



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

8th January 2025

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 **Tuesday 14th January 2025 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,

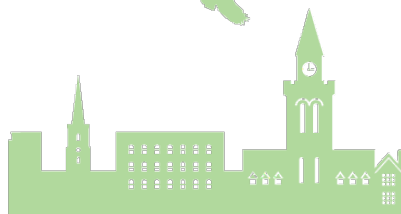
David McGifford
Chief Officer

Congleton
beartown
where friends are made

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

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



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 14th November 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)

To note the 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. Urgent Items

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

7. Ear Marked Reserves (Enclosed)

Approve the EMR movement for 24-25 year end, and recommend this to Council for approval on 23rd January 2025.

8. Draft Budget and Precept for 2025-2026 (Enclosed)

1. Approve the Budget for 2025-2026. (Decision 1) and recommend to Council for approval on 23rd January 2025

2. Approve the Precept requirement of £1,388,757 for 2025-2026, which equates to a rise of £16.81 per year/15.94% per Band D Household.(Decision 2) and recommend to Council for approval on 23rd January 2025

9. Payments Over £5,000 (Enclosed)

Approve the payments over £5,000, and recommend these to Council for approval on 23rd January 2025.

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 14th November 2024

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

For the papers discussed at the meeting, [please see the Finance & Policy Committee Agenda – 19th November 2024](#)

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

Ex- Officio: Cllr R Brittain (Deputy Mayor)

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

1. Apologies for absence

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

2. Minutes of Previous Meetings

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

3. Declarations of Interest

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

4. Outstanding Actions

FAP/40/2425 RESOLVED to note the report.

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

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

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

8. Minutes of Working Groups

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

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

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

11. New Applications for Financial Assistance

FAP/43/2425 RESOLVED to approve the grants:

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

12. New Grant Activities Monitoring Forms

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

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

13. Management Accounts (Enclosed)

FAP/45/2425 RESOLVED to receive the management accounts to 30th September 2024.

14. Bank Reconciliation

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

15. Savings Account Balances

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

16. List of Payments

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

17. Annual Pay Award Update (Enclosed)

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

18. Splash Pad Feasibility Study

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

19. Town Hall Illumination Policy

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

20. Annual Governance and Accountability Return

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

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

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

Congleton Town Council									
Management Accounts 2024-25									
Sep-24									
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Month	6	ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
Percentage	50.0%								
Community and Environment Committee									
215	Floral Displays Income	-4,000	-2,000	-3,834	1834	191.70%	95.9%	45.85%	Hanging baskets income arrives start of the year
215	Floral Displays Expenditure	14,172	7,086	15,084	-7998	212.87%	106.4%	56.44%	Spends almost complete, award ceremony to take place
	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%	
Congleton Partnership									
301	Congleton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-50.00%	
301	Congleton Partnership Expenditure	24,586	12,293	17,830	-5537	145.04%	72.5%	22.52%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-50.00%	Carried forward balance
	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%	
302	Community Development Staff Costs	124,336	62,168	58,201	3967	93.62%	46.8%	-3.19%	
	UKSPF: See Grant Recd	0	0	7,695	-7695		0.0%	-50.00%	
	Community Development Marketing/Promotions	3,750	1,875	984	891	52.48%	26.2%	-23.76%	
	Green Initiatives	5,000	2,500	2,351	149	94.04%	47.0%	-2.98%	
	Campaign Expenditure	1,000	500	526	-26	105.20%	52.6%	2.60%	Annual subscription paid
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-50.00%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-50.00%	
	Community Development Overheads	9,678	4,839	5,861	-1022	121.12%	60.6%	10.56%	
	Total Community Development	143,764	71,882	57,618	14,264	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 Fayre/lights Income	-3,000	-1,500	-3,087	1587	205.80%	102.9%	52.90%	
305	Christmas Fayre/lights Expenditure	16,000	8,000	756	7244	9.45%	4.7%	-45.28%	
	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
310	Neighbourhood Plan Tfr From EMR	0	0	-4,898	4898	0.00%	0.0%	-50.00%	No budget line set , Journal update required
	Total Neighbourhood Plan	0	0	-1	1	0.00%	0.0%	-50.00%	
321	Tourism Income	0	0	-3,964	3964			-50.00%	
321	Tourism Expenditure	13,600	6,800	11,459	-4659	168.51%	84.3%	34.26%	Costs dependant on timing of events
	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%	
					0				
C.E & S	Income	-7,190	-3,595	-43,930	40335	1221.97%	611.0%	560.99%	Full Committee Summary
	Expenditure	238,748	113,661	92,076	21585	81.01%	38.6%	-11.43%	Full Committee Summary

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

Congleton Town Council
Management Accounts 2024-25
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	01/04/2024	In	Out	Balance
Reserves as at 30th September 2024	CF Balance			30/09/24
310	General Reserve	287,256		287,256
	Bar Marked Reserves			
318	Capital Equipment Fund	-	5,000	4,543
320	Capital Contingency Fund	104,421	20,000	14,591
321	EMR Elections	20,000		20,000
322	EMR Business Recovery Fund	3,204		725
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
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
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

Actions Log

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. 18NOV24: Waiting for new website completion.	Not started
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
14 November 2024	FAP/40/2425	Actions Log: To add CIL outstanding discussion to the Action Log. To look into what the CIL monies could be used for.	DM/Committee		Added to action log for future meetings.	Complete
14 November 2024	FAP/50/2425	Town Hall illumination Policy, update the draft policy time period from, 6 to 12 months and recommend to Council for approval.	SVS	12/12/2024	18/11/24 [SVS]: Updated MW re amendments. Document placed in 12/12/24 Council folder. 07JAN25 Update: Policy approved by Council 12DEC24 CTC/69	Complete

CONGLETON TOWN COUNCIL

COMMITTEE:	Finance and Policy																	
MEETING DATE AND TIME	TUESDAY 14 th January 2025 7.00 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 are taken into account and arrangement can be made to utilise or change these EMR's as part of the budget setting process. Changes to EMR's must be approved by Full Council.</p> <p>There is 1 Decision Request in this report, which is to approve the EMR movement for 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</p> <p>There are 3 movements required for this year-end:</p> <ol style="list-style-type: none"> 1. Move two EMR's 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 to 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>EMR's have been utilised throughout 2024-2025 to fulfil revenue expenditure, the total used to date is £54,708, giving total projected expenditure of £2,007,371.</p> <p>2025-26</p> <p>There is currently no requirement for movement between EMR as part of this budget setting. EMR will be used for expenditure and projects throughout 2025-26 this total is £128,997, giving total expenditure of £2,133,643. Any changes to EMR for the year 2025-2026 will be presented to Council during the year.</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																
Decisions Required	<ol style="list-style-type: none"> 1. Approve the EMR movement for 24-25 year end, and recommend this to Council for approval on 23rd January 2025. 																	

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				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 25-26	£ 3,500 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:	Finance and Policy										
MEETING DATE AND TIME	TUESDAY 14 th January 2025 7.00 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 style="width: 50%;">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 increase of 16.81%. • The draft Budget is then presented to Finance and Policy for discussion and updates, with an agreed budget being presented to Council for approval. <p><u>Budget Summary on Appendix 1 and 2</u></p>										

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 Bridgestones £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:

Salaries including £26,000 NI Increase	£69,768
Election costs: Now payable by Town & Parish Councils	£5,500
New Events [Civic & Tourism]	£10,400
Increase in Utilities	£15,263
General Operational costs	£15,324
General Operational new projects	£8,000
Capital: Lights Replacement	£5,000
Capital Reserve Replenishment	£15,000
Capital: Office Refurbishment	£25,000
General Reserve replacement	£25,524
TOTAL EXPENDITURE	£194,779
Increase in Income	(£12,943)
Decrease in Income	£24,700
INCOME DECREASE	(£11,757)
DIFFERENCE	£206,536

2025-2026 total draft expenditure is £1,994,146. 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 £2,123,143 below:

Budget Expenditure	£	1,994,146
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/under spend 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. This has been taken into account in the draft budget and is subject to change in real-time.

DRAFT/PROPOSED Budget and Precept

See Appendix 1

Precept 2025-2026	£1,388,757
Band D Precept per year *	£122.30
Household cost per week**	£2.35
Rise	£16.81 per Band D for the year
Rise	£0.32 per Band D per week
Rise	15.94%

* Calculations: Divide Precept £1,388,757 by Tax Base of 11355.29

** Calculations: £122.30/52.143 weeks

Decisions Required

1. Approve the Budget for 2025-2026. (Decision 1) and recommend to Council for approval on 23rd January 2025
2. Approve the Precept requirement of £1,388,757 for 2025-2026, which equates to a rise of £16.81 per year/15.94% per Band D Household. (Decision 2) and recommend to Council for approval on 23rd January 2025

APPENDIX 8.1

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

	CURRENT YEAR			DRAFT		DRAFT	
	Projected *1	2024-25 Budgeted*2	Variance	2025-26 BUDGET	Budget Incr/Decr*4	26-27 Forecast	Budget 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	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	-	-	-	25,000	25,000	20,000	5,000
PROJECTS							
Replenish General Reserves	-	-	-	25,000	25,000	25,000	-
	-	-	-	25,524	25,524	21,876	3,648
Capital and Project spend	46,778	46,778	-	117,302	70,524	113,654	3,648
	-	-	-	-	-	-	-
TOTAL NET EXPENDITURE (Precept)	1,177,137	1,182,221	- 5,084	1,388,757	206,536	1,472,612	83,855
*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%		317,864	25%	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	122.30	£ 16.81	129.69	£ 7.38
Precept per Band D Equivalent (£/week)		2.02	*8	2.35	£ 0.32	2.49	£ 0.14
			*9	15.94%			6.04% *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 £122.30 is the 2025/26 proposed Band D cost to the council tax payer to the Town Council
- 8 £122.30 equates to £2.35 per week per Band D household
- 9 Rise in Band D costs: 15.94%, £16.81 per year per household, 0.24p per week per household
- 10 Forecast for information purposes only

Annual Budget - By Committee (Actual YTD Month 9)

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>Finance and Policy</u>										
101	<u>Corporate Management</u>									
1176	Precept	1,068,179	1,068,179	1,182,221	1,182,221	1,182,221	0	1,388,757	0	0
1190	Interest Receivable	14,000	40,042	29,000	36,553	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	1,219,091	1,228,538	0	1,418,757	0	0
4000	Staff Costs (re-allocated)	204,445	206,374	229,293	146,127	227,352	0	236,792	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	12,763	17,017	0	17,017	0	0
4020	Miscellaneous Office Costs	2,500	2,457	2,000	963	1,300	0	2,000	0	0
4021	Telephone/Fax/Internet	2,620	2,760	3,000	2,161	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	15,942	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	807	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

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Annual Budget - By Committee (Actual YTD Month 9)

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	942	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	3,707	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	160,549	238,064	0	255,822	0	0
Movement to/(from) Gen Reserve		860,607	883,803	964,095	1,058,542	990,474		1,162,935		
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	15,019	15,019	0	2,000	0	0
4162	General Expenditure Election 2027	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

Annual Budget - By Committee (Actual YTD Month 9)

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	40,411	45,190	0	61,693	0	0
	Movement to/(from) Gen Reserve	<u>(51,929)</u>	<u>(47,736)</u>	<u>(55,954)</u>	<u>(40,411)</u>	<u>(45,190)</u>		<u>(61,693)</u>		
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	3,375	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	1,150	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	26,504	41,838	0	35,833	0	0
	Movement to/(from) Gen Reserve	<u>(61,833)</u>	<u>(60,398)</u>	<u>(41,833)</u>	<u>(26,504)</u>	<u>(41,838)</u>		<u>(35,833)</u>		
108	<u>Mayor's Fundraising Activities</u>									
1299	Mayor's Fundraising-Income	0	8,003	0	6,528	0	0	0	0	0
	Total Income	0	8,003	0	6,528	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

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Annual Budget - By Committee (Actual YTD Month 9)

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	605	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	5,000	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
4811	CAP - ██████████ Office Reurbishment	0	0	0	0	0	0	25,000	0	0
4813	CAP- ██████████ General Reserve Rebuild	0	0	0	0	0	0	25,524	0	0
4850	CAP - Town Hall Maintenance	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	117,302	0	0
	Movement to/(from) Gen Reserve	(46,778)	(46,778)	(46,778)	(36,792)	(46,778)		(117,302)		

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Annual Budget - By Committee (Actual YTD Month 9)

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	1,225,618	1,228,538	0	1,418,757	0	0
Expenditure		382,112	392,134	391,691	270,178	371,870	0	470,650	0	0
Movement to/(from) Gen Reserve		<u>700,067</u>	<u>728,892</u>	<u>819,530</u>	<u>955,440</u>	<u>856,668</u>		<u>948,107</u>		
<u>Community, Environment & Serv</u>										
215	<u>Floral Displays</u>									
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	16,146	16,500	0	16,000	0	0
Overhead Expenditure		<u>17,262</u>	<u>20,437</u>	<u>14,172</u>	<u>16,308</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>(12,474)</u>	<u>(12,828)</u>		<u>(12,172)</u>		
241	<u>Allotments</u>									
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 9)

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	3,433	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>19,655</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	17,180	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	12,752	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>-7,793</u>	<u>32,702</u>	<u>0</u>	<u>18,561</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>27,448</u>	<u>(17,657)</u>		<u>(18,561)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

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	884	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	97,718	143,793	0	161,077	0	0
	Movement to/(from) Gen Reserve	(130,919)	(128,532)	(143,764)	(79,718)	(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 9)

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	11,131	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>19,961</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>(12,232)</u>	<u>(14,296)</u>		<u>(15,000)</u>		
310	<u>Neighbourhood Plan</u>									
4162	General Expenditure	0	4,975	0	9,503	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>808</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>(808)</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 9)

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
	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	1,105	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	15,683	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>(9,188)</u>	<u>(11,630)</u>		<u>(22,000)</u>		
351	<u>Luncheon Club</u>									
4705	grant - Luncheon Club	11,000	11,902	11,000	7,780	12,000	0	12,000	0	0
Overhead Expenditure		11,000	11,902	11,000	7,780	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>(7,780)</u>	<u>(12,000)</u>		<u>(12,000)</u>		
Community, Environment & Serv - Income		6,190	44,731	7,190	55,713	51,267	0	7,190	0	0
Expenditure		232,768	249,556	238,748	161,505	261,357	0	270,936	0	0
Movement to/(from) Gen Reserve		<u>(226,578)</u>	<u>(204,825)</u>	<u>(231,558)</u>	<u>(105,792)</u>	<u>(210,090)</u>		<u>(263,746)</u>		

Annual Budget - By Committee (Actual YTD Month 9)

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 9)

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										
201	<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	3,002	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	29,515	40,610	0	48,640	0	0
	Movement to/(from) Gen Reserve	(67,689)	(51,663)	(54,394)	(29,515)	(40,610)		(48,640)		
221	<u>Congleton Town Hall</u>									
1009	Rent Rec'd - Museum Notional	4,500	4,500	4,500	3,375	4,500	0	4,500	0	0
1010	Rent Received - 3rd Party	1,533	1,533	1,533	1,150	1,533	0	1,533	0	0
1011	Rent Received - Internal CTC	26,517	26,517	26,517	19,888	26,517	0	26,517	0	0
1013	Letting Income - Grand Hall	30,000	28,942	30,000	21,038	27,145	0	30,000	0	0
1014	Letting Income - Bridestones	13,200	3,102	13,200	4,007	5,098	0	5,000	0	0
1015	Letting Income -Spencer Suite	7,000	9,065	5,000	3,711	5,052	0	5,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

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	9,000	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	4,922	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	44,220	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	149,020	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	2,135	2,135	0	0	0	0
Direct Expenditure		0	9,376	0	6,708	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	22,455	24,950	0	25,449	0	0
4012	Water	6,150	7,386	4,000	5,400	7,500	0	7,875	0	0
4014	Electricity	22,900	33,866	26,950	14,088	33,000	0	33,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

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	1,521	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	6,442	9,000	0	9,000	0	0
4041	Property Maintenance	20,000	33,630	21,300	7,854	21,300	0	21,300	0	0
4065	Architects/Surveyors Fees	0	0	0	45,090	22,493	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	209,263	272,163	0	253,392	0	0
	Movement to/(from) Gen Reserve	(102,405)	(116,343)	(110,779)	(66,951)	(124,831)		(142,342)		
225	<u>Congleton Information Centre</u>									
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	64,518	77,000	0	0	0	0
1042	Books, Maps, Guides Sales	3,000	1,606	3,000	839	3,000	0	3,000	0	0
1043	Souvenir Sales	2,500	1,389	2,500	1,028	2,500	0	2,500	0	0
1044	Stamp sales	500	293	500	187	500	0	500	0	0
1045	Photocopy sales	300	388	300	309	300	0	300	0	0
1046	Local produce sales	4,000	4,608	4,000	2,903	4,000	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

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
1047	Theatre gift cards	150	362	150	68	150	0	0	0	0
1048	Food and Drink sales	1,260	951	1,260	732	1,260	0	1,250	0	0
1049	CTC Merchandise	0	215	0	64	0	0	0	0	0
1168	CEC Support Grant VIC	21,644	21,644	0	0	0	0	0	0	0
1199	Miscellaneous Income Commissions (Will have new code)	0	0	0	0	0	0	4,000	0	0
Total Income		115,354	119,235	88,710	70,648	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	61,511	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	1,559	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	2,702	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	67,206	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	4,808	5,244	0	5,321	0	0
4013	Rent Payable	7,500	7,500	7,500	5,625	7,500	0	7,500	0	0
4162	General Expenditure	2,000	1,628	2,000	1,537	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
Overhead Expenditure		48,708	50,422	80,079	53,887	82,912	0	82,216	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

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>(17,376)</u>	<u>(12,117)</u>	<u>(75,391)</u>	<u>(50,445)</u>	<u>(78,844)</u>		<u>(77,554)</u>		
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	<u>6,700</u>	<u>4,911</u>	<u>7,150</u>	<u>2,883</u>	<u>4,950</u>	<u>0</u>	<u>8,900</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(6,700)</u>	<u>(4,911)</u>	<u>(7,150)</u>	<u>(2,883)</u>	<u>(4,950)</u>		<u>(8,900)</u>		
270	<u>Cenotaph</u>									
4014	Electricity	300	409	319	191	319	0	375	0	0
	Overhead Expenditure	<u>300</u>	<u>409</u>	<u>319</u>	<u>191</u>	<u>319</u>	<u>0</u>	<u>375</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(300)</u>	<u>(409)</u>	<u>(319)</u>	<u>(191)</u>	<u>(319)</u>		<u>(375)</u>		
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	314,442	419,256	0	427,199	0	0
1167	Streetscape external work	15,000	11,232	15,000	14,362	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	632	936	0	900	0	0
	Total Income	<u>475,536</u>	<u>471,681</u>	<u>447,156</u>	<u>329,472</u>	<u>435,192</u>	<u>0</u>	<u>445,599</u>	<u>0</u>	<u>0</u>
3030	Purchases for recharging	0	3,602	0	7,761	7,761	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 9)

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
Direct Expenditure	0	3,602	0	7,761	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	4,555	5,900	0	5,900	0	0
4013 Rent Payable	2,000	2,000	2,000	1,500	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	406	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	4,827	10,000	0	12,800	0	0
4048 Vehicle Fuel & Oil	15,000	16,940	16,285	10,432	16,285	0	16,285	0	0
4049 Vehicle Rental charges	68,800	76,449	77,880	59,824	84,000	0	81,000	0	0
4050 Street cleansing/Fly Tipping	5,000	6,608	8,000	4,916	8,000	0	8,000	0	0
4162 General Expenditure	5,000	4,667	5,300	3,361	5,300	0	5,300	0	0
4168 Other ExpenditurePropogation Unit for 25-26(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	542,457	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>(220,746)</u>	<u>(391,940)</u>		<u>(406,550)</u>		

Annual Budget - By Committee (Actual YTD Month 9)

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	549,140	677,942	0	568,199	0	0
Expenditure	1,180,729	1,195,642	1,243,588	919,871	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>(370,731)</u>	<u>(641,494)</u>		<u>(684,361)</u>		
Total Budget Income	1,795,609	1,882,953	1,874,027	1,830,471	1,957,747	0	1,994,146	0	0
Expenditure	1,795,609	1,837,333	1,874,027	1,351,554	1,952,663	0	1,994,146	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>45,620</u>	<u>0</u>	<u>478,918</u>	<u>5,084</u>		<u>0</u>		

CONGLETON TOWN COUNCIL

COMMITTEE:	Finance and Policy																																														
MEETING DATE AND TIME	TUESDAY 14 th January 2025 7.00 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 the 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 making a request that regular payments and orders are 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 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>			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
Supplier	For	Amount	Paid by																																												
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Specific Grants over £5000	Once SLA agreed	£10,000-£16,000	Invoice/BACS																																												
Decisions Required	<p>1. Approve the payments over £5,000, and recommend these to Council for approval on 23rd January 2025.</p>																																														