



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

6<sup>th</sup> February 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 **Thursday 13<sup>th</sup> February 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](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://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 14<sup>th</sup> January 2025.](#)

### **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 receive updated Action log summary.

### **5. Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

### **6. Presentations to the Committee**

There are none.

### **7. Urgent Items**

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

### **8. Minutes of Working Groups**

There are none.

### **9. Committee Items Relating to Working Groups**

There are none.

### **10. Grant Approvals and Commitments (Enclosed)**

To receive a statement showing the current position as at 31<sup>st</sup> December 2024.

**11. New Applications for Financial Assistance (Enclosed)**

To approve grant applications:

11.1- Congleton Amateur Swimming Club- GR13/2425

**12. New Grant Activities Monitoring Forms (Enclosed)**

To receive the Grant Monitoring Form:

12.1 - Congleton and District Horticultural Society- GR04/2425

12.2 - Mossley Old School Trust – GR06/2425

**13. Management Accounts including Budget Update (Enclosed)**

To receive the management accounts to 30<sup>th</sup> December 2024.

**14. Bank Reconciliations (Enclosed)**

To receive and consider the bank reconciliations as at 30<sup>th</sup> January 2025.

**15. Savings Account Balances (Enclosed)**

To receive the Savings Account balances as at 31<sup>st</sup> January 2025.

**16. List of Payments (Enclosed)**

To receive and approve the List of payments from 1<sup>st</sup> August to 31<sup>st</sup> January 2025.

**17. CIL Report (Enclosed)**

To receive the latest CIL report.

**18. Business Risk Assessment (Enclosed)**

To approve the updated Business Risk Assessment and recommend this to Council for approval and adoption into the Constitution at the Annual Town Meeting.

**19. Policy Updates** (Enclosed)

19.1 - Mayors Allowance Policy

**20. Approval of Outside Bodies Support** (Enclosed)

To approve the list of external support and recommend this to Council for approval at the Annual Town Meeting.

**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 Tuesday 14<sup>th</sup> January 2025

**\*\*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 – 14<sup>th</sup> January 2025](#)

PRESENT Committee members: Cllr R Douglas (Chair)  
Cllr C Booth (Vice Chair)  
Cllr Arabella Holland (Left at 8:05pm)  
Cllr Heather Pearce  
Cllr Liz Wardlaw

Ex-Officio: Cllr Kay Wesley (Mayor)  
Cllr Robert Brittain (Deputy Mayor)

Non-Committee Members: Cllr David Brown (Left at 8:45pm)  
Cllr Suzy Firkin  
Cllr Shaun Radcliffe (Left at 8:45pm)  
Cllr Richard Walton (Left at 8:45pm)  
Cllr Amanda Martin  
Cllr Glen Williams  
Cllr Sally Holland (Left at 8.05pm)  
Cllr Heather Seddon

Also present:  
Congleton Town Council Officers D McGifford  
S Van Schepdael

#### **1. Apologies for absence**

Apologies received from Cllrs: Cllr Russell Chadwick  
Cllr Mark Edwardson

#### **2. Minutes of Previous Meetings**

**FAP/53/2425 RESOLVED** To approve and sign the minutes of the Finance and Policy Committee held on 14th November 2024.

#### **3. Declarations of Interest**

Cllrs L Wardlaw declared an interest in any matters relating to Cheshire East.

(Non-Committee members also noted their Cheshire East declaration however not required as they are attended as non-voting Councillors)

#### 4. Outstanding Actions

**FAP/54/2425 RESOLVED** to note the report.

#### 5. Questions from Members of the Public

There were none.

#### 6. Urgent Items

Cllr Douglas raised the below item:

Last Friday, the Cheshire East Administration put in a request to the Secretary of State for Local Government, Angela Rayner to be granted an increase in their Precept for 2025/26 of 9.99% instead of 4.99%.

I was not aware, until seeing this reported on Facebook, that Angela Rayner has the authority to grant this request without Cheshire East being obliged to take it to a Referendum.

This means that our residents could be obliged to pay a significantly higher precept to their Primary Council than we had expected at the time we drew up our Budget and Precept proposals for 2025-26.

Currently, taxpayers in Band D pay just for the services provided by Cheshire East Council the sum of £ 1,792.59. With a 4.99% increase, they would have expected to pay this April an additional £ 89.45 for the year. However, if Cheshire East's Precept increases by 9.99%, they will instead be paying an additional £ 179.08, a difference of £ 89.63.

#### 7. Ear Marked Reserves (Enclosed)

**FAP/55/2425 RESOLVED** to approve the EMR movement for 24-25 year end and recommended this to Council for approval on 23rd January 2025.

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

**FAP/56/2425 RESOLVED** with amendments, to approve a DRAFT Budget for 2025-2026, and recommended this to Council for approval on 23rd January 2025.

#### **The below changes were made to the DRAFT Budget:**

- Remove the Office Refurbishment Capital cost £25,000
- Remove the Christmas Lights Replacement Capital cost £5,000
- Remove the Rebuild of 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 this was exceptional circumstances the reserves will not be rebuilt this year and will sit at projected 23% for the 2025-2026.

**FAP/57/2425 RESOLVED** to approve the a DRAFT Precept requirement of £1,333,233 for 2025-2026, which equates to a rise of £11.92 per year/11.30% per Band D Household and recommended this to Council for approval on 23rd January 2025.

**9. Payments Over £5,000 (Enclosed)**

**FAP/56/2425 RESOLVED** to approve the payments over £5,000, and recommended these to Council for approval on 23rd January 2025.

**Meeting closed at 8:58pm  
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%											
<b>Finance and Policy Committee</b>												
101	<b>Corp Management</b>											
	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
	Tsfr from EMR			-3,586								For legal & professional expenditure
	Central Overheads reallocated	-70,984	-35,492	-42,996	7504	121.14%	60.6%	10.57%				
	<b>Corporate Management-Expenditure</b>	<b>247,126</b>	<b>123,563</b>	<b>121,273</b>	<b>-65</b>	<b>98.15%</b>	<b>49.1%</b>	<b>-0.93%</b>				
	<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-591,111</b>	<b>-1,182,221</b>	<b>591111</b>	<b>200.00%</b>	<b>100.0%</b>	<b>150.00%</b>				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%						
	<b>Corporate Management-Income</b>	<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,197,965</b>	<b>592355</b>	<b>197.81%</b>	<b>98.9%</b>	<b>48.91%</b>				
	<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-482,048</b>	<b>-1,076,692</b>	<b>592290</b>	<b>223.36%</b>	<b>111.7%</b>	<b>61.68%</b>				
102	<b>Civic</b>											
	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 bu
	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%				
	Tfr from EMR	0	0	-7,274	7274							
	Central Overheads reallocated	1,564	782	947	-165	121.10%	60.5%	10.55%				
	<b>Civic-Expenditure</b>	<b>55,954</b>	<b>27,977</b>	<b>24,240</b>	<b>3737</b>	<b>86.64%</b>	<b>43.3%</b>	<b>-6.68%</b>				
107	<b>Grants</b>											
	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%				
	Tfr from EMR Committed Grants	0	0	-7,976	7976			-50.00%				
	Specified Grants	22,333	11,167	19,017	-7851	170.30%	85.2%	35.15%				CCP invoice received in full.
	<b>Grants- Expenditure</b>	<b>41,833</b>	<b>20,917</b>	<b>20,862</b>	<b>55</b>	<b>99.74%</b>	<b>49.9%</b>	<b>-0.13%</b>				
	<b>Capital</b>	<b>46,778</b>	<b>23,389</b>	<b>35,889</b>	<b>-12500</b>	<b>153.44%</b>	<b>76.7%</b>	<b>26.72%</b>				£25,000 to EMR processed
<b>F&amp;P Income</b>		<b>-1,211,221</b>	<b>-605,611</b>	<b>-1,203,959</b>	<b>598349</b>	<b>198.80%</b>	<b>99.4%</b>	<b>49.40%</b>				<b>Full Committee Summary includes Mayor cost centre Income £5,571</b>
<b>Expenditure</b>		<b>391,691</b>	<b>195,846</b>	<b>203,000</b>	<b>-7155</b>	<b>103.65%</b>	<b>51.8%</b>	<b>1.83%</b>				<b>Full Committee Summary includes Mayor cost centre expenditure £116</b>

Congleton Town Council Management Accounts 2024-25 Sep-24 Page 2/3									
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%								
<b>Community and Environment Committee</b>									
215	Floral Displays Income	-4,000	-2,000	-3,834	1834	191.70%	95.9%	45.85%	Hangings 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
	<b>Total Floral</b>	<b>10,172</b>	<b>5,086</b>	<b>11,250</b>	<b>-6164</b>	<b>221.20%</b>	<b>110.6%</b>	<b>60.60%</b>	
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%	
	<b>Total Allotment</b>	<b>1,010</b>	<b>505</b>	<b>40</b>	<b>465</b>	<b>7.92%</b>	<b>4.0%</b>	<b>-46.04%</b>	
300	Public Realm	3,000	1,500	110	1390	7.33%	3.7%	-46.33%	
<b>Congleton Partnership</b>									
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
	<b>Total Partnership</b>	<b>24,586</b>	<b>12,293</b>	<b>-31,881</b>	<b>44,174</b>	<b>-259.34%</b>	<b>-129.7%</b>	<b>-179.67%</b>	
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%	
	<b>Total Community Development</b>	<b>143,764</b>	<b>71,882</b>	<b>57,618</b>	<b>14,264</b>	<b>80.16%</b>	<b>40.1%</b>	<b>-9.92%</b>	
303	Crime Reduction/CCTV Expenditure	11,426	5,713	0	5713	0.00%	0.0%	-50.00%	
	<b>Total Crime</b>	<b>11,426</b>	<b>5,713</b>	<b>0</b>	<b>5713</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-50.00%</b>	
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%	
	<b>Total Christmas</b>	<b>13,000</b>	<b>6,500</b>	<b>-2,331</b>	<b>8831</b>	<b>-35.86%</b>	<b>-17.9%</b>	<b>-67.93%</b>	
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
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>1</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-50.00%</b>	
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
	<b>Total Tourism</b>	<b>13,600</b>	<b>6,800</b>	<b>7,495</b>	<b>-695</b>	<b>110.22%</b>	<b>55.1%</b>	<b>5.11%</b>	
351	Luncheon Club	11,000	5,500	5,846	-346	106.29%	53.1%	3.15%	
					0				
<b>C.E &amp; S</b>	<b>Income</b>	<b>-7,190</b>	<b>-3,595</b>	<b>-43,930</b>	<b>40335</b>	<b>1221.97%</b>	<b>611.0%</b>	<b>560.99%</b>	<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>238,748</b>	<b>113,661</b>	<b>92,076</b>	<b>21585</b>	<b>81.01%</b>	<b>38.6%</b>	<b>-11.43%</b>	<b>Full Committee Summary</b>

Town Hall, Assets and Services Committee			ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red										
Expenditure Variance 0-100% Green 101-115% Amber 115% over Red										
201	Paddling 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% Without grants TH income is £58970, 98%	
	Town Hall - Income	-119,750	-59,875	-98,084	38209	163.81%	81.9%	31.91%		
	Net Expenditure over Income	110,779	55,390	54,624	766	98.62%	49.3%	-0.69%		
225	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 Overall summary Rounding allowed	
	Total Expenditure	1,874,027	931,301	957,789	-916,238	102.84%	51.1%	1.11%		
	Net Income /Expenditure			-641,248	-641,244			-50.00%		
	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 **	1,141,489	570,745	579,482	-8738	101.53%	50.8%	0.77%	Includes budgeted pay award and Temp/Casual costs	
	Temp/Agency			4,520						
	** Budgeted pay award (5%)			27,379						
Congleton Town Council										
Management Accounts 2024-25										
Sep-24										
Page 3/3										
		01/04/2024	In	Out	Balance					
	Reserves as at 30th September 2024	CF Balance			30/09/24					
310	General Reserve	287,256			287,256					
	Ear Marked Reserves									
318	Capital Equipment Fund		5,000	4,543	457					
320	Capital Contingency Fund	104,421	20,000	14,591	109,830					
321	EMR Elections	20,000			20,000					
322	EMR Business Recovery Fund	3,204		725	2,479					
324	EMR Crime Prevention/Traffic calming	4,357			4,357					
326	EMR Congleton Partnership	10,000			10,000					
327	EMR Covid/Crisis	3,333			3,333					
330	EMR Ancient Treasures	3,000			3,000					
331	EMR Website	30,151		7,274	22,877					
333	EMR Training	6,000			6,000					
334	EMR Town Centre (UKSPF)	1,688			1,688					
337	EMR Toilets	24,012			24,012					
339	EMR Public Realm	8,153			8,153					
340	EMR Legal Fees	46,406		5,951	40,455					
342	EMR Tourism	2,555			2,555					
343	EMR Marketing	5,000			5,000					
344	EMR Congleton Neighbourhood Plan	832		832	-					
346	EMR Rotary Bonfire	5,000			5,000					
348	EMR Civic	1,000			1,000					
349	EMR CIL	21,684			21,684					
354	EMR Carbon Offsetting	3,000			3,000					
NEW	EMR Property Maintenance	162,468	15,000		177,468					
	EMR TOTALS	466,264	40,000	33,916	472,348	472,348				

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. Remain as Not Started until item discussed.	Not Started
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
14 January 2025	FAP/55/2425	RESOLVED to approve the EMR movement for 24-25 year end and recommended this to Council for approval on 23rd January 2025.	Council	23/01/2025	Council to approve EMR movement and to note use of reserves in 25-26 budget: UPDATE 27/1: Approved at Council 23/1/25	Complete
14 January 2025	FAP/56/2425	RESOLVED with amendments, to approve a DRAFT Budget for 2025-2026, and recommended this to Council for approval on 23rd January 2025	Council	23/01/2025	Council to approve budget and precept as a separate resolution reference. UPDATE 27/1: Approved at Council 23/1/25	Complete
14 January 2025	FAP/57/2425	RESOLVED to approve the payments over £5,000, and recommended these to Council for approval on 23rd January 2025.	Council	23/01/2025	Council to approve payments over £5,000. UPDATE 27/1: Approved at Council 23/1/25	Complete





Dec-24		Congleton Town Grant Commitments										
		Specific Budgets										
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 24-25	Paid £	Outstanding	Date Paid
25/01/2024	Congleton Museum	Notional rent		GpoC	CTC/76/2324	25/01/2024		4,500.00	4,500.00	3,375.00	1,125.00	
25/01/2024	Community Projects	Project support		GpoC	CTC/76/2324	25/01/2024		16,000.00	16,000.00	13,500.00	2,500.00	
25/01/2024	Congleton Partnership	Rent		GpoC	CTC/76/2324	25/01/2024		1,533.00	1,533.00	1,150.00	383.00	
	St Peter's Church	Church clock maintenance	GR10/2425	PCA1957 s2	FAP/19/2425.7	19/09/2024		300.00	305.00	305.00	-5.00	
Totals							0.00	22,333.00	22,338.00	18,330.00	4,003.00	
	Ear marked reserve b/fwd											
	Budget 2024/25											
	Total approved to date											
	Total awaiting application											

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy</b>		
<b>MEETING DATE AND TIME</b>	<b>13<sup>th</sup> February 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- Finance Manager/RFO</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Grants Applications Cover Report</b>		
<b>Background</b>	The new Grants Policy Criteria can be found here: <a href="http://congleton-tc.gov.uk">CONGLETON TOWN COUNCIL - GRANTS &amp; FUNDING POLICY</a> (congleton-tc.gov.uk)		
<b>Update</b>	<p>The current available balance for Permitted Financial Assistance applications is £7,499, including this meeting. There are two meetings left this year. The total of applications presented at this meeting is £789.</p> <p>Going forward for any grant paid during this financial year and going forward, after a discussion at a previous meeting, the RFO will be requesting evidence from all Grant Awardees of how the Town Council were acknowledged in their project.</p> <p>Our Grants scheme has been advertised in the October edition of Bear Necessities.</p>		
<b>Details</b>	<b><u>11.1- Congleton Amateur Swimming Club</u></b>  They have applied for a grant of £789 towards a project of £1,578 to train 2 further volunteer Swim Coaches for Level 2 qualification.		
<b>Decision Request</b>	To discuss and approve grant awards.		



Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only):</b>	
<input type="checkbox"/> Approved   £ <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Amateur Swimming Club
Address of Organisation:	Congleton Leisure Centre
Name of Applicant:	Anita Bentley
Position:	Treasurer
Telephone Number:	██████████
Email address:	████████████████████
Website:	<a href="https://congletonasc.wordpress.com">https://congletonasc.wordpress.com</a>
Registration Number (If relevant)	N/A
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	A volunteer run community group based in Congleton
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words) Congleton Amateur Swimming Club was founded in 1937 at the outdoor pool in Congleton. In 1971, it moved into the newly-built Congleton Leisure Centre where it has been operating ever since (apart from 2 years at Sandbach whilst the centre was being re-developed). We aim to give children in the town and surrounding areas the opportunity to practice and improve their swimming so that they are safer and happy in the water. The club is non-competitive and provides a structured but social environment in which the children can work on their fitness, stamina and technique. The club is complementary to the Swim England accredited swimming lessons offered by Congleton Leisure Centre. The club is run by a voluntary management committee: chair; vice-chair, treasurer and secretary with additional volunteers coaching the swimmers and helping on the door. Volunteer coaches are currently trained to SEQ Level 1 Swimming Assistant (Teaching) level.	

**3: COST DETAILS/ RESOURCES/ TIMETABLE**

Project Title:	Funding the training of 2 new level 2 swimming coaches
Project Objectives:	We have recently funded 2 of our parent volunteers in their level 1 swim coach training.
Brief Project Description:	We require at least 1 level 2 trained swim coach in order to continue to offer these sessions. Our previous level 2 coach has stepped down
Total Cost of Project	£789 per training. We will fund one of the training courses
Total contribution sought:	£789
Details of cost breakdown and budgets:	£789 to cover training

<p>What will the money be spent on?/ Resources needed:</p>	<p>The SEQ Level 2 Teaching Swimming qualification is a practical qualification for individuals wanting to progress from their SEQ Level 1 Swimming Assistant (Teaching) qualification, or SEQ Level 2 Teaching Swimming to Babies and Toddlers qualification.</p> <p>This qualification has been endorsed by the Chartered Institute for the Management of Sport and Physical Activity (<a href="#">CIMSPA</a>) as meeting the requirements of the <a href="#">professional standard</a> for the role of a Swimming Teacher and provides 10 CIMSPA CPD points.</p> <p>This qualification will enable you to effectively plan, prepare, deliver and evaluate swimming lessons independently. It also gives you the skills and confidence to provide quality, inclusive and fun swimming lessons.</p> <p>You will learn about:</p> <ul style="list-style-type: none"> <li>• The role and responsibilities of a Swimming Teacher</li> <li>• The role in promoting aquatics</li> <li>• How to plan overviews and swimming lesson plans for a range of ability groups</li> <li>• How to teach safe, inclusive and effective swimming lessons to a range of ability groups</li> <li>• The influence of scientific principles on a participant in the water</li> <li>• How to meet the needs of participants</li> <li>• How to assess participants at the correct level</li> <li>• How to demonstrate lesson management skills</li> <li>• How to supervise and instruct a Swimming Assistant</li> <li>• How to develop participants Core Aquatic Skills (CAS)</li> <li>• How to develop participants swimming strokes</li> <li>• How to demonstrate effective communication skills</li> <li>• How to evaluate your own performance</li> <li>• How to plan for professional development</li> </ul> <p>By the end of this course, you will be able to effectively plan, prepare, deliver and evaluate swimming lessons independently.</p> <p>By the end of this course, you will be able to assist a qualified Level 2 Swimming Teacher.</p> <p>More Information regarding the qualification can be found by following the link below <a href="http://swimenglandqualifications.com">About the Swim England Level 2 Teaching Swimming Qualification (swimenglandqualifications.com)</a></p>
<p>Any ongoing costs:</p>	<p>none</p>
<p>Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:</p>	<p>£789 from current CASC reserves. We keep some reserves to ensure that we can pay our ongoing pool hire and insurance costs</p>
<p>Estimated timescale of project from start to finish:</p>	<p>62 hours learning followed by an assessment</p>
<p><b>4: POTENTIAL BENEFITS/ OUTPUTS</b></p>	
<p>What are the potential benefits/outputs to residents of Congleton</p>	<p>To develop the swimmers' physical fitness, swim skills and confidence.</p>

Are there similar services/ projects provided in the area	no
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	The skills learned by the course participants will be monitored and evaluated by the committee
Describe how you will promote the Town Council in your project.	We will credit the CTC on our website, our emails and at our AGM
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
- 

<b>Signed:</b>	Anita Bentley	<b>Date:</b>	14/02/2025
----------------	---------------	--------------	------------

Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton and District Horticultural Society.
Address:	c/o [REDACTED]

2. Grant Information			
Grant Reference Number:	GRO412425.		
Total project cost:	£1500.		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£500.00.
Please list receipts below: Receipts have already been sent in.		

3. Project Information		
When did the project commence?		March/April 2024
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Show Schedules (1000) were printed in March 2024 and were distributed over the coming months via Garden Centres, local shops and establishments, sent out by post, Congleton Information Centre and Library.</p> <p>The Annual Horticultural Show was held on 7th Sept 2024 in Congleton Town Hall. 143 different classes are available for people to enter, comprising of vegetable, fruit, Dahlia, Rose, gladiolus, chrysanthemum, sweet pea and fuchsia classes. Cookery classes, photography, floral art and handicraft classes. There are also junior classes for children up to 12 yrs of age.</p> <p>The Trophies were presented to the winners by the Town Mayor Kay Wedley.</p>		



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

Congleton and District Horticultural Society has been holding an Annual Show every year since 1966 (except during the pandemic). The Show provides a unique opportunity for all gardeners and allotment holders of different abilities to display the fruits of their labours and to compete in a friendly way with others.

It also inspires, encourages and informs people to take up gardening and to grow their own food and flowers. It also provides an opportunity for people to show other talents i.e. cooking, photography and handicraft skills.

The Society exists for gardeners to come together, to educate and support all those with an interest in horticulture.

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes  No  *Will be sent separately.*

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes  No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes  No

Please state how (i.e. on your website, event programme, tickets, etc) on Facebook, at Public Meetings. AS grant given retrospectively it will be acknowledged in future articles in local paper and in next years Show Schedule.

#### 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

This was the first time the Society has applied for a grant, and we are very grateful for the grant of £500 given to us. The Annual Show always makes a loss financially, and the grant has helped substantially.

How did you apply? Online  Email  Post

Do you feel that you understood the process? Yes  No

Please rate the following elements:

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















# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Mossley Old School Trust
Address:	122 Leek Road, Congleton. CW12 3HX.

2. Grant Information			
Grant Reference Number:	GR06/2425		
Total project cost:	£5,830.80		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£500
--	-----------------	------

Please list receipts below:

- Cheshire Floor Sanding – floor sanding and lacquer £4,450.80
- Cleanforce Limited – Deep clean post refurbishment £1,380

3. Project Information		
When did the project commence?	13 <sup>th</sup> January 2025	

Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---

No profit will be directly gained from this work. However, User satisfaction will be increased and therefore the likelihood of gaining and retaining Users will increase. This will therefore hopefully secure funding for the Mossley Old School Trust Charity going forwards.

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

**In summary, as outlined in the grant application, we believe the following benefits have been achieved through the refurbishment:**

- **Increased aesthetics of a newly repaired floor.**
- **Reduced risk of splinters for those near the floor with bare hands and feet.**
- **Reduced slips and falls within groups.**
- **A hardwearing and long lasting solution rather than frequent User disruption by patching more regularly.**
- **A fully clean environment to remove any dust and dirt from the project.**

**At Mossley Old School we have 16 Regular User groups with more enquiries weekly. We also have a number of adhoc Casual Users such as children's parties.**

**Based on a 7am-9pm potential usage we have a maximum 68% usage through the week in term time, and 50% weekend usage. This weekend usage can increase to 60% when a party is booked. This is currently made up of around 16 different groups/classes and around 620 total Congleton based Users within these groups.**

**During non term, time MASK holiday club ensures we have a 78% - 85% usage during the week depending on the evening classes running.**

*\*percentages can vary due to weekly/bi-weekly bookings etc.*

**Please see attached Thank You Document. This shows evidence of the floor change and user photos and comments to show how they have benefited.**

#### **4. Promotion**

Please send an electronic photograph of your project/activity. Is this attached? Yes  No

Do you give permission for these photographs to be used on the Council's web site and in newsletters?  
(Please ensure that you seek permission for anybody photographed). Yes  No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes  No

Please state how (i.e. on your website, event programme, tickets, etc)

- 1. All Users were informed of the grant support.**
- 2. Regular posts were placed on our Facebook page to acknowledge the grant funding and give thanks. In addition, Cheshire Floor Sanding shared posts on their own page.**

#### **5. Feedback**

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

**This is the second time we have applied for a grant and are very grateful to be successful on both occasions.**

**We have found the process smooth and efficient and staff very helpful with any questions.**

How did you apply?    Online     Email     Post

Do you feel that you understood the process?    Yes     No

Please rate the following elements:

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

**MOSSLEY OLD SCHOOL TRUST**

122 Leek Road  
Mossley  
Congleton  
CW12 3HX



# Mossley Old School Trust

## Main Hall Floor

## Refurbishment

# 2025

**Centre Manager:** Bryony Milbourne

**Email:** [REDACTED]

**Tel:** [REDACTED]

- Thank You
- Project Progress
- Project Completion – Before and After
  - User Photos
  - User Comments
- Benefits, Evaluation and Promotion - Revisit

## Thank You

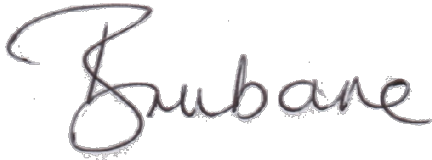
On behalf of the Trustees and Users we would like to say thank you for your grant contribution to enable us to carry out our Main Hall floor refurbishment project.

We feel this will ensure we can now offer a more practical and aesthetically pleasing environment to those who use it. It already feels much brighter and modern.

The Project was completed by **Cheshire Floor Sanding**, followed by a deep clean completed by **Cleanforce Contracting** Limited as an accompanying contractor.

We ensured that the project came in within budget.

Should you wish to visit to view the building to view the flooring, please get in contact and we would be happy to arrange this.

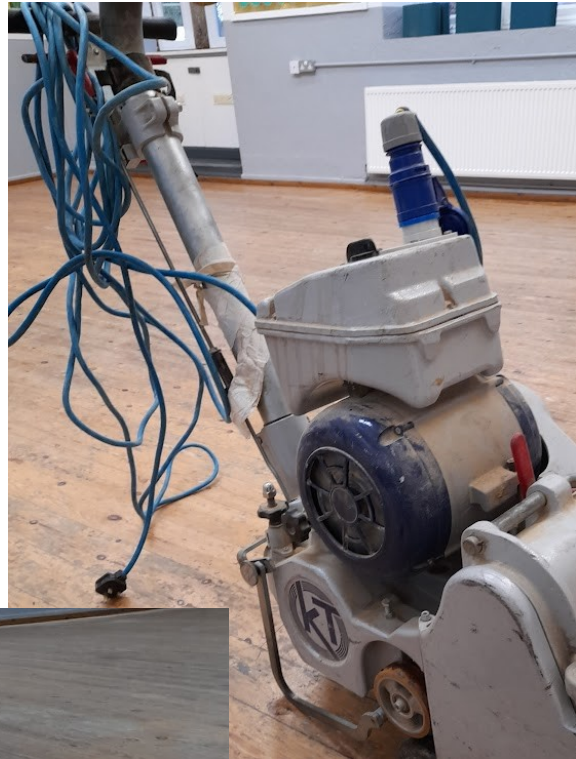
A handwritten signature in black ink that reads "Bryony Milbourne". The signature is written in a cursive, flowing style.

Bryony Milbourne  
Centre Manager



## Project Progress

The Project took place on the 13<sup>th</sup> and 14<sup>th</sup> January with the deep clean being carried out shortly afterwards.



## Project Completion – Before and After

The floor went through a major refurbishment with complete industrial sanding and a new hardwearing lacquer/varnish layer applied.



**BEFORE**





Project Completion – Before and After



**AFTER**



## User Photos

The key User who benefits most from the floor refurbishment is Louise Carter School of Dance. They required a floor that is not rough but also not too slippy. Pilates and Keep Fit are also affected by the state of the floor due to mat work. In addition, Mossley After School Club and Scouts are high level Users who also will appreciate the benefits.



**LCSD  
Students  
work on their  
tap dancing  
on the new  
floor**



**Pilates  
members work  
on their core  
using their  
mats on the  
new floor**

## User Comments

Users have offered the following comments about the new floor:

**“The exceptionally clean floor with its non-slip finish makes the room so much lighter. It adds to the ambience of an old building.”**

***Jean Philips, Music Appreciation (U3A)***

**“We love the new floor, bright and smooth but not too slippy. A great improvement for Pilates.”**

***Fiona Enticott, Pilates***

**“The floor is lovely to dance on - it’s so smooth when we are practicing our floor work!”**

***An 8 year old LCSD Student***

**“It makes the room really bright!”**

***A 10 year old LCSD Student***

**“I can’t believe how lovely it is to dance on this floor - it’s so much better than the old one!”**

***A 12 year old LCSD Student***

**“Here at LCSD we love to dance and moving on this newly renovated floor is like dancing on the West End stage. It’s light and bright and is making everyone smile, so a huge thank you to those who have enabled this to happen.”**

***Miss Louise***

***Louise Carter School of Dance***

**“The Main Hall floor has been transformed following the recent work on the floor. It looks like a totally new floor and it’s hard to believe the existing floor could be improved so much. The Beavers and Cubs can now sit on the floor with the risk of splinters reduced to almost nil. The floor is so much lighter in colour it makes the whole room lighter and more inviting. It is super!”**

***Christine Scott, Scouts Association***



## Benefits, Evaluation and Promotion - Revisit

### **Benefits**

As outlined in the grant application, we believe the following benefits have been achieved through the refurbishment:

- Increased aesthetics of a newly repaired floor.
- Reduced risk of splinters for those near the floor with bare hands and feet.
- Reduced slips and falls within groups.
- A hardwearing and long lasting solution rather than frequent User disruption by patching more regularly.

### **Evaluation**

As promised, we aimed to evaluate the project in the following ways:

- The Project will be managed by the Centre Manager whilst liaising with the Dance School to ensure work meets need.
  - *We worked together during the project to ensure it met the needs of Dance and any other key groups during the process.*
- A list of floor requirements has been drawn up to supply to the contractors.
  - *This list was discussed prior to the project commencing and the contractor confirmed their work would meet these requirements. Post project we have assessed these and are currently satisfied however we will be evaluating over time, through use, the effectiveness and go back to the contractor if required.*
- Users have been asked for comments on the current state of the floor and comments will be obtained again after work has been completed to ensure satisfaction has been reached from their side.
  - *See Above.*
- Pictures will be taken before and after for a visual comparison.
  - *See Above.*

### **Promotion**

We enjoyed promoting the project in real time and were very proud to share the results.

During and Post Project:

- Promote the project through information emails to all Users.
- Post step by step updates on our Facebook and Cheshire Floor Sanding's page throughout the project mentioning the grant allocation details each time with thanks.
  - *Posts were put on our Facebook Page throughout the week of work to show the updates as they occurred. The grant bodies and contractors were thanked for their support.*

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>13<sup>th</sup> February 2025</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>13</b> <b>Management Accounts</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> December 2024 (Month 9), to accompany the attached spreadsheets in Appendix 13.1-5.		
<b>Update</b>	<p>These figures cover the financial year to month 9 which equates to expected spends/income of 75%. Please see the summary sheet (Appendix 13.1-5) for notes, if further notes are required they are below. The reports show in a traffic light system the figures for income &amp; expenditure up to Month 9. <u>The below figures in the report are based on full budgets.</u></p> <p><b><u>Finance and Policy Committee</u></b></p> <p>This Committee budgets stand at 73% expenditure and 101% income.</p> <p><b><u>Community and Environment Committee</u></b></p> <p>Committee expenditure budgets stand at 73% expenditure and income is 781%.</p> <ul style="list-style-type: none"> <li>• Income: £18,000 is a grant from the UKSPF (UK Shared Prosperity Fund) and has a revenue line to match, not all has currently been spent. Taking out Partnership Income and UKSPF, income stands at 530%, the income for Christmas stalls and sponsorship has now been received, this income is used to cover the overspend in the budget line, any overspend is carefully matched against extra income.</li> </ul> <p><b><u>Town Hall, Assets and Services Committee</u></b></p> <p>Committee expenditure budgets stand at 82% expenditure and income is 85%. When we remove the grants/expenditure received/spent that are to cover a specific expenditure, expenditure is 77% and income shows as 75%</p>		

	<p><b><u>Staffing Costs</u></b></p> <p>74% as the backdated pay award was agreed and implemented in the December 2024 pay run.</p> <p><b><u>VAT Returns</u></b></p> <p>All returns submitted as per deadlines, yearly details:  Q1:Reclaim £2,711  Q2:Reclaim £2,419  Q3: Reclaim £953</p> <p><b><u>Ear Marked Reserves</u></b></p> <p>Current balances and estimated movement as at year end included for noting. Our carry forward General Reserves into 2024-2025 is sufficient to comply with our Reserves Policy, £287,256. (Our requirement based on budget setting was £283,861.) but will be slightly below going into 2025-2026 after budget setting.</p>
<p><b>Decision Request</b></p>	<p>1. To approve the Management Accounts for current financial year to 31<sup>st</sup> December 2024.</p>



OK
Monitor
Overspent

Month 9  
Percentage 75.0%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
101	<b>Corp Management</b>							
	Staff Costs (re-allocated)	229,293	171,970	169,226	2744	98.40%	73.8%	-1.20%
	Travel	250	188	9	179	4.80%	3.6%	-71.40%
	Training / Conferences	1,500	1,125	954	171	84.80%	63.6%	-11.40%
	Rent Payable	17,017	12,763	12,763	0	100.00%	75.0%	0.00%
	Miscellaneous Office Costs	2,000	1,500	1,339	161	89.27%	67.0%	-8.05%
	Telephone/Fax/Internet	3,000	2,250	2,245	5	99.78%	74.8%	-0.17%
	Postage	1,000	750	586	164	78.13%	58.6%	-16.40%
	Stationery & Printing	3,300	2,475	1,084	1391	43.80%	32.8%	-42.15%
	Subscriptions & Publications	5,100	3,825	5,200	-1375	135.95%	102.0%	26.96%
	Insurance	14,310	10,733	15,754	-5022	146.79%	110.1%	35.09%
	Computer/IT Costs	23,500	17,625	17,682	-57	100.32%	75.2%	0.24%
	Photocopy Charges	2,000	1,500	1,269	231	84.60%	63.5%	-11.55%
	Recruitment Advertising	500	375	496	-121	132.27%	99.2%	24.20%
	Bank Charges	1,240	930	822	108	88.39%	66.3%	-8.71%
	Audit Fees - External	2,100	1,575	0	1575	0.00%	0.0%	-75.00%
	Audit Fees - Internal	1,900	1,425	460	965	32.28%	24.2%	-50.79%
	Accountancy Support	5,300	3,975	1,447	2528	36.40%	27.3%	-47.70%
	Legal & Professional fees		0	4,961	-2355		0.0%	0.00%
	HR & H&S support	4,800	3,600	3,707	-107	102.97%	77.2%	2.23%
	Tsfr from EMR							
	Central Overheads reallocated	-70,984	-53,238	-53,014	-224	99.58%	74.7%	-0.32%
	<b>Corporate Management:-Expenditure</b>	<b>247,126</b>	<b>185,345</b>	<b>182,029</b>	<b>961</b>	<b>98.21%</b>	<b>73.7%</b>	<b>-1.34%</b>
	<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-886,666</b>	<b>-1,182,221</b>	<b>295555</b>	<b>133.33%</b>	<b>100.0%</b>	<b>175.00%</b>
	Interest Receivable	-29,000	-21,750	-32,914	11164	151.33%	113.5%	188.50%
	Miscellaneous Income	0	0	-317	317	0.00%		
	<b>Corporate Management-Income</b>	<b>-1,211,221</b>	<b>-908,416</b>	<b>-1,215,452</b>	<b>307036</b>	<b>133.80%</b>	<b>100.3%</b>	<b>25.35%</b>
	<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-723,071</b>	<b>-1,033,423</b>	<b>307997</b>	<b>142.92%</b>	<b>107.2%</b>	<b>32.19%</b>
102	<b>Civic</b>							
	Staff Costs (re-allocated)	20,090	15,068	12,529	2539	83.15%	62.4%	-12.64%
	Training / Conferences	1,000	750	0	750	0.00%	0.0%	-75.00%
	Stationery & Printing	550	413	0	413	0.00%	0.0%	-75.00%
	Marketing/Promotions	1,200	900	208	692	23.11%	17.3%	-57.67%
	Council Newsletter	8,700	6,525	5,195	1330	79.62%	59.7%	-15.29%
	Council Website	2,000	1,500	15,019	-13519	1001.27%	751.0%	675.95%
	Tfr from EMR	0	0	-14,548	14548			
	Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	25.00%
	Members Expenses	200	150	0	150	0.00%	0.0%	-75.00%
	Civic Expenses	7,500	5,625	6,469	-844	115.00%	86.3%	11.25%
	Civic Regalia	250	188	230	-43	122.67%	92.0%	17.00%
	Hall & Room Hire	6,500	4,875	4,680	195	96.00%	72.0%	-3.00%
	Civic Artefacts and Treasures	3,400	2,550	0	2550	0.00%	0.0%	-75.00%
	Central Overheads reallocated	1,564	1,173	1,168	5	99.57%	74.7%	-0.32%
	<b>Civic:-Expenditure</b>	<b>55,954</b>	<b>41,966</b>	<b>33,950</b>	<b>8016</b>	<b>80.90%</b>	<b>60.7%</b>	<b>-14.33%</b>
107	<b>Grants</b>							
	Initial Grant Commitment	15,000	11,250	10,861	389	96.54%	72.4%	-2.59%
	Subsidised Use	4,500	3,375	3,315	60	98.22%	73.7%	-1.33%
	Tfr from EMR Committed Grants	0	0	-7,976	7976			-75.00%
	Specified Grants	22,333	16,750	20,830	-4080	124.36%	93.3%	18.27%
	<b>Grants- Expenditure</b>	<b>41,833</b>	<b>31,375</b>	<b>27,030</b>	<b>4345</b>	<b>86.15%</b>	<b>64.6%</b>	<b>-10.39%</b>
	<b>Capital</b>	<b>46,778</b>	<b>35,084</b>	<b>35,889</b>	<b>-806</b>	<b>102.30%</b>	<b>76.7%</b>	<b>1.72%</b>
	<b>F&amp;P Income - Income</b>	<b>-1,211,221</b>	<b>-908,416</b>	<b>-1,224,140</b>	<b>315724</b>	<b>134.76%</b>	<b>101.1%</b>	<b>26.07%</b>
	<b>Expenditure</b>	<b>391,691</b>	<b>293,768</b>	<b>284,820</b>	<b>8948</b>	<b>96.95%</b>	<b>72.7%</b>	<b>-2.28%</b>

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

Most of subscriptions are due at start of the year  
Paid start of the year, extra month paid due to extending last years cover

2 adverts placed

See EMR BELOW  
3 of 4 payments made  
For legal & professional expenditure

Paid in full

2 instalments made for website project £14548, see below. Revenue website spends are £471  
See Website line, cost for website project are funded via the allocated EMR.

Paid in full

Denedant on awards/requests.

CCP invoice received in full.

£25,000 to EMR processed, movement to finalise for m7

Full Committee Summary includes Mayor cost centre Income £5,571  
Full Committee Summary includes Mayor cost centre expenditure £116

Month 9

Percentage 75.0%

		ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
<b>Community and Environment Committee</b>									
215	Floral Displays Income	-4,000	-3,000	-3,834	834	127.80%	95.9%	20.85%	Hanging baskets income arrives start of the year No further high expenditure expected
215	Floral Displays Expenditure	14,172	10,629	16,417	-5788	154.45%	115.8%	40.84%	
	<b>Total Floral</b>	<b>10,172</b>	<b>7,629</b>	<b>12,583</b>	<b>-4954</b>	<b>164.94%</b>	<b>123.7%</b>	<b>48.70%</b>	
241	Allotments Income	-190	-143	0	-143	0.00%	0.0%	-75.00%	
241	Allotments Expenditure	1,200	900	140	760	15.56%	11.7%	-63.33%	
	<b>Total Allotment</b>	<b>1,010</b>	<b>758</b>	<b>140</b>	<b>618</b>	<b>18.48%</b>	<b>13.9%</b>	<b>-61.14%</b>	
300	Public Realm	3,000	2,250	474	1776	21.07%	15.8%	-59.20%	
<b>Congleton Partnership</b>									
301	Congleton Partnership Income	0	0	-20,155	20155	0.00%	0.0%	-75.00%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance
301	Congleton Partnership Expenditure	24,586	18,440	28,740	-10301	155.86%	116.9%	41.90%	
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-75.00%	
	<b>Total Partnership</b>	<b>24,586</b>	<b>18,440</b>	<b>-26,081</b>	<b>44,521</b>	<b>-141.44%</b>	<b>-106.1%</b>	<b>-181.08%</b>	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-75.00%	
302	Community Development Staff Costs	124,336	93,252	85,196	8056	91.36%	68.5%	-6.48%	
	UKSPF: See Grant Recd	0	0	10,730	-10730		0.0%	-75.00%	
	Community Development Marketing/Promotions	3,750	2,813	1,138	1675	40.46%	30.3%	-44.65%	
	Green Initiatives	5,000	3,750	2,918	832	77.81%	58.4%	-16.64%	
	Campaign Expenditure	1,000	750	902	-152	120.27%	90.2%	15.20%	Annual subscription paid
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-75.00%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-75.00%	
	Community Development Overheads	9,678	7,259	7,226	33	99.55%	74.7%	-0.34%	
	<b>Total Community Development</b>	<b>143,764</b>	<b>107,823</b>	<b>90,110</b>	<b>17,713</b>	<b>83.57%</b>	<b>62.7%</b>	<b>-12.32%</b>	
303	Crime Reduction/CCTV Expenditure	11,426	8,570	10,426	-1857	121.66%	91.2%	16.25%	
	<b>Total Crime</b>	<b>11,426</b>	<b>8,570</b>	<b>10,426</b>	<b>-1857</b>	<b>121.66%</b>	<b>91.2%</b>	<b>16.25%</b>	
305	Christmas Fayre/Lights Income	-3,000	-2,250	-7,729	5479	343.51%	257.6%	182.63%	
305	Christmas Fayre/Lights Expenditure	16,000	12,000	21,278	-9278	177.32%	133.0%	57.99%	
	<b>Total Christmas</b>	<b>13,000</b>	<b>9,750</b>	<b>13,549</b>	<b>-3799</b>	<b>138.96%</b>	<b>104.2%</b>	<b>29.22%</b>	
310	Neighbourhood Plan	0	0	9,493	-9493	0.00%	0.0%	-75.00%	Costs covered by EMR funds
310	Neighbourhood Plan Tfr From EMR	0	0	-9,493	9493	0.00%	0.0%	-75.00%	
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-75.00%</b>	
321	Tourism Income	0	0	-6,495	6495			-75.00%	
321	Tourism Expenditure	13,600	10,200	15,368	-5168	150.67%	113.0%	38.00%	Costs dependant on timing of events
	<b>Total Tourism</b>	<b>13,600</b>	<b>10,200</b>	<b>8,873</b>	<b>1327</b>	<b>86.99%</b>	<b>65.2%</b>	<b>-9.76%</b>	
351	Luncheon Club	11,000	8,250	8,530	-280	103.39%	77.5%	2.55%	
C.E & S	<b>Income</b>	<b>-7,190</b>	<b>-5,393</b>	<b>-56,213</b>	<b>50821</b>	<b>1042.43%</b>	<b>781.8%</b>	<b>706.82%</b>	<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>238,748</b>	<b>170,492</b>	<b>174,817</b>	<b>-4326</b>	<b>102.54%</b>	<b>73.2%</b>	<b>-1.78%</b>	<b>Full Committee Summary</b>
<b>Town Hall, Assets and Services Committee</b>									
		ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
201	<b>Padding Pool</b>	<b>54,394</b>	<b>40,796</b>	<b>30,883</b>	<b>9913</b>	<b>75.70%</b>	<b>56.8%</b>	<b>-18.22%</b>	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221	<b>Town Hall</b>	<b>230,529</b>	<b>172,897</b>	<b>226,379</b>	<b>-53482</b>	<b>130.93%</b>	<b>98.2%</b>	<b>23.20%</b>	<i>Without Grants TH Expenditure is 92% to Month 9 Without grants TH income is 102% to Month 9</i>
	Town Hall - Expenditure	-119,750	-89,813	-152,151	62339	169.41%	127.1%	52.06%	
	Town Hall - Income	110,779	83,084	74,228	8856	89.34%	67.0%	-7.99%	
	Net Expenditure over Income								
225	<b>Congleton Information Centre</b>	<b>164,101</b>	<b>123,076</b>	<b>130,394</b>	<b>-7318</b>	<b>105.95%</b>	<b>79.5%</b>	<b>4.46%</b>	See separate account sheet
	CIC - Expenditure								

	CIC- Income	-88,710	-66,533	-74,840	8308	112.49%	84.4%	9.36%	
	Net Expenditure over income	75,391	56,543	55,554	989	98.25%	73.7%	-1.31%	
263	<b>Public Toilets</b>	7,150	5,363	2,883	2480	53.76%	40.3%	-34.68%	
270	<b>Cenotaph</b>	319	239	191	48	79.83%	59.9%	-15.13%	
280	<b>Streetscape</b>								
	Streetscape Expenditure	787,095	590,321	623,555	-33234	105.63%	79.2%	4.22%	See separate account sheet
	Streetscape - Income CEC	-419,256	-314,442	-314,442	0	100.00%	75.0%	0.00%	
	Streetscape - External work income	-15,000	-11,250	-14,587	3337	129.66%	97.2%	22.25%	
	Streetscape - Other	-12,000	-9,000	-36	-8964	0.00%	0.0%	-75.00%	
	Streetscape - Misc. Income	-900	-675	-695	20	102.96%	77.2%	2.22%	
	S/S Income	-447,156	-335,367	-329,760	-5607	98.33%	73.7%	-1.25%	
	Net Expenditure over Income	339,939	254,954	293,795	-38841	115.23%	86.4%	11.43%	
THAS	Income	-655,616	-491,712	-556,751	65,039	113.23%	84.9%	9.92%	Full Committee Summary
	Expenditure	1,243,588	932,691	1,014,285	-81,594	108.75%	81.6%	6.56%	Full Committee Summary
	Total Income	-1,874,027	-1,405,520	-1,837,104	36,923	130.71%	98.0%	23.03%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	1,396,951	1,473,922	-400,105	105.51%	78.6%	3.65%	Overall summary
	Net Income /Expenditure			-363,186	-363,182			-75.00%	Rounding allowed
	<b>Personnel</b>								
	Staff Costs	1,141,489	856,117	837,364	18753	97.81%	73.4%	-1.64%	
	<b>Personnel with Pay Award for reference</b>								
	Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	856,117	842,400	13717	98.40%	73.8%	-1.20%	Paid in December
	Temp/Agency			5,036					
	*1 Budgeted pay award completed in December Payroll								

**Congleton Town Council  
Management Accounts 2024-25**

Dec-24

Page 3/3

Reserves as at 31st December 2024		01/04/2024 CF Balance	In	Out	Balance 31/12/24
310	General Reserve	287,256			287,256
	<b>Ear Marked Reserves</b>				
318	Capital Equipment Fund	-	5,000	4,543	457
320	Capital Contingency Fund	104,421	20,000	17,736	106,685
321	EMR Elections	20,000			20,000
322	EMR Business Recovery Fund	3,204		725	2,479
324	EMR Crime Prevention/Traffic calming	4,357			4,357
326	EMR Congleton Partnership	10,000			10,000
327	EMR Covid/Crisis	3,333			3,333
330	EMR Ancient Treasures	3,000			3,000
331	EMR Website	30,151		14,548	15,604
333	EMR Training	6,000			6,000
334	EMR Town Centre (UKSPF)	1,688	260		1,948
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	46,406		24,027	22,379
342	EMR Tourism	2,555		400	2,155
343	EMR Marketing	5,000			5,000
344	EMR Congleton Neighbourhood Plan	2,519	15,000	7,118	10,401
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
	<b>EMR TOTALS</b>	<b>467,951</b>	<b>55,260</b>	<b>69,097</b>	<b>454,114</b>

**Congleton Town Council**  
**Management Accounts 2024-25**  
**TOWN HALL**  
**Dec-24**

OK  
 Monitor  
 Overspent

Month 9  
 Percentage 75.0%

**TOWN HALL**

		ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
4000	Staff Costs (re-allocated)	74,918	56,189	59,658	-3,470	106.2%	79.6%	4.63%
4008	Training	1,000	750	196	554	26.1%	19.6%	-55.40%
4009	Protective Clothing/H & Safety	550	413	42	371	10.2%	7.6%	-67.36%
4010	Cleaners	8,000	6,000	5,314	686	88.6%	66.4%	-8.58%
4011	Rates	26,522	19,892	22,455	-2,564	112.9%	84.7%	9.67%
4012	Water	4,000	3,000	5,400	-2,400	180.0%	135.0%	60.00%
4014	Electricity	26,950	20,213	14,088	6,125	69.7%	52.3%	-22.73%
4015	Gas	25,920	19,440	8,760	10,680	45.1%	33.8%	-41.20%
4016	Cleaning materials	2,250	1,688	1,644	44	97.4%	73.1%	-1.93%
4017	Refuse Disposal	2,350	1,763	1,521	242	86.3%	64.7%	-10.28%
4020	Miscellaneous Office Costs	1,600	1,200	935	265	77.9%	58.4%	-16.56%
4025	Insurance	12,647	9,485	13,785	-4,300	145.3%	109.0%	34.00%
4033	Marketing/Promotions	3,500	2,625	733	1,892	27.9%	20.9%	-54.06%
4040	Maintenance Contracts	9,000	6,750	6,442	308	95.4%	71.6%	-3.42%
4041	Property Maintenance	21,300	15,975	8,227	7,748	51.5%	38.6%	-36.38%
4065	Architect/Surveyor Fees	0	0	45,090	-45,090			
4068	Licences (incl PRS)	4,200	3,150	5,846	-2,696	185.6%	139.2%	64.19%
6000	Central Overheads Reallocated	5,822	4,367	4,354	13	99.7%	74.8%	-0.21%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	172,897	219,490	-46,593	126.9%	95.2%	20.21%
3020	Catering costs	0	0	4,579	-4,579			
3021	Security Supplies	0	0	2,310	-2,310			
		0	0	6,889	6,889			
	Total Town Hall Expenditure	230,529	172,897	226,379	-53,482	130.9%	98.2%	23.20%
1009	Rent Rec'd - Museum Notional	-4500	-3375	-3375	0	100.0%	75.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-1150	-1150	0	100.0%	75.0%	0.02%
1011	Rent Received - Internal CTC	-26517	-19888	-19888	0	100.0%	75.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-22500	-22025	-475	97.9%	73.4%	-1.58%
1014	Letting Income - Bridestones	-13200	-9900	-4032	-5868	40.7%	30.5%	-44.45%
1015	Letting Income - Spencer Suite	-5000	-3750	-3811	61	101.6%	76.2%	1.22%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-75.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-9000	-10000	1000	111.1%	83.3%	8.33%
1021	Letting Income - Internal	-9000	-6750	-6776	26	100.4%	75.3%	0.29%
1022	Letting income - F&F	-1000	-750	-2104	1354	280.5%	210.4%	135.40%
1023	Commission- CP	-8000	-6000	-6287	287	104.8%	78.6%	3.59%
1024	Letting Income- Security	0	0	-2930	2930		0.0%	-75.00%
1035	Service Charges - Brasserie	-4000	-3000	-2250	-750	75.0%	56.3%	-18.75%
1037	Service Charges - Other	-5000	-3750	-2154	-1596	57.4%	43.1%	-31.92%
1051	Catering Sales (recharges)	0	0	-5071	5071		0.0%	-75.00%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-75.00%
1199	Miscellaneous income	0	0	-208				
1179	Grants Receivable- Salix Project	0	0	-45090	45090			
	Total Town Hall Income	-119750	-89813	-152151	62131	169.4%	127.1%	52.06%
	Net Expenditure over Income	110,779	83,084	74,228	8,648	89.3%	67.0%	-7.99%

NOTES

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

Paid over 10 months not 12  
 Insufficient budget, has been noted fro 25-26 budgeting  
 May go overspent, will be monitored  
 May go overspent, will be monitored

Paid at start of the year, 3 month prepayment journal to complete

Salix Grant project, see below  
 Paid at start of the year. Wedding License require prepayment journal out.

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

Recharged to customers  
 Recharged to customers

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

Expected to be under budget, noted for 25-26 budgets.

No budget

Last quarter invoiced in Month 9  
 Recharged to customers  
 Next invoice due out January 2025  
 Next invoice due out January 2025

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

Grant income for Surveyor fees

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

OK  
 Monitor  
 Overspent

Month 9  
 Percentage 75.0%

**STREETScape**

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
4000 Staff Costs	577,073	432,805	435,837	-3,032	100.7%	75.5%
4004 Temp/Casual Staff	0	0	5,036	-5,036		
4008 Training	3,200	2,400	1,337	1,063	55.7%	-33.22%
4009 Protective Clothing/H & Safety	5,900	4,425	4,577	-152	103.4%	2.58%
4013 Office rent	2,000	1,500	1,500	0	100.0%	0.00%
4016 Cleaning Materials	8,000	6,000	2,632	3,368	43.9%	-42.10%
4021 Telephone	1,175	881	452	429	51.3%	-36.53%
4025 Insurance	9,150	6,863	9,846	-2,984	143.5%	107.6%
4041 Property maintenance	1,500	1,125	1,037	88	92.2%	69.1%
4043 Horticultural etc Supplies	14,000	10,500	17,377	-6,877	165.5%	124.1%
4047 Vehicle maintenance/Serv etc	12,800	9,600	4,992	4,608	52.0%	39.0%
4048 Vehicle fuel and oil	16,285	12,214	11,041	1,173	90.4%	67.8%
4049 Vehicle rental charges	77,880	58,410	62,704	-4,294	107.4%	80.5%
4050 Street Cleansing	8,000	6,000	6,468	-468	107.8%	80.9%
4162 General expenditure	5,300	3,975	3,774	201	94.9%	71.2%
4168 Other Expenditure	0	0	24,637	-24,637		0.0%
4951 Tr from EMR			11,387			-75.00%
6000 Central Overheads Reallocated	44,832	33,624	33,537	87	99.7%	74.8%
<b>Streetscape Expenditure</b>	<b>787,095</b>	<b>590,321</b>	<b>615,397</b>	<b>-36,463</b>	<b>104.2%</b>	<b>78.2%</b>
3030 Purchases for recharging	0	0	8,158	-8,158		0.0%
1165 CEC - Income	-419,256	-314,442	-314,442	0	100.0%	75.0%
1167 External work income	-15,000	-11,250	-14,587	3,337	129.7%	97.2%
1184 Other income	-12,000	-9,000	0	-9,000	0.0%	75.00%
1199 Miscellaneous	-900	-675	-695	20	103.0%	77.2%
1040 Recharges	0	0	-36	36		0.0%
<b>Streetscape Income</b>	<b>-447,156</b>	<b>-335,367</b>	<b>-329,760</b>	<b>-5,607</b>	<b>98.3%</b>	<b>73.7%</b>
Net Expenditure over Income	<b>339,939</b>	<b>254,954</b>	<b>293,795</b>	<b>-50,228</b>	<b>115.2%</b>	<b>86.4%</b>

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

No budget

Paid at start of the year.

Overspent, Noted by Council CTC/63/2425

Will be overspent due to new vans. 3 replaced CTC/63/2425  
 Per requirements, will be monitored.

Roundabout works, grant due in.  
 Polytunnel repairs CTC/36/2425, transfer from Capital EMR reserve

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red  
 Three of four payments received

Contract did not go ahead

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

Third Party  
OK  
Monitor  
Overspent

Month 9  
Percentage 75.0%

TOWN HALL

CONGLETON INFORMATION CENTRE

3000 Stock at 1st April  
3041 3rd Party ticket resales  
3042 Books, Maps, Guides resale  
3043 Souvenirs for resale  
3044 Stamps for resale  
3046 Local Produce for resale  
3047 Theatre gift cards for resale  
3048 Food & Drink for resale  
3049 CTC Merchandise  
3999 Stock at 31st March 2022

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	-	-	0.0%		
73,150	54,863	63,145	- 8,283	115.1%	86.3%	11.32%
2,850	2,138	536	1,602	25.1%	18.8%	-56.19%
2,375	1,781	1,559	222	87.5%	65.6%	-9.36%
500	375	223	152	59.5%	44.6%	-30.40%
3,800	2,850	2,859	9	100.3%	75.2%	0.24%
150	113	57	56	50.7%	38.0%	-37.00%
1,197	898	619	279	69.0%	51.7%	-23.29%
0	-	-	-	0.0%	0.0%	-75.00%
0	-	-	-	0.0%	0.0%	-75.00%
<b>84,022</b>	<b>63,017</b>	<b>68,998</b>	<b>- 5,982</b>	<b>109.5%</b>	<b>82.12%</b>	<b>7.12%</b>
4000 Staff costs	45,528	45,700	- 172	100.4%	75.3%	0.28%
4011 Rates	3,801	4,808	- 1,007	126.5%	94.9%	19.87%
4013 Rent Payable	5,625	5,625	-	100.0%	75.0%	0.00%
4162 General Expenditure	1,500	1,735	- 235	115.7%	86.8%	11.75%
6000 Central Overheads Reallocated	4,807	3,528	77	97.9%	73.4%	-1.61%
<b>80,079</b>	<b>60,059</b>	<b>61,396</b>	<b>- 1,337</b>	<b>102.2%</b>	<b>76.7%</b>	<b>1.67%</b>
1041 Third Party Ticket Sales	- 57,750	- 67,436	9,686	116.8%	87.6%	12.58%
1042 Books, Maps, Guides sales	- 2,250	- 952	- 1,298	42.3%	31.7%	-43.27%
1043 Souvenir sales	- 1,875	- 1,291	- 584	68.9%	51.6%	-23.36%
1044 Stamp Sales	- 375	- 262	- 113	69.9%	52.4%	-22.60%
1045 Photocopy sales	- 225	- 317	92	140.9%	105.7%	30.67%
1046 Local Produce for resale	- 3,000	- 3,436	436	114.5%	85.9%	10.90%
1047 Theatre gift cards	- 113	- 218	106	193.8%	145.3%	70.33%
1048 Food and Drink sales	- 945	- 863	- 82	91.3%	68.5%	-6.51%
1049 CTC Merchandise sales	0	65	65	0.0%	0.0%	-75.00%
<b>Income</b>	<b>- 66,533</b>	<b>- 74,840</b>	<b>8,308</b>	<b>112.5%</b>	<b>84.4%</b>	<b>9.36%</b>
<b>Total Income</b>	<b>- 66,533</b>	<b>- 74,840</b>	<b>8,308</b>	<b>112.5%</b>	<b>84.4%</b>	<b>9.36%</b>
<b>Net Expenditure over Income</b>	<b>75,391</b>	<b>55,554</b>	<b>989</b>	<b>98.3%</b>	<b>73.7%</b>	<b>-1.31%</b>

NOTES

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

Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income, traffic lights our own income

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

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock



Congleton Town Council  
 Management Accounts 2024-25  
 PADDLING POOL  
 Dec-24

OK  
 Monitor  
 Overspent

Month 9  
 Percentage 75.0%

**STREETScape**

4000 Staff Costs  
 4008 Training  
 4009 Protective Clothing/H & Safety  
 4012 Water  
 4014 Electricity  
 4039 Pool Chemicals  
 4041 Property Maintenance\*  
 4042 Grounds Maintenance  
 4162 General expenditure  
 4970 Tfs from Cap Contingency  
 6000 Central Overheads Reallocated  
**Pool Expenditure**

<b>ANNUAL BUDGET</b>	BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
32,265	24,199	15,491	8,708	64.02%	48.0%	-26.99%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	184	56	76.67%	57.5%	-17.50%
5,102	3,827	830	2,997	21.69%	16.3%	-58.73%
2,000	1,500	3,002	-1,502	200.13%	150.1%	75.10%
3,900	2,925	3,456	-531	118.15%	88.6%	13.62%
4,300	3,225	4,565	-1,340	141.55%	106.2%	31.16%
0	0	13,424	-13,424	0.00%	0.0%	0.00%
1,000	750	1,480	-730	197.33%	148.0%	73.00%
0	0	-13,424	13,424	0.00%	0.0%	0.00%
2,507	1,880	1,875	5	99.72%	74.8%	-0.21%
<b>54,394</b>	<b>40,796</b>	<b>30,883</b>	<b>9,913</b>	<b>75.70%</b>	<b>56.8%</b>	<b>-18.22%</b>

NOTES


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

Insufficient budget  
 Spends are over pool season not 12 months  
 Pump replacement required.  
 Approved by Council CTC/42/2324  
 Omnify booking system subscription not budgeted, now cancelled.  
 Resurfacing pathway completed

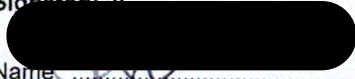
Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - RBS Current/Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/12/2024	3112	42,753.53
			<u>42,753.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			42,753.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,753.53
		Balance per Cash Book is :-	42,753.53
		Difference is :-	0.00

Signatory 1:

Name ROBERT DUNN Signed  Date 21/01/25

Signatory 2:

Name  Signed SVan Schepdael Date 29/1/25



Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/11/2024	BACS P/L Pymnt Page 3682	BACS Pymnt	10,518.07	10,518.07					
02/12/2024	Prism Solutions	dd	183.31	183.31					BACS P/L Pymnt Page 3682
02/12/2024	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	6585/18002/charges
02/12/2024	Cheshire East Council	DD	437.00			4011	225	437.00	Town Hall Business Rates
03/12/2024	RBS Credit Card	DD	391.00					391.00	CIC Business Rates
05/12/2024	Pitney Bowes Ltd	dd	84.71	84.71					Credit Card Balance Pay Off
06/12/2024	BACS P/L Pymnt Page 3675	BACS Pymnt	17,957.57	17,957.57					4100093044/17927/charges
06/12/2024	Girl Guiding C E	BACS	150.00			4701	107	150.00	BACS P/L Pymnt Page 3675
11/12/2024	British Telecom	dd	150.66	150.66					GR11/2425
11/12/2024	Water Plus Ltd	DD	1,259.79	1,259.79					Q0998DE/18025/charges
13/12/2024	West Mercia Energy	Dd	2,332.48	2,332.48					07573966/18053/T Hall water
16/12/2024	Water Plus Ltd	dD	115.39	115.39					11576369/17966/T H kitchen gas
16/12/2024	Bankline	DD	82.55			4051	101	82.55	INV07597691/18078/Water Plus L
17/12/2024	West Mercia Energy	dd	2,868.69	2,868.69					Charges
18/12/2024	Cheshire East Council	BACS	108,391.56			515		69,642.24	11578855/17968/cenotaph electr
						525	0	23,283.38	Dec Payroll
						520	0	15,423.94	Dec Payroll
						530	0	42.00	Dec Payroll
20/12/2024	BACS P/L Pymnt Page 3686	BACS Pymnt	26,112.21	26,112.21					BACS P/L Pymnt Page 3686
20/12/2024	Crema	Reverse	-58.00	-58.00					P/Ledger Electronic Payment
20/12/2024	RBS Autopay	BACS	15.61			4051	101	15.61	Bank charges
23/12/2024	EE Ltd	DD	169.80	169.80					01288402684/18154/charg
27/12/2024	Prism Solutions	DD	2,087.00	2,087.00					210943/18138/IT Support
<b>Total Payments for Month</b>			<b>175,744.40</b>	<b>63,781.68</b>	<b>0.00</b>			<b>111,962.72</b>	
<b>Balance Carried Fwd</b>			<b>42,753.53</b>						<b>21.01.25</b>
<b>Cashbook Totals</b>			<b>218,497.93</b>	<b>63,781.68</b>	<b>0.00</b>			<b>154,716.25</b>	



## Congleton Town Council

### Special Interest Bearing Account Reconciliation as at 31/12/2024

Balance as per Bank Statement 30/11/2024		<u>£ 406,583.27</u>
Transfers		
16/12/2024		-£ 109,000.00
Interest Received	31/12/2024	£ 420.74
Balance at 31/12/2024		<u><b>£ 298,004.01</b></u>

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee										
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2025 7.00 pm	<b>LOCATION</b>	Congleton Town Hall								
<b>REPORT FROM</b>	Serena Van Schepdael: R.F.O										
<b>AGENDA ITEM REPORT TITLE</b>	15 Savings Balances										
<b>Background</b>	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.										
<b>Update</b>	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as of 31<sup>st</sup> January 2025</u></p> <table border="1" style="width: 100%;"> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£ 138,242.07</td> </tr> <tr> <td>Cambridge and Counties 1-year fixed deposit (C&amp;C)</td> <td style="text-align: right;">£ 250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td style="text-align: right;">£ 450,100.00</td> </tr> <tr> <td><b><u>Total</u></b></td> <td style="text-align: right;"><b><u>£ 838,342.07</u></b></td> </tr> </table> <p><b><u>Investment Update</u></b></p> <p><u>Current interest rates:</u></p> <p>RBS: 1.25%.</p> <p>CCLA: 4.721% (As of 31<sup>st</sup> January 2025, variable)</p> <p>C&amp;C (1 Year Locked in): 4.35%. Ends 8<sup>th</sup> December 2025.</p> <p>The budgeted Interest to receive during 2024-2025 is £29,000, to date, we have received into the accounts:</p> <ul style="list-style-type: none"> <li>• RBS £3,835</li> <li>• CCLA £20,061</li> <li>• C&amp;C interest for April 2024- 8<sup>th</sup> December 24 £9,011</li> </ul>			Business Reserve Account	£ 138,242.07	Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 450,100.00	<b><u>Total</u></b>	<b><u>£ 838,342.07</u></b>
Business Reserve Account	£ 138,242.07										
Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 450,100.00										
<b><u>Total</u></b>	<b><u>£ 838,342.07</u></b>										
<b>Decision Request</b>	To receive the Savings Accounts balances to 31 <sup>st</sup> January 2025.										



**Congleton Town Council**  
**Payments Listing for 1st October 2024 to 31st January 2025**  
**Breakdown of Payments made via BACS transfer**

<u>Date</u>	<u>BACS</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>Total Invoices paid</u>
04.10.24	3623	20.09.24	Associated Calibration & Training	£ 390.00		PAT Testing	1
04.10.24	3623	28.09.24	All Saints Comm Centre	£ 268.00		Luncheon Club	1
04.10.24	3623	30.09.24	ANSA	£ 1,440.92		HR Support	1
04.10.24	3623	27.09.24	Best Connection	£ 747.18		S/Scape Temp	1
04.10.24	3623	30.09.24	Bomford Office Supplies	£ 154.29		Stationary	3
04.10.24	3624	26.09.24	Chronicle	£ 258.20		Advert, resales	2
04.10.24	3624	25.09.24	Congleton Glass	£ 257.86		Recharge	1
04.10.24	3624	24.09.24	Cutler Cleaning	£ 216.43		cleaning materials	1
04.10.24	3624	29.09.24	D C Assist	£ 219.00		cleaning service	1
04.10.24	3624	30.09.24	DJH Business Advisors	£ 642.00		PAYE, Payroll support	1
04.10.24	3625	27.09.24	Electromantics	£ 1,200.00		Tribute Series	1
04.10.24	3625	10.09.24	G T Security	£ 525.00		Event Security	4
04.10.24	3625	30.09.24	Landscape Supplies	£ 72.31		S scape PPE	1
04.10.24	3625	30.09.24	Old Saw Mill	£ 750.00		Luncheon Club	1
04.10.24	3625	26.09.24	PKF Littlejohn	£ 2,520.00		Professional Services	1
04.10.24	3626	05.07.24	Secur-80	£ 168.00		Key Holding	1
04.10.24	3626	30.09.24	Stuart Tayler Plumbing	£ 85.00		leak repairs	1
04.10.24	3626	22.09.24	UK Fuel	£ 357.70		Van fuel	1
04.10.24	3626	05.09.24	Urban Imprint	£ 900.00		N/Plan	1
04.10.24	3626	30.09.24	West Wallasey	£ 2,188.70		Lease Vans	3
04.10.24	3628	30.09.24	Whitehursts	£ 72.00		Recharge	1
04.10.24	2628	27.09.24	Wizard of Art	£ 250.00		Green Fayre	1
					<b>£ 13,682.59</b>		
04.10.24	3644	04.04.24	CCP	£ 2,500.00		Grant	1
					<b>£ 2,500.00</b>		
11.10.24	3629	03.10.24	ANSA	£ 694.98		Waste Collection	1
11.10.24	3629	19.09.24	Berisfords	£ 60.00		White Ribbon Badges	1
11.10.24	3629	28.09.24	Chris Booth	£ 60.00		Green Fayre	1
11.10.24	3629	01.10.24	Cat Social Media	£ 324.48		Green Fayre, promo	2
11.10.24	3629	01.10.24	Citron Hygiene	£ 127.30		Clinical Waste	1
11.10.24	3630	06.10.24	Congleton Live CIC	£ 39.91		Supplier sales	1
11.10.24	3630	02.10.24	Daneside Theatre	£ 1,674.38		3rd Party ticket sales	4
11.10.24	3630	01.10.24	Dawson Group	£ 3,180.72		Sweeper Hire	1
11.10.24	3630	02.10.24	S Dutton	£ 20.00		Supplier sales	1
11.10.24	3630	03.10.24	Four Oaks	£ 372.84		Recharge	1
11.10.24	3631	02.10.24	Adam Francis	£ 24.00		Supplier sales	1
11.10.24	3631	03.10.24	Handy Cabin	£ 74.00		Recharge	1
11.10.24	3631	07.10.24	Landscape Supplies	£ 415.52		S scape PPE	2
11.10.24	3631	01.10.24	C P Mayer	£ 22.80		Supplier sales	1
11.10.24	3631	02.10.24	My Little Hat Entertainment	£ 1,776.00		Tribute Series	1
11.10.24	3632	05.09.24	Poppy May	£ 170.00		Supplier sales	2
11.10.24	3632	04.10.24	Prism Solutions	£ 1,160.44		Laptop - CLS	1
11.10.24	3632	03.10.24	Nathan Rae Productions	£ 300.00		Xmas entertainment	1
11.10.24	3632	07.10.24	Congleton Rotary Club	£ 38.50		Charter Night	1
11.10.24	3632	07.10.24	Safehaven training	£ 1,056.00		Training	2
11.10.24	3633	12.07.24	Screwfix	£ 388.38		Various	7
11.10.24	3633	07.10.24	Sharrocks	£ 913.02		Recharge	2
11.10.24	3633	05.08.24	Tudor Environmental	£ 644.84		S scape PPE & Sundries	3
11.10.24	3634	29.09.24	UK Fuels	£ 261.51		Van Fuel	1
					<b>£ 13,799.62</b>		
25.10.24	3636	09.10.24	Acorn Occ Health	£ 1,650.00		Assessments, therapy	3
25.10.24	3636	20.10.24	All Saints - St Peters	£ 104.50		3rd Party ticket sales	1
25.10.24	3636	14.10.24	BDHUK	£ 2,372.50		Design work	2
25.10.24	3636	18.10.24	Bomford Office Supplies	£ 36.86		Toner cartridge	1
25.10.24	3636	30.09.24	Buxton Opera House	£ 67.74		3rd Party ticket sales	1
25.10.24	3637	28.08.24	Campey Turf Care	£ 600.00		tools	1
25.10.24	3637	22.10.24	CEC	£ 2,045.00		Wedding Licence	1
25.10.24	3637	08.10.24	Cheshire electrical	£ 29.83		bulb & starter	1
25.10.24	3637	22.10.24	CHS	£ 185.40		printing	1
25.10.24	3637	15.10.24	Cosebelle	£ 12.80		Supplier sales	1
25.10.24	3637	15.10.24	Culligan Water	£ 65.94		Town Hall drinking water	1
25.10.24	3638	09.10.24	Cutler Cleaning	£ 736.80		Bin liners	1
25.10.24	3638	18.10.24	Daneside Theatre	£ 7,465.96		3rd Party ticket sales	3
25.10.24	3638	11.10.24	Dawson Group	£ 673.53		Sweeper brushes	1
25.10.24	3638	20.10.24	D C Assist	£ 657.00		cleaning service	1
25.10.24	3638	15.10.24	DJs Past & Present	£ 1,064.00		3rd Party ticket sales	1
25.10.24	3639	01.10.24	ECCCE	£ 336.00		Membership fee	1
25.10.24	3639	19.06.24	Four Oaks	£ 9,270.48		winter bedding & recharge	3
25.10.24	3639	08.10.24	Allan Harris	£ 16.00		Supplier sales	1
25.10.24	3639	05.10.24	Jewson	£ 215.77		Recharge	3
25.10.24	3639	07.10.24	K G Loach	£ 483.48		Hort supplies & recharge	2
25.10.24	3640	10.10.24	Congleton Museum	£ 15.00		booklets for resale	1
25.10.24	3640	05.10.24	Screwfix	£ 350.93		PPE & recharges	4
25.10.24	3640	30.09.24	Shenton	£ 549.06		Horticultural Supplies	1
25.10.24	3640	16.10.24	Spiral	£ 99.60		Recharge	1
25.10.24	3641	14.10.24	Welsh Wrestling	£ 102.60		3rd Party ticket sales	1

25.10.24	3641	15.10.24	Stuart Tayler Plumbing	£	95.00	Toilet repair	1
25.10.24	3641	14.10.24	Toolstation	£	29.38	Recharge	2
25.10.24	3641	08.10.24	Tudor Environmental	£	73.98	PPE	1
25.10.24	3641	06.10.24	UK Fuels	£	518.72	Van fuel	2
25.10.24	3642	01.10.24	Vale Allotments	£	15.00	Trees4Congleton	1
25.10.24	3642	15.10.24	Visyon	£	1,127.51	water recharges	1
25.10.24	3642	11.10.24	Mr G Watt	£	37.55	Supplier sales	2
25.10.24	3642	11.10.24	West Wallasey	£	2,579.20	Lease Vans	1
				£	<b>33,683.12</b>		
08.11.24	3650	25.10.24	All Saints Comm Centre	£	174.00	Luncheon Club	1
08.11.24	3650	23.10.24	Auditing Solutions	£	612.00	Internal Audit	1
08.11.24	3650	31.10.24	Bees for Us	£	108.00	Honey for resale	1
08.11.24	3650	31.10.24	Bomford Office Supplies	£	204.05	Stationary	1
08.11.24	3650	01.10.24	Changing Lives Together	£	2,240.00	Buddy & Befriending	1
08.11.24	3650	23.10.24	CEC	£	1,104.96	Parking days	1
08.11.24	3651	18.10.24	Cheshire electrical	£	34.28	bulb & starter	1
08.11.24	3651	31.10.24	Chester Zoo	£	47.18	3rd Party ticket sales	1
08.11.24	3651	31.10.24	Chronicle	£	30.00	newspaper resales	1
08.11.24	3651	23.10.24	Cutler Cleaning	£	211.06	T Hall cleaning materials	1
08.11.24	3651	27.10.24	D C Assist	£	219.00	cleaning service	1
08.11.24	3651	31.10.24	ECCCE	£	48.00	N/Plan Letter	1
08.11.24	3652	28.09.24	Fool's Paradise	£	1,008.00	Green Fayre	1
08.11.24	3652	31.08.24	Gazer	£	1,545.76	Totally Locally Ad	1
08.11.24	3652	14.10.24	Jewson	£	21.48	Recharge	1
08.11.24	3652	26.10.24	L & J Print	£	1,243.60	N Plan banners etc	4
08.11.24	3652	23.10.24	Landscape Supplies	£	39.12	S Scape PPE	1
08.11.24	3653	23.10.24	Macmillan Distribution	£	52.80	Books for resale	1
08.11.24	3653	22.10.24	Maxigiene	£	126.00	Legionella testing	1
08.11.24	3653	28.10.24	R J & J Moores	£	175.50	Pumpkins	1
08.11.24	3653	16.10.24	J Parker	£	1,423.20	Bulb order	1
08.11.24	3653	05.09.24	Roberson Stone	£	456.00	cenotaph corrections	1
08.11.24	3653	29.10.24	Screwfix	£	116.89	Sundries & recharge	2
08.11.24	3654	30.10.24	Threadfast	£	13.89	Recharge	1
08.11.24	3654	31.10.24	Top Nosh	£	22.50	Gingerbread for resale	1
08.11.24	3654	03.09.24	Tudor Environmental	£	552.27	PPE & general	2
08.11.24	3654	20.10.24	UK Fuels	£	734.64	Van fuel	2
08.11.24	3655	29.10.24	UK Safety Management	£	385.20	Emergency lighting	1
08.11.24	3655	24.10.24	Urban Imprint	£	302.40	N Plan Support	1
08.11.24	3655	26.10.24	Mr G watt	£	52.50	Gift Artwork	1
08.11.24	3655	31.10.24	West Wallasey	£	2,735.88	Van Lease	3
08.11.24	3655	24.10.24	Wizard of Art	£	200.00	Face Painter	1
				£	<b>16,240.16</b>		
15.11.24	3656	01.11.24	Bear Wires	£	28.50	Supplier sales	1
15.11.24	3656	13.09.24	Best Connection	£	448.31	S scape Temp	1
15.11.24	3656	01.11.24	Royal British Legion	£	110.00	Poppy Wreaths	1
15.11.24	3656	09.10.24	Cavern Clothing	£	105.60	S scape PPE	1
15.11.24	3656	05.11.24	CCP	£	700.00	UKSPF	1
15.11.24	3656	08.11.24	Congleton Live CIC	£	38.48	Supplier sales	1
15.11.24	3657	06.11.24	Cosy Wren	£	11.20	Supplier sales	1
15.11.24	3657	08.11.24	Daneside Theatre	£	4,118.90	3rd Party ticket sales	3
15.11.24	3657	01.11.24	Dawson Group	£	3,180.72	Sweeper Lease	1
15.11.24	3657	03.11.24	D C Assist	£	438.00	cleaning service	2
15.11.24	3657	12.07.24	The Face Painting Queen	£	260.00	Xmas entertainment	1
15.11.24	3658	01.07.24	G T Security	£	2,100.00	Event Security	10
15.11.24	3658	14.10.24	H Gilman	£	21.60	Supplier sales	2
15.11.24	3658	08.11.24	Handy Cabin	£	108.00	Recharge	1
15.11.24	3659	11.11.24	Hipswing	£	1,678.50	Xmas stage	1
15.11.24	3659	31.10.24	L & J Print	£	2,142.00	Bear Necessities, remembrance	2
15.11.24	3659	05.11.24	Little Bun	£	16.60	Supplier sales	1
15.11.24	3659	01.11.24	Macclesfield Lock	£	181.20	Lock & keys	1
15.11.24	3659	04.11.24	C P Mayer	£	44.36	Supplier sales	1
15.11.24	3660	12.11.24	R J & J Moores	£	1,900.00	shop Xmas trees	1
15.11.24	3660	31.10.24	New Vic Theatre	£	662.93	3rd Party ticket sales	1
15.11.24	3660	31.10.24	Old Saw Mill	£	750.00	Luncheon Club	1
15.11.24	3660	04.11.24	Poppy May	£	62.80	Supplier sales	1
15.11.24	3660	07.11.24	Reeds Rain	£	270.00	Projection Elec	1
15.11.24	3660	07.11.24	Congleton Rotary Club	£	15,313.55	3rd Party ticket sales & UKSPF	2
15.11.24	3661	05.11.24	Screwfix	£	159.98	Recharge	1
15.11.24	3661	01.11.24	Shred it	£	166.32	shredding service	1
15.11.24	3661	31.10.24	Society of London Theatres	£	18.80	Ticket token	1
15.11.24	3661	22.10.24	Toolstation	£	23.49	Notice board repairs	2
15.11.24	3661	08.11.24	Mr G watt	£	14.50	Supplier sales	1
15.11.24	3662	11.11.24	West Wallasey	£	2,579.20	Lease Vans	1
				£	<b>37,653.54</b>		
22.11.24	3664	15.11.24	Alpha & Street Legal	£	84.00	new tyre	1
22.11.24	3664	13.11.24	Aston Management	£	570.00	Xmas entertainment	1
22.11.24	3664	10.11.24	Beartown Brewery	£	414.00	Brewery Tour	1
22.11.24	3664	18.11.24	CCTP	£	202.00	In Bloom Tour	1
22.11.24	3664	13.11.24	CEC	£	12,510.71	CCTV	1
22.11.24	3664	18.11.24	Cong Choral Society	£	218.50	3rd Party ticket sales	1
22.11.24	3665	15.11.24	Culligan Water	£	315.78	Town Hall drinking water	2
22.11.24	3665	19.11.24	Cutler Cleaning	£	478.02	Bin liners	1
22.11.24	3665	17.11.24	D C Assist	£	219.00	cleaning service	1

22.11.24	3665	11.11.24	Dutton Traffic	£	972.00	Road closures	1
22.11.24	3665	14.11.24	Green-Tech	£	279.00	Trees4Congleton	1
22.11.24	3666	06.11.24	K G Loach	£	165.84	Horticultural Supplies	2
22.11.24	3666	12.11.24	L & J Print	£	366.00	various works	3
22.11.24	3666	14.11.24	Lightech Sound & Light	£	1,056.00	Remembrance projection	1
22.11.24	3666	09.10.24	Pearson Surveyors	£	1,824.00	Salix	1
22.11.24	3666	10.09.24	Pearson Construct	£	1,980.00	Salix	1
22.11.24	3667	08.11.24	Screwfix	£	109.98	PPE	1
22.11.24	3667	13.11.24	Mike Tingle	£	30.00	Supplier sales	1
22.11.24	3667	03.11.24	UK Fuels	£	301.18	Van fuel	2
22.11.24	3667	15.11.24	J Unsworth	£	230.26	Town Cryer Outfit	1
				£	<b>22,326.27</b>		
29.11.24	3668	12.11.24	Chris Booth	£	75.00	Remembrance	1
29.11.24	3668	10.11.24	M J Byrne	£	100.00	Remembrance pics	1
29.11.24	3668	21.11.24	Chronicle	£	372.00	Xmas feature	1
29.11.24	3668	20.11.24	Cutler Cleaning	£	149.18	cleaning stock	1
29.11.24	3668	25.11.24	CYO	£	159.60	3rd Party ticket sales	1
29.11.24	3668	24.11.24	D C Assist	£	219.00	cleaning service	1
29.11.24	3669	21.11.24	Evac & Chair	£	121.20	annual contract	1
29.11.24	3669	22.11.24	Allan Harris	£	10.00	Supplier sales	1
29.11.24	3669	29.10.24	K G Loach	£	43.49	Horticultural Supplies	1
29.11.24	3669	25.11.24	Landscape Supplies	£	45.98	cable ties	1
29.11.24	3669	25.11.24	Marks Events	£	8,434.44	Event catering	26
29.11.24	3671	20.11.24	Congleton Museum	£	18.52	Supplier sales	1
29.11.24	3671	13.11.24	SLCC	£	90.00	Training	1
29.11.24	3671	18.10.24	Toolstation	£	126.90	PPE & recharges	5
29.11.24	3672	06.11.24	Tudor Environmental	£	309.42	PPE & sundries	2
29.11.24	3672	17.11.24	UK Fuels	£	552.60	Van fuel	1

## RBS Credit Card

## List of Payments made between 01/10/2024 and 31/01/2025

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2024	SumUp	CCO01	166.80		card reader x 2
15/10/2024	Royal Mail	CCO02	240.00		stamps
29/10/2024	Zoho Campaigns	CCO03	54.00		Email marketing
29/10/2024	Amazon UK	CCO04	55.43		Amazon UK
01/11/2024	Spotify	CCN01	11.99		Trial period
14/11/2024	SumUp	CCN02	166.80		card reader & printer
14/11/2024	White Ribbon	CCN03	21.18		A3 Poster
20/11/2024	The Flower Gallery	CCN04	30.00		Bouquet - In Bloom
20/11/2024	Timpsons	CCN05	19.95		In Bloom Award
27/11/2024	Amazon UK	CCN06	7.99		Xmas Elf leggings
28/11/2024	Tesco	CCN07	58.65		Selection boxes
28/11/2024	Morrisons	CCN08	28.50		Selection Boxes
02/12/2024	Argos	CCN09	45.94		External Hard Drive

---

**Total Payments**      907.23

## List of Payments made between 01/10/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Quartix Ltd	dd	575.78		854968/17649/vehicle tracker
01/10/2024	Prism Solutions	DD	129.18		6157/17679/telecoms
01/10/2024	Cheshire East Council	DD	2,495.00		T H Business Rates
01/10/2024	Cheshire East Council	DD	437.00		CIC Business Rates
04/10/2024	BACS P/L Pymnt Page 3623	BACS Pymnt	13,682.59		BACS P/L Pymnt Page 3623
04/10/2024	St Peter's Church	BACS	305.00		GR10/2425
04/10/2024	Trinity Methodist Church	BACS	1,000.00		GR05/2425
04/10/2024	BACS P/L Pymnt Page 3644	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3644
11/10/2024	BACS P/L Pymnt Page 3629	BACS Pymnt	13,799.62		BACS P/L Pymnt Page 3629
15/10/2024	bankline	BACS	78.75		bank charges
16/10/2024	Water Plus Ltd	dd	463.34		07010764/17775/Town Hall water
17/10/2024	R [REDACTED]	BACS	108.50		Event expenses
18/10/2024	CTC	BACS	89,655.66		Payroll
18/10/2024	West Mercia Energy	DD	4,574.19		11555648/17727/T H kitchen gas
21/10/2024	Bankline	BACS	11.82		Bank charges
23/10/2024	CTC	009001	179.90		Petty Cash
23/10/2024	EE Ltd	dd	169.80		01288351396/17792/charges
25/10/2024	BACS P/L Pymnt Page 3636	BACS Pymnt	33,683.12		BACS P/L Pymnt Page 3636
25/10/2024	Prism Solutions	dd	2,087.00		207336/17838/IT Support
25/10/2024	SOL Theatre School	BACS	730.00		GR25/2324
28/10/2024	RBS Credit Card	DD	625.49		Credit card balance pay off
01/11/2024	Prism Solutions	dd	129.38		6347/17809/telecom services
01/11/2024	Cheshire East Council	DD	2,495.00		T Hall Business Rates
01/11/2024	Cheshire East Council	DD	437.00		CIC Business Rates
04/11/2024	Pearson Surveyors Ltd	04NOV24	22,268.40		Fees Salix Project (CTC/20/242
04/11/2024	Cong Dist Hort Society	009002	500.00		GR04/2425
08/11/2024	BACS P/L Pymnt Page 3650	BACS Pymnt	16,240.16		BACS P/L Pymnt Page 3650
14/11/2024	West Mercia Energy	dd	4,037.12		11566243/17833/Cenotaph elec
15/11/2024	BACS P/L Pymnt Page 3656	BACS Pymnt	37,653.54		BACS P/L Pymnt Page 3656
15/11/2024	Bankline	DD	76.95		charges
15/11/2024	Cheshire without abuse	BACS	37.50		deposit return
18/11/2024	CTC	BACS	83,569.15		Nov Payroll
18/11/2024	CTC	BACS	316.27		Full Time adjustment
21/11/2024	RBS Autopay	BACS	17.30		Bank charges
22/11/2024	BACS P/L Pymnt Page 3664	BACS Pymnt	22,326.27		BACS P/L Pymnt Page 3664
22/11/2024	West Mercia Energy	dd	58.08		11570570/17874/P pool electric
22/11/2024	Congleton Harriers	BACS	750.00		GR07/2425
25/11/2024	Prism Solutions	DD	2,087.00		209025/18003/IT Support
25/11/2024	EE Ltd	Dd	169.98		01288377332/17903/charges
26/11/2024	Water Plus Ltd	dd	99.74		07462284/17964/allotment water
28/11/2024	CTC	009003	184.29		Petty Cash
28/11/2024	RBS Credit Card	DD	516.23		Credit Card Balance Pay off
29/11/2024	BACS P/L Pymnt Page 3668	BACS Pymnt	11,185.53		BACS P/L Pymnt Page 3668



## List of Payments made between 01/10/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2024	BACS P/L Pymnt Page 3681	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3681
30/11/2024	BACS P/L Pymnt Page 3682	BACS Pymnt	10,518.07		BACS P/L Pymnt Page 3682
02/12/2024	Prism Solutions	dd	183.31		6585/18002/charges
02/12/2024	Cheshire East Council	DD	2,495.00		Town Hall Business Rates
02/12/2024	Cheshire East Council	DD	437.00		CIC Business Rates
03/12/2024	RBS Credit Card	DD	391.00		Credit Card Balance Pay Off
05/12/2024	Pitney Bowes Ltd	dd	84.71		4100093044/17927/charges
06/12/2024	BACS P/L Pymnt Page 3675	BACS Pymnt	17,957.57		BACS P/L Pymnt Page 3675
06/12/2024	Girl Guiding C E	BACS	150.00		GR11/2425
11/12/2024	British Telecom	dd	150.66		Q0998DE/18025/charges
11/12/2024	Water Plus Ltd	DD	1,259.79		07573966/18053/T Hall water
13/12/2024	West Mercia Energy	Dd	2,332.48		11576369/17966/T H kitchen gas
16/12/2024	Water Plus Ltd	dD	115.39		INV07597691/18078/Water Plus L
16/12/2024	Bankline	DD	82.55		Charges
17/12/2024	West Mercia Energy	dd	2,868.69		11578855/17968/cenotaph electr
18/12/2024	Cheshire East Council	BACS	108,391.56		Dec Payroll
20/12/2024	BACS P/L Pymnt Page 3686	BACS Pymnt	26,112.21		BACS P/L Pymnt Page 3686
20/12/2024	Crema	Reverse	-58.00		P/Ledger Electronic Payment
20/12/2024	RBS Autopay	BACS	15.61		Bank charges
23/12/2024	EE Ltd	DD	169.80		01288402684/18154/charges
27/12/2024	Prism Solutions	DD	2,087.00		210943/18138/IT Support
02/01/2025	Quartix Ltd	dd	575.78		881052/18077/Quartix Ltd
02/01/2025	Prism Solutions	DD	183.32		6790/18108/charges
02/01/2025	Cheshire East Council	BACS	2,495.00		T Hall Business Rates
02/01/2025	Cheshire East Council	DD	437.00		CIC Business Rates
09/01/2025	West Mercia Energy	dd	43.23		11586617/18056/Electric P Pool
10/01/2025	BACS P/L Pymnt Page 3696	BACS Pymnt	10,947.21		BACS P/L Pymnt Page 3696
15/01/2025	Water Plus Ltd	dd	463.34		07873474/18176/T H water charg
15/01/2025	Bankline	DD	66.35		Bank charges
16/01/2025	West Mercia Energy	dd	6,279.29		11593680/18230/Town Hall elec
17/01/2025	BACS P/L Pymnt Page 3703	BACS Pymnt	22,452.96		BACS P/L Pymnt Page 3703
17/01/2025	C P [REDACTED]	17JAN25	158.23		01122024/18181/supplier sales
17/01/2025	CTC	BACS	100,692.44		Jan Payroll
24/01/2025	BACS P/L Pymnt Page 3711	BACS Pymnt	5,330.36		BACS P/L Pymnt Page 3711
31/01/2025	BACS P/L Pymnt Page 3714	BACS Pymnt	13,860.00		BACS P/L Pymnt Page 3714
Total Payments			714,675.54		

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy</b>		
<b>MEETING DATE AND TIME</b>	<b>13<sup>th</sup> February 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- Finance Manager/RFO</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>17 CIL REPORT</b>		
<b>Background</b>	<p><b>What is the Community Infrastructure Levy?</b></p> <p>The Community Infrastructure Levy (the 'levy') is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.</p> <p>The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.</p> <p>Most new development which creates net additional floor space of 100 square metres or more, or create a new dwelling, are potentially liable for the levy.</p> <p>Some developments may be eligible for relief or exemption from the levy. This includes residential annexes and extensions, and houses and flats which are built by 'self-builders'. There are strict criteria that must be met, and procedures that must be followed, to obtain the relief or exemption. This is explained in more detail below – see <a href="#">'What kind of development does not pay the levy?'</a> and the relevant links provided therein. ** (Taken from <a href="#">Community Infrastructure Levy - GOV.UK</a>)</p> <p>The Community Infrastructure Levy (CIL) was adopted by Cheshire East Borough Council on 21 February 2019 with effect from 1 March 2019. CIL is a planning charge introduced across England and Wales by The Community Infrastructure Levy Regulations 2010 (as amended). CIL is used by Local Authorities to help fund a wide range of infrastructure that is needed as a result of development</p> <p>Town and Parish Councils' expenditure of CIL money</p> <p>CIL revenue must be spent on infrastructure proposals. The Government has provided a wide <a href="#">definition</a> of what can be considered infrastructure.*</p> <p>Outside of this, Town and Parish Councils receiving CIL money will be able to decide how to spend their percentage of the money collected. In certain cases, the Council may look to work with Towns and Parishes to pool contributions to help fund key infrastructure projects.</p>		

	<p>Town and Parish Councils are required to produce an annual report outlining their use of their share of CIL receipts, so it is important for Town and Parish Councils to keep clear and transparent records of CIL funding and to have a good understanding of the infrastructure projects their community wishes to be funded.</p> <p>* (*This information was taken from Cheshire East Council website <a href="#">Community Infrastructure Levy</a>)</p>
<b>Update</b>	<p>The current balance of CIL funds can be seen in Appendix 1. Funds must be spent within 5 years of receipt, Cheshire East may require repayment of some or all funds if not spent within the 5-year limit or if it is spent on initiatives that do not support the development of the area.</p> <p>The Appendix report is published in accordance with Regulation 62a of the Community Infrastructure Levy 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1st April 2024 to 31st March 2025.</p>
<b>Details</b>	<p>Below are the dates that our CIL funds should be utilised by:</p> <p>£304.24 – June 2026  £7324.91- June 2027  £9252.56- January 2028  £4802.52- November 2028</p>
<b>Decision Request</b>	<p>To note the balance of CIL funds.</p>



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

## COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT 2024-2025

This report is published in accordance to Regulation 62a of the Community Infrastructure Levy 2010 (as amended the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

### CIL RECEIPTS

Development Reference	CIL Received
Received 14 <sup>th</sup> June 2022	£7,324.91
Received January 2023	£9,252.56
Received November 2023	£4,802.52
<b>Total Receipts</b>	<b>£21,379.99</b>

### CIL EXPENDITURE

Project	CIL Expenditure
	£0

### CIL RESERVE BALANCES

Details	Amount
Brought forward at 1 <sup>st</sup> April 2024	£21,379.99
<b>Balance of CIL Funds EMR</b>	<b>£21,379.99</b>



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](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2025 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>18 Annual Review of the Business Risk Assessment 2025-2026</b>		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit Regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk.”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities, and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures, there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint Panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Information Centre, Paddling Pool, and events in the town centre.</p>		



**Updates**

The Business Risk Assessment has been updated for the 2025-2026 financial year. This will also be presented to Council for final approval at the Annual Town Meeting in accordance with our Standing Orders. (Section 6J xiii )

Amendments to the Risk Assessment are below:

Reference	Area	Update
1a	Town Hall	Added re-emergency procedures for out-of-hours.
1e	Pool	Updated to show new clicker system.
1j	Polytunnel	Added info re keeping lease up to date.
1k	Christmas Lights	Added re-new tender required. Added to check the insurance of the company storing the lights
1l	Streetscape	Added that changes to contracts should be discussed with CO/RFO
1m	Events	Added annual review of Commercial Partner is due.
1o	Licenses	Added TV license to be renewed annual
2b	Investments	Added that policy reviewed by FAP annually
2d	Controls	Added that RFO to ensure returns are submitted on time.
2f	Cash	Added that all cash is to be locked in a safe until banked.
2h	Budgetary Control	Added that all staff should be updated on the remaining budget and all staff to ensure checks take place prior to placing an order. Added Overspends will be notified to the Council.
2i	Payments	Added invoices only paid on confirmation of good/services received.
2j	Approval of Expenditure	Added staff to follow Financial regulations. Added new supplier checks. Added re-changes to contracts
2l	Credit/Trade cards	Added trade card requirements.
2m	Salaries	Added that changes such as pay award, that a summary to be signed by Mayor, Chair of Finance and Chief Officer
2q	Town Hall bookings	Added that the new Facilities booking system in place
2s	New Suppliers	Added procedure for new supplier forms and checks.
2t	Council Income	A new section was added to state standard procedures that take place regarding income.
2u	Mayor Fundraising	New section to cover income and expenses
3b	Insurance	Added that all claims should go via CO/RFO
3h	Tendering process	Added that tender policy to be reviewed regularly to check new legislation

	3i	Register of Members Interest	Added that paperwork should be completed in required timescales.
	4a	Cyber Security	Added that RFO has access to ICT providers portal to provide training.
	4b	ICT Security	New section re laptops/passwords.
<b>Decision Requested</b>	To approve the Business Risk Assessment for 2025-2026 and to recommend to Council for Approval at the Annual Town Meeting.		

## Business Risk Assessment 2025/26~~2024/25~~

[Risk Matrix: Low (1-2) Medium (3-5) High (6-9)]

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

	ASSETS and SERVICES		Likelihood	Impact	Score	Risk Rating	Management/control of Risk	Review/Action
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building. <u>Emergency procedures are in place for periods of time where Town Hall is closed out of hours through contracts, such as Fire Alarm and Intruder alarm.</u>	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not an adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3	Med	Lighting, CCTV and appropriate signage and general maintenance	Regular checks by Town Hall Manager.
1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSHH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. <del>A booking system in place to ensure attendees do not go over maximum capacity.</del> <u>A clicker system is in place to keep the maximum 140 in the pool, a holding area to prevent queuing on the main path outside the pool is now in place since 2023 to allow a one in one out basis.</u>	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other	2	2	4	Med	Reviewing operating hours and ability to charge for entry.	

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

		areas of the Council						
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	2	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks
1i	Community Garden	H&S of users	1	2	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance. <u>Streetscape Manager &amp; Chief Officer to ensure lease from CEC is in place for use of the Polytunnels and up to date.</u>	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice.	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three.

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

						Check Insurance of the company storing the lights is in place.	<u>New Tender is open for a new three year contract for 2025-2028.</u>	
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes. <u>All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.</u>	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and Town Hall reputation	1	3	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol. Bookings are not accepted for 18 <sup>th</sup> birthday parties.	Maintain existing procedures, <del>and to be reviewed during 2022-23 once future arrangements decided.</del> <u>An annual review to take place on H&amp;S aspects, three year contract with Commercial Partner due to be considered in time for April 2025.</u>
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to	1	3	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.



## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

		Town Council reputation						
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years <u>TV Licence to be renewal annually.</u>	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>							
2a	Banking	Failure of Bank	1	3	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	1	Low	Investment policy in place Investment Policy updated annually <u>Investment Policy and Strategy are in place and reviewed annually by Finance and Policy Committee and Council.</u>	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	-------------------------------------	-----------------------------------	-------	------------------------------------	----------------------------	------------------------

2d	Financial controls and records		2	2	4	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings <u>RFO to ensure VAT returns/ HMRC/Pension returns are submitted on time.</u>	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash is verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. . Cash handling policy in place. <u>All cash to be locked in the safe provided until banked.</u>	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process/ <u>Budgetary Spends</u>	Inadequate budget preparation leading to inability to fulfil obligations	1	2	2	Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

							<p><u>All staff are regularly updated with remaining budgets, by the RFO. All staff must ensure checks take place prior to placing an order.</u></p> <p><u>Any overspends required will be notified to Council for approval prior to further expenditure.</u></p>	
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	2	Med	<p>All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations.</p> <p><u>Invoices only to be paid on confirmation of receipt of the goods/ service..</u> List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit.</p>	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	2	2	Med	<p><u>Financial Regulations in place for procedures of purchasing.</u></p> <p><u>All staff to ensure they follow Financial Regulations at all times.</u></p> <p>All payment orders authorised by Council as per Financial Regulations.</p> <p><del>Financial Regulations in place for procedures of purchasing.</del></p> <p><u>New supplier form are required direct from the supplier to verify information such as VAT/Companies house and Bank Account.</u></p> <p><u>Staff are regularly updated of Purchase Order procedures.</u></p>	Maintaining existing procedures

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

						<u>All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.</u>		
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3	Med	All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures , payments are made by BACS where possible
2K(i)	BACs payments	Payment to wrong supplier	1	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card / <u>Trade Account Cards</u>	Loss of Card Fraudulent use	1	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations <u>must be</u> followed for all purchases. <u>Trade Account cards are to be kept safe with until required, all purchases must follow Financial Regulations.</u>	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	2	Low	Use external professional team <del>DJH</del> <u>Mitten Clarke</u> to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit.	Maintaining existing procedures

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

						Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing. <a href="#">Annual Pay Award changes summary sheet signed off by Mayor, Chair of Finance and Chief Officer.</a>		
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4	Med	Keeping standards high. Examination and review of agreed contract <a href="#">in 2024</a> <del>2021</del> .  Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022. <a href="#">New contract due April 2025</a>	2	2	4	Med	Weekly operational meeting take place for booking requirements. Monthly Management meetings take place for Financial, Marketing and any issues	Review after initial 12 months Reports back into THAS

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall	2	2	4	Med	<u>Facilities Booking system now in place for room bookings, relevant staff to be kept up to date with training and updates in the software.</u>	To be reviewed in line with outcome 2p.
2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	2	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC  Ensure contracts are in place for new ticket suppliers.
2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	4	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required <u>direct from the supplier, CTC staff must never complete on behalf of the new supplier. -on letterhead paper separate to invoice received.</u>	New supplier form has been introduced which included checklist of online checks required.
2t	<u>Council Income</u>	<u>Sales Ledger/Cash Book</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>Med</u>	<u>New facilities booking system in place which enables reports to be run to ensure all bookings have been invoiced. Finance Officer and RFO do a monthly aged debtor check, the aged debtor list is sent to Chair of Finance quarterly.</u>	<u>Maintain existing levels of procedures.</u>



## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

						All CIC cash is audited by RFO via daily takings sheets Standing invoices in place for regular customers (such as CEC/Commercial Partner)	
2u	<u>Mayor Fundraising Income/Expenditure</u>	<u>Donations received/Annual expenses for fundraisers</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>Med</u> Additional summaries are kept alongside the main accounts. Each Mayor has there own bank account to ensure separation of funds. GOFUNDME account set up and donations regular input into accounts.	<u>Maintain same procedures for all other CTC income/cash received.</u>
<b>3</b>	<b>Legal Liabilities</b>						
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC. Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies. In accordance with Financial Regulations, all insurance claims to be submitted via Chief Officer or RFO only. Chairs of Committees to be made aware of exceptional claims. Zurich to be made aware of named staff who can make claims on insurance. Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Council's key Asset <u>Three year deal in place until June 2027</u>

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer. <u>Policy to be reviewed regularly to check for new regulations. CHALC/NALC to be utilised for advice.</u>	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors. <u>All paperwork to be completed as per regulations and requirements to ensure new Councillors acceptance of office is declared in time.</u>	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection.	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures

## Business Risk Assessment 2025/26~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	4	Med	Green Working Group for the town council which monitors carbon footprint, and plans to reduce the Carbon Footprint.	Consider Environmental impact on all services and activities.
<b>4</b>	<b>ICT and Cyber Security</b>							
4a	Cyber Security	Examples of Cyber Security are: Theft of sensitive or regulated information, hardware damage and subsequent loss, Malware and viruses.	2	3	6	High	CTC hold an ICT Policy which includes virus controls. ICT service are provided by a local company, who back up/scan and monitor our ICT system daily/weekly. The account packages are backed up daily and once weekly saved to a separate area. Staff and Councillor Training made available. <u>RFO has access to the ICT providers portal to issue out training on Cyber Security and ICT Safety.</u>	All the Councils PC's, Laptops and files are protected by out ICT providers. PC's and servers are backed up by the ICT provider on a daily basis. Keep ICT Policy updated Officers to arrange for staff to attend training and awareness courses.
<u>4b</u>	<u>ICT Safety</u>	<u>Misuse of laptops/mobile phones</u>	<u>2</u>	<u>3</u>	<u>6</u>	<u>High</u>	<u>All staff to ensure that laptops are locked or closed down every time they leave their desk.</u> <u>No one is to share laptops.</u> <u>No one is to share passwords.</u> <u>ICT company is on place to assist with password issues.</u> <u>Multi Factor Authentication is now in place for all staff and Councillors.</u>	<u>Maintain high levels of security at all times.</u> <u>Follow the Councils ICT policy at all times.</u>

**Business Risk Assessment 2025/26**~~2024/25~~

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
------	------------------	----------------------------------	--------------------------------	-------	---------------------------------	----------------------------	------------------------

						<u>Mobile phones are to be used for work purposes only.</u>	
--	--	--	--	--	--	---	--

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2025 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael: R.F.O		
<b>AGENDA ITEM REPORT TITLE</b>	19 Policy Updates - Mayors Allowance Policy		
<b>Background</b>	Last updated 2014  General update and cleanup, the Civic Protocol Policy was updated in 2022, and the Mayor Allowance Policy is now being updated to match.		
<b>Update-</b>	Updates: (Also see side notes on Appendix 19.1):  Grey: Updated  Yellow: New from Civic Protocol  Blue Removed: These are not relevant in connection with the Mayor's Allowance, the Civic events are covered by Town Council budgets.  Green- From original Policy  Added Version Control table.		
<b>Decision Request</b>	<ol style="list-style-type: none"><li>1. To approve draft updates to the Mayors Allowance Policy</li><li>2. Recommend the Draft updated Policy to Council on 27<sup>th</sup> February 2025 for approval and adoption into the constitution.</li></ol>		



**CONGLETON TOWN COUNCIL**  
**MAYOR'S ALLOWANCE SCHEME POLICY**

Current Allowance  
Town Mayor                      £ 3000.00

No allowance will be paid to the Deputy Mayor, but they will be entitled to claim expenses.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report to Council on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

The Allowance will be reviewed annually as part of the Budget process.

The Allowance must be declared for tax purposes.

There will be no additional allowance paid over and above the £3,000

The Town Mayor's allowance is to be used for the following items and any remainder to be used as the Town Mayor wishes.

Specifically:

General items may include:

- a) Clothing
- b) Consort's clothing
- c) Donations to charities
- d) Collections
- e) Personal hospitality (including lunches and dinners)
- f) One-off events held by the Mayor
- g) Tickets to events
- h) Child minding

It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office. The Mayor's allowance is a taxable benefit and Mayors are advised to keep track of their expenses to offset against a potential tax liability.

The Town Council's budget contains provision for certain civic events including Remembrance Sunday, Civic Sunday, Mayor Making and receiving Civic visitors. Managing

this budget is the responsibility of council officers and any purchase orders can only be raised by officers.

It is important for the Mayor to have an awareness of this budget as once the budget level has been reached, no payments can be made, or further orders placed by Council Officers. Any expenditure on anything other than the events mentioned above would need to be approved by Council and ideally planned well in advance to enable a budget to be approved.

### **Mayor's Ball & Other Charity Fund raising events.**

All costs including postage (but not letter headings) and income are dealt with through the Mayor's Charity Account and separate Mayors Charity Bank Accounts. The Town Council holds two Mayor's Charity Bank Accounts – one for the current Mayor and one for the outgoing Mayor. These are separate bank accounts held with the Royal Bank of Scotland. The bank accounts are outside of the scope of VAT, meaning that VAT does not need to be added to ticket prices, but also that VAT cannot be reclaimed on purchases. The Council also have a separate cost centre in the accounts for all Mayor Finance activities.

*Expenses for the Mayor's Ball: Room hire, postage, entertainment and refreshments are from to be made through the Mayors Cost Centre Accounts expenditure nominal code and all expenses are to be covered by income received from ticket sales, any remaining balance remain in the account and can be used for end of year donations.)*

*Policy to be used alongside the Civic Protocol Policy. (Section 11)*

.

6

VERSION CONTROL	
Previous Version Approval date	
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>																	
<b>MEETING DATE AND TIME</b>	<b>13<sup>th</sup> February 2025</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>															
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>																	
<b>AGENDA ITEM REPORT TITLE</b>	<b>20</b> <b>Approval of Outside Bodies Support</b>																	
<b>Background</b>	<p>As part of our Standing Orders an annual review of arrangements with bodies/businesses, Page 10 reference point:</p> <p><i>x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</i></p> <p>These appointments must be approved by the Council as business at the Annual Meeting each year, in accordance with our Standing Orders (Section 6J xi)</p>																	
<b>Updates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Area of Service</th> <th style="width: 50%;">Information</th> </tr> </thead> <tbody> <tr> <td>DCK</td> <td>Accountancy</td> <td>Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.</td> </tr> <tr> <td>Auditing Solutions</td> <td>Internal Audit</td> <td>Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely.</td> </tr> <tr> <td>DJH</td> <td>Payroll Services</td> <td>Continuity of service. On-hand knowledge and pension auto-enrolment. Remote.</td> </tr> <tr> <td>ANSA</td> <td>HR &amp; HS</td> <td>Continuity, Remote, attendance at Town Hall when required, located in</td> </tr> </tbody> </table>			Name	Area of Service	Information	DCK	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.	Auditing Solutions	Internal Audit	Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely.	DJH	Payroll Services	Continuity of service. On-hand knowledge and pension auto-enrolment. Remote.	ANSA	HR & HS	Continuity, Remote, attendance at Town Hall when required, located in
Name	Area of Service	Information																
DCK	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.																
Auditing Solutions	Internal Audit	Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely.																
DJH	Payroll Services	Continuity of service. On-hand knowledge and pension auto-enrolment. Remote.																
ANSA	HR & HS	Continuity, Remote, attendance at Town Hall when required, located in																

			Middlewich/Crewe. Knowledge of Streetscape services.
	SAS Daniels	Legal Support	Continuity, Remote. Located in Congleton.
	Prism Network	ICT Support	Continuity, Remote, located in Congleton, local for site visits. Knowledge of Town Council procedures and workings.
	Eric Charlesworth Electrical Contractor	Electrical Services	Previous work completed, continuity of standards Local. (see MW)
	Chubb	Alarm & Fire Extinguishers Services/CCTV	Remote monitoring, visit for maintenance and serving. Out-of-hours cover.
	Otis Gartside	Lift Maintenance:	Annual maintenance visit, lifts serviced by manufacturers only.
<b>Financial</b>	All external support services are budgeted for via budget setting.		
<b>Environmental</b>	Considerations of impact on travel have been considered.		
<b>Equality and Diversity</b>	Our Equality and Diversity Policy will considered when sourcing new suppliers/services.		
<b>Decision Request</b>	To approve the external services for accounting year 2025-2026 and recommend this to Council for approval at the Annual Town Meeting.		