

CONGLETON TOWN COUNCIL

COMMITTEE:	Finance and Policy																	
MEETING DATE AND TIME	Thursday 23rd January 2025 5.30 pm	LOCATION	Congleton Town Hall															
REPORT FROM	Chief Officer and Responsible Financial Officer																	
REPORT TITLE	7 Ear Marked Reserves																	
Introduction	<p>The Council have Ear Marked Reserves (EMR) set aside for projects and Capital Contingency. During Budget Setting the use of Ear Marked Reserves is taken into account and arrangements can be made to utilise or change these EMRs as part of the budget setting process. Changes to EMRs must be approved by the Full Council.</p> <p>There are 2 decision requests in this report, which is to approve the EMR movement for the 2024-2025 year-end.</p>																	
Ear Marked Reserves	<p>See Appendix 7.1 and 7.2</p> <p>The Earmarked Reserve balances are currently as per Appendix 7.1</p> <p>2024-25 There are 3 movements required for this year-end:[Appendix 7.2]</p> <ol style="list-style-type: none"> 1. Move two EMRs of which the projects have completed to the main Capital Contingency EMR 2. Move £53,000 from Capital Contingency to a new EMR for the Salix Project to keep these funds separate from all other Property Maintenance. 3. Move £26,691 from Capital Contingency to the New Salix Project EMR. This will set aside the correct amount of funds we require as a Council to go ahead with the project. Should the project not go ahead these funds are available for Property Maintenance as approved during a Council meeting on 25th January 2024 (CTC/76/2324). <p>Decision Requested:</p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>EMR 322 First Floor Scheme</td> <td>EMR 320 Capital Contingency</td> <td>£2,479</td> </tr> <tr> <td>EMR 327 Covid 19</td> <td>EMR 320 Capital Contingency</td> <td>£3,333</td> </tr> <tr> <td>EMR 320 Capital Contingency</td> <td>EMR NEW Salix</td> <td>£26,691</td> </tr> <tr> <td>EMR 355 Property Maintenance</td> <td>EMR NEW Salix</td> <td>£53,000</td> </tr> </tbody> </table> <p>EMRs have been utilised throughout 2024-2025 to fulfil revenue expenditure, the total used to date is £54,708, giving a total projected expenditure of £2,007,371.</p> <p>The movement of EMRs for 2024-2025 was approved by Finance and Policy on 14th January 2025. (FAP/54/2425). The draft resolution: FAP/54/2425 RESOLVED to approve the EMR movement for 24-25 year-end, and recommended this to Council for approval on 23rd January 2025.</p> <p>2025-26 There is currently no requirement for movement between EMR as part of the budget setting for 2025-26, draft expenditure is £1,938,622. EMR will be used for expenditure and projects throughout 2025-26 this total is £128,997, giving a total expenditure of £2,067,619. Any changes to EMR for the year 2025-2026 will be presented to Council during the year. The use of the funds for the Website, CNP have Council approval, Salix</p>			From	To	Amount	EMR 322 First Floor Scheme	EMR 320 Capital Contingency	£2,479	EMR 327 Covid 19	EMR 320 Capital Contingency	£3,333	EMR 320 Capital Contingency	EMR NEW Salix	£26,691	EMR 355 Property Maintenance	EMR NEW Salix	£53,000
From	To	Amount																
EMR 322 First Floor Scheme	EMR 320 Capital Contingency	£2,479																
EMR 327 Covid 19	EMR 320 Capital Contingency	£3,333																
EMR 320 Capital Contingency	EMR NEW Salix	£26,691																
EMR 355 Property Maintenance	EMR NEW Salix	£53,000																

	use will be approved on the presentation of the report and the next stages of that project. Any further use of EMR funds will be presented to the Council as and when required.
Decisions Required	<ol style="list-style-type: none">1. Approve the EMR movement for 24-25 year end.2. Note the use of EMR for the Financial Year 2025-2026

APPENDIX 7.1

Congleton Town Council

Earmarked Reserves

Account		Opening Balance	Net Transfers	Closing Balance
318	Capital Equipment Fund	£ -	£ 457	£ 457
320	Capital Contingency Fund	£ 117,845	-£ 10,257	£ 107,588
321	EMR Elections	£ 20,000		£ 20,000
322	EMR Business Recovery	£ 3,204	-£ 725	£ 2,479
324	EMR Crime Prevention/Tr Calm	£ 4,357		£ 4,357
325	EMR Committed Grants	£ 17,976	-£ 17,976	£ -
326	EMR Congleton Partnership	£ 34,666	-£ 24,666	£ 10,000
327	EMR Covid 19	£ 3,333		£ 3,333
330	EMR Ancient Treasures	£ 3,000		£ 3,000
331	EMR Web Site	£ 30,151	-£ 7,274	£ 22,877
333	EMR Training	£ 6,000		£ 6,000
334	EMR Town Centre	£ -	£ 1,948	£ 1,948
336	EMR Loan Repayments not paid	£ 3,163	-£ 3,163	£ -
337	EMR Toilets	£ 24,012		£ 24,012
339	EMR Public Realm	£ 8,153		£ 8,153
340	EMR Legal fees	£ 46,406	-£ 23,307	£ 23,099
342	EMR Tourism	£ 2,555		£ 2,555
343	EMR Marketing	£ 5,000		£ 5,000
344	EMR Congleton Neigh'hood Plan	£ 2,520	£ 8,683	£ 11,203
346	EMR Rotary Bonfire	£ 5,000		£ 5,000
348	EMR Civic	£ 1,000		£ 1,000
349	EMR CIL	£ 21,684		£ 21,684
354	EMR Carbon Offsetting	£ 3,000		£ 3,000
355	EMR Property Maintenance	£ 162,468	£ 15,000	£ 177,468
		£ 525,493	-£ 61,280	£ 464,213

Appendix 7.2

Congleton Town Council: Earmarked Reserves

	Balance B/f @ 01APR24 (Actual c/f)	Moved IN	Moved Out	Balance at 30NOV24	End of Year 24/25		Planned	Balance expected @ 01/04/25 (B/F)	25-26 (B/F)	Moving in	Moving Out	Use during year	Balance	25-26 Info
					IN	OUT								
318 Capital Equipment fund [Operational requirements]	-	5,000	- 4,543	457				457	457	25,000		- 17,500	7,957	£17,500 for annual purchases including laptops
320 Capital Contingency - [General and projects]	117,845	20,000	- 30,257	107,588	5,812		- 26,691	86,709	86,709			- 5,000	81,709	£26,691 moving to Salix Reserve. £5,000 for Pool cover
321 Elections	20,000			20,000				20,000	20,000				20,000	To retain for possible future by-elections
NEW Election 4 yearly	-			-				-	-	5,500			5,500	New EMR for 4 yearly elections.
322 First Floor Scheme	3,204		- 725	2,479		- 2,479		-	-				-	Scheme now ended moving to Capital Contingency
324 Crime Prevention/Traffic Calming	4,357			4,357				4,357	4,357				4,357	Retain
325 Committed Grants	17,976		- 17,976	-				-	-				-	
326 Congleton Partnership Projects	34,666	10,000	- 34,666	10,000	40,768	- 40,768		10,000	10,000				10,000	Retain
327 Covid 19	3,333			3,333		- 3,333		0	0				0	Scheme now ended moving to Capital Contingency
330 Civic Treasures	3,000			3,000				3,000	3,000				3,000	Retain
331 Website	30,151		- 7,274	22,877		- 7,274		15,603	15,603			- 15,603	0	
333 Training	6,000			6,000				6,000	6,000				6,000	Retain
334 Town Centre	-	1,948		1,948		- 1,948		-	-				-	UKSPF Grant
336 Loan repayments not made	3,163		- 3,163	0				0	0				0	Accounting requirements only
337 Public Toilets	24,012			24,012				24,012	24,012				24,012	Retain
339 Public Realm	8,153			8,153				8,153	8,153				8,153	Retain, Regeneration Working Group have a list of requirements
340 Legal/Proff. Fees	46,406		- 23,307	23,099				23,099	23,099				23,099	Retain
342 Tourism	2,555			2,555				2,555	2,555				2,555	Will be used to offset any overspent on Tribute series, retain balance
343 Marketing	5,000			5,000				5,000	5,000				5,000	Retain
344 Neighbourhood plan	2,520	15,000	- 6,317	11,203				11,203	11,203			- 11,203	0	Now on Stage 4.
346 Rotary Bonfire	5,000			5,000				5,000	5,000				5,000	Retain
348 Civic	1,000			1,000				1,000	1,000				1,000	Retain
349 CIL	21,684			21,684				21,684	21,684				21,684	Retain
354 Carbon Offsetting	3,000			3,000				3,000	3,000				3,000	Retain
355 Property Maintenance	162,468	15,000		177,468		- 23,500	- 53,000	100,968	100,968	15,000			115,968	£23,500 is for Windows utilising the £15,000 CEC Greener Grant
NEW Christmas Lights replacement										5,000			5,000	To build up funds to replace
NEW Property Maintenance Salix project					26,691	53,000		79,691	79,691			- 79,691	-	**
	525,493	66,948	- 128,228	464,213	73,271	- 26,302	- 79,691	431,491	431,491	50,500		- - 128,997	352,994	

** If project goes ahead, a budget line of £26,691 will be required to uplift the amount we are due to pay, them moved into EMR to retain.

Possible spends 24/25 onwards as warranties expire/need full repairs

Replace Laptops x 2/3

£ 2,500	£ 3,500
25-26	26-27

GENERAL RESERVES

General c/f 24-25	287,256	25-26 c/f	292,340
Recommended	283,861	Rec	317,864
Difference	3,395		- 25,524