



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

17th January 2025

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 23rd January 2025** to be held at Congleton Town Hall commencing at **5.30 pm**

Please note that the meeting of the Town Hall Assets and Services meeting will commence 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 in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford
Chief Officer



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

Tel: 01260 270350

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AGENDA

1. Apologies for absence

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

2. Minutes of Previous Meeting

To approve and [sign the minutes of the Council meeting held on the 12th December 2024](#)

3. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both “non-pecuniary” and “pecuniary” interests’ as early in the meeting as they become aware of it.

4. 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.

5. Urgent Items

Members may raise urgent items related to Council Business, but no discussion or decisions may be taken at the meeting.

6. Interim Staffing Structure (Enclosed)

To approve the Interim Structure as presented to the Personnel Committee on the 12th of December 2024.

Pers/06/2425 Resolved to approve the proposed amendment to the interim structure as presented by the Chief Officer.

7. Ear Marked Reserves 2024/25 and 2025/26

7.1 Approve the EMR movement for 24-25 year end.

7.2 Note the use of EMR for the Financial Year 2025-2026.

8. Budget and Precept for financial year 2025-2026

8.1 Approve the Budget for 2025-2026.

8.2 Approve the Precept requirement for 2025/26.

9. Payments over £5,000

- Approve the list of payments over £5,000 for the financial year 2025-2026.

To All Members of the Council

CC: Town Burgess (5), Congleton Information Centre,
Congleton Library, Press (3)

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on 12th December 2024

Please note – These are draft minutes and will not be ratified until the next meeting of the Council.

For the papers discussed at the meeting, [please see the Meeting agenda of 12th December 2024](#)

Councillors Present: Kay Wesley (Mayor)
Robert Brittain (Deputy Mayor)
Dawn Allen
David Brown
Russell Chadwick (Arrival at 8.40 pm)
Robert Douglas
Mark Edwardson
Suzy Firkin
Emma Hall
Sally Ann Holland
Amanda Martin
Susan Mead
Robert Moreton
Heather Pearce
Shaun Radcliffe
Heather Seddon
Richard Walton
Liz Wardlaw
Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer)

Number of Press: 0

Member of the Public: 2

1. Apologies for absence

Apologies were received from Cllrs Suzie Akers Smith, Charles Booth Arabella Holland

2. Minutes of Previous Meetings

CTC/58/2425 Resolved to sign and approve the [minutes of the Council meeting held on the 3rd October](#)

3. Declarations of Disclosable Pecuniary Interest

Were received from Councillors David Brown, Sally Anne Holland, Liz Wardlaw, Emma Hall, Rob Moreton and Heather Seddon on matters relating to Cheshire East Council

At the end of this item the Mayor advised that the council had received a question relating to item 13. The government consultation on Hybrid Meetings and proposed that the agenda item should follow public questions.

CTC /59/ 2425 resolved to approve the proposal to discuss item 13 following public questions.

4. Questions from Members of the Public

A question was received from Deborah Lawson who advised the council on Congleton's Equal Access Group response to the Government's Consultation on Hybrid meetings and asked if the Council would be supportive of the Government proposal. (See item 13.)

5. Urgent Items

5.1 Robert Douglas Section 106 agreements (Appendix 1)

5.2 Richard Walton Talbot Street bin emptying (Appendix 1)

6. Town Mayor's Announcements and Engagements

CTC/60/2425 Resolved to receive a list of the Mayor's engagements.

7. Minutes of the Planning Committee

A proposal was put forward to approve all minutes of the committee meetings noting any amendments from Councillors.

CTC/61/2425 Resolved to approve the proposal to approve all minutes of the committee meetings.

CTC/62/2425 Resolved to approve and sign the minutes of the Planning Committee meetings held on the 12th of September and the 10th of October 2024

7.1 Neighbourhood Plan

Council received a verbal update from The Chief Officer who advised that the Regulation 14 consultation had closed and there had been 510 responses. There is a meeting scheduled with Cheshire East Council to agree next stage – the exact date is to be confirmed.

8. Minutes of the Community Committee

CTC/62/2425 Resolved to approve and sign the minutes of the Community Committee meetings held on the 29th of August 2024

9. Minutes of the Town Hall and Assets Committee

CTC/62/2425 Resolved to approve and sign the minutes of the Town Hall and Assets Committee meeting held on the 5th September

10 Minutes of the Environment Committee

CTC/62/2425 Resolved to approve and sign the minutes of the Environment Committee meeting held on the 26th of September 2024.

Noted that the minutes need to show that Cllr Heather Seddon stated a Declaration of Interest against Vale Allotments item and Cllr Richard Walton abstained

11. Minutes of the Finance and Policy Committee

CTC/62/2425 Resolved to approve and sign the minutes of the Finance and Policy Committee held on the 19th of September 2024

11.1 Budget Update

- **CTC/63/2425 Resolved to** approve the overspends as listed.
Cllr Robert Douglas raised concerns to the Chief Officer about not receiving the funding support for the repairs to the roundabout at Holmes Chapel, Sandbach and Newcastle road **Action** Chief Officer to provide an update at the next council meeting
- **CTC/64/2425 Resolved to** note current Management Accounts and variance explanations to Month 7.

11.2 Annual Pay Award

- **CTC/65/2425 Resolved to** approve and sign note the Annual Pay Agreement award for 2024-25 in accordance with the NJC agreement.
- **CTC/66/2425 Resolved to** note that the back pay due from 1st April 2024 to 30th November 2024 will be paid in December 2024 payroll.

11.3 Investment Policy Update

CTC/67/2425 Resolved to note the renewal of the Cambridge and Counties Fixed Rate bond. Noted that Cllrs S Radcliffe and R Walton Abstained

11.4 Notice of Conclusion Report

CTC/68/2425 Resolved to note the Conclusion of the Audit for the year ending 31st March 2024. Noted that Cllrs R Moreton and R Walton Abstained.

11.5 Town Hall Charity Illumination Policy

CTC/69/2425 Resolved to approve the draft Town Hall Charity Illumination Policy.

12. Minutes of the Personnel Committee

CTC/62/2425 Resolved to approve and sign the minutes of the Personnel Committee meeting held on the 22nd February 2024.

13. Government Consultation on Hybrid Meetings

CTC/70/2425 Resolved to agree to the following response to the Governments consultation on Hybrid Meetings.

13.1 That councillors send individual responses to the consultation

13.2 That the council does not agree with Proxy voting but may appoint a substitute for committee meetings **Action Officers to make relevant changes to the Constitution**

14. Proposed amendment to the Civic Protocol – Mayors Cadet

CTC/71/2425 Resolved to make the following amendments to Civic Protocol in relation to the Mayors Cadet

14.1 That the Mayors Cadet can be selected from any youth group in Congleton

14.2 The title of the Mayors Cadet to be discussed with former Mayor Murphy and the Mayors current Cadet Barney Mitcheson

15. Resolution to Exclude the Public and Press from Item 16

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to commercial sensitivities.

CTC/72/2425 Resolved to not exclude members of the public and the press from item 16 as there were no commercial sensitivities

16. Update on the Decarbonisation of the Town Hall

Council noted the Chief Officers update who advised that the designs for the potential projects of Air Source Heat Pump, secondary/double glazing and solar panels had been discussed with the conservation officer. Listed Building consent will be sought and so far the feasibility and economic perspective appear to be positive. Tendering for the 3 projects will commence early in the new year which will provide final costs for the projects as well as future operating costs.

It was noted that there is no cost to the council for the feasibility work that is taking place. A further £15k grant has been secured for additional decarbonisation/ environmental projects this needs to be spent by March the 31st 2025

Cllr Kay Wesley

Congleton Town Mayor

The meeting finished 20.55

Urgent Items Appendix 1

5.1 Firstly, I would like to thank Councillor Emma Hall, who after 17 months of lobbying obtained from Cheshire East Council in October an analysis of outstanding S106 monies for the whole of Cheshire East, which consisted of 1,669 lines of information. Generally, the same S106 agreements appear several times within this document and some of the S106 agreements on this schedule are allocated to the incorrect Ward.

At the beginning of this year, residents on Thistle Way contacted me to advise that they were convinced that Section 106 monies in respect of their estate totalling £ 135,500 had not been received by Cheshire East Council.

I have completed various summaries of this detailed S106 information - by calendar year, by type of contribution – e.g. highways, education, green spaces etc and by development site.

Where possible, I have reconciled outstanding monies and monies not utilised totalling £ 5,000 or more back to the original S106 agreement.

I also had a meeting with our Chief Officer to ensure that I had correctly identified all those S106 agreements that relate to Congleton.

I then visited the residents of Thistle Way, who had raised concerns about £ 135,500 not being received. You can imagine their shock, when I revealed for just their estate that **based on Cheshire East Council's own figures**, it appears that S106 monies totalling just over £ 800,000 have not been received – of that it appears about £ 540,000 should have been received in around February 2019, almost six years ago and about a further £ 255,000 about three years ago.

To make matters worse, it appears that these S106 monies should have been collected from Stewart Milne, which went into receivership in January, 2024, which I fear means that these significant sums of money are irrecoverable.

In addition, again **based on Cheshire East Council's own figures**, it appears that over another £ 1,000,000 of S106 monies have not been received. We do not know how much of this is overdue but all but about £ 33,000 relates to S106 agreements signed in 2019 or earlier.

Furthermore, again **based on Cheshire East Council's own figures**, a further £ 575,000 has been received by Cheshire East in respect of developments within our town boundary, but have not been utilised. However, the Chief Officer has made me aware that discussions have been taking place between Ruth Burgess and ANSA about utilising significant sums of these S106 monies in Congleton Park, play areas and green spaces. These figures do not include outstanding liabilities in respect of the bridge linking Astbury Place with Congleton Park because no financial figures for the cost of this bridge are stated in that S106 agreement.

At the request of the Thistle Way residents, I raised these issues at yesterday's Cheshire East Full Council meeting with these residents in attendance. Although Cheshire East Council had been provided with my questions for over a week, I was advised that they needed more time to respond.

Apart from the bridge for Astbury Place, in all the S106 Agreements I looked at, Cheshire East's legal department appeared to have laid down clear trigger points setting out clearly when these S106 monies should be collected – a simple task but sadly one which apparently at times appears to be above the capabilities of Cheshire East Council to the detriment of our residents and our businesses. This is clearly an important issue that, I believe, we must regularly and formally review and therefore, for our next planned Council meeting, I am requesting that our Chief Officer puts forward a proposal for the formation of a sub-committee for S106 and CIL monies to ensure that our residents and businesses do obtain the appropriate benefits in a timely fashion from these sources of funding.

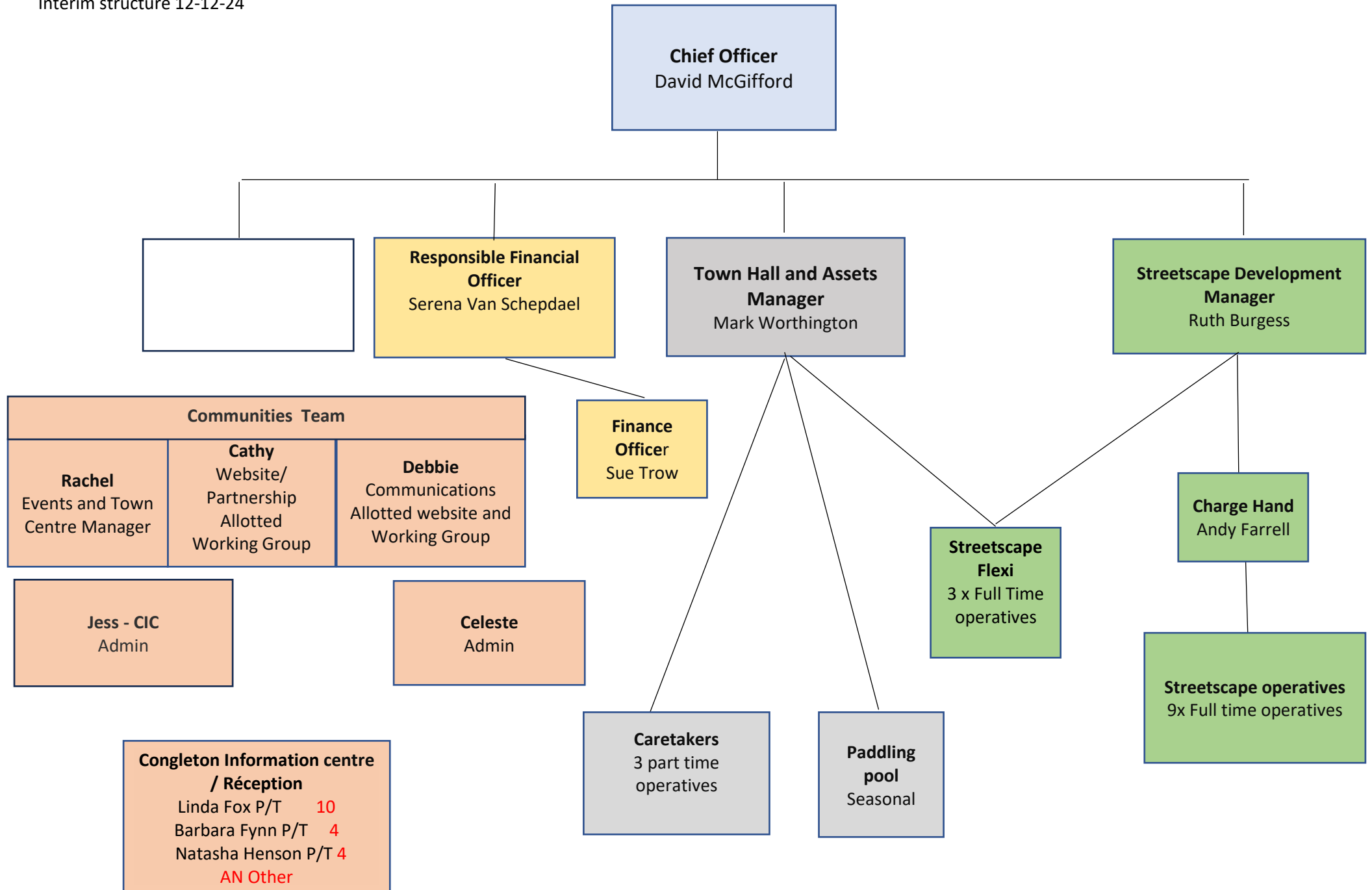
Cllr Robert Douglas

5.2 Could I please bring to your attention the difficulties residents in Talbot Street are having in having their waste bins collected . This issue was highlighted by one of my residents , Ben Somers, who posted a less than complimentary post on Congleton Chats back today . But it's a also a very enlightening post worthy of our urgent assistance . The waste bins in that street haven't been emptied for six weeks , despite numerous complaints to Cheshire East by various residents Despite these representations by our residents, nothing happens and no resolutions are proposed - this clearly isn't acceptable and will very soon become an issue of public health .

Could I please ask my colleagues who sit on Cheshire East to follow Cllr Seddon, Cllr Hall & Cllr Radcliffe's efforts and take up the case with the authorities in the unitary authority to fulfil their statutory duties and ensure the residents of Talbot Stret have their waste removed in a timely matter.

If I could also ask if any of our Officers who also may have the appropriate links within Cheshire East to write to them requesting immediate resolution if possible.

Cllr Richard Walton



CONGLETON TOWN COUNCIL

COMMITTEE:	Finance and Policy																	
MEETING DATE AND TIME	Thursday 23 rd 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">From</th> <th style="width: 30%;">To</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>EMR 322 First Floor Scheme</td> <td>EMR 320 Capital Contingency</td> <td style="text-align: right;">£2,479</td> </tr> <tr> <td>EMR 327 Covid 19</td> <td>EMR 320 Capital Contingency</td> <td style="text-align: right;">£3,333</td> </tr> <tr> <td>EMR 320 Capital Contingency</td> <td>EMR NEW Salix</td> <td style="text-align: right;">£26,691</td> </tr> <tr> <td>EMR 355 Property Maintenance</td> <td>EMR NEW Salix</td> <td style="text-align: right;">£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

CONGLETON TOWN COUNCIL

COMMITTEE:	Council										
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	8 Budget and Precept 2025-2026										
Introduction	<p>The Council’s budget is quite complex, so it is important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report which has been produced along with the draft budget, to bring in the main factors influencing its form.</p> <p>Included in this report:</p> <ul style="list-style-type: none"> • Appendix 1: Budget Summary and main updates • Appendix 2: Annual Budget Report in full <p>CURRENT YEAR DETAILS (2024-2025)</p> <table border="1" style="width: 100%;"> <tr> <td>Precept 2024-2025</td> <td style="text-align: right;">£1,182,221</td> </tr> <tr> <td>Band D Precept</td> <td style="text-align: right;">£105.49 (Per year*)</td> </tr> <tr> <td>Household cost</td> <td style="text-align: right;">£2.02 (Per week**)</td> </tr> <tr> <td>End of Year forecast, surplus</td> <td style="text-align: right;">£5,084 underspend which will remain in General Reserves.</td> </tr> </table> <p>* Calculations: Divide Precept £1,182,221 by Tax Base 11,084.29 ** Calculations: £105.46/52.143 weeks</p> <p>KEY: EMR: Earmarked Reserves GR: General Reserve</p> <p>There are 2 Decision Requests in this report:</p> <ul style="list-style-type: none"> • Approve the Budget for 2025-2026. (Decision 1) • Approve the Precept requirement for 2025-2026. (Decision 2) 			Precept 2024-2025	£1,182,221	Band D Precept	£105.49 (Per year*)	Household cost	£2.02 (Per week**)	End of Year forecast, surplus	£5,084 underspend which will remain in General Reserves.
Precept 2024-2025	£1,182,221										
Band D Precept	£105.49 (Per year*)										
Household cost	£2.02 (Per week**)										
End of Year forecast, surplus	£5,084 underspend which will remain in General Reserves.										
Considerations, process, and notes	<p>Process for 2025-2026 budget setting</p> <ul style="list-style-type: none"> • 6-month review of expenditure for 2024-2025 • Forecast end of year and review income and expenditure • Commence draft budget with <ul style="list-style-type: none"> ○ Known decreases in income. ○ Known increases in expenditure. • This generates an initial budget. • The draft budget is then presented to the Management Team, Chair of Finance and Committee Chairs for discussions and updates, this generated the presented draft budget showed an increase of 16.81%. 										

- The draft Budget is then presented to Finance and Policy for discussion and updates, with an agreed draft budget being presented to Council for final approval. This resulted in the Draft Budget presented today.

Budget Summary on Appendix 1 and 2

2024-2025

Projected surplus of £5,084. This is based on 6 months' spends and current known future spending, please note this will be subject to change towards year-end.

The total projected surplus includes an overall expenditure of £1,952,663. During the year, some projects and expenditures have been covered by the use of our Ear Marked Reserves instead of budgets via the Precept, when we take into account the use of Ear Marked Reserves of £54,708 the total expenditure is £2,007,371, see table below:

Expenditure	£	1,952,663
Use of Reserves		
Polytunnel	£	11,387
Pool works	£	13,424
Legal	£	8,307
NDP	£	6,317
Website	£	14,548
First Floor Scheme	£	725
Total Expenditure	£	2,007,371

2025-2026 DRAFT Budget:

Known/updated decreases in income:

- Streetscape £12,000 (Contract that did not go ahead)
- Town Hall Bridestones £8,200 (3 years average achieved is £4,182)
- Town Hall Commissions £2,000 (Last 3 years lower than expected)

Known/updated increases in income.

- Interest £1,000 (Remain cautious)
- F&F Town Hall £1,500 (Averaged over budget for 2 years)
- Streetscape SLA £7,943
- Streetscape Private works £2,500

Breakdown of updates/changes:

Details	Decrease	Increase	Total
Salaries (Including £2600 NI Increase)		£67,768	£67,768
Election cost: Payable by TC from 2027		£5,500	£5,500
Events: Including Food & Drink moved from Grants section	-£6,000	£10,400	£4,400
New Projects: NDP and Equal Access		£8,000	£8,000
Utilities		£15,659	£15,659
General Operation Expenses	-£2,900	£22,296	£19,396
Insurance		£4,850	£4,850
Business Rates	-£1,073	£253	-£820
Capital		£15,000	£15,000
Income (Loss overall therefore increase effect on Precept)	-£22,700	£12,943	£9,757
TOTAL increase in precept per Appendix 1			£151,510

2025-2026 total draft expenditure is £1,938,622. During the year, some projects and expenditures will be covered by the use of our Ear Marked Reserves instead of budgets via the Precept, when we take into account the use of Ear Marked Reserves of £128,997 the total expected expenditure will be £2,067,619 below:

Budget Expenditure	£	1,938,622
Plus budgets covered by reserve use:		
NDP	£	11,203
Capital	£	22,500
Website	£	15,603
Salix	£	79,691
Gross Expenditure	£	2,123,143

General Reserves:

The General reserve must be considered when setting the 2025-2026 budget, as any over/underspend will affect the General Reserve. We are required to hold a minimum of 25% revenue expenditure in General Reserves in accordance with good practice and our adopted Reserves Policy.

Using the current projected surplus from 2024-2025 of approximately £5,084 we will hold General Reserves of £292,340 which is £25,524 below the required level going into 2025-2026.

DRAFT/PROPOSED Budget and Precept

See Appendix 1

Precept 2025-2026	£1,333,233
Band D Precept per year *	£117.41
Household cost per week**	£2.25
Rise	£11.92 per Band D for the year
Rise	£0.23 per Band D per week
Rise	11.30%

* Calculations: Divide Precept £1,333,233 by Tax Base of 11355.29

** Calculations: £117.41/52.143 weeks

The above budget and Precept were approved by Finance and Policy as a Draft Document in 14th January 2025. (FAP/55/2425 and FAP/56/2425).

The initial DRAFT Budget was presented at a £16.81 annual increase /15.94%, it was approved that the below changes take place:

- Remove the Office Refurbishment Capital cost £25,000.
- Remove the Christmas Lights Replacement Capital cost £5,000.
- Remove the Rebuild of the General Reserve Capital cost £25,524.*
 * It was noted here that the RFO reminded the Committee of the Policy in place to retain reserves at 25%, it was agreed that as these was exceptional circumstances the reserves would not be rebuilt this year and would sit at the projected 23% for the 2025-2026.

Decisions Required

1. Approve the Budget for 2025-2026.
2. Approve the Precept requirement for 2025-2026.

APPENDIX 8.1

Congleton Town Council
2025-2026 DRAFT Budget Summary
Year Ended 31st March 2026

	CURRENT YEAR			DRAFT	Budget	DRAFT	Budget
	Projected *1	2024-25 Budgeted*2	Variance	2025-26 BUDGET	Incr/Decr*4	26-27 Forecast	Incr/Decr*4
Finance and Policy							
101 Corporate Management Expenditure	238,064	247,126	- 9,062	255,821	8,695	259,576	3,755
101 Corporate Management Interest Income	46,000	29,000	- 17,000	30,000	1,000	25,000	5,000
101 Other Income	317	-	- 317	-	-	-	-
101 CIL Levy	-	-	-	-	-	-	-
102 Democratic Rep'n & Mgmt.	45,190	55,954	- 10,764	61,693	5,739	63,044	1,350
107 Grants (incl S137)	41,838	41,833	5	35,833	6,000	35,833	-
	278,775	315,913	- 37,138	323,347	7,434	333,452	10,105
Community, Amenities and Services							
215 Floral Displays	12,828	10,172	2,656	12,172	2,000	12,190	18
241 Allotments	2,460	1,010	1,450	1,010	-	1,010	-
301 Congleton Partnership	17,657	24,586	- 6,929	18,561	6,025	19,912	1,351
302 Community Development	125,793	143,764	- 17,971	161,077	17,313	163,458	2,381
300 Public Realm	3,000	3,000	-	5,000	2,000	5,000	-
303 Crime Reduction	10,426	11,426	- 1,000	11,426	-	11,426	-
305 Christmas Fayre & Lights	14,296	13,000	1,296	15,000	2,000	15,000	-
310 Neighbourhood Plan	-	-	-	5,500	5,500	-	5,500
321 Tourism	11,630	13,600	- 1,970	22,000	8,400	22,000	-
351 Luncheon Club	12,000	11,000	1,000	12,000	1,000	12,000	-
	210,090	231,558	- 21,468	263,746	32,188	261,995	1,750
Town Hall and Assets							
201 Congleton Pool	40,610	54,394	- 13,784	48,640	5,754	57,016	8,375
225 CIC Expenditure	167,554	164,101	3,453	89,104	74,997	117,992	28,888
CIC Income	88,710	88,710	-	11,550	77,160	11,550	-
	78,844	75,391	3,453	77,554	2,163	106,442	28,888
263 Public Toilets	4,950	7,150	- 2,200	8,900	1,750	9,200	300
270 Cenotaph	319	319	-	375	56	400	25
221 Town Hall							
Congleton Town Hall - Expenditure	278,871	230,529	48,342	253,392	22,863	261,841	8,449
Congleton Town Hall - Income	154,040	119,750	34,290	111,050	8,700	111,050	-
	124,831	110,779	14,052	142,342	31,563	150,791	8,449
Streetscape							
280 Streetscape - Expenditure	827,132	787,095	40,037	852,149	65,054	893,402	41,253
Streetscape - CEBC Income	419,256	419,256	-	427,199	7,943	435,340	8,141
Streetscape - Other Income	15,936	27,900	- 11,964	18,400	9,500	18,400	-
	391,940	339,939	52,001	406,550	66,611	439,662	33,112
Total Town Hall and Assets	641,495	587,972	53,523	684,361	96,389	763,510	79,149
TOTAL REVENUE EXPENDITURE	1,130,359	1,135,443	- 5,084	1,271,455	136,012	1,358,958	87,504
CAPITAL & PROJECT EXPENDITURE							
109 Capital Expenditure (General)	6,500	5,000	1,500	5,000	-	5,000	-
Town Hall- Office IT	3,500	5,000	- 1,500	5,000	-	7,500	2,500
Streetscape Equipment	5,000	5,000	-	-	5,000	5,000	5,000
From Capital Reserve	10,000	10,000	-	10,000	-	10,000	-
From Earmarked Reserves	5,000	5,000	-	5,000	-	7,500	2,500
Town Hall Loan Repayments & Interest	21,778	21,778	-	21,778	-	21,778	-
Replenish Streetscape Equipment Reserve	5,000	5,000	-	5,000	-	5,000	-
Replenish Capital Reserve	20,000	20,000	-	20,000	-	20,000	-
Other Capital Replenish				20,000	20,000	20,000	-
PROJECTS							
Replenish General Reserves				-	-	25,000	25,000
				-	-	21,876	21,876
Capital and Project spend	46,778	46,778	-	61,778	15,000	113,654	51,876
TOTAL NET EXPENDITURE (Precept)	1,177,137	1,182,221	- 5,084	1,333,233	151,012	1,472,612	139,380
*5 Projected under/overspend 24/25	-	5,084	*5				
Recommended General Reserve, based on Revenue expenditure		283,861		317,864		339,740	
Carry Forward Reserves/Difference		287,256	3,395	292,340	25,524	317,864	21,876
General reserve with rebuild/General Reserve Percentage		25%		292,340	23%	339,740	25%
ADJUSTED BASIS		2024-25		2025-26		2026-27	
Band D Equivalents: 24-25 tax base approved by CEBC		11,207.02	*6	11,355.29		11,355.29	
Precept per Band D Equivalent (£/annum)		105.49	*7	117.41	£ 11.92	129.69	£ 12.27
Precept per Band D Equivalent (£/week)		2.02	*8	2.25	£ 0.23	2.49	£ 0.24
			*9	11.30%			10.45% *10

Notes

- 1 Projected - this is the estimated projection for 31/03/25
- 2 Budgeted - the 2024/25 budget
- 3 This is the draft budget for 2025/26
- 4 Budget Incr/Decr is the difference between this year's budget and next year's proposals
- 5 Projected over/underspend at 31/03/2025
- 6 This is the tax base figure given from Cheshire East Council and is the number of households that the Precept is divided by to give the annual amount per household
- 7 £117.41 is the 2025/26 proposed Band D cost to the council tax payer to the Town Council
- 8 £117.41 equates to £2.25 per week per band D household
- 9 Rise in Band D costs: 11.30%, £11.92 per year per household, 0.23p per week per household
- 10 Forecast for information purposes only

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance and Policy										
101	<u>Corporate Management</u>									
1176	Precept	1,068,179	1,068,179	1,182,221	1,182,221	1,182,221	0	1,333,233	0	0
1190	Interest Receivable	14,000	40,042	29,000	38,773	46,000	0	30,000	0	0
1199	Miscellaneous Income	0	4,803	0	317	317	0	0	0	0
	Total Income	1,082,179	1,113,023	1,211,221	1,221,311	1,228,538	0	1,363,233	0	0
4000	Staff Costs (re-allocated)	204,445	206,374	229,293	146,127	227,352	0	245,382	0	0
4007	Travel & Subsistence/Expenses	500	0	250	9	10	0	250	0	0
4008	Training	3,000	2,523	1,500	954	400	0	2,500	0	0
4013	Rent Payable	17,017	17,017	17,017	14,181	17,017	0	17,017	0	0
4020	Miscellaneous Office Costs	2,500	2,457	2,000	1,147	1,300	0	2,000	0	0
4021	Telephone/Fax/Internet	2,620	2,760	3,000	2,245	3,000	0	3,000	0	0
4022	Postage	2,000	389	1,000	579	579	0	1,000	0	0
4023	Stationery & Printing	3,100	2,667	3,300	1,084	2,000	0	3,300	0	0
4024	Subscriptions & Publications	4,750	5,166	5,100	5,200	5,200	0	5,100	0	0
4025	Insurance	13,200	12,912	14,310	15,754	12,894	0	16,243	0	0
4026	Computer/IT Costs	18,000	20,395	23,500	17,682	23,000	0	25,000	0	0
4027	Photocopy Charges	1,500	1,643	2,000	1,269	1,800	0	2,000	0	0
4030	Recruitment Advertising	500	130	500	496	496	0	500	0	0
4031	Other Advertising	300	0	0	0	0	0	0	0	0
4051	Bank Charges	1,240	921	1,240	822	1,100	0	1,240	0	0
4061	Audit Fees - External	2,100	2,100	2,100	0	2,100	0	2,500	0	0
4062	Audit Fees - Internal	1,760	1,954	1,900	460	1,900	0	1,900	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4063	Accountancy & Payroll support	5,000	4,270	5,300	1,447	4,000	0	5,300	0	0
4064	Legal & Professional fees	5,500	2,749	0	4,961	3,586	0	3,500	0	0
4066	HR & H&S Support	4,000	4,538	4,800	4,908	4,900	0	5,000	0	0
4951	Tfr From EMR	0	0	0	-4,241	-3,586	0	0	0	0
4998	Tfr TO EMR	0	4,803	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	-71,460	-66,547	-70,984	-49,387	-70,984	0	-78,320	0	0
Overhead Expenditure		221,572	229,220	247,126	165,697	238,064	0	264,412	0	0
Movement to/(from) Gen Reserve		860,607	883,803	964,095	1,055,614	990,474		1,098,821		
102	Civic									
4000	Staff Costs (re-allocated)	19,129	18,814	20,090	11,795	14,925	0	21,097	0	0
4008	Training	1,500	543	1,000	0	0	0	1,000	0	0
4023	Stationery & Printing	500	123	550	0	0	0	550	0	0
4033	Marketing/Promotions	1,000	893	1,200	208	800	0	1,200	0	0
4034	Council Newsletter	8,000	7,942	8,700	5,195	7,800	0	8,700	0	0
4035	Council Website	2,500	1,921	2,000	22,293	15,019	0	2,000	0	0
4162	General Expenditure : For 2027 Election costs	0	0	0	0	0	0	5,500	0	0
4201	Mayor's Allowance	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
4203	Members' Expenses	200	0	200	0	0	0	200	0	0
4213	Civic Expenses/Events	7,000	5,963	7,500	6,469	7,000	0	9,500	0	0
4221	Civic Regalia	250	80	250	230	230	0	250	0	0
4222	Hall & Room Hire	6,500	6,513	6,500	4,680	6,500	0	6,500	0	0
4225	Civic Artefacts and Treasures	750	451	3,400	0	2,900	0	500	0	0
4951	Tfr From EMR	0	0	0	-7,274	-14,548	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	Central Overheads Reallocated	1,600	1,492	1,564	1,088	1,564	0	1,696	0	0
	Overhead Expenditure	51,929	47,736	55,954	47,684	45,190	0	61,693	0	0
	Movement to/(from) Gen Reserve	(51,929)	(47,736)	(55,954)	(47,684)	(45,190)		(61,693)		
107	<u>Grants (incl S137)</u>									
4701	Grants - Permitted	25,000	11,216	15,000	10,861	22,976	0	15,000	0	0
4703	Grants - Subsidised Use	4,500	3,511	4,500	2,790	4,500	0	4,500	0	0
4708	Grant - Museum Notional Rent	4,500	4,500	4,500	3,750	4,500	0	4,500	0	0
4709	CCP Grant	16,000	16,000	16,000	16,000	16,000	0	10,000	0	0
4710	Congleton Partnership Accom	1,533	1,533	1,533	1,278	1,533	0	1,533	0	0
4711	Grant - CAB	10,000	10,000	0	0	0	0	0	0	0
4732	Grant - Church Clock Maint'ce	300	0	300	305	305	0	300	0	0
4925	Tfr to EMR Committed Grants	0	17,976	0	0	0	0	0	0	0
4951	Tfr From EMR	0	-1,948	0	0	0	0	0	0	0
4975	Tfr from EMR Committed Grants	0	-2,390	0	-7,976	-7,976	0	0	0	0
	Overhead Expenditure	61,833	60,398	41,833	27,007	41,838	0	35,833	0	0
	Movement to/(from) Gen Reserve	(61,833)	(60,398)	(41,833)	(27,007)	(41,838)		(35,833)		
			Type text here							
108	<u>Mayor's Fundraising Activities</u>									
1299	Mayor's Fundraising-Income	0	8,003	0	8,686	0	0	0	0	0
	Total Income	0	8,003	0	8,686	0	0	0	0	0
4297	Mayor's Fundraising Unspent	0	4,197	0	-5,850	0	0	0	0	0
4298	Mayor's Fundraising-Donations	0	3,610	0	5,186	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4299	Mayor's Fundraising-Expenses	0	196	0	6,586	0	0	0	0	0
	Overhead Expenditure	0	8,003	0	5,922	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(0)	0	2,764	0		0		
109	<u>Capital and Projects</u>									
4053	Loan Interest Payable	15,525	15,525	15,227	7,651	15,227	0	15,227	0	0
4055	Loan Capital Repaid - PWLB	6,253	3,090	6,551	3,237	6,551	0	6,551	0	0
4800	CAP - Christmas Lights	0	9,642	0	1,275	1,275	0	0	0	0
4802	CAP - Paddling Pool	0	348	0	1,500	1,500	0	0	0	0
4804	CAP - Streetscape Equipment	5,000	5,401	5,000	4,543	5,000	0	5,000	0	0
4806	CAP Office Equipment/computers	5,000	960	5,000	1,627	3,725	0	5,000	0	0
4809	CAP - Town Hall Equipment	5,000	5,349	5,000	1,947	3,500	0	5,000	0	0
4850	CAP - Town Hall Maintenance 25-26-Capital Replenish (will have new code)	0	12,000	0	0	0	0	15,000	0	0
4918	Tfr to Capital Equipment Fund	5,000	5,000	5,000	5,000	5,000	0	5,000	0	0
4920	Tfr to Cap Contingency Fund	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0
4936	Tfr to EMR Loan Rep't not made	0	3,163	0	0	0	0	0	0	0
4968	Tfr from Cap Equipment Fund	-5,000	-5,401	-5,000	-4,543	-5,000	0	-5,000	0	0
4970	Tfr from Cap Contingency Fund	-10,000	-28,298	-10,000	-5,446	-10,000	0	-10,000	0	0
	Overhead Expenditure	46,778	46,778	46,778	36,792	46,778	0	61,778	0	0
	Movement to/(from) Gen Reserve	(46,778)	(46,778)	(46,778)	(36,792)	(46,778)		(61,778)		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

	<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance and Policy - Income	1,082,179	1,121,026	1,211,221	1,229,997	1,228,538	0	1,363,233	0	0
Expenditure	382,112	392,134	391,691	283,102	371,870	0	423,716	0	0
Movement to/(from) Gen Reserve	<u>700,067</u>	<u>728,892</u>	<u>819,530</u>	<u>946,895</u>	<u>856,668</u>		<u>939,517</u>		
<u>Community, Environment & Serv</u>									
215 Floral Displays									
1180 Donations Received	0	1,354	0	310	310	0	0	0	0
1195 Sponsorship income	0	125	0	0	0	0	0	0	0
1199 Miscellaneous Income	4,000	4,385	4,000	3,524	3,524	0	4,000	0	0
Total Income	<u>4,000</u>	<u>5,864</u>	<u>4,000</u>	<u>3,834</u>	<u>3,834</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>0</u>
4011 Rates	262	162	172	162	162	0	172	0	0
4162 General Expenditure	17,000	20,274	14,000	16,196	16,500	0	16,000	0	0
Overhead Expenditure	<u>17,262</u>	<u>20,437</u>	<u>14,172</u>	<u>16,358</u>	<u>16,662</u>	<u>0</u>	<u>16,172</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,262)</u>	<u>(14,572)</u>	<u>(10,172)</u>	<u>(12,524)</u>	<u>(12,828)</u>		<u>(12,172)</u>		
241 Allotments									
1010 Rent Received - 3rd Party	190	190	190	0	190	0	190	0	0
Total Income	<u>190</u>	<u>190</u>	<u>190</u>	<u>0</u>	<u>190</u>	<u>0</u>	<u>190</u>	<u>0</u>	<u>0</u>
4012 Water	200	204	200	140	150	0	200	0	0
4041 Property Maintenance	1,000	764	1,000	0	2,500	0	1,000	0	0
Overhead Expenditure	<u>1,200</u>	<u>968</u>	<u>1,200</u>	<u>140</u>	<u>2,650</u>	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(1,010)</u>	<u>(778)</u>	<u>(1,010)</u>	<u>(140)</u>	<u>(2,460)</u>		<u>(1,010)</u>		
300	<u>Public Realm</u>									
4162	General Expenditure	3,000	495	3,000	474	3,000	0	5,000	0	0
4168	Other Expenditure	0	1,796	0	725	725	0	0	0	0
4951	Tfr From EMR	0	-1,796	0	-725	-725	0	0	0	0
Overhead Expenditure		<u>3,000</u>	<u>495</u>	<u>3,000</u>	<u>474</u>	<u>3,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(3,000)</u>	<u>(495)</u>	<u>(3,000)</u>	<u>(474)</u>	<u>(3,000)</u>		<u>(5,000)</u>		
301	<u>Congleton Partnership</u>									
1179	Grants Receivable - Other	0	919	0	16,222	11,612	0	0	0	0
1180	Donations Received	0	1,110	0	3,933	3,433	0	0	0	0
1199	Miscellaneous Income	0	3,259	0	0	0	0	0	0	0
Total Income		<u>0</u>	<u>5,289</u>	<u>0</u>	<u>20,155</u>	<u>15,045</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4000	Staff Costs (re-allocated)	21,074	19,912	22,812	9,950	15,883	0	8,590	0	0
4168	Other Expenditure	0	0	0	2,525	2,525	0	0	0	0
4301	Congleton Partnership	0	1,041	0	411	6,418	0	0	0	0
4306	P/Ship - Regeneration Projects	0	26,809	0	12,797	0	0	0	0	0
4926	Tfr to EMR Cong Partnership	0	34,666	0	0	40,768	0	0	0	0
4976	Tfr from EMR Cong Partnership	0	-57,227	0	-34,666	-34,666	0	0	0	0
6000	Central Overheads Reallocated	1,765	1,507	1,774	1,235	1,774	0	1,381	0	0
Overhead Expenditure		<u>22,839</u>	<u>26,707</u>	<u>24,586</u>	<u>-7,749</u>	<u>32,702</u>	<u>0</u>	<u>9,971</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(22,839)</u>	<u>(21,418)</u>	<u>(24,586)</u>	<u>27,904</u>	<u>(17,657)</u>		<u>(9,971)</u>		

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
302	<u>Community Development</u>									
1177	Grants Receivable - CEC	0	13,500	0	18,000	18,000	0	0	0	0
1199	Miscellaneous Income	0	400	0	0	0	0	0	0	0
	Total Income	0	13,900	0	18,000	18,000	0	0	0	0
4000	Staff Costs (re-allocated)	117,571	116,441	124,336	75,315	110,115	0	137,755	0	0
4032	UKSPF	0	11,812	0	10,730	18,000	0	0	0	0
4033	Marketing/Promotions	3,500	3,213	3,750	1,138	2,000	0	3,750	0	0
4166	Green Initiatives	0	0	5,000	2,918	3,000	0	5,000	0	0
4168	Other Expenditure Equal Access	0	107	0	0	0	0	2,500	0	0
4170	Campaign Expenditure	0	0	1,000	902	1,000	0	1,000	0	0
4998	Tfr TO EMR	0	1,688	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	9,848	9,171	9,678	6,732	9,678	0	11,072	0	0
	Overhead Expenditure	130,919	142,432	143,764	97,736	143,793	0	161,077	0	0
	Movement to/(from) Gen Reserve	(130,919)	(128,532)	(143,764)	(79,736)	(125,793)		(161,077)		
303	<u>Crime Reduction</u>									
1199	Miscellaneous Income	0	680	0	0	0	0	0	0	0
	Total Income	0	680	0	0	0	0	0	0	0
4162	General Expenditure	1,000	-4,163	1,000	0	0	0	1,000	0	0
4164	CCTV	9,548	12,547	10,426	10,426	10,426	0	10,426	0	0
4951	Tfr From EMR	0	-3,000	0	0	0	0	0	0	0
	Overhead Expenditure	10,548	5,384	11,426	10,426	10,426	0	11,426	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(10,548)</u>	<u>(4,704)</u>	<u>(11,426)</u>	<u>(10,426)</u>	<u>(10,426)</u>		<u>(11,426)</u>		
305	<u>Christmas Fayre -Light Switch</u>									
1170	Christmas Fayre Stall income	0	1,958	0	2,133	2,108	0	0	0	0
1171	Christmas Tree Income	2,000	2,145	3,000	2,346	2,346	0	3,000	0	0
1195	Sponsorship income	0	3,000	0	2,500	2,500	0	0	0	0
1199	Miscellaneous Income	0	0	0	750	750	0	0	0	0
	Total Income	<u>2,000</u>	<u>7,103</u>	<u>3,000</u>	<u>7,729</u>	<u>7,704</u>	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
4171	Christmas Fayre	6,000	12,885	6,000	11,725	12,000	0	6,000	0	0
4172	Christmas Lights	16,000	9,301	10,000	8,830	10,000	0	12,000	0	0
	Overhead Expenditure	<u>22,000</u>	<u>22,185</u>	<u>16,000</u>	<u>20,555</u>	<u>22,000</u>	<u>0</u>	<u>18,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(20,000)</u>	<u>(15,082)</u>	<u>(13,000)</u>	<u>(12,825)</u>	<u>(14,296)</u>		<u>(15,000)</u>		
310	<u>Neighbourhood Plan</u>									
4162	General Expenditure <small>Type text here</small>	0	4,975	0	9,493	0	0	5,500	0	0
4994	Tfr from EMR Neigh'hood plan	0	-4,976	0	-8,695	0	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>798</u>	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>	<u>0</u>	<u>(798)</u>	<u>0</u>		<u>(5,500)</u>		
321	<u>Tourism</u>									
1036	Tourism/Tribute Income	0	9,924	0	4,807	4,807	0	0	0	0
1177	Grants Receivable - CEC	0	0	0	900	900	0	0	0	0
1180	Donations Received	0	225	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1199	Miscellaneous Income	0	1,556	0	787	787	0	0	0	0
	Total Income	0	11,705	0	6,495	6,494	0	0	0	0
4000	Staff Costs (re-allocated)	0	0	0	733	733	0	0	0	0
4033	Marketing/Promotions Food & Drink Festival (will have new code)	0	0	0	0	0	0	6,000	0	0
4136	Tourism/Tribute Exp	0	7,945	0	5,839	5,839	0	0	0	0
4162	General Expenditure	10,000	8,134	10,000	8,006	10,000	0	12,000	0	0
4165	Projections	4,000	3,270	4,000	3,635	3,500	0	4,000	0	0
4166	Green Initiatives	5,000	2,718	0	0	0	0	0	0	0
4951	Tfr From EMR	-5,000	-5,000	-400	0	-1,948	0	0	0	0
4998	Tfr TO EMR	0	1,979	0	0	0	0	0	0	0
	Overhead Expenditure	14,000	19,046	13,600	18,213	18,124	0	22,000	0	0
	Movement to/(from) Gen Reserve	<u>(14,000)</u>	<u>(7,341)</u>	<u>(13,600)</u>	<u>(11,718)</u>	<u>(11,630)</u>		<u>(22,000)</u>		
351	<u>Luncheon Club</u>									
4705	grant - Luncheon Club	11,000	11,902	11,000	8,530	12,000	0	12,000	0	0
	Overhead Expenditure	11,000	11,902	11,000	8,530	12,000	0	12,000	0	0
	Movement to/(from) Gen Reserve	<u>(11,000)</u>	<u>(11,902)</u>	<u>(11,000)</u>	<u>(8,530)</u>	<u>(12,000)</u>		<u>(12,000)</u>		
	Community, Environment & Serv - Income	6,190	44,731	7,190	56,213	51,267	0	7,190	0	0
	Expenditure	232,768	249,556	238,748	165,480	261,357	0	262,346	0	0
	Movement to/(from) Gen Reserve	<u>(226,578)</u>	<u>(204,825)</u>	<u>(231,558)</u>	<u>(109,268)</u>	<u>(210,090)</u>		<u>(255,156)</u>		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Personnel										
401	Staffing & Staff Costs									
4000	Staff Costs (re-allocated)	-1,057,591	-1,068,893	-1,141,489	-717,537	-1,117,414	0	-1,211,260	0	0
4001	Salaries & Wages	810,899	834,800	883,630	558,175	862,064	0	912,453	0	0
4005	Employers NIC	78,618	67,950	84,134	52,125	83,695	0	117,978	0	0
4006	Employers S/Ann	168,074	166,143	173,725	107,238	171,655	0	180,829	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Town Hall and Assets</u>										
<u>201</u>	<u>Paddling Pool</u>									
4000	Staff Costs (re-allocated)	33,254	19,667	32,265	14,250	19,821	0	25,380	0	0
4008	Training	3,000	464	3,000	0	0	0	3,000	0	0
4009	Protective Clothing\H & Safety	300	250	320	184	184	0	320	0	0
4012	Water	4,800	4,800	5,102	830	5,102	0	5,500	0	0
4014	Electricity	3,500	1,830	2,000	3,043	3,500	0	3,200	0	0
4039	Pool Chemicals	3,500	3,645	3,900	3,456	3,456	0	3,900	0	0
4041	Property Maintenance	4,000	4,780	4,300	4,565	4,565	0	4,300	0	0
4042	Grounds Maintenance	15,000	13,125	0	13,424	13,424	0	0	0	0
4162	General Expenditure	12,550	13,633	1,000	1,480	1,475	0	1,000	0	0
4951	Tfr From EMR	-15,000	-13,125	0	-13,424	-13,424	0	0	0	0
6000	Central Overheads Reallocated	2,785	2,594	2,507	1,747	2,507	0	2,040	0	0
	Overhead Expenditure	67,689	51,663	54,394	29,556	40,610	0	48,640	0	0
	Movement to/(from) Gen Reserve	(67,689)	(51,663)	(54,394)	(29,556)	(40,610)		(48,640)		
<u>221</u>	<u>Congleton Town Hall</u>									
1009	Rent Rec'd - Museum Notional	4,500	4,500	4,500	3,750	4,500	0	4,500	0	0
1010	Rent Received - 3rd Party	1,533	1,533	1,533	1,278	1,533	0	1,533	0	0
1011	Rent Received - Internal CTC	26,517	26,517	26,517	22,098	26,517	0	26,517	0	0
1013	Letting Income - Grand Hall	30,000	28,942	30,000	21,982	27,145	0	30,000	0	0
1014	Letting Income - Bridestones	13,200	3,102	13,200	4,181	5,098	0	5,000	0	0
1015	Letting Income -Spencer Suite	7,000	9,065	5,000	4,171	5,052	0	5,000	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1016	Letting Income - Brasserie	12,000	12,000	12,000	10,000	12,000	0	12,000	0	0
1021	Letting Income - Internal	9,000	11,111	9,000	6,776	9,346	0	9,000	0	0
1022	Letting Income - F&F	1,000	3,825	1,000	2,104	2,504	0	2,500	0	0
1023	Commission - CP	8,000	6,688	8,000	6,287	6,000	0	6,000	0	0
1024	Letting Income- Security	0	2,117	0	2,930	2,930	0	0	0	0
1030	TIC Service charges	0	0	0	0	0	0	5,000	0	0
1035	Service Charges - Brasserie	3,600	4,359	4,000	2,250	4,000	0	4,000	0	0
1037	Service Charges- Other	0	5,424	5,000	2,154	5,000	0	0	0	0
1051	Catering Sales	0	6,804	0	5,041	4,922	0	0	0	0
1177	Grants Receivable - CEC	0	0	0	15,000	15,000	0	0	0	0
1179	Grants Receivable - Other	0	0	0	45,090	22,493	0	0	0	0
1199	Miscellaneous Income	0	292	0	208	0	0	0	0	0
Total Income		116,350	126,280	119,750	155,299	154,040	0	111,050	0	0
3020	Catering Supplies	0	7,152	0	4,573	4,573	0	0	0	0
3021	Security Supplies	0	2,224	0	2,310	2,135	0	0	0	0
Direct Expenditure		0	9,376	0	6,883	6,708	0	0	0	0
4000	Staff Costs (re-allocated)	70,592	72,740	74,918	49,742	75,425	0	81,150	0	0
4008	Training	1,000	838	1,000	196	500	0	1,000	0	0
4009	Protective Clothing\H & Safety	500	498	550	42	100	0	550	0	0
4010	Cleaners	7,500	7,093	8,000	5,314	8,000	0	8,400	0	0
4011	Rates	25,500	24,950	26,522	24,950	24,950	0	25,449	0	0
4012	Water	6,150	7,386	4,000	5,863	7,500	0	7,875	0	0
4014	Electricity	22,900	33,866	26,950	14,088	33,000	0	33,000	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Gas	24,700	29,296	25,920	8,760	25,000	0	30,000	0	0
4016	Cleaning materials	2,100	1,956	2,250	1,644	2,250	0	2,250	0	0
4017	Refuse Disposal	3,200	2,598	2,350	2,206	2,740	0	2,350	0	0
4020	Miscellaneous Office Costs	1,500	1,858	1,600	1,307	1,600	0	2,500	0	0
4025	Insurance	11,700	11,298	12,647	13,785	11,283	0	14,346	0	0
4033	Marketing/Promotions	3,500	233	3,500	733	2,000	0	3,500	0	0
4040	Maintenance Contracts	8,500	8,031	9,000	7,000	9,000	0	9,000	0	0
4041	Property Maintenance	20,000	33,630	21,300	8,232	21,300	0	21,300	0	0
4065	Architects/Surveyors Fees	0	0	0	45,090	22,493	0	0	0	0
4066	HR & H&S Support	0	0	0	12	0	0	0	0	0
4068	Licences (incl PRS)	3,500	4,001	4,200	5,834	4,200	0	4,200	0	0
4951	Tfr From EMR	0	-12,532	0	0	0	0	0	0	0
4998	Tfr TO EMR	0	0	0	15,000	15,000	0	0	0	0
6000	Central Overheads Reallocated	5,913	5,506	5,822	4,056	5,822	0	6,522	0	0
Overhead Expenditure		218,755	233,246	230,529	213,855	272,163	0	253,392	0	0
Movement to/(from) Gen Reserve		(102,405)	(116,343)	(110,779)	(65,438)	(124,831)		(142,342)		
225	Congleton Information Centre									
1031	CAB Reception Contribution	5,000	5,000	0	0	0	0	0	0	0
1041	Third Party Ticket sales	77,000	82,781	77,000	67,436	77,000	0	0	0	0
1042	Books, Maps, Guides Sales	3,000	1,606	3,000	952	3,000	0	3,000	0	0
1043	Souvenir Sales	2,500	1,389	2,500	1,291	2,500	0	2,500	0	0
1044	Stamp sales	500	293	500	262	500	0	500	0	0
1045	Photocopy sales	300	388	300	317	300	0	300	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1046	Local produce sales	4,000	4,608	4,000	3,436	4,000	0	0	0	0
1047	Theatre gift cards	150	362	150	218	150	0	0	0	0
1048	Food and Drink sales	1,260	951	1,260	863	1,260	0	1,250	0	0
1049	CTC Merchandise	0	215	0	65	0	0	0	0	0
1168	CEC Support Grant VIC	21,644	21,644	0	0	0	0	0	0	0
1199	Miscellaneous Income 25-26 Commission Income (will have new code)	0	0	0	0	0	0	4,000	0	0
Total Income		115,354	119,235	88,710	74,843	88,710	0	11,550	0	0
3000	Stock at 1st April	0	5,416	0	0	5,416	0	0	0	0
3041	3rd party tickets resale	73,150	74,065	73,150	63,657	73,150	0	0	0	0
3042	Books, Maps, Guides resale	2,850	859	2,850	536	2,850	0	2,850	0	0
3043	Souvenirs for resale	2,375	227	2,375	1,577	2,375	0	2,375	0	0
3044	Stamps for resale	500	256	500	223	500	0	475	0	0
3046	Local produce for resale	3,800	4,373	3,800	3,120	3,800	0	0	0	0
3047	Theatre gift cards for resale	150	0	150	57	150	0	0	0	0
3048	Food & Drink for resale	1,197	532	1,197	619	1,197	0	1,188	0	0
3999	Stock at 31st March	0	-4,796	0	0	-4,796	0	0	0	0
Direct Expenditure		84,022	80,930	84,022	69,787	84,642	0	6,888	0	0
4000	Staff Costs (re-allocated)	52,058	54,476	60,704	38,631	63,361	0	62,381	0	0
4011	Rates	4,800	4,768	5,068	5,245	5,244	0	5,321	0	0
4013	Rent Payable	7,500	7,500	7,500	6,250	7,500	0	7,500	0	0
4162	General Expenditure	2,000	1,628	2,000	1,735	2,000	0	2,000	0	0
4951	Tfr From EMR	-22,011	-22,011	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	4,361	4,061	4,807	3,286	4,807	0	5,014	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	48,708	50,422	80,079	55,147	82,912	0	82,216	0	0
	Movement to/(from) Gen Reserve	(17,376)	(12,117)	(75,391)	(50,091)	(78,844)		(77,554)		
263	<u>Public Toilets</u>									
4010	Cleaners	3,500	3,576	3,950	2,599	3,950	0	4,200	0	0
4016	Cleaning materials	0	581	0	0	0	0	0	0	0
4041	Property Maintenance	1,500	0	1,500	161	500	0	3,000	0	0
4162	General Expenditure	1,700	754	1,700	124	500	0	1,700	0	0
	Overhead Expenditure	6,700	4,911	7,150	2,883	4,950	0	8,900	0	0
	Movement to/(from) Gen Reserve	(6,700)	(4,911)	(7,150)	(2,883)	(4,950)		(8,900)		
270	<u>Cenotaph</u>									
4014	Electricity	300	409	319	191	319	0	375	0	0
	Overhead Expenditure	300	409	319	191	319	0	375	0	0
	Movement to/(from) Gen Reserve	(300)	(409)	(319)	(191)	(319)		(375)		
280	<u>CTC Streetscape</u>									
1040	Plant recharges	0	0	0	36	0	0	0	0	0
1165	Dev'd Services inc CEC Gross	459,636	459,636	419,256	419,256	419,256	0	427,199	0	0
1167	Streetscape external work	15,000	11,232	15,000	14,587	15,000	0	17,500	0	0
1184	Streetscape Other Income	0	0	12,000	0	0	0	0	0	0
1199	Miscellaneous Income	900	813	900	695	936	0	900	0	0
	Total Income	475,536	471,681	447,156	434,574	435,192	0	445,599	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budgets 2024-2025/Draft 2025-2026

		<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3030	Purchases for recharging	0	3,602	0	8,158	7,761	0	0	0	0
	Direct Expenditure	0	3,602	0	8,158	7,761	0	0	0	0
4000	Staff Costs (re-allocated)	539,468	560,632	577,073	370,878	590,532	0	629,524	0	0
4004	Temporary and Casual Staff	13,500	0	0	5,036	5,036	0	0	0	0
4008	Training	3,000	591	3,200	1,337	2,500	0	3,200	0	0
4009	Protective Clothing/H & Safety	5,500	5,997	5,900	4,876	5,900	0	5,900	0	0
4013	Rent Payable	2,000	2,000	2,000	1,667	2,000	0	2,000	0	0
4016	Cleaning materials	7,500	5,763	8,000	2,632	4,000	0	8,000	0	0
4021	Telephone/Fax/Internet	1,100	594	1,175	452	800	0	1,175	0	0
4025	Insurance	8,500	7,922	9,150	9,846	8,059	0	10,369	0	0
4041	Property Maintenance	2,000	529	1,500	1,037	1,500	0	1,500	0	0
4043	Horticultural etc Supplies	21,000	15,309	14,000	17,377	17,377	0	14,000	0	0
4047	Vehicle Maintenance\Serv\MOT	12,000	14,865	12,800	4,992	10,000	0	12,800	0	0
4048	Vehicle Fuel & Oil	15,000	16,940	16,285	11,041	16,285	0	16,285	0	0
4049	Vehicle Rental charges	68,800	76,449	77,880	67,504	84,000	0	81,000	0	0
4050	Street cleansing/Fly Tipping	5,000	6,608	8,000	6,941	8,000	0	8,000	0	0
4162	General Expenditure	5,000	4,667	5,300	3,586	5,300	0	5,300	0	0
4168	Other Expenditure 25-26 Propogation Unit (Will have new code)	0	0	0	24,637	24,637	0	2,500	0	0
4951	Tfr From EMR	0	0	0	-11,387	-11,387	0	0	0	0
6000	Central Overheads Reallocated	45,187	42,216	44,832	31,243	44,832	0	50,596	0	0
	Overhead Expenditure	754,555	761,081	787,095	553,695	819,371	0	852,149	0	0
	Movement to/(from) Gen Reserve	<u>(279,019)</u>	<u>(293,003)</u>	<u>(339,939)</u>	<u>(127,279)</u>	<u>(391,940)</u>		<u>(406,550)</u>		

Continued on next page

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Note: Budgets 2024-2025/Draft 2025-2026

	<u>2023-2024</u>		<u>2024-2025</u>				<u>DRAFT 2025-2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Town Hall and Assets - Income	707,240	717,196	655,616	664,716	677,942	0	568,199	0	0
Expenditure	1,180,729	1,195,642	1,243,588	940,155	1,319,436	0	1,252,560	0	0
Movement to/(from) Gen Reserve	<u>(473,489)</u>	<u>(478,446)</u>	<u>(587,972)</u>	<u>(275,439)</u>	<u>(641,494)</u>		<u>(684,361)</u>		
Total Budget Income	1,795,609	1,882,953	1,874,027	1,950,926	1,957,747	0	1,938,622	0	0
Expenditure	1,795,609	1,837,333	1,874,027	1,388,738	1,952,663	0	1,938,622	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>45,620</u>	<u>0</u>	<u>562,188</u>	<u>5,084</u>		<u>0</u>		

CONGLETON TOWN COUNCIL

COMMITTEE:	Council																																														
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	9 Payments over £5,000 for Financial Year 2025-2026																																														
Introduction	<p>In accordance with our Financial Regulations, all orders and payments over £5,000 (plus VAT) have to be approved by the Finance and Policy Committee and any over £10,000 (plus VAT) have to be approved by Full Council. All orders will be subject to our Financial Regulations and will follow standard procedures, all payments will follow standard authorisation procedures.</p> <p>As part of the budget setting the RFO is requesting that regular payments and orders be approved in advance by Council. The requests are detailed in this report, should any invoice differ or any issues arise with any of the items detailed, the request will be brought back to Council for information and a further request for approval will be made.</p>																																														
Payments over £5,000	<p>Annually we have some regular invoices that are over the delegated amount the Chief Officer can approve under our Financial Regulations; these are costs which do have budgets approved during the budget-setting process.</p> <p>Although approval is being requested now, all invoice payments will continue to follow our Financial Regulations: Payment will only be made once the normal procedures of 2 signatories authorising a payment run have been followed, and as per standard practice all invoices detailed below will continue presented to the Finance and Policy Committee for review and annually to Council for noting.</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>For</th> <th>Amount</th> <th>Paid by</th> </tr> </thead> <tbody> <tr> <td>Zurich Municipal</td> <td>Annual Insurance</td> <td>£28,613</td> <td>Invoice/BACS</td> </tr> <tr> <td>Legal & General</td> <td>Critical Illness</td> <td>£11,509</td> <td>Invoice/BACS</td> </tr> <tr> <td>Cheshire East</td> <td>CCTV</td> <td>£10,456</td> <td>Invoice/BACS</td> </tr> <tr> <td>Cheshire East</td> <td>Business Rates</td> <td>£24,950</td> <td>Direct Debit</td> </tr> <tr> <td>Cheshire East</td> <td>Business Rates</td> <td>£5,200</td> <td>Direct Debit</td> </tr> <tr> <td>West Mercia Energy</td> <td>Utilities</td> <td>Varies</td> <td>Direct Debit</td> </tr> <tr> <td>Water Plus</td> <td>Water Rates</td> <td>Varies</td> <td>Direct Debit</td> </tr> <tr> <td>Four Oaks</td> <td>Annual planting schemes(See PO Attached)</td> <td>£8,500-£10,000</td> <td>Invoice/BACS</td> </tr> <tr> <td>Christmas Lights Scheme</td> <td>Once SLA agreed</td> <td>£8,500-£17,000</td> <td>Invoice/BACS</td> </tr> <tr> <td>Specific Grants over £5000</td> <td>Once SLA agreed</td> <td>£10,000-£16,000</td> <td>Invoice/BACS</td> </tr> </tbody> </table> <p>The above payments were approved by Finance and Policy on 14th January 2025 (FAP/57/2425)</p>			Supplier	For	Amount	Paid by	Zurich Municipal	Annual Insurance	£28,613	Invoice/BACS	Legal & General	Critical Illness	£11,509	Invoice/BACS	Cheshire East	CCTV	£10,456	Invoice/BACS	Cheshire East	Business Rates	£24,950	Direct Debit	Cheshire East	Business Rates	£5,200	Direct Debit	West Mercia Energy	Utilities	Varies	Direct Debit	Water Plus	Water Rates	Varies	Direct Debit	Four Oaks	Annual planting schemes(See PO Attached)	£8,500-£10,000	Invoice/BACS	Christmas Lights Scheme	Once SLA agreed	£8,500-£17,000	Invoice/BACS	Specific Grants over £5000	Once SLA agreed	£10,000-£16,000	Invoice/BACS
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Decisions Required	1. Approve the list of payments over £5,000 for the financial year 2025-2026.																																														