229,293	114,647	110,465	4,182	96.35%	48.2%	-1.82%
Staff Costs (re-allocated)	229,293	114,647	110,465	4,182	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%
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%
Insurance	14,310	7,155	15,754	-8599	220.18%	110.1%	60.09%
Computer/IT Costs	23,500	11,750	12,464	-714	106.08%	53.0%	3.04%
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%
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%
HR & H&S support	4,800	2,400	3,647	-1247	151.96%	76.0%	25.98%
Tsfr from EMR			-3,586				
Central Overheads reallocated	-70,984	-35,492	-42,996	7504	121.14%	60.6%	10.57%
Corporate Management-Expenditure	247,126	123,563	121,273	-65	98.15%	49.1%	-0.93%
Precept 2024-2025	-1,182,221	-591,111	-1,182,221	591111	200.00%	100.0%	150.00%
Interest Receivable	-29,000	-14,500	-15,661	1161	108.01%	54.0%	104.00%
Miscellaneous Income	0	0	-83	83	0.00%		
Corporate Management-Income	-1,211,221	-605,611	-1,197,965	592355	197.81%	98.9%	48.91%
Net Income Over Expenditure	-964,095	-482,048	-1,076,692	592290	223.36%	111.7%	61.68%
102 Civic	20,090	10,045	9,393	652	93.51%	46.8%	-3.25%
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	1,107	74.55%	37.3%	-12.72%
Council Website	2,000	1,000	7,664	-6664	766.40%	383.2%	333.20%
Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%
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 Recalls	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%
Tfr from EMR	0	0	-7,274	7274			
Central Overheads reallocated	1,564	782	947	-165	121.10%	60.5%	10.55%
Civic-Expenditure	55,954	27,977	24,240	3737	86.64%	43.3%	-6.68%
107 Grants	15,000	7,500	7,731	-231	103.08%	51.5%	1.54%
Initial Grant Commitment	15,000	7,500	7,731	-231	103.08%	51.5%	1.54%
Subsidised Use	4,500	2,250	2,090	160	92.89%	46.4%	-3.56%
Tfr 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%
Grants- Expenditure	41,833	20,917	20,862	55	99.74%	49.9%	-0.13%
Capital	46,778	23,389	35,889	-12500	153.44%	76.7%	26.72%
F&P Income - Income	-1,211,221	-605,611	-1,203,959	598349	198.80%	99.4%	49.40%
Expenditure	391,691	195,846	203,000	-7155	103.65%	51.8%	1.83%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red

CILCA Courses

Most of subscriptions are due at start of the year
Paid start of the year, journal required as 3 months are 25-26
Extra work completed on MFA and Security

Invoice received for 23-24 audit

See EMR BELOW

3 of 4 payments made

For legal & professional expenditure

Paid in full

See EMR below actual spend 13.65% £361. 1st instalment paid for website build con

Paid in full

Dependant on awards/requests.

CCP invoice received in full.

£25,000 to EMR processed

Full Committee Summary includes Mayor cost centre Income £5,571

Full Committee Summary includes Mayor cost centre expenditure £116

Management Accounts 2024-25

Sep-24
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Month 6
Percentage 50.0%

Community and Environment 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
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 Spends almost complete. award ceremony to take place
215	Floral Displays Expenditure	14,172	7,086	15,084	-7998	212.87%	106.4%	56.44%	
	Total Floral	10,172	5,086	11,250	-6164	221.20%	110.6%	60.60%	
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%	
	Total Allotment	1,010	505	40	465	7.92%	4.0%	-46.04%	
300	Public Realm	3,000	1,500	110	1390	7.33%	3.7%	-46.33%	
	Concleton Partnership								
301	Concleton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-50.00%	Dependant on Partnership. details are issued in Partnership Executive meetings. Carried forward balance
301	Concleton Partnership Expenditure	24,586	12,293	17,830	-5537	145.04%	72.5%	22.52%	
301	Concleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-50.00%	
	Total Partnership	24,586	12,293	-31,881	44,174	-259.34%	-129.7%	-179.67%	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-50.00%	Annual subscription paid
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%	
	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%	
	Total Community Development	143,764	71,882	57,618	14,284	80.16%	40.1%	-9.92%	
303	Crime Reduction/CCTV Expenditure	11,426	5,713	0	5713	0.00%	0.0%	-50.00%	
	Total Crime	11,426	5,713	0	5713	0.00%	0.0%	-50.00%	
305	Christmas Favre/lights Income	-3,000	-1,500	-3,087	1587	205.80%	102.9%	52.90%	
305	Christmas Favre/lights Expenditure	16,000	8,000	756	7244	9.45%	4.7%	-45.28%	
	Total Christmas	13,000	6,500	-2,331	8831	-35.86%	-17.9%	-67.93%	
310	Neighbourhood Plan	0	0	4,897	-4897	0.00%	0.0%	-50.00%	Costs covered by ERM funds No budget line set . Journal update required
310	Neighbourhood Plan Tfr From EMR	0	0	-4,898	4898	0.00%	0.0%	-50.00%	
	Total Neighbourhood Plan	0	0	-1	1	0.00%	0.0%	-50.00%	
321	Tourism Income	0	0	-3,964	3964			-50.00%	Costs dependant on timing of events
321	Tourism Expenditure	13,600	6,800	11,459	-4659	168.51%	84.3%	34.26%	
	Total Tourism	13,600	6,800	7,495	-695	110.22%	55.1%	5.11%	
351	Luncheon Club	11,000	5,500	5,846	-346	106.29%	53.1%	3.15%	
C.E & S	Income	-7,190	-3,595	-43,930	40335	1221.97%	611.0%	560.99%	Full Committee Summary
	Expenditure	238,748	113,681	92,076	21585	81.01%	38.6%	-11.43%	Full Committee Summary

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
201	Paddling Pool	54,394	27,197	27,205	-8	100.03%	50.0%	0.01%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
221	Town Hall								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
	Town Hall - Expenditure	230,529	115,265	152,708	-37444	132.48%	66.2%	16.24%	Without Grants TH Expenditure is 97.8% Without grants TH income is £58970. 98%
	Town Hall - Income	-119,750	-59,875	-98,084	38209	163.81%	81.9%	31.91%	
	Net Expenditure over Income	110,779	55,390	54,624	766	98.62%	49.3%	-0.69%	
225	Concleton Information Centre								See separate account sheet
	CIC - Expenditure	164,101	82,051	66,771	15280	81.38%	40.7%	-9.31%	
	CIC- Income	-88,710	-44,365	-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	Cenotaph	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 mavor 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	
	Ear Marked Reserves					
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	
	EMR TOTALS	466,264	40,000	33,916	472,348	472,348

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Sep-24

OK
 Monitor
 Overspent

Month 6
 Percentage 50.0%

TOWN HALL

		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
4000	Staff Costs (re-allocated)	74,918	37,459	37,894	-435	101.2%	50.6%	0.58%
4008	Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009	Protective Clothing/H & Safety	550	275	42	233	15.3%	7.6%	-42.36%
4010	Cleaners	8,000	4,000	3,708	292	92.7%	46.4%	-3.65%
4011	Rates	26,522	13,261	14,970	-1,709	112.9%	56.4%	6.44%
4012	Water	4,000	2,000	3,676	-1,676	183.8%	91.9%	41.90%
4014	Electricity	26,950	13,475	9,425	4,050	69.9%	35.0%	-15.03%
4015	Gas	25,920	12,960	5,774	7,186	44.6%	22.3%	-27.72%
4016	Cleaning materials	2,250	1,125	1,087	38	96.6%	48.3%	-1.69%
4017	Refuse Disposal	2,350	1,175	685	490	58.3%	29.1%	-20.85%
4020	Miscellaneous Office Costs	1,600	800	807	-7	100.9%	50.4%	0.44%
4025	Insurance	12,647	6,324	13,785	-7,462	218.0%	109.0%	59.00%
4033	Marketing/Promotions	3,500	1,750	733	1,017	41.9%	20.9%	-29.06%
4040	Maintenance Contracts	9,000	4,500	6,387	-1,887	141.9%	71.0%	20.97%
4041	Property Maintenance	21,300	10,650	6,424	4,226	60.3%	30.2%	-19.84%
4065	Architect/Survevor Fees	0	0	22,493	-22,493			
4068	Licences (incl PRS)	4,200	2,100	3,789	-1,689	180.4%	90.2%	40.21%
6000	Central Overheads Reallocated	5,822	2,911	3,531	-620	121.3%	60.6%	10.65%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	115,265	150,210	-34,946	130.3%	65.2%	15.16%
3020	Catering costs	0	0	1,588	-1,588			
3021	Security Supplies	0	0	910	-910			
		0	0	2,498	2,498			
	Total Town Hall Expenditure	230,529	115,265	152,708	-37,444	132.5%	66.2%	16.24%
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-15000	-14174	-826	94.5%	47.2%	-2.75%
1014	Letting Income - Bridestones	-13200	-6600	-2414	-4186	36.6%	18.3%	-31.71%
1015	Letting Income - Spencer Suite	-5000	-2500	-2458	-42	98.3%	49.2%	-0.84%
1018	Letting Income - Cambell Suite	0	0	0	0		0.0%	-50.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	58.3%	8.33%
1021	Letting Income - Internal	-9000	-4500	-5830	1330	129.6%	64.8%	14.78%
1022	Letting income - F&F	-1000	-500	-1771	1271	354.2%	177.1%	127.10%
1023	Commission- CP	-8000	-4000	-3295	-705	82.4%	41.2%	-8.81%
1024	Letting Income- Security	0	0	-2115	2115		0.0%	-50.00%
1035	Service Charoes - Brasserie	-4000	-2000	-1214	-786	60.7%	30.4%	-19.65%
1037	Service Charoes - Other	-5000	-2500	-1185	-1315	47.4%	23.7%	-26.30%
1051	Catering Sales (recharges)	0	0	-2859	2859		0.0%	-50.00%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-50.00%
1179	Grants Receivable- Salix Project	0	0	-22493	22493			
	Total Town Hall Income	-119750	-59875	-98084	38209	163.8%	81.9%	31.91%
	Net Expenditure over Income	110,779	55,390	54,624	766	98.6%	49.3%	-0.69%

NOTES

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

Paid over 10 months not 12
 Mav oo overspent. will be monitored
 Mav oo overspent. will be monitored
 Mav oo overspent. will be monitored
 Dependant on requirements. too up of supplies. include exoenses for Public toilets aoprox 30%

Paid at start of the year. 3 month prepayment iournal to complete

First quarter services

Salix Grant project. see below

Paid at start of the year.

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

Recharged to customers

Recharged to customers

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

No budoet

Invoiced a month ahead

Awaiting information

Recharged to customers

Awaiting 2nd quarter invoice to be raised

Awaiting 2nd quarter invoice to be raised

Recharged to customers

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

Grant income for Survevor fees

Congleton Town Council
 Management Accounts 2024-25
 STREETScape
 Sep-24

OK
 Monitor
 Overspent

Month 6
 Percentage 50.0%

STREETScape

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
4000 Staff Costs	577,073	288,537	280,477	8,060	97.2%	48.6%
4004 Temp/Casual Staff	0	0	4,520	-4,520		
4008 Training	3,200	1,600	0	1,600	0.0%	-50.00%
4009 Protective Clothing/H & Safety	5,900	2,950	2,894	56	98.1%	-0.95%
4013 Office rent	2,000	1,000	1,000	0	100.0%	0.00%
4016 Cleaning Materials	8,000	4,000	2,449	1,551	61.2%	-19.39%
4021 Telephone	1,175	588	328	260	55.8%	-22.09%
4025 Insurance	9,150	4,575	9,846	-5,271	215.2%	57.61%
4041 Property maintenance	1,500	750	1,012	-262	134.9%	17.47%
4043 Horticultural etc Supplies	14,000	7,000	8,438	-1,438	120.5%	10.27%
4047 Vehicle maintenance/Serv etc	12,800	6,400	3,583	2,817	56.0%	-22.01%
4048 Vehicle fuel and oil	16,285	8,143	7,782	361	95.6%	-2.21%
4049 Vehicle rental charges	77,880	38,940	40,374	-1,434	103.7%	1.84%
4050 Street Cleansing	8,000	4,000	4,076	-76	101.9%	0.95%
4162 General expenditure	5,300	2,650	2,350	300	88.7%	-5.66%
4168 Other Expenditure	0	0	24,637	-24,637		-50.00%
4951 Tf from EMR			11,387			
6000 Central Overheads Reallocated	44,832	22,416	27,200	-4,784	121.3%	10.67%
Streetscape Expenditure	787,095	393,548	409,579	-27,419	104.1%	52.0%
3030 Purchases for recharging	0	0	4,385	-4,385		0.00%
1165 CEC - Income	-419,256	-209,628	-209,628	0	100.0%	150.00%
1167 External work income	-15,000	-7,500	-7,486	-14	99.8%	149.81%
1184 Other income	-12,000	-6,000	0	-6,000	0.0%	50.00%
1199 Miscellaneous	-900	-450	-507	57	112.7%	162.67%
1040 Recharges	0	0	-36	36		50.00%
Streetscape Income	-447,156	-223,578	-217,657	-5,921	97.4%	147.35%
Net Expenditure over Income	339,939	169,970	196,307	-37,725	115.5%	-65.50%

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

No budget

Paid at start of the year.
 Repairs to fence panels £525
 Spends now in for Winter bedding

Will be overspent due to new vans. 3 replaced
 Fltvo invoice cost: £1,758. Some movement required. vehicle repairs coded to here.

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
 Two of four payments received

Contract did not go ahead

No budget

Congleton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Sep-24

Third Party
OK
Monitor
Overspent

Month 6
Percentage 50.0%

TOWN HALL
CONGLETON INFORMATION CENTRE

	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
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	73,150	36,575	21,689	14,886	59.3%	29.7%	-20.35%
3042 Books, Maps, Guides resale	2,850	1,425	268	1,157	18.8%	9.4%	-40.60%
3043 Souvenirs for resale	2,375	1,188	1,421	234	119.7%	59.8%	9.83%
3044 Stamps for resale	500	250	138	112	55.2%	27.6%	-22.40%
3046 Local Produce for resale	3,800	1,900	1,760	140	92.6%	46.3%	-3.68%
3047 Theatre gift cards for resale	150	75	57	18	76.0%	38.0%	-12.00%
3048 Food & Drink for resale	1,197	599	380	219	63.5%	31.7%	-18.25%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-50.00%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-50.00%
Direct Expenditure	84,022	42,011	25,713	16,298	61.2%	30.60%	-19.40%
4000 Staff costs	60,704	30,352	30,024	328	98.9%	49.5%	-0.54%
4011 Rates	5,068	2,534	3,497	963	138.0%	69.0%	19.00%
4013 Rent Payable	7,500	3,750	3,750	-	100.0%	50.0%	0.00%
4162 General Expenditure	2,000	1,000	926	74	92.6%	46.3%	-3.70%
6000 Central Overheads Reallocated	4,807	2,404	2,861	458	119.0%	59.5%	9.52%
Indirect Expenditure	80,079	40,040	41,058	1,019	102.5%	51.3%	1.27%
1041 Third Party Ticket Sales	-77,000	-38,500	-31,272	-7,228	81.2%	40.6%	-9.39%
1042 Books, Maps, Guides sales	-3,000	-1,500	-548	-952	36.5%	18.3%	-31.73%
1043 Souvenir sales	-2,500	-1,250	-551	-699	44.1%	22.0%	-27.96%
1044 Stamp Sales	-500	-250	-113	-137	45.2%	22.6%	-27.40%
1045 Photocopy sales	-300	-150	-266	-116	177.3%	88.7%	38.67%
1046 Local Produce for resale	-4,000	-2,000	-2,009	9	100.5%	50.2%	0.22%
1047 Theatre gift cards	-150	-75	-68	-7	90.7%	45.3%	-4.67%
1048 Food and Drink sales	-1,260	-630	-533	-97	84.6%	42.3%	-7.70%
1049 CTC Merchandise sales	0	-	-43	43	0.0%	0.0%	-50.00%
Income	-88,710	-44,355	-35,403	-8,952	79.8%	39.9%	-10.09%
Total Income	-88,710	-44,355	-35,403	-8,952	79.8%	39.9%	-10.09%
Net Expenditure over Income	75,391	37,696	31,368	6,328	83.2%	41.6%	-8.39%

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

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

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	30/09/2024	3009	90,572.65 ✓
			<u>90,572.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			90,572.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,572.65
		Balance per Cash Book is :-	90,572.65 ✓
		Difference is :-	0.00

Signatory 1:

Name RS DOUGLAS Signe  Date 24/10/24

Signatory 2:

Name S Van Schepdael Signe  Date 24/10/24

Payments for Month 6

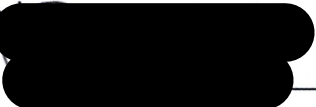
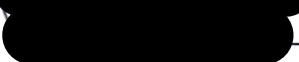
Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/04/2024		BACS	300.00					300.00	Contra payment
01/08/2024	BACS P/L Pymnt Page 3596	BACS Pymnt	9,179.95	9,179.95		501			BACS P/L Pymnt Page 3596
02/09/2024	Prism Solutions	dd	156.37	156.37		501			5961/17558/telecom charges
02/09/2024	Cheshire East Council	BACS	2,495.00			4011	221	2,495.00	Business Rates Town Hall
02/09/2024	Cheshire East Council	BACS	437.00			4011	225	437.00	Business Rates - CIC
05/09/2024	SIBA	BACS	472,342.00			202		472,342.00	Transfer
05/09/2024	Pitney Bowes Ltd	dd	84.71	84.71		501			4100068639/17535/charges
10/09/2024	British Telecom	dd	150.66	150.66		501			MR74673199/17565/charge
13/09/2024	BACS P/L Pymnt Page 3600	BACS Pymnt	9,298.91	9,298.91		501			BACS P/L Pymnt Page 3600
13/09/2024		BACS	3,000.00			4201	102	3,000.00	Mayoral Allowance
16/09/2024	Bankline	BACS	74.90			4051	101	74.90	Bank charges
18/09/2024	CTC	BACS	94,952.28			515		58,261.15	Payroll
						525	0	18,680.71	Payroll
						520	0	17,968.42	Payroll
						530	0	42.00	Payroll
18/09/2024	West Mercia Energy	dd	1,698.42	1,698.42		501			11529867/17418/Pool elec
20/09/2024	BACS P/L Pymnt Page 3605	BACS Pymnt	17,205.36	17,205.36		501			BACS P/L Pymnt Page 3605
20/09/2024	St	BACS	500.00			9999		500.00	Paid in error to CTC: Return
20/09/2024	RBS Autopay	BACS	10.33			4051	101	10.33	Bank charges
23/09/2024	Pearson Survveyors Ltd	23092024	26,991.60	26,991.60		501			Salix works Inv 1
23/09/2024	EE Ltd	DD	176.44	176.44		501			01288325216/17697/charg
25/09/2024	Prism Solutions	dd	2,087.00	2,087.00		501			205616/17680/IT Support
27/09/2024	BACS P/L Pymnt Page 3617	BACS Pymnt	6,347.46	6,347.46		501			BACS P/L Pymnt Page 3617
27/09/2024	West Mercia Energy	DD	14,904.35	14,904.35		501			11545925/17593/T Hall elec
30/09/2024	PWLB	DD	10,888.84			4055	109	3,237.47	Loan repayment
						4053	109	7,651.37	Loan repayment
30/09/2024	RBS Credit Card	DD	985.02			212		985.02	Credit Card Balance Pay Off
Total Payments for Month			674,266.60	88,281.23	0.00			585,985.37	
Balance Carried Fwd			90,572.65						
Cashbook Totals			764,839.25	88,281.23	0.00			676,558.02	

Congleton Town Council

Special Interest Bearing Account Reconciliation as at 30/09/2024

Balance as per Bank Statement 01/09/2024		<u>£ 167,535.72</u>
Transfers	04/09/2024	-£ 50,000.00
	05/09/2024	£ 472,342.00
	30/09/2024	-£ 50,000.00
Interest Received	30/09/2024	<u>£ 623.78</u>
Balance at 30/09/2024		<u><u>£ 540,501.50</u></u>

Signe 
RFO  21/10/2024

Clr  24/10/2024

Date 24.10.2024.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee										
MEETING DATE AND TIME	14th November 2024 7.00 pm	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Van Schepdael: R.F.O										
AGENDA ITEM REPORT TITLE	Item 15 Savings Balances										
Background	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.										
Update	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as of 30th September 2024</u></p> <table border="1" style="width: 100%;"> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£ 540,501.50</td> </tr> <tr> <td>Cambridge and Counties 1-year fixed deposit (C&C)</td> <td style="text-align: right;">£ 250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td style="text-align: right;">£ 550,100.00</td> </tr> <tr> <td><u>Total</u></td> <td style="text-align: right;"><u>£ 1,340,601.50</u></td> </tr> </table> <p><u>Investment Update</u></p> <p><u>Current interest rates:</u></p> <p>RBS: 1.36% from 16th October 2024</p> <p>CCLA: 5.022% (As of 31st September 2024)</p> <p>C&C (1 Year Locked in): 5.2% Ends 8th December 2024.</p> <p>Budgeted Interest to receive during 2024-2025 is £29,000, to date, we have received the below due to keeping investments in the higher interest CCLA account for as long as possible:</p> <ul style="list-style-type: none"> • RBS £2,336 • CCLA £13,325 • C&C interest for April 2024- 8th December 24 is due to be £9,011, this will be received in December. 			Business Reserve Account	£ 540,501.50	Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 550,100.00	<u>Total</u>	<u>£ 1,340,601.50</u>
Business Reserve Account	£ 540,501.50										
Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 550,100.00										
<u>Total</u>	<u>£ 1,340,601.50</u>										
Decision Request	To receive the Savings Accounts balances to 30 th September 2024.										

Congleton Town Council
Payments Listing for 1st August to 30th Sept 2024
Breakdown of Payments made via BACS transfer

<u>Date</u>	<u>BACS Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>Total Invoices paid</u>
01/08/2024	3596	09 August 2024	Best Connection Group	£ 806.01		Staff cover	1
01/08/2024	3596	16 August 2024	Best Connection Group	£ 1,047.83		Staff cover	1
01/08/2024	3596	23 August 2024	Best Connection Group	£ 822.12		Staff cover	1
01/08/2024	3596	30 August 2024	Best Connection Group	£ 1,068.73		Staff cover	1
01/08/2024	3596	27 August 2024	Booth	£ 300.00		Summer Play days event costs	1
01/08/2024	3596	13 August 2024	Cavern Protective Clothing	£ 50.40		Safety boots	1
01/08/2024	3596	31 August 2024	Heads Congleton Limited	£ 17.00		CIC Stock sales	1
01/08/2024	3596	20 May 2024	JAF Graphics	£ 393.60		Signs/Recharge works (SS)	2
01/08/2024	3596	31 August 2024	L&J Printing Ltd	£ 79.20		Green Fayre event costs	1
01/08/2024	3596	28 August 2024	Maclesfield Community Art Space	£ 500.00		Summer Play days event costs	1
01/08/2024	3596	27 August 2024	Pitney Bowes	£ 125.88		Franking Machine costs	1
01/08/2024	3596	28 August 2024	Pool Tech Services Ltd	£ 206.29		Pool test kits	1
01/08/2024	3596	09 August 2024	Screwfix	£ 281.45		PPE/Sundry repair items	2
01/08/2024	3596	31 July 2024	Shenton Garden Supplies Ltd	£ 124.97		Top Soil	1
01/08/2024	3596	31 August 2024	Shenton Garden Supplies Ltd	£ 476.04		Slate for roundabout	1
01/08/2024	3596	15 August 2024	Toolstation	£ 24.20		Sundry repair items	1
01/08/2024	3596	16 August 2024	Tudor Environmental Ltd	£ 418.75		S/S PPE	1
01/08/2024	3596	20 August 2024	Tudor Environmental Ltd	£ 120.75		Horticultural supplies	1
01/08/2024	3596	31 July 2024	Urban Imprint Ltd	£ 900.00		NDP Costs	1
01/08/2024	3596	28 August 2024	Water Plus Ltd	£ 1,416.73		Town Hall Water rates	1
			TOTAL		£ 9,179.95		
02/08/2024	3569	12 July 2024	ANSA Environmental Services	£ 694.98		Resue/Waste collection	1
02/08/2024	3569	29 July 2024	Congleton Community Projects	£ 160.00		Event advert	1
02/08/2024	3569	29 July 2024	Cheshire East Council	£ 295.00		Premises License	1
02/08/2024	3569	26 July 2024	Congleton Glass Co Ltd	£ 41.82		Perspex window	1
02/08/2024	3569	30 July 2024	Cutler Cleaning Supplies Ltd	£ 723.32		Cleaning supplies	1
02/08/2024	3569	23 July 2024	Drumroots Workshop Ltd	£ 410.00		Summer Play days event costs	1
02/08/2024	3569	16 July 2024	Jewson Limited	£ 18.36		Sundry repair items	1
02/08/2024	3569	17 July 2024	Jewson Limited	£ 555.49		Wood slats	1
02/08/2024	3569	26 July 2024	Macclesfield Male Voice Chior	£ 279.30		3rd Party ticket sales	1
02/08/2024	3569	18 July 2024	Mayer	£ 14.40		3rd Party sales	1
02/08/2024	3569	26 July 2024	Palatine Paints & Chemicals Ltd	£ 314.76		Pool chemicals	1
02/08/2024	3569	25 July 2024	Reliable Property Services	£ 125.00		Tiling work	1
02/08/2024	3569	26 July 2024	Spiral Colour	£ 138.00		Pool signage	1
02/08/2024	3569	30 July 2024	Threadfast Engineers 1984 Ltd	£ 15.60		Sundry repair items	2
02/08/2024	3569	21 July 2024	UK Fuels Ltd	£ 326.62		Fuel for vans	1
02/08/2024	3569	20 July 2024	UK Safety Management Ltd	£ 402.00		Fisrt Aid training/PAT Testing	2
02/08/2024	3569	26 July 2024	Watt	£ 68.00		CIC Stock	1
02/08/2024	3569	24 July 2024	Zurich Insurance Company	£ 157.00		Partnership annual insurance	1
			TOTAL		£ 4,739.65		
02.08.24	3573	04.04.24	CCP	£ 2,500.00		Grant	1
			TOTAL		£ 2,500.00		
09.08.24	3575	02.06.24	Beartown Stompers	£ 360.00		Civic Parade	1
09.08.24	3575	31.07.24	Buxton Opera House	£ 113.22		Ticket Sales	1
09.08.24	3575	31.07.24	Congleton chronicle	£ 15.00		Newspaper Sales	1
09.08.24	3575	30.07.24	Dawsongroup Sweepers	£ 673.53		sweeper repairs	1
09.08.24	3575	31.07.24	Instant Tool Hire	£ 44.40		Recharge - Goostrey	1
09.08.24	3575	30.07.24	L & J Print	£ 1,586.80		Printing	4
09.08.24	3575	26.07.24	A P Matthews	£ 93.60		Silver birch tree	1
09.08.24	3575	09.07.24	North Rode Timber	£ 78.30		Recharge - Goostrey	2
09.08.24	3575	22.07.24	Northwest Plant Agri	£ 383.33		Hose Assembly	1
09.08.24	3575	30.07.24	RHS	£ 809.10		Ticket Sales	1
09.08.24	3575	18.06.24	Screwfix	£ 245.92		PPE/Tools	3
09.08.24	3575	28.06.24	Tudor Environmental	£ 486.94		Horticultural supplies	2
09.08.24	3575	28.07.24	UK Fuel	£ 206.32		Streetscape Van Fuel	1
09.08.24	3575	31.07.24	West Wallasey Contract Hire	£ 2,629.87		Lease Vans	3
					£ 7,726.33		
16.08.24	3592	17.08.24	Nationwide Installations Ltd	£ 13,664.40		poly tunnel repairs (CTC/36/2425)	1
					£ 13,664.40		
28.08.24	3586	15.08.24	Bomford Office Supplies	£ 175.16		Stationary	1
28.08.24	3586	19.08.24	C M Booth	£ 900.60		Ticket Sales	1
28.08.24	3586	27.03.24	Cavern Clothing	£ 52.80		Event PPE	1
28.08.24	3586	06.08.24	Cheshire Electrical	£ 11.44		Bulbs	1
28.08.24	3586	05.08.24	Chubb	£ 1,038.36		Annual Contract (Fire extinguishers)	1
28.08.24	3586	02.08.24	Congleton Live CIC	£ 14.25		Supplier sales	1
28.08.24	3586	15.08.24	Culligan UK	£ 351.29		Drinking water	1
28.08.24	3586	19.08.24	Cutler Cleaning	£ 70.28		Hand wash	1
28.08.24	3586	01.08.24	Daneside Theatre	£ 70.25		Ticket sales	3
28.08.24	3586	11.08.24	D C Assist	£ 657.00		Cleaning	1
28.08.24	3586	12.08.24	Gawsworth Hall	£ 2,884.50		Ticket Sales	1
28.08.24	3586	31.03.24	Glasdon UK	£ 19.03		keys	1
28.08.24	3586	16.08.24	Handy Cabin	£ 46.85		Paint & brushes	1
28.08.24	3586	19.07.24	Jewson	£ 174.00		Recharge	3
28.08.24	3586	31.07.24	L & J Printing	£ 180.00		In Bloom booklets	1

28.08.24	3586	19.08.24	LAC Autos	£	113.98	Adblue	1
28.08.24	3586	03.07.24	The Leaflet Team	£	661.50	Delivery of Bear Necessities	1
28.08.24	3586	30.07.24	Lighthome	£	258.12	xmas baubles	1
28.08.24	3586	08.08.24	Little Bun Design	£	47.60	Supplier sales	1
28.08.24	3586	01.08.24	Craig Mayer	£	15.60	Supplier sales	1
28.08.24	3586	01.08.24	New Vic Theatre	£	341.24	Ticket Sales	1
28.08.24	3586	08.08.24	Palatine Paints	£	629.52	pool chemicals	2
28.08.24	3586	01.08.24	Pool Tech	£	1,799.77	pool pump, chemicals	2
28.08.24	3586	05.08.24	Poppy May	£	106.40	Supplier sales	1
28.08.24	3586	29.04.24	SAS Daniels	£	25.20	legal searches	1
28.08.24	3586	08.08.24	S Tayler Plumbing	£	188.00	toilet repairs	1
28.08.24	3586	16.08.24	PTSG Elec	£	126.00	inspection work	1
28.08.24	3586	04.08.24	UK Fuels	£	893.20	Streetscape van fuel	2
28.08.24	3586	14.08.24	Water Plus	£	113.58	Padding pool water charges	1
28.08.24	3586	09.08.24	West Wallasey Contract Hire	£	2,579.20	lease vans	1
					£ 14,544.72		
30.08.24	3593	21.08.24	Bomford Office Supplies	£	60.18	Stationary	1
30.08.24	3593	31.08.24	Buxton Opera House	£	244.98	Ticket Sales	2
30.08.24	3593	23.08.24	Chubb	£	1,055.04	Annual Contract (Intruder Alarm)	1
30.08.24	3593	27.08.24	Cosebelle	£	19.20	Supplier Sales	1
30.08.24	3593	21.08.24	D S Drainage	£	100.00	Padding pool toilet repairs	1
30.08.24	3593	25.08.24	D C Assist	£	423.40	cleaning	1
30.08.24	3593	27.08.24	Petra Lea	£	250.00	Summer play days	1
30.08.24	3593	22.08.24	Lomond Books	£	11.99	Book sales	1
30.08.24	3593	31.07.24	Old Saw Mill	£	750.00	Luncheon Club	1
30.08.24	3593	23.08.24	SLCC	£	144.00	Training	1
30.08.24	3593	18.08.24	UK Fuels	£	670.78	Streetscape van fuel	1
					£ 3,729.57		
13/09/2024	3600	28 August 2024	Acorn Occupational Helath Ltd	£	216.00	HR/HS Assessment	1
13/09/2024	3600	16 August 2024	AD Profile	£	40.00	Printing	1
13/09/2024	3600	22 August 2024	SB Photography	£	450.00	Summer Play days event costs	1
13/09/2024	3600	30 August 2024	Campey Turf Care	£	333.50	Mower blade	1
13/09/2024	3600	23 July 2024	Cavern Protective Clothing	£	115.20	PPE/Unifroms	2
13/09/2024	3600	02 August 2024	Congleton Community Transport P.Ship	£	67.00	Mini bus hire	2
13/09/2024	3600	31 August 2024	Chester Zoo	£	469.64	3rd Party ticket sales	1
13/09/2024	3600	29 August 2024	Cutler Cleaning Supplies Ltd	£	435.06	Cleaning supplies	3
13/09/2024	3600	17 July 2024	Dawsonsgroup Sweepers Ltd	£	335.40	Sweeper repairs	1
13/09/2024	3600	16 August 2024	Four Oaks Nurseries Ltd	£	844.87	Horticultural Supplies	1
13/09/2024	3600	09 May 2024	KG Loach	£	100.80	Recharge costs	1
13/09/2024	3600	09 May 2024	KG Loach	£	213.12	Compost/sundry items	1
13/09/2024	3600	15 May 2024	KG Loach	£	848.22	Horticultural supplies	1
13/09/2024	3600	22 July 2024	KG Loach	£	118.80	Compost	1
13/09/2024	3600	23 August 2024	KG Loach	£	1,320.18	Horticultural Supplies	1
13/09/2024	3600	31 July 2024	Macclesfield Community Art Space	£	500.00	Summer Play days event costs	1
13/09/2024	3600	29 July 2024	Maxigiene Environmental Services Ltd	£	126.00	Legionella Tetsing	1
13/09/2024	3600	14 August 2024	Northwest Plant Agri Ltd	£	225.25	Repairs to blower	1
13/09/2024	3600	22 July 2024	Screwfix	£	65.97	Sundry repair items	2
13/09/2024	3600	25 August 2024	UK Fuels Ltd	£	179.19	Fuel for vans	1
13/09/2024	3600	31 August 2024	West Wallasey Contract Hire	£	530.04	Vehicle Lease	1
13/09/2024	3600	31 August 2024	West Wallasey Contract Hire	£	861.84	Vehicle Lease	1
13/09/2024	3600	31 August 2024	West Wallasey Contract Hire	£	902.83	Vehicle Lease	1
					£ 9,298.91		
20/09/2024	3605	03 September 2024	Bees for Us	£	108.00	CIC Stock	1
20/09/2024	3605	06 September 2024	The Best Connection Group	£	932.41	Temp Staff	1
20/09/2024	3605	12 September 2024	CB Photography	£	250.00	Civic portraits	1
20/09/2024	3605	10 September 2024	Boston Seeds	£	651.02	Horticultural Supplies	1
20/09/2024	3605	09 September 2024	Campey Turf Care	£	308.39	Hedge Cutter	1
20/09/2024	3605	01 September 2024	Canda Copying Ltd	£	433.80	Photocopying charges	1
20/09/2024	3605	04 September 2024	Congleton Live CIC Ltd	£	619.88	3rd Party sales	1
20/09/2024	3605	04 September 2024	Congleton Live CIC Ltd	£	640.00	UKSPF Grant FAP/17/2425	1
20/09/2024	3605	04 September 2024	Council HR & Governance Support	£	50.00	Backdate VAT	1
20/09/2024	3605	04 September 2024	Cutler Cleaning Supplies Ltd	£	344.38	Cleaning supplies	1
20/09/2024	3605	13 September 2024	Cutler Cleaning Supplies Ltd	£	267.60	Street Cleaning supplies	1
20/09/2024	3605	08 September 2024	Daneside Theatre	£	587.10	3rd Party ticket sales	1
20/09/2024	3605	01 September 2024	Dawsonsgroup Sweepers Ltd	£	3,180.72	Sweeper leasee	1
20/09/2024	3605	10 September 2024	DB Autos	£	62.00	Van MOT	1
20/09/2024	3605	14 September 2024	DC Assist	£	657.00	Cleaning Services	1
20/09/2024	3605	06 September 2024	Four Oaks Nurseries Ltd	£	437.40	Horticultural Supplies	1
20/09/2024	3605	11 September 2024	Four Oaks Nurseries Ltd	£	336.30	Horticultural Supplies	1
20/09/2024	3605	03 September 2024	Adam Francis Architectual	£	71.60	3rd Party sales	1
20/09/2024	3605	01 September 2024	Full Media Ltd	£	14.38	3rd Party sales	1
20/09/2024	3605	04 September 2024	Marc Makes Comics	£	400.00	Summer Play days event costs	1
20/09/2024	3605	04 September 2024	New Vic Theatre	£	43.68	3rd Party ticket sales	1
20/09/2024	3605	10 September 2024	Niche Event Hire	£	1,382.40	Green Fayre event costs	1
20/09/2024	3605	01 September 2024	Northwest In Bloom	£	60.00	Awards ceremony tickets	1
20/09/2024	3605	06 September 2024	Nuneaton Signs	£	60.00	Sign lettering	1
20/09/2024	3605	31 August 2024	The Old Saw Mill CBS Ltd	£	750.00	Luncheon Club	1
20/09/2024	3605	22 July 2024	Screwfix	£	44.99	Sundry repair items	1
20/09/2024	3605	16 September 2024	Sharrocks	£	24.84	Wheel bolts	1
20/09/2024	3605	13 September 2024	Shred-It Ltd	£	168.48	Confidential shredding	1
20/09/2024	3605	03 September 2024	Stuart Tayler Plumbing	£	105.00	Toilet repairs	1
20/09/2024	3605	05 September 2024	PTSG Electrical Services Ltd	£	302.40	Annual safety check	1

20/09/2024	3605	24 July 2024	Toolstation	£	419.55	Sundry repair items/Recharge	6
20/09/2024	3605	12 September 2024	Tudor Environmental Ltd	£	156.06	PPE	2
20/09/2024	3605	01 September 2024	UK Fuels Ltd	£	225.00	Fuel for vans	1
20/09/2024	3605	12 September 2024	UK Fuels Ltd	£	403.28	Fuel for vans	1
20/09/2024	3605	03 September 2024	Water Plus Ltd	£	21.36	Allotment water rates	1
20/09/2024	3605	09 September 2024	West Wallasey Contract Hire	£	2,579.20	Vehicle Lease	1
20/09/2024	3605	02 September 2024	Whitehursts Agricultural & Builders	£	107.14	Handrail repairs	1
TOTAL					£ 17,205.36		
27/09/2024	3617	24 September 2024	Acorn Occupational Helath Ltd	£	240.00	HR& HS Assessment	1
27/09/2024	3617	18 September 2024	Brunel Engraving Co Ltd	£	86.82	Recharge works	1
27/09/2024	3617	19 September 2024	Heads Congleton Limited	£	177.84	Green Fayre event costs	1
27/09/2024	3617	16 September 2024	Culligan UK	£	214.01	Town Hall Water	1
27/09/2024	3617	20 September 2024	Cutlet Cleaning Services Ltd	£	247.80	Cleaning supplies	2
27/09/2024	3617	22 September 2024	DC Assist	£	219.00	Cleaning Services	1
27/09/2024	3617	19 September 2024	Hayman Mechanical Services Ltd	£	650.18	Boiler service	1
27/09/2024	3617	18 September 2024	Landscape Supply Company	£	496.58	Horticultural Supplies	1
27/09/2024	3617	18 September 2024	LITE Limited	£	1,530.00	Christmas lights	1
27/09/2024	3617	17 September 2024	Lomond Books	£	30.52	CIC Stock	1
27/09/2024	3617	04 September 2024	Nuneaton Signs	£	135.00	Sign lettering	2
27/09/2024	3617	06 September 2024	Northwest Plant Agri Ltd	£	234.41	Repairs to tools	1
27/09/2024	3617	20 September 2024	Congleton Rotary	£	199.50	3rd Party ticket sales	1
27/09/2024	3617	17 September 2024	Screwfix	£	19.98	Recharge items	1
27/09/2024	3617	18 September 2024	SLCC	£	450.00	Training	1
27/09/2024	3617	24 September 2024	Threadfast Engineers 1984 Ltd	£	23.28	Recharge items	2
27/09/2024	3617	31 July 2024	Toolstation	£	7.12	PPE	2
27/09/2024	3617	25 July 2024	Tudor Environmental Ltd	£	176.32	Ppe	2
27/09/2024	3617	15 September 2024	UK Fuels	£	309.10	Fuel for vans	1
27/09/2024	3617	23 September 2024	Urban Imprint	£	900.00	NDP Plan	1
TOTAL					£ 6,347.46		

List of Payments made between 01/08/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Prism Solutions	dd	129.58		5725/17386/telecom services
01/08/2024	Cheshire East Council	DD	2,495.00		Town Hall Rates
01/08/2024	Cheshire East Council	DD	437.37		Initial payment
01/08/2024	BACS P/L Pymnt Page 3596	BACS Pymnt	9,179.95		BACS P/L Pymnt Page 3596
02/08/2024	BACS P/L Pymnt Page 3569	BACS Pymnt	4,739.65		BACS P/L Pymnt Page 3569
02/08/2024	BACS P/L Pymnt Page 3573	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3573
06/08/2024	xmas santa	000372	263.29		Donation
06/08/2024	Contra	372 CONTRA	-263.29		wrong account
09/08/2024	BACS P/L Pymnt Page 3575	BACS Pymnt	7,726.33		BACS P/L Pymnt Page 3575
09/08/2024	Nationwide Installations Ltd	114	3,240.00		114/17485/poly tunnel repair
09/08/2024	Congleton Museum	BACS	1,010.00		GR03/2425
09/08/2024	Congleton Players	BACS	1,000.00		GR01/2425
09/08/2024	Mortgage Corner	BACS	725.00		1st Floor Grant
15/08/2024	Bankline	DD	75.35		Interest
16/08/2024	Marks Events Ltd	16AUG24	4,296.66		CTC2572024/17505/RH014/Marks E
16/08/2024	Dawsongroup Sweepers Ltd	82319	3,180.72		Vehicle lease AUG24
16/08/2024	Cat Social Media	IN-0965	180.00		NDP Hosting charges
16/08/2024	Stuart Tayler Plumbing	01082024	115.00		Toilet repair @ TH
16/08/2024	Congleton Community Projects	05082024	250.00		Play Day 13/08/2024
16/08/2024	D.S. Drainage	888	100.00		Toilet repair @ Pool
16/08/2024	A D Profile Ltd	148	40.00		Advert- Tribute Acts
16/08/2024	A D Profile Ltd	Cancel	-40.00		P/Ledger Electronic Payment
16/08/2024	CTC	BACS	93,170.61		August Payroll
16/08/2024	BACS P/L Pymnt Page 3592	BACS Pymnt	13,664.40		BACS P/L Pymnt Page 3592
21/08/2024	RBS Autopay	BACS	13.78		Bank charges
23/08/2024	EE Ltd	dd	169.90		01288298868/17519/charges
27/08/2024	Prism Solutions	dd	2,146.99		203277/17557/IT Support
28/08/2024	BACS P/L Pymnt Page 3586	BACS Pymnt	14,544.72		BACS P/L Pymnt Page 3586
28/08/2024	RBS Credit Card	dd	1,439.88		Credit Card Balance Payoff
30/08/2024	BACS P/L Pymnt Page 3593	BACS Pymnt	3,729.57		BACS P/L Pymnt Page 3593
30/08/2024	Beartown Patchworkers	BACS	500.00		GR15/2324
02/09/2024	Prism Solutions	dd	156.37		5961/17558/telecom charges
02/09/2024	Cheshire East Council	BACS	2,495.00		Business Rates Town Hall
02/09/2024	Cheshire East Council	BACS	437.00		Business Rates - CIC
05/09/2024	SIBA	BACS	472,342.00		Transfer
05/09/2024	Pitney Bowes Ltd	dd	84.71		4100068639/17535/charges
10/09/2024	British Telecom	dd	150.66		MR74673199/17565/charges
13/09/2024	BACS P/L Pymnt Page 3600	BACS Pymnt	9,298.91		BACS P/L Pymnt Page 3600
13/09/2024	K Wesley	BACS	3,000.00		Mayoral Allowance
16/09/2024	Bankline	BACS	74.90		Bank charges
18/09/2024	CTC	BACS	94,952.28		Payroll
18/09/2024	West Mercia Energy	dd	1,698.42		11529867/17418/Pool elec
20/09/2024	BACS P/L Pymnt Page 3605	BACS Pymnt	17,205.36		BACS P/L Pymnt Page 3605

List of Payments made between 01/08/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2024	Strategic Property	BACS	500.00		Paid in error
20/09/2024	RBS Autopay	BACS	10.33		Bank charges
23/09/2024	Pearson Surveyors Ltd	23092024	26,991.60		Salix works Inv 1
23/09/2024	EE Ltd	DD	176.44		01288325216/17697/charges
25/09/2024	Prism Solutions	dd	2,087.00		205616/17680/IT Support
27/09/2024	BACS P/L Pymnt Page 3617	BACS Pymnt	6,347.46		BACS P/L Pymnt Page 3617
27/09/2024	West Mercia Energy	DD	14,904.35		11545925/17593/T Hall elec
30/09/2024	PWLB	DD	10,888.84		Loan repayment
30/09/2024	RBS Credit Card	DD	985.02		Credit Card Balance Pay Off
Total Payments			<u>835,547.11</u>		

List of Payments made between 01/08/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2024	Omnify, Mountain View	CCAU01	959.10		paddling pool booking
20/08/2024	Magic Textiles	CCAU02	25.92		Tea towels for resale
10/09/2024	Earth Anchors Ltd	CCS01	72.60		fastlock keys - bins
23/09/2024	Survey Monkey	CCS02	320.00		Subscription
30/09/2024	Baker Ross	CCS03	232.89		Halloween event crafts

		Total Payments	<u>1,610.51</u>		
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CONGLETON TOWN COUNCIL


COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14 th November 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	17 Annual Pay Award 2024-2025		
Updates	<p>The SLCC (Society of Local Council Clerks) and National Association of Local Councils (NALC) have made contact and confirmed that the Annual Pay Award for 2024-2025 has been settled at an increase of £1,290 on each Salary Column Point (SCP) up to SCP43 and 2.5% for SCP beyond 43. The assumed budgeted pay award was 5%, giving a payroll budget of £1,141,489, if the pay award had been known at budget setting it would have resulted in a payroll requirement of £1,136,116 a difference of £5,373.</p> <p>Council are asked to approve this pay award, the agreed new rates of pay are applicable from 1st April 2024, employers are encouraged to implement this pay award as swiftly as possible and the backdated award be processed as quickly as possible back to 1st April 2024. This may mean that the approval comes after the award has been implemented due to the timing of meetings. This report will be presented to Council on 12th December 2024 as required in our Financial Regulations. The Chair of Personnel and Mayor have been informed as an update.</p> <p>The award will be implemented in the December 2024 payroll run, and all back pay due will be included. The backdated amounts will be verified by the Chief Officer and Chair of the Finance and Policy Committee prior to being input in the December pay run. A hard copy of the backdated amount and increases has been signed by the Chief Officer, Mayor, and Chair of Finance. (Changes to salary budget have to be signed by the three mentioned officers/Councillors in accordance with our Financial Regulations)</p>		
Decision Requested	<p>To:</p> <ol style="list-style-type: none">1- Note the Annual Pay Agreement award for 2024-2025 in accordance with the NJC agreement.2- Note that the back pay due from 1st April 2024 to 30th November 2024 will be paid in December 2024 payroll.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance & Policy Committee		
MEETING DATE AND TIME	14th November 2024	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O/Mark Worthington		
AGENDA ITEM REPORT TITLE	18 Splash Pad Feasibility Study		
Background	<p>Congleton paddling pool is an extremely popular asset within the community offering users a cost-free leisure activity. Despite the amenity's popularity it does suffer from several inherent inconveniences. The chief amongst these are ease and convenience of access, user control and operating costs. The current location of the facility does result in traffic congestion and inconvenience to residents in the adjacent street during periods of good weather and school holidays. This is due to the shortage, location, and nature of parking facilities near to the pool. Due to the popularity of the facility, user management measures have needed to be put in place to control access in the interests of safety and enjoyment of the users. These measures have led to significant operating costs and some user inconvenience.</p> <p>The operating costs, location and lease arrangement of the paddling pool facility have been an area of discussion for a number of years. For this reason CTC Officers have previously contacted local authorities who have replaced their existing paddling pools with modern Splash Pads, these included Amber Valley Borough Council and Great Yarmouth Borough Council. Both authorities reported the installation of a Splash Pad made a financial saving on operating costs but also created a safer, more environmentally friendly water facility.</p> <p>To determine if previous discussions relating to replacement/relocation of the paddling pool are viable/possible, would a feasibility study into the options be a positive move forward. As 'doing nothing' is also an option, it is important that we appoint an independent consultant to objectively review the economic and technical feasibility rather than just requesting prices from constructors for an, as yet, ill-defined project.</p>		
Update	<p>A local company with over 50 years of experience in process engineering design has been approached to provide details into the feasibility of improving/relocating the paddling pool. This company is an independent consultancy which specialises in the design of aquatic leisure applications including swimming pools, water features, aquatic leisure facilities and plant. Initial discussion indicates that, a number of options are available to us which include redesign of the existing facility, reuse of some equipment and</p>		

	<p>relocation or a completely new facility, such as a Splash Pad on a new site, tentatively suggested within Congleton Park.</p> <p>The proposed study for the improvement of the paddling pool facility would centre on and around the following possible major considerations:</p> <ul style="list-style-type: none"> • A change in the location for the paddling pool (ideally to Congleton Park) • Adaptation of the existing facility • A change in the design of the facility from a paddling pool to a modern “splash pad” • A combination of the above options to optimise user enjoyment and convenience, capital expenditure and operating costs. <p>The product of the proposed study would generally be as follows:</p> <ul style="list-style-type: none"> • To examine, identify and quantify the operating environment of the existing facility. • To identify, quantify and examine the benefits and disadvantages of the existing facility, both from the viewpoint of the user and the operator. • To establish and examine the possible effects on user enjoyment and operator capital and running costs of possible changes to the location, design and operation of the existing facility. • Preparation of a written report and verbal presentation of the completed study to interested parties in the Council. • Suggestions and recommendations. <p>A lump sum fee for carrying out the feasibility study as described in this proposal would be £5,000.00 +VAT. The expenditure would be covered by using the Legal & professional EMR.</p> 
<p>Financial</p>	<p>To be in accordance with allocated budgets and financial regulations. Three individual feasibility study quotes required. Officers to investigate potential grants available for water leisure facilities. Purchases and Orders over £5,000 require Committee approval.</p>

Environmental	It is generally found that Splash Pads are more environmentally friendly as they minimise water, energy and chemical usage by comparison with traditional paddling pools. The feasibility study will assess environmental impact and benefits.
Equality	A key feature of Splash Pads are their inclusive design specification which minimises barriers and steps and provides level access to those with mobility and visibility limitations. The feasibility study will seek to assess these benefits.
Decision Request	To receive the report relating to Splash Pad Feasibility Study and for Committee to agree to the proposed expenditure and route to appointing a suitable company to undertake the feasibility study.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th November 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O/Mark Worthington		
AGENDA ITEM REPORT TITLE	19 Town Hall Charity Illumination Policy		
Background	<p>Town Hall, Assets & Services Committee members discussed a report on 5th September 2024 relating to the growing number of requests from charities and organisations to illuminate the Town Hall in a specific colour to help promote their occasion and/or to increase awareness of campaigns.</p> <p>THAS/12/2425 Resolved for CTC Officers to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health & Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.</p>		
Update/Policy	<p style="text-align: center;">Congleton Town Council</p> <p style="text-align: center;">Town Hall Charity Illumination Policy</p> <p>PURPOSE OF THE POLICY</p> <p>The aim of the policy is to establish and operate a transparent procedure to mark/promote specific days of significance to charities and organisations within the wider community, by illuminating Congleton Town Hall in a chosen colour. The policy will also apply to marking events or campaigns organised by the Council, or in partnership with another organisation.</p> <p>MANAGEMENT OF THE POLICY</p> <p>The day-to-day management of the Town Hall Charity Illumination Policy at Congleton Town Council will be overseen by the Chief Officer. Any change from the Policy as stated would be subject to consideration and approval by the Finance & Policy Committee.</p> <p>REQUESTS TO ILLUMINATE THE TOWN HALL</p> <p>Applications must meet the following criteria:</p> <p><u>Charities and Community Groups</u></p> <p>Organisations must be constituted and charities must have a registered charity number, compliant with charities legislation.</p>		

Illuminations will be limited to one night per occasion or campaign.

The charity or community organisation's values must be in accordance with the Council's agreed values and objectives and must not conflict with Council.

Requests from other public bodies should adhere to the same criteria.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

Requests from within Council

When the Council itself intends to illuminate for a specific event, occasion or cause, requests will be assessed in line with the policy objectives.

Illuminations will be limited to one night per occasion or campaign. Requests cannot be submitted more than six months before the occasion.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

QUESTIONS AND APPROVALS

The Chief Officer will consider and determine any request to illuminate the Town Hall or other Council-owned buildings where it is not set out in the Policy. (e.g. International sporting events). Illuminations of a Political nature will NOT be considered. The request must come from a serving Town Councillor and be made in writing at least 4 weeks before the event. This decision is final. Any decisions for continued or regular illumination must be considered by the Finance & Policy Committee where it is not set out in the Policy. No illumination by, or on behalf of the Council, is to be undertaken without the approval of the Chief Officer. The Chief Officer will be consulted on all matters relating to the Illumination Protocol and any questions should be submitted in writing to the Chief Officer.

POLICY REVIEW

This policy will be reviewed every five years to ensure that it remains fit for purpose.

Financial	Electrical cost of running 24 x 62 watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours, which will be covered under normal revenue expenditure budgets.
Environmental	Electrical usage overnight while the Town Hall is not occupied.
Equality	Policy to promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.
Decision Request	To approve the draft Town Hall Charity Illumination Policy, and recommend this to Council for approval and adoption into the Constitution.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th November 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	20 Notice of Conclusion of Audit for Year Ending 31st March 2024		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA); the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to year ending 2027</p>		
Update	<p>The External Auditors (PKF Littlejohn) have completed their audit and have signed off the certificate for 2023-2024 with no issues noted. See Appendix 20.1.</p>		
Decision Request	<p>1. To note the Conclusion of the Audit for year ending 31st March 2024.</p>		

Congleton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Congleton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Congleton Town Council on application to:</p> <p>(a) <u>Serena Van Schepdael</u> <u>RFO/Finance Manager</u> <u>Requests can be made by emailing info@congleton-tc.gov.uk</u> <u>or by calling 01260 270350</u></p> <p>(b) <u>Monday to Thursday</u> <u>Between 9.00 and 3.00pm</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Serena Van Schepdael (RFO)</u></p> <p>Date of announcement: (e) <u>26/09/2024</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/06/2024

and recorded as minute reference:

CTC/13/2425

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.congleton-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	928,858	835,559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	996,333	1,068,179	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	805,222	814,774	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-954,667	-1,069,056	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-18,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-918,409	-818,091	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	835,559	812,750	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	886,463	884,354	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,907,704	2,929,224	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	330,463	327,373	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 3/6/2024

I confirm that these Accounting Statements were approved by this authority on this date:

13/06/2024

as recorded in minute reference:

CTC/14/2425

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **CONGLETON TOWN COUNCIL-CH0056**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

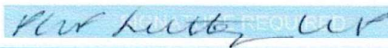
3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/09/2024