



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

29th May 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 5th June 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

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AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings

To approve and [sign the minutes of the Finance and Policy Committee held on 27th March 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 of 30th May 2025.

11. New Applications for Financial Assistance (Enclosed)

To approve grant applications:

- 11.1- Wild Salt CIC- GR01/2526
- 11.2- Girl Guiding Cheshire- GR02/2526
- 11.3- SOL Theatre School – GR03/2526
- 11.4- Trinity Amateur Operatic Society – GR04/2526
- 11.5- 1st Buglawton Scouts – GR05/2526
- 11.6- 1st Buglawton Scouts – GR06/2526
- 11.7- RSPCA Congleton Branch – GR07/2526
- 11.8- Congleton Pride – GR08/2526

12. New Grant Activities Monitoring Forms (Enclosed)

To receive the Grant Monitoring Form:

- 12.1- Congleton Pride -GR02/2425

13. Management Accounts 2024-2025 (Enclosed)

To receive the management accounts for the financial year ending 31st March 2025.

14. Management Accounts 2025-2026 (Enclosed)

To receive the management accounts the financial year 2025-2026 to 30th April 2025.

15. Bank Reconciliations (Enclosed)

To receive and consider the bank reconciliation as at 30th April 2025.

16. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 30th April 2025.

17. List of Payments (Enclosed)

To receive and approve the List of payments for previous financial year March 2025, and for the new financial year April 2025.

18. Direct Debit and BACS Payments

- 1. To note the Direct Debit list
- 2. To approve that Direct Debit payments continue for relevant suppliers

3. To approve that payments by BACS transfer to pay suppliers continues
4. In line with our Financial Regulations, recommend 1, 2 and 3 to Council for approval.

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 Robert Brittain (Town Mayor); Cllr Suzy Firkin (Deputy Mayor)

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (3) Congleton Library, Congleton Information Centre.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 27th March 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 27 March 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr C Booth (Vice Chair) (Left at 8.00 pm)
Cllr D Allen
Cllr R Chadwick
Cllr M Edwardson

Ex-Officio: Cllr K Welsey (Mayor)
Cllr R Brittain (Deputy Mayor)

Also present:

Congleton Town Council Officers D McGifford, S Van Schepdael

Members of the public 2 (Grant applicants, both left after item 11)

1. Apologies for absence

Apologies received from Cllrs: S Akers Smith, A Holland, H Pearce and L Wardlaw.

2. Minutes of Previous Meetings

FAP/72/2425 RESOLVED To approve and sign the minutes of the [Finance and Policy Committee held on 13th February 2025](#).

3. Declarations of Interest

- Cllr Wesley declared an interest in item 11.3 as Secretary of Bromley Farm Hub and left the room for the debate and voting.
- Cllr Booth declared an interest in item 11.1 as a Trustee for Friends for Leisure and left the room for debate and voting.
- Cllr Chadwick declared an interest in any matters relating to Cheshire East.

4. Outstanding Actions

FAP/73/2425 RESOLVED to note the report.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

Cllr Douglas raised an urgent item on Cheshire East's recent changes to the Parking Charges.

8. Minutes of Working Groups

FAP/74/2425 Resolved to note the minutes of the Regeneration working group held on the 3rd March 2025.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/75/2425 RESOLVED to receive the statement showing the current position as at 28th February 2025.

11. New Applications for Financial Assistance

FAP/76/2425 RESOLVED to approve the grants:

- 11.1 – Friends for Leisure – GR14/2425- Awarded £1,000.
- 11.2 – Friends of Congleton Park-GR15/2425 – Awarded £800
- 11.3 – Bromley Farm Hub-GR16/2425 – Awarded £800.

12. New Grant Activities Monitoring Forms

FAP/77/2425 RESOLVED to receive the grant monitoring forms:

- 12.1- Beartown Patchwork and Quilters GR15/2324
- 12.2- Marton and District PTA GR24/2324
- 12.3- Our Gang GR26/2324
- 12.4- Vale Allotments Association (Further Update) GR06/2324

13. Management Accounts

FAP/78/2425 RESOLVED to receive the management to 28th February 2025.

14. Bank Reconciliation

FAP/79/2425 RESOLVED to receive and consider the bank reconciliation as at 28th February 2025.

15. Savings Account Balances

FAP/80/2425 RESOLVED to receive the Savings Account balances as at 28th February 2025.

16. List of Payments

FAP/81/2425 RESOLVED to receive and approve the List of payments from 1st February to 28th February 2025.

17. Standing Orders and Regulations Review

FAP/82/2425 RESOLVED to receive the report.

18. Publication Scheme Review

FAP/83/2425 RESOLVED to approve the draft updates and recommended this to Council for approval and adoption into the Constitution.

19. Petty Cash Verification

FAP/84/2425 RESOLVED To note the Petty Cash verification for March 2025.

20. Internal Audit Reports

FAP/85/2425 RESOLVED To receive the First and Second Interim Internal Audit reports for the year ending 31st March 2025.

**Meeting closed at 8.13 pm
Cllr Robert Douglas
(Chair)**

Management Accounts

Management Accounts to 28th February 2025

Completion Town Council
Management Accounts 2024-2025
Feb-25
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Management Accounts 2024-25
Feb-25
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Month: 11
Percentage: 92.6%

Community and Environment Committee

		BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
215	Floral Displays Income	-4,000	-3,857	-3.834	167	104.50%	95.9%	Hanging baskets income arrives start of the year
215	Floral Displays Expenditure	14,172	12,951	15,875	-2980	112.94%	20.09%	No further high expenditure expected
	Total Floral	10,172	9,094	12,137	-3813	116.18%	119.2%	26.72%
241	Allocations Income	-1,000	-174	0	-174	0.00%	0.0%	-62.60%
241	Allocations Expenditure	3,700	3,100	851	649	41.00%	37.8%	-55.02%
	Total Allocation	1,000	926	451	475	48.71%	44.7%	-47.85%
300	Public Realm	3,800	2,750	1,804	1146	56.33%	51.5%	-39.13%
	Completion Partnership	0	0	0	0	0.00%	0.0%	-62.80%
301	Completion Partnership Income	0	0	35,466	-1350	112.37%	144.3%	51.65%
301	Completion Partnership Expenditure	24,586	22,537	0	3466	0.00%	0.0%	-62.80%
301	Completion Partnership C/P	0	0	-35,466	0	0.00%	0.0%	-62.80%
	Total Partnership	24,586	22,537	800	21,787	5.55%	3.3%	-89.30%
302	Community Development Grant Recd	0	0	0	0	0.00%	0.0%	-62.80%
302	Community Development Staff Costs	124,336	111,875	99,818	14157	87.58%	80.2%	-12.32%
302	UKSPF See Grant Recd	0	0	12,912	-12912	0.00%	0.0%	-62.80%
	Community Development Marketing/Promotions	1,750	3,408	1,314	1124	38.21%	35.0%	-17.96%
	Green Initiatives	1,800	4,583	3,785	848	81.49%	74.7%	-17.80%
	Campaign Expenditure	1,800	617	1,054	-137	114.08%	105.4%	12.80%
	Tf to EMR	0	0	0	0	0.00%	0.0%	-62.80%
	Tf from EMR	0	0	0	0	0.00%	0.0%	-62.80%
	Community Development Overheads	9,678	9,872	9,872	405	94.41%	88.6%	-5.04%
	Total Community Development	143,764	131,784	127,230	4,554	96.13%	88.5%	-4.11%
301	Crime Reduction/CCTV Expenditure	11,426	10,474	10,426	48	99.54%	91.2%	-1.25%
	Total Crime	11,426	10,474	10,426	48	99.54%	91.2%	-1.25%
305	Christmas Fayes/Lights Income	1,000	5,701	0,702	6902	323.00%	323.4%	230.80%
305	Christmas Fayes/Lights Expenditure	14,000	14,667	24,168	-9021	112.1%	58.4%	-58.4%
	Total Christmas	13,000	11,917	14,466	-2549	111.3%	111.3%	18.48%
310	Neighbourhood Plan	0	0	12,099	-12099	0.00%	0.0%	-62.80%
310	Neighbourhood Plan Tf from EMR	0	0	12,099	12099	0.00%	0.0%	-62.80%
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-62.80%
321	Tourism Income	0	0	-13,871	13471	0.00%	0.0%	-62.80%
321	Tourism Expenditure	13,800	12,467	22,442	-4975	189.01%	105.0%	72.41%
	Total Tourism	13,800	12,467	9,871	3496	71.90%	66.0%	-24.60%
351	Lunches Clubs	11,900	10,081	9,720	361	95.69%	88.4%	-4.26%
	Income	-7,030	-4,581	-27,067	20416	409.77%	375.8%	283.02%
	Expenditure	218,748	206,879	212,792	-4414	102.12%	89.5%	-3.47%

Town Hall Assets and Services Committee

		BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
201	Paving Pool	54,394	49,861	33,366	10595	66.72%	63.2%	-31.44%
221	Town Hall	230,520	211,318	205,942	5376	97.46%	89.3%	-3.27%
	Town Hall - Expenditure	230,520	211,318	205,942	5376	97.46%	89.3%	-3.27%
	Grant Expenditure: CEC	0	0	15,000	-15,000	0.00%	0.0%	-62.80%
	Grant Expenditure: Decarb	0	0	49,918	-49,918	0.00%	0.0%	-62.80%
	Town Hall - Income	-119,710	-106,771	-100,828	55	100.05%	91.7%	-0.80%
	Grant Income: CEC	0	0	15,000	-15,000	0.00%	0.0%	-62.80%
	Grant Income: Decarb	0	0	47,108	-47,108	0.00%	0.0%	-62.80%
	Net Expenditure over Income	110,779	101,547	95,840	1401	97.34%	89.2%	-3.37%
225	Completion Information Centre							

CEC - Expenditure	164,101	150,426	158,945	-8519	105.64%	96.9%	4.26%	See separate account sheet
CEC - Income	-88,718	-93,118	-87,947	5170	107.01%	98.1%	5.53%	
Net Expenditure over Income	75,383	59,108	71,898	-2790	104.24%	89.4%	2.77%	
263	Public Toilets	7,150	8,504	3,505	1049	51.44%	49.0%	-43.56%
270	Canals	319	292	279	13	95.41%	87.5%	-5.14%
280	Streetscape							
	Streetscape Expenditure	787,095	721,504	747,394	-25890	103.31%	95.0%	2.36%
	Streetscape - Income CEC	-419,254	-384,118	-419,255	34938	109.09%	100.0%	7.40%
	Streetscape - External work income	-13,000	-13,700	-20,368	142,390	142.99%	110.1%	42.51%
	Streetscape - Other	-12,000	-11,000	-30	-10964	0.90%	0.0%	-62.80%
	Streetscape - Misc. Income	800	825	-1,865	1040	224.06%	207.2%	114.62%
	S/S Income	-447,124	-420,893	-441,421	31150	107.69%	98.7%	6.14%
	Net Expenditure over Income	339,939	311,611	305,971	1640	98.10%	90.0%	-2.59%
THAS	Income	-605,614	-606,961	-636,399	37,318	106.21%	97.4%	4.76%
	Expenditure	1,243,586	1,189,958	1,149,331	-5,675	105.82%	92.4%	-6.18%
	Total Income	-1,874,927	-1,717,858	-1,896,130	-21,169	118.38%	100.2%	8.14%
	Total Expenditure	1,874,927	1,707,384	1,696,942	-177,185	99.38%	90.5%	-2.00%
	Net Income/Expenditure			-195,292	-195,288		-92.60%	-92.60%
	1* and 2* Personnel	1,141,489	1,046,365	1,021,228	25145	97.69%	89.0%	-3.14%
	Personnel with Pay Award for reference							
	1* Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	1,046,365	1,016,184	30181	97.12%	89.0%	-3.58%
	2* Temp/Agency			5,036				
	*1 Budgeted pay award completed in December Payroll							

Completion Town Council
Management Accounts 2024-25
Feb-25
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Reserves as at 28th February 2025	01/04/2024	In	Out	Balance
110	General Reserve	287,256		287,256
118	Ear Marked Reserves			
118	Capital Equipment Fund	-	5,000	4,543
120	Capital Contingency Fund	117,845	20,000	31,160
121	EMR Reserves	20,000		20,000
122	EMR Business Recovery Fund	3,204	725	2,479
124	EMR Crime Prevention/Traffic calming	4,357		4,357
126	EMR Completion Partnership	10,000		10,000
127	EMR Covid/Crisis	3,933		3,933
130	EMR Ancient Treasures	3,000		3,000
131	EMR Website	30,151	21,821	8,330
133	EMR Training	6,000		6,000
134	EMR Town Centre (UKSPF)	1,688	280	1,948
137	EMR Toilets	24,012		24,012
139	EMR Public Realm	8,153		8,153
140	EMR Legal Fees	46,406	24,027	22,379
142	EMR Tourism	2,515	400	2,115
143	EMR Marketing	5,000		5,000
144	EMR Congleton Neighbourhood Plan	2,519	15,000	6,270
146	EMR Rotary Donors	5,000		5,000
148	EMR Clinic	1,000		1,000
149	EMR CL	21,684		21,684
154	EMR Caravan Outfitting	3,000		3,000
155	EMR Property Maintenance	182,468	15,000	177,468
	EMR TOTALS	481,375	55,246	426,129

Conington Town Council
Management Accounts 2024-25
TOWN HALL
Feb-25

Month 11
Percentage 92.0%

OK
Monitor
Overspent

4000	Staff Costs (re-allocated)
4008	Training
4009	Protective Clothing/H&S Safety
4010	Cleaners
4011	Rates
4012	Water
4014	Electricity
4015	Gas
4016	Cleaning materials
4017	Refuse Disposal
4020	Miscellaneous Office Costs
4025	Insurance
4031	Marketing/Promotions
4040	Maintenance Contracts
4041	Property Maintenance
4050	Architect/Surveyor Fees
4058	Licences (incl. PPS)
6000	Central Overheads Reallocated
4951	Town Hall Expenditure

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
74,918	68,675	73,038	-4,363	106.4%	97.5%	4.89%
1,000	917	106	721	21.4%	19.6%	-73.00%
500	504	42	462	8.9%	7.6%	-84.96%
8,000	7,313	6,512	801	88.4%	81.4%	-11.10%
26,522	24,312	24,950	-638	102.6%	94.1%	1.47%
4,000	3,667	7,038	-3,371	191.9%	176.0%	81.35%
26,950	24,704	21,914	2,788	88.1%	81.3%	-11.28%
25,909	23,760	18,421	5,339	77.5%	71.1%	-21.53%
2,250	2,053	1,847	216	89.6%	82.1%	-20.51%
2,358	2,154	2,206	-52	102.4%	99.9%	1.27%
1,600	1,467	1,304	163	88.9%	81.5%	-11.10%
12,647	11,593	13,785	-2,192	118.9%	109.0%	16.40%
1,500	1,208	796	2,412	24.8%	22.7%	-89.86%
9,000	8,250	7,690	560	91.3%	85.4%	-7.16%
21,300	19,525	8,506	11,019	63.8%	39.9%	-52.67%
0	0	49,912	-49,912	151.8%	139.2%	46.59%
4,200	3,850	5,846	-1,996	151.8%	88.7%	-5.89%
5,622	5,317	5,048	269	94.6%	88.7%	-5.89%
0	0	15,000	-15,000	135.0%	124.5%	21.95%
230,528	211,318	254,060	-42,742			
0	0	4,491	-4,491			
0	0	2,110	-2,110			
0	0	6,801	-6,801			
230,528	211,318	270,861	-59,543	128.3%	117.3%	24.90%
4900	-4125	-4125	0	100.0%	91.7%	-9.33%
1010	-3405	-3405	0	100.0%	91.7%	-9.33%
1011	-2407	-2407	0	100.0%	91.7%	-9.33%
1013	-27500	-24698	-2802	89.8%	82.3%	-10.27%
1014	-12100	-4504	-7596	27.8%	34.5%	-56.10%
1015	-4000	-4000	0	100.0%	92.5%	-7.50%
1018	0	0	0	0.0%	0.0%	-92.60%
1010	-11000	-11000	1000	109.1%	100.0%	7.40%
1021	-4250	-10009	2009	125.0%	114.5%	21.94%
1022	-917	-2296	1379	250.5%	229.6%	137.00%
1023	-7331	-6287	-1046	85.7%	78.0%	-14.01%
1024	0	0	2000	0.0%	0.0%	-92.60%
1025	-1667	-3117	-550	83.0%	77.9%	-14.68%
1027	-1583	-3724	-901	81.3%	74.9%	-18.12%
1051	0	0	1121	0.0%	0.0%	-92.60%
1177	0	-15000	15000	0.0%	0.0%	-92.60%
1199	0	0	-253			
1179	0	-47189	47189			
-118750	-109771	-122053	12282	134.7%	143.6%	51.05%
110,779	101,547	98,846	2,448	97.3%	89.2%	-3.47%

NOTES

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

Paid over 10 months not 12
Insufficient budget, has been noted for 25-26 budgeting
Invoiced to January 2025
Invoiced to January 2025

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

Safe 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

Recharged to customers

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

Grant income for Surveyor fees

Conington Town Council
Management Accounts 2024-25
STREETSCAPE
Feb-25

Month 11
Percentage 92.6%

OK
Monitor
Overspent

4000	Staff Costs
4004	Temp/Casual Staff
4008	Training
4009	Protective Clothing/H&S Safety
4013	Office rent
4016	Cleaning Materials
4021	Telephone
4025	Insurance
4041	Property maintenance
4043	Horticultural etc Supplies
4047	Vehicle maintenance/Serv etc
4048	Vehicle fuel and oil
4049	Vehicle rental charges
4050	Street Cleaning
4162	General expenditure
4168	Other Expenditure
4951	Tf from EMR
6000	Central Overheads Reallocated
Streetscape Expenditure	
3030	Purchases for recharging
1165	CEC - Income
1167	External work income
1184	Other income
1199	Miscellaneous
1040	Recharges
Streetscape Income	
Net Expenditure over income	

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
577,073	528,984	530,763	-1,779	108.3%	92.0%	-0.62%
0	0	5,036	-5,036			
3,200	2,933	1,337	1,596	45.6%	41.8%	-50.82%
5,900	5,408	4,762	646	88.0%	80.7%	-11.89%
2,000	1,833	1,633	0	100.0%	91.7%	-9.33%
8,000	7,333	3,475	3,858	47.4%	43.4%	-49.16%
1,175	1,077	544	533	50.5%	46.3%	-46.30%
9,150	8,188	8,846	-659	117.4%	107.6%	15.01%
2,500	1,375	1,037	338	75.4%	69.1%	-23.47%
14,000	12,833	17,177	-4,344	135.4%	124.1%	31.52%
11,750	11,750	7,748	3,985	86.0%	66.5%	-33.07%
16,285	14,908	12,490	2,418	83.7%	76.7%	-15.90%
77,880	71,390	76,591	-5,201	107.3%	98.3%	5.74%
8,000	7,333	8,395	-1,062	114.5%	104.9%	12.34%
5,300	4,858	4,517	341	93.0%	85.2%	-7.37%
0	0	24,637	-24,637		0.0%	-92.60%
0	0	11,187				
44,832	41,095	38,881	2,215	94.6%	86.7%	-5.87%
787,095	721,504	737,882	-16,378	102.3%	93.7%	1.15%
0	0	9,512	-9,512		0.0%	0.00%
-419,256	-384,318	-419,256	34,938	109.1%	100.0%	201.69%
-15,000	-13,750	-20,266	6,516	147.4%	135.1%	239.99%
-12,000	-11,000	0	-11,000	0.0%	0.0%	92.60%
-825	0	-1,865	1,040	226.1%	207.2%	318.66%
0	0	36	36	0.0%	0.0%	92.60%
-447,158	-429,893	-441,423	31,530	107.7%	98.7%	200.29%
339,939	311,611	305,971	5,747	98.2%	90.0%	-5.59%

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. Includes Fly tipping costs.

Roundabout works, grant due in, will be received in next financial year.

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
Feb-25

Month 11
Percentage 92.6%

TOWN HALL
CONGLETON INFORMATION CENTRE

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
3000 Stock at 1st April				0.0%		
3041 3rd Party Ticket resales	78,150	67,054	78,254	118.7%	107.0%	14.39%
3042 Books, Maps, Guides resale	2,850	2,613	552	21.3%	19.4%	-73.23%
3043 Souvenirs for resale	2,375	2,177	1,608	73.8%	67.7%	-24.89%
3044 Stamps for resale	500	458	223	48.7%	44.6%	-48.00%
3045 Local Produce for resale	3,800	3,483	3,315	95.2%	87.2%	-5.36%
3047 Theatre gift cards for resale	150	118	200	145.5%	133.3%	40.73%
3048 Food & Drink for resale	2,197	1,097	750	68.4%	62.7%	-29.94%
3049 CTC Merchandise	0	-	-	0.0%	0.0%	-92.60%
3999 Stock at 31st March 2022	0	-	-	0.0%	0.0%	-92.60%
Direct Expenditure	84,022	77,020	84,912	110.2%	101.06%	8.46%
4000 Staff costs	60,704	55,645	55,916	100.5%	92.1%	-0.49%
4011 Rates	3,068	4,646	5,245	112.9%	103.5%	10.89%
4013 Rent Payable	7,590	6,875	6,875	100.0%	91.7%	-0.93%
4162 General Expenditure	2,000	1,833	1,906	104.0%	95.3%	2.70%
6000 Central Overheads Reallocated	4,807	4,406	4,091	92.8%	85.1%	-7.49%
Indirect Expenditure	80,079	73,406	74,033	100.9%	92.4%	-0.15%
1041 Third Party Ticket Sales	-77,000	-70,583	-78,745	111.6%	102.3%	9.67%
1042 Books, Maps, Guides sales	-3,600	-2,710	-968	38.2%	32.3%	-60.33%
1043 Souvenir sales	-2,500	-2,292	-1,895	63.2%	59.8%	-32.80%
1044 Stamp Sales	-500	-458	-265	57.6%	53.0%	-39.60%
1045 Photocopy sales	-300	-275	-396	144.0%	132.0%	39.40%
1046 Local Produce for resale	-4,000	-3,667	-3,831	104.5%	95.8%	3.17%
1047 Theatre gift cards	-150	-118	-218	158.5%	145.3%	52.73%
1048 Food and Drink sales	-2,260	-1,155	-1,060	91.8%	84.1%	-8.47%
1049 CTC Merchandise sales	0	0	0	0.0%	0.0%	-92.60%
Income	-86,720	-83,318	-87,047	107.0%	98.1%	5.53%
Total Income	-86,720	-83,318	-87,047	107.0%	98.1%	5.53%
Net Expenditure over Income	75,391	69,108	71,898	104.0%	95.4%	2.72%

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

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

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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

Congleton Town Council
Management Accounts 2024-25
PADDLING POOL
Feb-25

Month 11
Percentage 92.6%

STREETSCAPE

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000 Staff Costs	12,265	29,576	16837	12,739	56.93%	-40.42%
4008 Training	3,000	2,750	0	2,750	0.00%	-92.60%
4009 Protective Clothing/H&S Safety	320	293	184	109	62.71%	-35.30%
4012 Water	5,102	4,677	1002	3,675	21.42%	-72.96%
4014 Electricity	2,000	1,833	3073	-1,240	187.62%	61.05%
4039 Pool Chemicals	3,900	3,575	3951	-376	110.52%	8.71%
4041 Property Maintenance	4,300	3,942	4565	-621	115.81%	13.56%
4042 Grounds Maintenance	0	0	13424	-13,424	0.00%	0.00%
4162 General expenditure	1,000	917	1480	-563	188.49%	55.40%
4970 Tls from Cap Contingency	0	0	-13424	13,424	0.00%	0.00%
6000 Central Overheads Reallocated	-2,507	-2,298	-2174	124	94.60%	-5.88%
Pool Expenditure	54,394	49,861	33,266	26,595	66.72%	-31.44%

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

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		See 13th February meeting FAP/60/2425	Suspended
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.	In Progress
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
13 February 2025	FAP/60/2425	Action: RFO advised that Press Releases and social media posts would be taking place to promote the grant scheme for the final meeting of the year on 27th March 2025.	RFO	15/02/2025	Completed week commencing 17th February 2025.	Complete
13 February 2025	FAP/60/2425	Action: A strategy meeting for projects relating to CIL monies will be taking place prior to the Finance and Policy meeting on 27th March 2025	CO			In Progress
13 February 2025	FAP/68/2425	Once the total is corrected, submit the CIL report to Cheshire East Council.	RFO	by 31/3/25	Report submitted to CEC 01/05/2025	Complete
13 February 2025	FAP/69/2425	RESOLVED with the below addition to approve the updated Business Risk Assessment and recommend this to Council for approval and adoption into the Constitution at the Annual Town Meeting. Addition: To include information re events risk assessment and safety i.e. Balcony area.	Council	27/02/2025	Approved at Council 27FEB2025 CTC/84/2425	Complete
13 February 2025	FAP/70/2425	RESOLVED To approve the draft updates to the Mayor's Allowance Policy and recommended the Policy to Council on 27th February for approval and adoption into the	Council	27/02/2025	Approved at Council 27FEB2025 CTC/85/2425	Complete
13 February 2025	FAP/71/2425	RESOLVED To approve the list of external support and recommend this to Council for approval at the new year	Council	15/05/2025	Aim for June 25 meeting of Council.	In Progress
27 March 2025	FAP/83/2425	Publications Policy:FAP/83/2425 RESOLVED to approve the draft updates and recommended this to Council for approval and adoption into the Constitution	Council	01/05/2025	Completed: CTC/95/2425 with additions to be made to the list: Tree Policy • Site specific biodiversity plan • Equality and Inclusion policy • If available areas of responsibility for CEC and CTC	Complete
27 March 2025	FAP/82/2425	Staning Orders and Financial Regs to go to Council for review	Council	15/05/2025	Aim for June 25 meeting of Council.	In Progress

Apr-25												
Congleton Town Grant Commitments												
		Specific Budgets										
Date Grant	To	For	Grant Ref	Section	Budget Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 24-25	Paid £	Outstanding	Date Paid
23/01/2025	Congleton Museum	Notional rent		GpoC	CTC/78/2425	25/01/2024		4,500.00			4,500.00	
23/01/2025	Community Projects	Project support		GpoC	CTC/78/2425	25/01/2024		1,000.00			1,000.00	
23/01/2025	Congleton Partnership	Rent		GpoC	CTC/78/2425	25/01/2024		1,533.00			1,533.00	
	St Peter's Church	Church clock maintenance		PCA1957 s2		19/09/2024		300.00			300.00	
Totals							0.00	7,333.00	0.00	0.00	7,333.00	
	Ear marked reserve b/fwd			£0								
	Budget 2025/26			£7,333								
	Total approved to date			£0								
	Total awaiting application			£7,333								

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Finance Manager/RFO		
AGENDA ITEM REPORT TITLE	11 Grants Applications Cover Report		
Background	The new Grants Policy Criteria can be found here: CONGLETON TOWN COUNCIL - GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Update	The current available balance for Permitted Financial Assistance applications is £15,000. This is the first of 5 meetings this year. The total applied for at this meeting is £3,615 (Not taking into account £1,000 for application 11.4)		
Details	<p><u>11.1- Wild Salt CIC</u> They have applied for a grant of £1,000 toward a £2,000 project. A grant was awarded in 2024-2025 of £1,000, we are awaiting feedback for this project and grant award. No accounts seen to date, quotes and payment proof will be provided prior to payment if the award is granted.</p> <p><u>11.2- Girl Guiding Cheshire Border</u> They have applied for £150 from the Individual Section on the grant scheme, for fundraising toward the International trip to Norway.</p> <p><u>11.3- SOL Theatre School</u> They have applied for a grant of £365 towards a project of £25,000, the £365 will provide funding for one student. They have been awarded similar grants in previous years; feedback forms were provided.</p> <p><u>11.4- Trinity Amateur Operatic Society</u> They have applied for a grant of £2,000 towards a project of approximately £7,000, and they have been informed that the maximum grant is £1,000. Awaiting quotes for the sound costs. They have been awarded similar grants in previous years; feedback forms were provided.</p> <p><u>11.5: 1st Buglawton Scout Group</u> They have applied for £150 from the Individual Section of the grant scheme, for fundraising toward the International trip to Switzerland.</p> <p><u>11.6- 1st Buglawton Scout Group</u></p>		

	<p>They have applied for £150 from the Individual Section of the grant scheme, for fundraising toward the International trip to Switzerland.</p> <p><u>11.7- RSPCA- Congleton Branch</u></p> <p>They have applied for a grant of £200 towards a project of £2,060. The grant would provide first aid cover at the event. No previous application, quote for costs of first aid provided.</p> <p><u>11.8- Congleton Pride</u></p> <p>They have applied for a grant of £600 towards a project of £8,000. The grant would go toward the workshop costs. Previous grants awarded feedback received.</p>
Decision Request	To discuss and approve grant awards.



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

<u>Application Reference (Office use only):</u> GR01-2526	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Wild Salt CIC
Address of Organisation:	[REDACTED]
Name of Applicant:	Esther Southern
Position:	Director
Telephone Number:	[REDACTED]
Email address:	wildsaltcic@gmail.com
Website:	NA
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Registered CIC
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>We run free cooking classes for the clients mainly who live in plus Dane housing. We have run 6 cooking classes previously in the wellbeing hub increasing social inclusion, knowledge of flavour packed food and how to increase vegetables in their diets.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Good mood food cooking classes
Project Objectives:	To increase social inclusion, Increase knowledge of how to build a healthy plate, where to buy cheap ingredients that can keep you fuller for longer.
Brief Project Description:	6 sessions will be completed for clients who live in plus Dane housing Wednesdays 12-3 pm. Plant based meals that are cheap but flavour packed will be given as recipes. Mainly food that only take 10 minutes to cook because we have noticed that many who have attended struggle with concentration, have larger families and may not be able to read recipes.
Total Cost of Project	£2000
Total contribution sought:	£1000
Details of cost breakdown and budgets:	<p>We noticed last time that the clients did not have equipment (blender) to decrease labour of cooking and increase amounts of foods can make.</p> <p>10 blenders £69.99 each £699.90 Ingredients £100 per session £600 Printing £50 Project management £25 per session £150 Chef mileage and time £50 per session £300 Aprons, tea towels, x3 scales, equipment such as greaseproof paper etc £299.10</p>
What will the money be spent on?/ Resources needed:	As above
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	Confirmed match funding from graham brown £1000 NHS
Estimated timescale of project from start to finish:	6 weeks
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Increased social inclusion Increased knowledge of vegetables and how to build a healthy plate Knowledge of how to buy cheaper ingredients to sustain family. Increased families and friends cooking together.

Are there similar services/ projects provided in the area	Not that I am aware of.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	Evaluation questionnaire has been devised.
Describe how you will promote the Town Council in your project.	Through a poster on facebook and through the wellbeing centre facebook.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:	Esther Southern	Date:	1/4/25
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR02-2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Girl guiding cheshire border county international trip to Norway
Address of Organisation:	REDACTED
Name of Applicant:	Amy Price
Position:	Trip Lead for county international trip
Telephone Number:	REDACTED
Email address:	REDACTED
Website:	N/A
Registration Number (If relevant)	N/A
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Girl Guiding
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Girl Guiding aims to enable young members to develop into multi-skilled confident people who strive to support their wider community. We do this through weekly meetings, where members get time to wind down from busy school life, create friendships with people from other schools and learn/try new things. Girlguiding also offers a range of opportunities including international trips some Region wide or more local, county wide.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Cheshire border international trip to Norway 2025
Project Objectives:	To boost confidence, develop life skills and encourage members to volunteer as leaders in the future.
Brief Project Description:	<p>International Girl Guiding trip to Norway to undertake cultural visits and attend an activity centre.</p> <p>A group of 4 leaders led by myself will be taking 10 local girls to Norway.</p> <p>The girls were offered places on this trip following a competitive selection process.</p> <p>All participants (including leaders) are required to raise the fund to cover their places on the trip.</p>
Total Cost of Project	£1600 per person
Total contribution sought:	Any contribution would be gratefully received.
Details of cost breakdown and budgets:	£1600 covers 2 briefing weekends, main trip to Norway. Activities, uniform, transport (flights, trains), food while away.
What will the money be spent on?/ Resources needed:	The money will go towards paying for me to attend this trip as the trip lead and therefore enable the trip to go ahead. I am the main trip leader. Unfortunately, the other participants will not be able to attend if I am unable to raise the funds to cover my place on the trip
Any ongoing costs:	There will be no on-going costs once the trip has taken place.
Details of confirmed match funding, include source Cash/Grant: In kind:	I have received no "match funding".
Estimated timescale of project from start to finish:	Our time in Norway is from 9 th August to 16 th August 2025. We had a residential meet up in January, we will be having a camping meet up at the end of April to enable the participants to get to know each other before going abroad.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Trips such as these encourage young people to join and keep attending girl guides. While engaging in such activities and with these organisations young people are less likely to become involved in antisocial behaviour. In addition to the benefits to the individuals taking part in this trip there will be ongoing benefits to local young people. As part of my training to be a trip lead I have had to undertake a number of training courses which will enable me to lead future local events. It is hoped that I will be able to help keep these opportunities available for the next generation of young people.

Are there similar services/ projects provided in the area	I am not aware of any similar local trips.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	No formal evaluation of the trip. However, the girl guiding association have oversight of the trip and will be reviewing my actions as part on my "Travelling abroad qualification".
Describe how you will promote the Town Council in your project.	At local unit meeting advertise that the Town council have supported the trip and will encourage local young people to volunteer to support the town council with events such as food & drink festival and green fair.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO 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.
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Signed:	REDACTED	Date:	15/04/2025
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<u>Application Reference (Office use only):</u> GR03/2526	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	SOL Theatre School
Address of Organisation:	REDACTED
Name of Applicant:	Louise Carter
Position:	Co-Founder/Vice-Chairman/ Choreographer
Telephone Number:	REDACTED
Email address:	soltheatreschool@yahoo.com
Website:	N/A
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Non-for-profit
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>SOL Theatre School organises and runs an annual two-week summer school starting on the first Monday in August. The summer school takes places in the Daneside Theatre in Congleton. For the two weeks of the project, we take over the entire theatre complex. The aim is for the youth of Congleton and surrounding areas to be involved in rehearsing and producing a fully staged Musical Theatre production presented to a paying audience on the second Friday and Saturday evening.</p> <p>SOL is primarily arranged by Simon Wain and Louise Carter and a large band of volunteers, and has been running since 2008. Our volunteers help in the making and sourcing of props and costumes, the installing and running of sound and light systems, being chaperones for the cast, rehearsing the songs and routines with the cast and generally helping in any capacity needed to ensure the smooth running of the rehearsals and performances and the well-being of cast members. All volunteers hold valid DBS checks and these are reviewed as necessary.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE																									
Project Title:	SOL two-week summer school production of Charlie and the Chocolate Factory																								
Project Objectives:	To encourage and involve as many members of Congleton's youth as possible to take part in the Summer School. Thereby keeping them occupied during the school holidays and giving them a focus for their creative energies.																								
Brief Project Description:	<p>SOL Theatre School organises and runs an annual two-week summer school starting on the first Monday in August. The summer school takes places in the Daneside Theatre in Congleton. For the two weeks of the project, we take over the entire theatre complex. The aim is for the youth of Congleton and surrounding areas to be involved in rehearsing and producing a fully staged Musical Theatre production presented to a paying audience on the second Friday and Saturday evening.</p> <p>In 2025 SOL will begin on the 4th August culminating in three performances of Charlie and the Chocolate Factory. All songs, dance routines and dialogue are learnt in this period and all of the staging, costumes, props, lighting and sound are produced and installed in the two weeks for the use of the cast members.</p>																								
Total Cost of Project	Circa £25,000																								
Total contribution sought:	£365																								
Details of cost breakdown and budgets:	<p>Enclosed are the accounts after last year's show.</p> <p>Expected Expenditure:</p> <table> <tr> <td>Theatre Hire</td><td>£4,850.00</td></tr> <tr> <td>Costume</td><td>£2,500.00</td></tr> <tr> <td>Props and Set Dressing</td><td>£1,500.00</td></tr> <tr> <td>Set</td><td>£1,500.00</td></tr> <tr> <td>Technical Equipment</td><td>£4,500.00</td></tr> <tr> <td>Special Effects</td><td>£500.00</td></tr> <tr> <td>T-Shirts for presentation to participants after the project finishes</td><td>£2,000.00</td></tr> <tr> <td>Food and drink – including provision of hot food prior to the first performance on the second Friday evening, also other miscellaneous items, tea, coffee, milk, sugar, etc</td><td>£500.00</td></tr> <tr> <td>Performing License for the show</td><td>£1,750.00</td></tr> <tr> <td>Advertising and Printing</td><td>£1,000.00</td></tr> <tr> <td>Miscellaneous Sundries</td><td>£1,500.00</td></tr> <tr> <td>Insurance</td><td>£550.00</td></tr> </table>	Theatre Hire	£4,850.00	Costume	£2,500.00	Props and Set Dressing	£1,500.00	Set	£1,500.00	Technical Equipment	£4,500.00	Special Effects	£500.00	T-Shirts for presentation to participants after the project finishes	£2,000.00	Food and drink – including provision of hot food prior to the first performance on the second Friday evening, also other miscellaneous items, tea, coffee, milk, sugar, etc	£500.00	Performing License for the show	£1,750.00	Advertising and Printing	£1,000.00	Miscellaneous Sundries	£1,500.00	Insurance	£550.00
Theatre Hire	£4,850.00																								
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Advertising and Printing	£1,000.00																								
Miscellaneous Sundries	£1,500.00																								
Insurance	£550.00																								

What will the money be spent on?/ Resources needed:	To provide funding for a student who's parents have found themselves out of work through no fault of theirs, to take part in the two-week summer school. The cost of each student is £365 for the two weeks.
Any ongoing costs:	Annual insurance £550 DBS checks as needed £8 per person
Details of confirmed match funding, include source Cash/Grant: In kind:	Congleton Young Peoples Trust £300
Estimated timescale of project from start to finish:	Two weeks
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	From previous years we know how much SOL means to those who join us. It helps to improve confidence and self-awareness, forging lasting friendships and becoming responsible young adults. It also provides an activity which breaks up the long summer holidays and helps to keep children active and fit.
Are there similar services/ projects provided in the area	Whilst there are multiple youth theatre groups, they do not meet during the summer holidays so we are unique to this area.
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	Accounts will be produced by our accountant Chris Carter
Describe how you will promote the Town Council in your project.	The Town Council will be mentioned on the Thank You page of our programme and we will verbally thank the Town Council at the start of the show. Two complimentary tickets will also be available for one performance.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.

- 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 \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk/constitution)
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Signed:	REDACTED	Date:	24/04/2025
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR05/2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Trinity Amateur Operatic Society
Address of Organisation:	██████████ ██████████ ██████████
Name of Applicant:	Niamh Brazier
Position:	Secretary
Telephone Number:	██████████
Email address:	████████████████████
Website:	http://trinityaos.co.uk/
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	An Adult Amateur Musical Society
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Trinity Amateur Operatic Society are a Congleton based adult musical society. Each year we put on a musical in spring and a fundraising concert in autumn at the Daneside Theatre.</p> <p>Our aim is to be an affordable society for local people to join and enjoy performing. We also aim for our productions to be professional and enjoyable for the local residents of Congleton.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	'Trinity's Big Night Out' (Working Title) Fundraising Concert
Project Objectives:	To put on a high quality production for the enjoyment and benefit of the local community. To provide an opportunity for our members to participate in and enjoy performing arts at an affordable cost.
Brief Project Description:	To put on 2 night performances of 'Trinity's Big Night Out' (Working Title) to entertain the local community and support the Daneside Theatre with their costs by way of hiring. We use our concert as a way to raise funds for our society each year. We sadly had to cancel our April production of 'Into The Woods' as our musical director had to stand down due to personal reasons a month before the show was due to be performed. We suffered a significant financial loss due to this, so our fundraising concert is more important this year than ever.
Total Cost of Project	2024 Concert costs: £6,813.37
Total contribution sought:	£2000
Details of cost breakdown and budgets:	Previous concert costs attached.
What will the money be spent on?/ Resources needed:	The money will be spent to help cover the cost of sound to ensure a high quality performance and also to help keep our subscription cost low for our members so everyone is able to participate. We currently have the lowest subscription cost for an adult musical society in Congleton and wish to remain this way so in these times of rising costs, no one is excluded from enjoying the arts.
Any ongoing costs:	Ongoing rehearsal space: £1500
Details of confirmed match funding, include source Cash/Grant: In kind:	N/A
Estimated timescale of project from start to finish:	Rehearsals commence in May 2025 and the show will run 12 th – 13 th September 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Our shows give the local residents of Congleton an opportunity to attend a high quality amateur show, produced to a professional standard, on their doorstep. Local people love to attend the theatre for entertainment and socialising with friends. The feedback from Congleton residents is always how much they enjoy attending the Daneside Theatre and how professional the shows are at an affordable cost and easy to access. By Trinity AOS putting on a show at the Daneside Theatre, this provides the theatre Trust with vital income,

	through hire costs and bar takings, to keep this excellent facility operating in our community.
Are there similar services/ projects provided in the area	There is only one other adult musical society in Congleton who perform at a different time of year.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	The project will be evaluated by Trinity's committee who will monitor and control the costs for the production to ensure we remain in budget.
Describe how you will promote the Town Council in your project.	We will thank the Town Council for their donation and support in our programmes which are distributed on show nights. We will also promote the Town Council before each show on the projector at the theatre during the week of the show. If there are any upcoming Town Council events, we can also advertise these on the projections for all the audiences to see before each performance starts.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

Declaration

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Signed:	N Brazier	Date:	20/04/2025
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Please read the Grant Criteria document before you start your application process.

Application Reference (Office use only): GR05/2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	1 st Buglawton Scout Group & Macclesfield and Congleton District Scouts
Address of Organisation:	Buglawton Scout Hall, Buglawton, Congleton & West Bond Street, Macclesfield
Name of Applicant:	I [REDACTED] Johnson
Position:	Young Leader, 1 st Buglawton Scout Group
Telephone Number:	REDACTED
Email address:	REDACTED
Website:	www.mcscouts.org.uk
Registration Number (If relevant)	Registered charity number: 520227
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Scouting
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Scouts actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.</p> <p>In partnership with adults, young people take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Kandersteg International Scouting Trip 2025
Project Objectives:	To enable 35 young people to participate in a trip to an international scout camp and gain top Scouting Awards
Brief Project Description:	We are fund raising to take 35 Scouts and Explorer Scouts on a trip to the international Scout camp at Kandersteg in Switzerland. This will be a fantastic opportunity to meet Scouts from around the world and learn about scouting in other countries. The trip will enable members, including myself to gain the top Awards in Scouting. We will take part in lots of activities including environmental projects and international activities along with hikes in the mountains and much much more.
Total Cost of Project	£46800
Total contribution sought:	£150
Details of cost breakdown and budgets:	Per person; £700 Travel, Accommodation, insurance £250 Food £250 Activities
What will the money be spent on?/ Resources needed:	Contribution to the cost of me participating in this amazing opportunity
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	Fundraising by young people and parents so far £8000 Macclesfield Town Councill Grant £2000 Cheshire Scouts Grant £300
Estimated timescale of project from start to finish:	The trip is the 15 th to 24 th August 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Supporting a young person, who has been in the local scouting community since the age of six, to take part in the Scouting trip of a lifetime. To help me to achieve the top Scouting Award by taking part in the trip to an international camp. Our family income is not high and my brother is also participating in the trip.
Are there similar services/ projects provided in the area	No
5: EVALUATION	

How will the project be evaluated and who will carry out the evaluation?	Leader in charge and District Lead Volunteer. Reflection on activities undertaken and Award work completed.
Describe how you will promote the Town Council in your project.	Congleton Town Council will be listed as a doner in any publicity or write ups about the trip before or after.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

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Signed:	<i>REDACTED</i>	Date:	10/05/2025
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Application Reference (Office use only): GR06/2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	1 st Buglawton Scout Group & Macclesfield and Congleton District Scouts
Address of Organisation:	Buglawton Scout Hall, Buglawton, Congleton & West Bond Street, Macclesfield
Name of Applicant:	W [REDACTED] Johnson
Position:	Young Leader, 1 st Buglawton Scout Group & Explorer Scout
Telephone Number:	REDACTED
Email address:	REDACTED
Website:	www.mcscouts.org.uk
Registration Number (If relevant)	Registered charity number: 520227
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Scouting
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Scouts actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.</p> <p>In partnership with adults, young people take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.</p>	

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Brief Project Description:	We are fund raising to take 35 Scouts and Explorer Scouts on a trip to the international Scout camp at Kandersteg in Switzerland. This will be a fantastic opportunity to meet Scouts from around the world and learn about scouting in other countries. The trip will enable members, including myself to gain the top Awards in Scouting. We will take part in lots of activities including environmental projects and international activities along with hikes in the mountains and much much more.
Total Cost of Project	£46800
Total contribution sought:	£150
Details of cost breakdown and budgets:	Per person; £700 Travel, Accommodation, insurance £250 Food £250 Activities
What will the money be spent on?/ Resources needed:	Contribution to the cost of me participating in this fantastic opportunity.
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	Fundraising by young people and parents so far £8000 Macclesfield Town Councill Grant £2000 Cheshire Scouts Grant £300
Estimated timescale of project from start to finish:	The trip is the 15 th to 24 th August 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Supporting a young person, who has been in the local scouting community since the age of six, to take part in the Scouting trip of a lifetime. To help me to achieve the top Scouting Award by taking part in the trip to an international camp. Our family income is not high and my sister is also participating in the trip.
Are there similar services/ projects provided in the area	No
5: EVALUATION	

How will the project be evaluated and who will carry out the evaluation?	Leader in charge and District Lead Volunteer. Reflection on activities undertaken and Award work completed.
Describe how you will promote the Town Council in your project.	Congleton Town Council will be listed as a doner in any publicity or write ups about the trip before or after.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

Declaration

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Signed:	<i>REDACTED</i>	Date:	10/05/2025
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Application Reference (Office use only): GR07-2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	RSPCA, Congleton Branch
Address of Organisation:	REDACTED
Name of Applicant:	David Gorton
Position:	Chair
Telephone Number:	REDACTED
Email address:	REDACTED
Website:	
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Local voluntary branch of National organisation
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Our local branch of the RSPCA works in the Congleton area and takes in animals that have been subjected to both cruelty and neglect. It is our responsibility to make sure these animals are brought back to good health, finding boarding arrangements and advertising both online and in the local press to find them a loving 'forever' home. We also offer a welfare system in the Congleton area where we offer financial support to animal owners who are struggling financially and find that veterinary costs are prohibitive.</p> <p>Also, we have a volunteer who deals with feral cats, traps them in the area, has them neutered and then returned to their natural habitat.</p> <p>We are all volunteers in our branch and have no salaried members. All monies that we receive goes towards the number of animals we can help and the monies we can spend on welfare.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE																					
Project Title:	Bark in the Park																				
Project Objectives:	To promote the objectives of the branch, recruit volunteers and animal fosterers and offer a fun and informative day out for the community, especially dog/pet owners.																				
Brief Project Description:	A community fun event in Congleton Park on Sunday July 6 th called Bark in the Park. It will feature a RSPCA dog show and animal protections and environmental charities that operate within the Congleton area. We will have a children's education and awareness zone, involving animal crafts and games. Our RSPCA wildlife in Stapeley will be offering an animal welfare and environmental education stand which will include a nature trail through the woods. The charity stalls will be promoting animal and environmental welfare issues with the emphasis on endangered species such as hedgehogs and the UK bee population. They will provide contact details to help if the public come across lost or animals in distress.																				
Total Cost of Project	£2,060																				
Total contribution sought:	£200																				
Details of cost breakdown and budgets:	<table> <tr> <th>Item</th><th>cost</th></tr> <tr> <td>Park hire</td><td>70.00</td></tr> <tr> <td>DJ music</td><td>100.00</td></tr> <tr> <td>Toilet temporary provision</td><td>240.00</td></tr> <tr> <td>First Aid</td><td>300.00</td></tr> <tr> <td>Children's Crafts</td><td>250.00</td></tr> <tr> <td>Admin</td><td>400.00</td></tr> <tr> <td>Advertising/marketing</td><td>500.00</td></tr> <tr> <td>Contingency</td><td>200.00</td></tr> <tr> <td></td><td>2,070.00</td></tr> </table>	Item	cost	Park hire	70.00	DJ music	100.00	Toilet temporary provision	240.00	First Aid	300.00	Children's Crafts	250.00	Admin	400.00	Advertising/marketing	500.00	Contingency	200.00		2,070.00
Item	cost																				
Park hire	70.00																				
DJ music	100.00																				
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Children's Crafts	250.00																				
Admin	400.00																				
Advertising/marketing	500.00																				
Contingency	200.00																				
	2,070.00																				

What will the money be spent on?/ Resources needed:	The grant will cover the cost of First Aid at the event
Any ongoing costs:	
Details of confirmed match funding, include source Cash/Grant: In kind: Volunteer time organising the event and delivering it on the day Streetscape support on the day	Income Food stalls 320.00 Retail stalls, Charity stalls (free) 150.00 Donations Grants Town Trust 400.00 Young People's Trust 250.00 Inclosure Trust 750.00 1,870.00
Estimated timescale of project from start to finish:	One day Event – 6/07/2025 Preparation ongoing from January
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	Raising awareness of local animal and environmental charities that operate within our area. Providing people with contact points if they come across sick or injured animals or if they do not have the resources or abilities to look after their own pets. Emphasis will be placed on the environment with the RSPCA putting on a nature trail through the Park woods alongside other activities Offering the public the opportunities to be volunteers in these organisations.
Are there similar services/ projects provided in the area	No
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	Yes. The local branch volunteers
Describe how you will promote the Town Council in your project.	The Town Council will be recognised in any programmes, marketing and publicity
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO – if needs be

Declaration

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Signed:		Date:	
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Application Reference (Office use only): CR08-2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
1: CONTACT DETAILS	
Name of Organisation:	Congleton Pride
Address of Organisation:	[REDACTED]
Name of Applicant:	RONAN NAIL PLATTON
Position:	FOUNDER & TRUSTEE
Telephone Number:	07512 226935
Email address:	[REDACTED]
Website:	www.congletonpride.co.uk
Registration Number (if relevant)	REGISTERED CHARITY No: 1207409
2: ABOUT YOUR ORGANISATION	
What type of organisation are you?	REGISTERED CHARITY
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>Congleton Pride is a volunteer-led, not-for-profit community organisation founded in 2019 to celebrate & support the LGBT+ community in Congleton & the surrounding areas. Our primary aim is to promote equality, inclusion, and visibility for LGBT+ people, fostering a sense of belonging & pride within our town.</p> <p>Each year we organise a free, family-friendly event in our town centre, that brings together local people, performers, charities & businesses in celebration of diversity. Alongside this flagship event, we host a range of community activities throughout the year, including educational talks, social events & partnerships with local organisations to promote LGBT+ awareness & inclusion.</p> <p>We look to challenge discrimination, reduce isolation & help build bridges across communities by promoting understanding & acceptance.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	"CIRCUS SKILLS & ARTS ON BRIDGE STREET" - A CONCRETE PARK FAMILY WORKSHOP
Project Objectives:	TO PROVIDE A FREE INCLUSIVE WORKSHOP THAT PROMOTES ENGAGEMENT & PROGRESS
Brief Project Description:	CONCRETE PARK WILL HOST A FREE CIRCUS SKILLS & ARTS WORKSHOP ON BRIDGE ST. OFFERING FAMILIES THE CHANCE TO LEARN SKILLS, HAVE FUN & ENJOY THE TIME. THE PROJECT REFLECTS OUR COMMITMENT TO ACCESSIBLE FAMILY FRIENDLY PROGRAMMING, MAKING SURE WE WELCOME IN CONCRETE'S PUBLIC SPACES.
Total Cost of Project	£8,000
Total contribution sought:	£600
Details of cost breakdown and budgets:	PLEASE SEE LAST SET OF ACCOUNTS FOR DETAILED SUMMARY
What will the money be spent on?/ Resources needed:	CIRCUS SKILLS WORKSHOP - £350 ARTS WORKSHOP - £250
Any ongoing costs:	NIL
Details of confirmed match funding, include source Cash/Grant: In kind:	NO FURTHER GRANT APPLICATION HAS BEEN MADE TO COVER THE COST OF THESE ACTIVITIES WE HAVE HAD A NO OF FUND RAISING EVENTS LIKE MORE PLANNED - ST PATRICK'S DAY QUIZ £300, MARCH MARKET SALE £150. PAN BEAR SALE £150. WE ALSO HAVE CASH RESERVES.
Estimated timescale of project from start to finish:	1 DAY - 19TH JULY 2025.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	FOR SIMPLE, WE BELIEVE THAT THE ACTIVITIES OF CONCRETE PARK MAKE OUR TOWN A KINDER, SAFER PLACE TO LIVE & WORK FOR THE BENEFIT OF ALL
Are there similar services/ projects provided in the area	MACEWATERS, ALDSWORTH & SANDWICH PARK ALL RUN CONTINUOUS GROUPS IN THEIR OWN LOCALITY
5: EVALUATION	
How will the project be evaluated and who will	CONCRETE PARK WILL CONDUCT ITS TOWN SURVEY

carry out the evaluation?	AMONGST LOCAL RESIDENTS IN AUTUMN OF 2025 TO GUAGE APPRECIATIONS OF OUR EFFORTS
Describe how you will promote the Town Council in your project.	CTC WILL BE REQUESTED TO AS ONE 'ARTS PARTNER' & WILL APPEAR IN OUR P.O.S BANNERS & PHONE CARDS TITLES WILL ALSO RECEIVE A CERTIFICATE, AWARD & TROPHY TO HONOUR CONTRIBUTION.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO <u>YES</u> / NO OR ANOTHER REPRESENTATIVE OF CONGLETON

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)
-

Signed:		Date:	12/05/2025
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall, Congleton Town Council, High Street, Congleton, CW12 1BN



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Congleton Pride		
Address:	REDACTED		

2. Grant Information

Grant Reference Number:	GR02-2425		
Total project cost:	£856		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£856
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Please list receipts below:

Receipt enclosed showing the hire cost of the Main Stage for Congleton Pride 2024

(Please redact account details if data posted in public domain)

3. Project Information

When did the project commence?	20/7/2025		
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Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Congleton Pride is a not for profit Registered Charity, with no volunteers being paid for their services, with any surplus re-invested into future events. The overall event costs in excess of £8k and last year's overall event 'broke even'

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

The support from Congleton Town Council in sponsoring the hire of the Main Stage for Congleton Pride made a significant difference to both our organisation and the wider community. The stage served as the focal point for a vibrant, inclusive event that brought together thousands of people to celebrate diversity, equality, and local talent in the heart of our town.

For our organisation, the Main Stage allowed us to deliver a professional, high-impact programme that showcased local performers, guest speakers, and LGBTQ+ voices. This greatly enhanced the quality and visibility of the event, helped us attract wider audiences, and strengthened our reputation as a well-organised and inclusive community group.

For local people, especially those from the LGBTQ+ community, the event fostered a strong sense of belonging and pride. The Main Stage helped create a safe and celebratory environment where people of all ages could come together in solidarity, learn about important issues, and feel seen and supported.

Moreover, the event had a positive knock-on effect for the local economy, drawing visitors into the town centre and increasing footfall for local businesses. The Council's sponsorship helped us deliver a free, accessible event that celebrated Congleton's commitment to inclusivity, making a lasting impact on the social fabric of the town.

4. Promotion

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

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

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

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

In all social media , in our freely distributed Pride Guide and also the Council was specifically mentioned on all our POS and Stage dressing

5. Feedback

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

I have nothing but the highest praise for this scheme. Easy to apply for and rigorously fair.

This scheme is an excellent asset to our community.

How did you apply? Online ☐ Email ☐ Post ☒

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

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



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee																
MEETING DATE AND TIME	5 th June 2025 7.00 pm	LOCATION	Congleton Town Hall														
REPORT FROM	Serena Van Schepdael- R.F.O																
AGENDA ITEM	13																
REPORT TITLE	Management Accounts Outcome for 2024-2025																
Background	Management Accounts and Variance analysis for the period to 31 st March 2025 to accompany the attached spreadsheets in Appendix 13.1-5.																
Update	<p>These figures cover the 2024-2025 financial year; these are draft end of years figures whilst we await the return of the files from our accountant. Please see summary sheet Appendix 13.1-13.5</p> <p>The final outcome for 2024-2025 is a surplus of £56,514, which will be carried forward into 2025-2026 in General reserves. There are two main areas that had a direct impact on this:</p> <ul style="list-style-type: none">• Salaries: Saving of £32,000 due to staff leaving and not being replaced.• Interest Income: Excess of £15,000. <table><tr><td>Cost Centre</td><td>Information</td></tr><tr><td>101 Corporate Management</td><td>Nothing to update, within budgets</td></tr><tr><td>102 Civic</td><td>Nothing to update, within budgets</td></tr><tr><td>107 Grants</td><td>Nothing to update, within budgets</td></tr><tr><td>109 Capital</td><td>Nothing to update, within budgets</td></tr><tr><td>215 Floral/In Bloom</td><td>Over budget by £2,157. No offers of sponsorship for this financial year. Budget was cut from previous years; full programme was fulfilled within the actual spends.</td></tr><tr><td>241 Allotments</td><td>Nothing to update, within budgets. (Water rates and general maintenance)</td></tr></table>			Cost Centre	Information	101 Corporate Management	Nothing to update, within budgets	102 Civic	Nothing to update, within budgets	107 Grants	Nothing to update, within budgets	109 Capital	Nothing to update, within budgets	215 Floral/In Bloom	Over budget by £2,157. No offers of sponsorship for this financial year. Budget was cut from previous years; full programme was fulfilled within the actual spends.	241 Allotments	Nothing to update, within budgets. (Water rates and general maintenance)
Cost Centre	Information																
101 Corporate Management	Nothing to update, within budgets																
102 Civic	Nothing to update, within budgets																
107 Grants	Nothing to update, within budgets																
109 Capital	Nothing to update, within budgets																
215 Floral/In Bloom	Over budget by £2,157. No offers of sponsorship for this financial year. Budget was cut from previous years; full programme was fulfilled within the actual spends.																
241 Allotments	Nothing to update, within budgets. (Water rates and general maintenance)																

	300 Public Realm	Nothing to update, within budgets
	301 Partnership	Nothing to update, within budgets, Partnership hold their own Executive Meetings.
	302 Community Development	A grant from UKSPF was awarded to us which was used towards events and activities in the town centre, via local community groups. All spends within budgets.
	303 Crime/CCTV	Nothing to update, within budgets
	305 Christmas	Overspend is due to staffing cost that have been allocated to the cost centre, without that budget came in at the required breakeven due to successful sponsorship campaign and UKSPF grant.
	310 Neighbourhood Plan	Nothing to update, within budgets
	321 Tourism	Within budgets, two grant awards helped towards this. The Tribute Series, with the use of surplus carry forward from previous years had a breakeven effect on budgets.
	351 Luncheon Club	Slightly over budgets, within variance levels.
	201 Paddling Pool	Within overall budgets. Resurfacing works were completed as budgeted.
	221 Town Hall	<p>Within overall budgets.</p> <p>Income: Bridestones income lower than budget, this has been addressed in 25-26 budget setting.</p> <p>Expenditure: Water Rates budget was insufficient, addressed in 25-26 budget setting.</p> <p>Refuse disposal costs increased higher than expected.</p>

		Management accounts contain grants in and out for Decarbonisation Scheme and CEC Greener Grants. Take those out and Expenditure would be 93% and Income 103%
	225 Congleton Information Centre	<p>Direct Sales & Expenditure:</p> <p>Spends for third party are dependant on third party. We sell the tickets and then pay them the sales total less a commission.</p> <p>Revenue Expenditure: All within budgets.</p>
	263 Public Toilets	Nothing to update, within budgets (Cleaning, cleaning supplies and general maintenance)
	270 Cenotaph	Nothing to update, within budgets. (Electricity)
	280 Streetscape	<p>Overall over by 7% which is within variance levels.</p> <p>Income: £12,000 contract did not go ahead which contributed to the overall result.</p> <p>External Work: Overall £2,680 under budget after recharge costs taken into account.</p> <p>Miscellaneous: Surplus income of £867.</p> <p>Expenditure: Generally within budgets:</p> <p>Council noted vehicle lease as overspent, as was Horticultural supplies. Other expenditure of £24,637 was unbudgeted, £10,550 for roundabout works and £14,087 for Polytunnel repairs, although £11,387 of that was covered by the use of EMR.</p>
	<p><u>Ear Marked Reserves</u></p> <p>Carry forward figures are included for noting.</p> <p>Our carry-forward General Reserves into 2025-2026 are sufficient to comply with our Reserves Policy and it is recommended that these are retained to be available for any unexpected expenditure in 25-26.</p>	

Decision Request	1. To note the end-of-year Management Accounts for the financial year to 31 st March 2025.

	OK
	Monitor
	Overspent

Month 12

Percentage 100.0%

Finance and Policy Committee

101 Corp Management

ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
Staff Costs (re-allocated)	229,293	228,697	596	99.74%	99.7%	-0.26%
Travel	250	250	9	3.60%	3.6%	-96.40%
Training / Conferences	1,500	1,500	0	100.00%	100.0%	0.00%
Rent Payable	17,017	17,017	0	100.00%	100.0%	0.00%
Miscellaneous Office Costs	2,000	2,000	1,487	74.35%	74.4%	-25.65%
Telephone/Fax/Internet	3,000	3,000	3,084	102.80%	102.8%	2.80%
Postage	1,000	1,000	656	65.60%	65.6%	-34.40%
Stationery & Printing	3,300	3,300	1,642	49.76%	49.8%	-50.24%
Subscriptions & Publications	5,100	5,100	5,330	104.51%	104.5%	4.51%
Insurance	14,310	14,310	12,920	90.29%	90.3%	-9.71%
Computer/IT Costs	23,500	23,500	22,960	97.70%	97.7%	-2.30%
Photocopy Charges	2,000	2,000	1,594	79.70%	79.7%	-20.30%
Recruitment Advertising	500	500	496	99.20%	99.2%	-0.80%
Bank Charges	1,240	1,240	1,060	85.48%	85.5%	-14.52%
Audit Fees - External	2,100	2,100	2,520	120.00%	120.0%	20.00%
Audit Fees - Internal	1,900	1,900	1,620	85.26%	85.3%	-14.74%
Accountancy Support	5,300	5,300	3,492	65.89%	65.9%	-34.11%
Legal & Professional fees	0	0	6,221	-6221	0.0%	0.00%
Tsfr from EMR	0	0	-6,221	6221	0.0%	0.00%
HR & H&S support	4,800	4,800	4,803	100.06%	100.1%	0.06%
Central Overheads reallocated	-70,984	-70,984	-65,159	-5825	91.8%	-8.21%

Corporate Management:-Expenditure 247,126 247,126 245,728 1398 99.43% 99.4% -0.57%

Precept 2024-2025	-1,182,221	-1,182,221	-1,182,221	0	100.00%	100.0%	0.00%
Interest Receivable	-29,000	-29,000	-44,044	15044	151.88%	151.9%	0.00%
Miscellaneous Income	0	0	-408	-408	0.00%		
Corporate Management-Income	-1,211,221	-1,211,221	-1,226,673	15452	101.28%	101.3%	1.28%

Net Income Over Expenditure -964,095 -964,095 -980,945 16850 101.75% 101.7% 1.75%

102 Civic

Staff Costs (re-allocated)	20,090	20,090	13,612	6478	67.76%	67.8%	-32.24%
Training / Conferences	1,000	1,000	0	1000	0.00%	0.0%	-100.00%
Stationery & Printing	550	550	0	550	0.00%	0.0%	-100.00%
Marketing/Promotions	1,200	1,200	577	623	48.08%	48.1%	-51.92%
Council Newsletter	8,700	8,700	7,521	1179	86.45%	86.4%	-13.55%
Council Website	2,000	2,000	22,773	-20773	1138.65%	1138.7%	1038.65%
Tfr from EMR	0	0	-21,821	21821			
Mayor's Allowance	3,000	3,000	3,000	0	100.00%	100.0%	0.00%
Members Expenses	200	200	0	200	0.00%	0.0%	-100.00%
Civic Expenses	7,500	7,500	6,600	900	88.00%	88.0%	-12.00%
Civic Regalia	250	250	230	20	92.00%	92.0%	-8.00%
Hall & Room Hire	6,500	6,500	8,377	-1877	128.88%	128.9%	28.88%
Civic Artefacts and Treasures	3,400	3,400	2,900	500	85.29%	85.3%	-14.71%
Central Overheads reallocated	1,564	1,564	1,435	129	91.75%	91.8%	-8.25%

Civic:-Expenditure 55,954 55,954 45,204 10750 80.79% 80.8% -19.21%

Grants	15,000	15,000	13,636	1364	90.91%	90.9%	-9.09%
Initial Grant Commitment	4,500	4,500	3,700	800	82.22%	82.2%	-17.78%
Subsidised Use	0	0	-7,976	7976			-100.00%
Tfr from EMR Committed Grants	22,333	22,333	22,338	-5	100.02%	100.0%	0.02%
Specified Grants	0	0	4,199	-4199	#DIV/0!		
C/F to 25-26							

Grants- Expenditure 41,833 41,833 35,897 5936 85.81% 85.8% -14.19%

Capital 46,778 46,778 46,778 0 100.00% 100.0% 0.00%

F&P Income - N Income	-1,211,221	-1,211,221	-1,242,623	31402	102.59%	102.6%	2.59%
Expenditure	391,691	391,691	389,557	2134	99.46%	99.5%	-0.54%

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

Accrued for next level audit if expenditure goes over £2m
See EMR BELOW
For legal & professional expenditure

3 instalments made for website project £14548, see below. Revenue website spends are £937
See Website line, cost for website project are funded via the allocated EMR.

See extra income in Town Hall cost centre 221-1021

Month 12
Percentage 100.0%

Community and Environment Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
			BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS			
215	Floral Displays Income	-4,000	-4,000	-3,844	-156	96.10%	96.1%	-3.90%	
215	Floral Displays Expenditure	14,172	14,172	16,173	-2001	114.12%	114.1%	14.12%	
	Total Floral	10,172	10,172	12,329	-2157	121.21%	121.2%	21.21%	
241	Allotments Income	-190	-190	-190	0	100.00%	100.0%	0.00%	
241	Allotments Expenditure	1,200	1,200	495	705	41.25%	41.3%	-58.75%	
	Total Allotment	1,010	1,010	305	705	30.20%	30.2%	-69.80%	
300	Public Realm	3,000	3,000	1,608	1392	53.60%	53.6%	-46.40%	
	Congleton Partnership								
301	Congleton Partnership Income	0	0	-20,540	20540	0.00%	0.0%	-100.00%	
301	Congleton Partnership Expenditure	24,586	24,586	40,567	-15981	165.00%	165.0%	65.00%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301	Tfr to C/F	0	0	32,153	-32153	0.00%	0.0%	-100.00%	Carry forward to 25-26
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-100.00%	Carried forward balance fr 23-24
	Total Partnership	24,586	24,586	17,514	7,072	71.24%	71.2%	-28.76%	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-100.00%	
302	Community Development Staff Costs	124,336	124,336	106,522	17814	85.67%	85.7%	-14.33%	
	UKSPF: See Grant Recd	0	0	19,688	-19688		0.0%	-100.00%	
	Community Development Marketing/Promotions	3,750	3,750	1,554	2196	41.44%	41.4%	-58.56%	
	Green Initiatives	5,000	5,000	3,735	1265	74.70%	74.7%	-25.30%	
	Campaign Expenditure	1,000	1,000	1,091	-91	109.10%	109.1%	9.10%	
	Tfr to EMR	0	0	260	-260	0.00%	0.0%	-100.00%	
	Tfr From EMR	0	0	-1,948	1948	0.00%	0.0%	-100.00%	
	Community Development Overheads	9,678	9,678	8,881	797	91.76%	91.8%	-8.24%	
	Total Community Development	143,764	143,764	121,783	21,981	84.71%	84.7%	-15.29%	
303	Crime Reduction/CCTV Income	0	0	-1,000	1000			-100.00%	Grant for Spiking Kits project
303	Tfr From EMR: CCTV	0	0	0					
303	Crime Reduction/CCTV Expenditure	11,426	11,426	11,289	137	98.80%	98.8%	-1.20%	
	Total Crime	11,426	11,426	10,289	1137	90.05%	90.0%	-9.95%	
305	Christmas Fayre/lights Income	-3,000	-3,000	-9,657	6657	321.90%	321.9%	221.90%	Sponsorship and funding allocated against overspends.
305	Christmas Fayre/lights Expenditure	16,000	16,000	24,318	-8318	151.99%	152.0%	51.99%	Balanced off with surplus income
	Total Christmas	13,000	13,000	14,661	-1661	112.78%	112.8%	12.78%	
310	Neighbourhood Plan	0	0	14,428	-14428	0.00%	0.0%	-100.00%	Costs covered by EMR funds
310	Neighbourhood Plan Tfr From EMR	0	0	-14,428	14428	0.00%	0.0%	-100.00%	
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-100.00%	
321	Tourism Income	0	0	-11,775	11775			-100.00%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage.
321	Tourism Expenditure	13,600	13,600	22,342	-8742	164.28%	164.3%	64.28%	Includes Tribute series costs with has income to balance off expenditure
	Total Tourism	13,600	13,600	10,567	3033	77.70%	77.7%	-22.30%	
351	Luncheon Club	11,000	11,000	11,598	-598	105.44%	105.4%	5.44%	
				0	0				
C.E & S	Income	-7,190	-7,190	-65,006	57816	904.12%	904.1%	804.12%	Full Committee Summary
	Expenditure	238,748	227,322	265,660	-38338	116.87%	111.3%	11.27%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
			BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS			
201	Paddling Pool	54,394	54,394	38,411	15983	70.62%	70.6%	-29.38%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
221	Town Hall								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
	Town Hall - Expenditure	230,529	230,529	222,467	8062	96.50%	96.5%	-3.50%	See separate account sheet
	Grant Expenditure: CEC			15,000	-15000				Moved to EMR
	Grant Expenditure: Decarb			59,368	-59368				See below
	Town Hall - Income	-119,750	-119,750	-123,828	4078	103.41%	103.4%	3.41%	See above
	Grant income: CEC			-15,000	15000				
	Grant income: Decarb			-50,178	50178				
	Net Expenditure over Income	110,779	110,779	107,829	2,950	97.34%	97.3%	-2.66%	
225	Congleton Information Centre								
	CIC - Expenditure	164,101	164,101	170,614	-6513	103.97%	104.0%	3.97%	See separate account sheet

	CIC - Income	-88,710	-88,710	-91,514	2804	103.16%	103.2%	3.16%	
	Net Expenditure over income	75,391	75,391	79,100	-3709	104.92%	104.9%	4.92%	
263	Public Toilets	7,150	7,150	5,241	1909	73.30%	73.3%	-26.70%	
270	Cenotaph	319	319	332	-13	104.08%	104.1%	4.08%	
280	Streetscape								
	Streetscape Expenditure	787,095	787,095	808,357	-21262	102.70%	102.7%	2.70%	See separate account sheet
	Streetscape - Income CEC	-419,256	-419,256	-419,256	0	100.00%	100.0%	0.00%	
	Streetscape - External work income	-15,000	-15,000	-22,309	7309	148.73%	148.7%	48.73%	
	Streetscape - Other	-12,000	-12,000	0	-12000	0.00%	0.0%	-100.00%	
	Streetscape - Misc. Income	-900	-900	-1,803	903	200.33%	200.3%	100.33%	
	S/S Income	-447,156	-447,156	-443,368	-3788	99.15%	99.2%	-0.85%	
	Net Expenditure over Income	339,939	339,939	364,989	-25050	107.37%	107.4%	7.37%	
THAS	Income	-655,616	-655,616	-723,888	68,272	110.41%	110.4%	10.41%	Full Committee Summary
	Expenditure	1,243,588	1,243,588	1,319,790	-76,202	106.13%	106.1%	6.13%	Full Committee Summary
	Total Income	-1,874,027	-1,874,027	-2,031,517	-157,490	108.40%	108.4%	8.40%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	1,862,601	1,975,007	100,980	106.03%	105.4%	5.39%	Overall summary
	Net Income /Expenditure			-56,514					Remaining in General Reserve
	Personnel								
	1* and *2 Staff Costs	1,141,489	1,141,489	1,108,941	32548	97.15%	97.1%	-2.85%	Difference includes Agency expenditure
	Personnel with Pay Award for reference								
	1* Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	1,141,489	1,103,905	37584	96.71%	96.7%	-3.29%	Paid in December
	2* Temp/Agency			5,036					
	*1 Budgeted pay award completed in December Payroll								

Reserves as at 31st March 2025	01/04/2024 CF Balance	In	Out	Balance 31/03/25
310 General Reserve	287,256			287,256
Ear Marked Reserves				
318 Capital Equipment Fund	-	5,000	4,543	457
320 Capital Contingency Fund	117,845	25,812	57,851	85,806
321 EMR Elections	20,000			20,000
322 EMR Business Recovery Fund	3,204		3,204	-
324 EMR Crime Prevention/Traffic calming	4,357			4,357
325 EMR Committeed Grants: £4199 will be moved to budegts in 25-26	-	4,199		4,199
326 EMR Congleton Partnership: £32153 will be moved to budget in 25-26	10,000	32,153		42,153
327 EMR Covid/Crisis	3,333		3,333	-
330 EMR Ancient Treasures	3,000			3,000
331 EMR Website	30,151		21,821	8,330
333 EMR Training	6,000		314	5,686
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		25,287	21,119
342 EMR Tourism	2,555		1,039	1,516
343 EMR Marketing	5,000			5,000
344 EMR Congleton Neighbourhood Plan	2,519	15,000	12,050	5,469
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	53,000	124,468
356 EMR Salix	-	79,691		79,691
EMR TOTALS	481,375	177,115	184,390	474,100

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Mar-25

OK
Monitor
Overspent

Month 12
Percentage 100.0%

		ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
TOWN HALL								
4000	Staff Costs (re-allocated)	74,918	74,918	79,033	-4,115	105.5%	105.5%	5.49%
4008	Training	1,000	1,000	196	804	19.6%	19.6%	-80.40%
4009	Protective Clothing\H & Safety	550	550	42	508	7.6%	7.6%	-92.36%
4010	Cleaners	8,000	8,000	7,242	758	90.5%	90.5%	-9.48%
4011	Rates	26,522	26,522	24,950	1,572	94.1%	94.1%	-5.93%
4012	Water	4,000	4,000	7,491	-3,491	187.3%	187.3%	87.28%
4014	Electricity	26,950	26,950	27,403	-453	101.7%	101.7%	1.68%
4015	Gas	25,920	25,920	23,844	2,076	92.0%	92.0%	-8.01%
4016	Cleaning materials	2,250	2,250	1,232	1,018	54.8%	54.8%	-45.24%
4017	Refuse Disposal	2,350	2,350	2,786	-436	118.6%	118.6%	18.55%
4020	Miscellaneous Office Costs	1,600	1,600	1,421	179	88.8%	88.8%	-11.19%
4025	Insurance	12,647	12,647	11,305	1,342	89.4%	89.4%	-10.61%
4033	Marketing/Promotions	3,500	3,500	796	2,704	22.7%	22.7%	-77.26%
4040	Maintenance Contracts	9,000	9,000	7,993	1,007	88.8%	88.8%	-11.19%
4041	Property Maintenance	21,300	21,300	8,842	12,458	41.5%	41.5%	-58.49%
4065	Architect/Surveyor Fees	0	0	59,368	-59,368			
4068	Licences (incl PRS)	4,200	4,200	4,462	-262	106.2%	106.2%	6.24%
6000	Central Overheads Reallocated	5,822	5,822	5,352	470	91.9%	91.9%	-8.07%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	230,529	288,758	-58,229	125.3%	125.3%	25.26%
3020	Catering costs	0	0	5,399	-5,399			
3021	Security Supplies	0	0	2,678	-2,678			
		0	0	8,077	8,077			
	Total Town Hall Expenditure	230,529	230,529	296,835	-66,306	128.8%	128.8%	28.76%
1009	Rent Rec'd - Museum Notional	-4500	-4500	-4500	0	100.0%	100.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-1533	-1533	0	100.0%	100.0%	0.00%
1011	Rent Received - Internal CTC	-26517	-26517	-26517	0	100.0%	100.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-30000	-27778	-2222	92.6%	92.6%	-7.41%
1014	Letting Income - Bridestones	-13200	-13200	-5415	-7785	41.0%	41.0%	-58.98%
1015	Letting Income - Spencer Suite	-5000	-5000	-5101	101	102.0%	102.0%	2.02%
1018	Letting Income - Campbell Suite	0	0	0	0	0.0%	0.0%	-100.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-12000	-12000	0	100.0%	100.0%	0.00%
1021	Letting Income - Internal	-9000	-9000	-12455	3455	138.4%	138.4%	38.39%
1022	Letting income - F&F	-1000	-1000	-2629	1629	262.9%	262.9%	162.90%
1023	Commission- CP	-8000	-8000	-7970	-30	99.6%	99.6%	-0.38%
1024	Letting Income- Security	0	0	-3350	3350		0.0%	-100.00%
1035	Service Charges - Brasserie	-4000	-4000	-4304	304	107.6%	107.6%	7.60%
1037	Service Charges - Other	-5000	-5000	-4534	-466	90.7%	90.7%	-9.32%
1051	Catering Sales (recharges)	0	0	-5489	5489		0.0%	-100.00%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-100.00%
1199	Miscellaneous income	0	0	-253	253			
1179	Grants Receivable- Salix Project	0	0	-50178	50178			
	Total Town Hall Income	-119750	-119750	-189006	69256	157.8%	157.8%	57.83%
	Net Expenditure over Income	110,779	110,779	107,829	2,950	97.3%	97.3%	-2.66%

NOTES

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

Insufficient budget, has been updated in 25-26 budget.

Costs increased more than budgeted increase

Salix Grant project, see below

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

Budget updated for 25-26 financial year.

No budget

Recharge to customers

Dependant on use by Commercial Partner

Dependant on use by Museum

Recharge to customers

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

Grant income for Surveyor fees

OK

Monitor

Overspent

Month 12
Percentage 100.0%

STREETSCAPE

	ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
4000 Staff Costs	577,073	577,073	579,942	-2,869	100.5%	100.5%	0.50%
4004 Temp/Casual Staff	0	0	5,036	-5,036			
4008 Training	3,200	3,200	1,337	1,863	41.8%	41.8%	-58.22%
4009 Protective Clothing\H & Safety	5,900	5,900	4,871	1,029	82.6%	82.6%	-17.44%
4013 Office rent	2,000	2,000	2,000	0	100.0%	100.0%	0.00%
4016 Cleaning Materials	8,000	8,000	3,355	4,645	41.9%	41.9%	-58.06%
4021 Telephone	1,175	1,175	590	585	50.2%	50.2%	-49.79%
4025 Insurance	9,150	9,150	8,075	1,075	88.3%	88.3%	-11.75%
4041 Property maintenance	1,500	1,500	1,037	463	69.1%	69.1%	-30.87%
4043 Horticultural etc Supplies	14,000	14,000	17,377	-3,377	124.1%	124.1%	24.12%
4047 Vehicle maintenance/Serv etc	12,800	12,800	7,974	4,826	62.3%	62.3%	-37.70%
4048 Vehicle fuel and oil	16,285	16,285	14,091	2,194	86.5%	86.5%	-13.47%
4049 Vehicle rental charges	77,880	77,880	84,139	-6,259	108.0%	108.0%	8.04%
4050 Street Cleansing	8,000	8,000	8,674	-674	108.4%	108.4%	8.42%
4162 General expenditure	5,300	5,300	5,400	-100	101.9%	101.9%	1.89%
4168 Other Expenditure	0	0	24,637	-24,637		0.0%	-100.00%
4951 Tfr from EMR			11,387	11,387			
6000 Central Overheads Reallocated	44,832	44,832	41,220	3,612	91.9%	91.9%	-8.06%
Streetscape Expenditure	787,095	787,095	798,368	-11,273	101.4%	101.4%	1.43%
3030 Purchases for recharging	0	0	9,989	-9,989		0.0%	0.00%
1165 CEC - Income	-419,256	-419,256	-419,256	0	100.0%	100.0%	200.00%
1167 External work income	-15,000	-15,000	-22,309	7,309	148.7%	148.7%	248.73%
1184 Other income	-12,000	-12,000	0	-12,000	0.0%	0.0%	100.00%
1199 Miscellaneous	-900	-900	-1,767	867	196.3%	196.3%	296.33%
1040 Recharges	0	0	-36	36		0.0%	100.00%
Streetscape Income	-447,156	-447,156	-443,368	-3,788	99.2%	99.2%	199.15%
Net Expenditure over Income	339,939	339,939	364,989	-25,050	107.4%	107.4%	-7.37%

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

No budget

Paid at start of the year.

Overspend noted by Council CTC/63/2425

Overspend noted by Council CTC/63/2425
Per requirements, will be monitored. Includes Fly tipping costs.

Roundabout Project £10,550 and Polytunnel repairs £14,087
Polytunnel repairs CTC/36/2425, transfer from Capital EMR reserve

No budget

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

Contract did not go ahead

Yellow	Third Party
Green	OK
Orange	Monitor
Red	Overspent

ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
0	-	185	- 185	0.0%		
73,150	73,150	83,697	- 10,547	114.4%	114.4%	14.42%
2,850	2,850	552	2,298	19.4%	19.4%	-80.63%
2,375	2,375	1,608	767	67.7%	67.7%	-32.29%
500	500	223	277	44.6%	44.6%	-55.40%
3,800	3,800	3,629	171	95.5%	95.5%	-4.50%
150	150	200	- 50	133.3%	133.3%	33.33%
1,197	1,197	750	447	62.7%	62.7%	-37.34%
0	-	-	-	0.0%	0.0%	-100.00%
0	-	-	-	0.0%	0.0%	-100.00%
84,022	84,022	90,844	- 6,822	108.1%	108.12%	8.12%
60,704	60,704	60,692	12	100.0%	100.0%	-0.02%
5,068	5,068	5,245	- 177	103.5%	103.5%	3.49%
7,500	7,500	7,500	-	100.0%	100.0%	0.00%
2,000	2,000	1,996	4	99.8%	99.8%	-0.20%
4,807	4,807	4,337	470	90.2%	90.2%	-9.78%
80,079	80,079	79,770	309	99.6%	99.6%	-0.39%
-77,000	- 77,000	- 82,569	- 5,569	107.2%	107.2%	7.23%
-3,000	- 3,000	- 1,033	- 1,967	34.4%	34.4%	-65.57%
-2,500	- 2,500	- 1,626	- 874	65.0%	65.0%	-34.96%
-500	- 500	- 291	- 209	58.2%	58.2%	-41.80%
-300	- 300	- 419	- 119	139.7%	139.7%	39.67%
-4,000	- 4,000	- 4,127	- 127	103.2%	103.2%	3.17%
-150	- 150	- 218	- 68	145.3%	145.3%	45.33%
-1,260	- 1,260	- 1,154	- 106	91.6%	91.6%	-8.41%
0	-	- 77	- 77	0.0%	0.0%	-100.00%
-88,710	- 88,710	- 91,514	- 2,804	103.2%	103.2%	3.16%
-88,710	- 88,710	- 91,514	- 2,804	103.2%	103.2%	3.16%
75,391	75,391	79,100	- 3,709	104.9%	104.9%	4.92%

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

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

No budget, old stock

Congleton Town Council
Management Accounts 2024-25
PADDLING POOL
Mar-25

OK
Monitor
Overspent

Month 12
Percentage 100.0%

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

ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
32,265	32,265	17510	14,755	54.27%	54.3%	-45.73%
3,000	3,000	0	3,000	0.00%	0.0%	-100.00%
320	320	302	18	94.38%	94.4%	-5.63%
5,102	5,102	5092	10	99.80%	99.8%	-0.20%
2,000	2,000	3207	-1,207	160.35%	160.4%	60.35%
3,900	3,900	3951	-51	101.31%	101.3%	1.31%
4,300	4,300	4565	-265	106.16%	106.2%	6.16%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	1,000	1480	-480	148.00%	148.0%	48.00%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	2,507	2304	203	91.90%	91.9%	-8.10%
54,394	54,394	38,411	15,983	70.62%	70.6%	-29.38%

NOTES

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

Insufficient budget, updated in 25-26 budgets.

Omnify booking system subscription not budgeted, now cancelled.
Resurfacing pathway completed

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	5th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	14 Management Accounts 2025-2026		
Background	<p>The Year-to-date income and expense should be presented to the Finance and Policy Committee for review on a regular basis.</p> <p>This report covers the Management Accounts and Variance analysis for the period to 30TH April 2025, month 1, to accompany the attached spreadsheets in Appendix 14.1-14.5</p>		
Update	<p>These figures cover the financial year to month 1 which equates to expected spending/income of 8.6%. Please see the summary sheet Appendix 14.1-5 for notes, if further notes are required they are below. The reports show in a traffic light system the figures for income & expenditure up to Month 1.</p> <p>The favourable variances are due to the first six months Precept monies being received in Month 1 and we invoiced for the first quarter of the Cheshire East Contract for Streetscape services.</p> <p><u>Ear Marked Reserves</u></p> <p>Current balances are included for noting.</p>		
Decision Request	<p>1. To receive the Management Accounts for the current financial year to 30th April 2025.</p>		

	OK
	Monitor
	Overspent

Month 1
Percentage 8.6%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
101: Corp Management								
Staff Costs (re-allocated)	245,382	20,449	19,102	1347	93.42%	7.8%	-0.82%	
Travel	250	21	0	21	0.00%	0.0%	-8.60%	
Training / Conferences	2,500	208	25	183	12.00%	1.0%	-7.60%	
Rent Payable	17,017	1,418	1,418	0	99.99%	8.3%	-0.27%	
Miscellaneous Office Costs	2,000	167	140	27	84.00%	7.0%	-1.60%	
Telephone/Fax/Internet	3,000	250	251	-1	100.40%	8.4%	-0.23%	
Postage	1,000	83	0	83	0.00%	0.0%	-8.60%	
Stationery & Printing	3,300	275	198	77	72.00%	6.0%	-2.60%	
Subscriptions & Publications	5,100	425	1,922	-1497	452.24%	37.7%	29.09%	Start of year invoices received
Insurance	16,243	1,354	6,610	-5256	488.33%	40.7%	32.09%	3 months Zurich and Critical Illness in full
Computer/IT Costs	25,000	2,083	1,770	313	84.96%	7.1%	-1.52%	
Photocopy Charges	2,000	167	0	167	0.00%	0.0%	-8.60%	
Recruitment Advertising	500	42	0	42	0.00%	0.0%	-8.60%	
Bank Charges	1,240	103	78	25	75.48%	6.3%	-2.31%	
Audit Fees - External	2,500	208	0	208	0.00%	0.0%	-8.60%	
Audit Fees - Internal	1,900	158	0	158	0.00%	0.0%	-8.60%	
Accountancy Support	5,300	442	0	442	0.00%	0.0%	-8.60%	
Legal & Professional fees	3,500	292	1,744	-2355	597.94%	49.8%	41.23%	Legal fees for lease work.
HR & H&S support	5,000	417	1,242	-825	298.08%	24.8%	16.24%	1st quarter paid
Central Overheads reallocated	-78,320	-6,527	0	-6527	0.00%	0.0%	-8.60%	
Corporate Management::Expenditure	264,412	22,034	34,500	-13368	156.57%	13.0%	4.45%	
Precept 2025-2026	-1,333,233	-111,103	-666,617	555514	600.00%	50.0%	550.00%	Paid in April and September
Interest Receivable	-30,000	-2,500	-501	-1999	20.04%	1.7%	18.37%	Paid in arrears will catch up.
Miscellaneous Income	0	0	0	0	0.00%			
Corporate Management-Income	-1,363,233	-113,603	-667,118	553515	587.24%	48.9%	40.34%	
Net Income Over Expenditure	-1,098,821	-91,568	-632,618	540147	690.87%	57.6%	48.97%	
102: Civic								
Staff Costs (re-allocated)	21,097	1,758	350	1408	19.91%	1.7%	-6.94%	
Training / Conferences	1,000	83	0	83	0.00%	0.0%	-8.60%	
Stationery & Printing	550	46	0	46	0.00%	0.0%	-8.60%	
Marketing/Promotions	1,200	100	0	100	0.00%	0.0%	-8.60%	
Council Newsletter	8,700	725	1,688	-963	232.83%	19.4%	10.80%	
Council Website	2,000	167	1,085	-918	651.00%	54.3%	45.65%	
Tfr from EMR	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
Mayor's Allowance	3,000	250	0	250	0.00%	0.0%	-8.60%	
Members Expenses	200	17	0	17	0.00%	0.0%	-8.60%	
Civic Expenses	9,500	792	354	438	44.72%	3.7%	-4.87%	
Civic Regalia	250	21	0	21	0.00%	0.0%	-8.60%	
Hall & Room Hire	6,500	542	752	-210	138.83%	11.6%	2.97%	Dependant on civic bookings.
Civic Artefacts and Treasures	500	42	0	42	0.00%	0.0%	-8.60%	
Election Expenses	5,500	458	5,500		1200.00%			Full amount moved to Earmarked Reserves at start of financial year.
Central Overheads reallocated	1,696	141	0	141	0.00%	0.0%	-8.60%	
Civic::Expenditure	61,693	5,141	9,729	454	189.24%	15.8%	7.17%	
107: Grants								
Initial Grant Commitment	15,000	1,250	0	1250	0.00%	0.0%	-8.60%	
Subsidised Use	4,500	375	0	375	0.00%	0.0%	-8.60%	375
Tfr from EMR Committed Grants	0	0	-4,199	4199			-8.60%	128
Specified Grants	16,333	1,361	503	858	36.96%	3.1%	-5.52%	
C/F to 26-27								
Grants - Expenditure	35,833	2,986	-3,696	6682	-123.77%	-10.3%	-18.91%	
Capital	61,778	5,148	40,000	-34852	776.98%	64.7%	56.15%	
F&P Income - N Income	-1,363,233	-113,603	-671,118	557515	590.76%	49.2%	40.63%	Full Committee Summary includes Mayor cost centre Income £5,571
Expenditure	423,716	35,310	74,934	-39624	212.22%	17.7%	9.08%	Full Committee Summary includes Mayor cost centre expenditure £116

Month	1
Percentage	8.6%

Community and Environment Committee

Community and Environment Committee										Community and Environment Committee										Community and Environment Committee										Community and Environment Committee									
C.E &S	215: Floral Displays																																						
	Floral Displays Income		-4,000	-333	-6,215	5882	1864.50%	155.4%	146.78%	Hanging baskets paid in advance of them being distributed.																													
	Floral Displays Expenditure		16,172	1,348	631	717	46.82%	3.9%	-4.70%																														
	Total Floral		12,172	1,014	-5,584	6598	-550.51%	-45.9%	-54.48%																														
	241: Allotments																																						
	Allotments Income		-190	-16	0	-16	0.00%	0.0%	-8.60%																														
	Allotments Expenditure		1,200	100	0	100	0.00%	0.0%	-8.60%																														
	Total Allotment		1,010	84	0	84	0.00%	0.0%	-8.60%																														
	300: Public Realm		5,000	417	0	417	0.00%	0.0%	-8.60%																														
	301: Congleton Partnership																																						
	Congleton Partnership Income		0	0	-300	300	0.00%	0.0%	-8.60%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance from 24/25																													
	Congleton Partnership Expenditure		9,971	831	2,294	-1463	276.08%	23.0%	14.41%																														
	Congleton Partnership C/F			0	-32,153	32153	0.00%	0.0%	-8.60%																														
	Total Partnership		9,971	831	-30,159	30,990	-3629.61%	-302.5%	-311.07%																														
	302: Community Development																																						
	Community Development Staff Costs		137,755	11,480	6,846	4634	59.64%	5.0%	-3.63%																														
	Community Development Marketing/Promotions		6,250	521	331	190	63.55%	5.3%	-3.30%																														
	Green Initiatives		5,000	417	56	361	13.44%	1.1%	-7.48%																														
	Campaign Expenditure		1,000	83	0	83	0.00%	0.0%	-8.60%																														
	Tfr to EMR		0	0	0	0	0.00%	0.0%	-8.60%																														
	Tfr From EMR		0	0	0	0	0.00%	0.0%	-8.60%																														
Community Development Overheads		11,072	923	0	923	0.00%	0.0%	-8.60%																															
Total Community Development		161,077	13,423	7,233	6,190	53.88%	4.5%	-4.11%																															
303: Crime																																							
Crime Reduction/CCTV Expenditure		11,426	952	0	952	0.00%	0.0%	-8.60%																															
Total Crime		11,426	952	0	952	0.00%	0.0%	-8.60%																															
305: Christmas																																							
Christmas Fayre/Lights Income		-3,000	-250	-750	500	300.00%	25.0%	16.40%	Sponsorship and funding allocated against overspends. Balanced off with surplus income																														
Christmas Fayre/Lights Expenditure		18,000	1,500	0	1500	0.00%	0.0%	-8.60%																															
Total Christmas		15,000	1,250	-750	2000	-60.00%	-5.0%	-13.60%																															
310: Neighbourhood Plan																																							
Neighbourhood Plan		5,500	458	1,000	-542	0.00%	0.0%	-8.60%	Costs covered by EMR funds																														
Neighbourhood Plan Tfr From EMR		0		-1,000	1000	0.00%	0.0%	-8.60%																															
Total Neighbourhood Plan		5,500	458	0	458	0.00%	0.0%	-8.60%																															
321: Tourism																																							
Tourism Income		0	0	-8,603	8603			-8.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage. Includes Tribute series costs with has income to balance off expenditure																														
Tourism Expenditure		22,000	1,833	2,958	-1125	161.35%	13.4%	4.85%																															
Total Tourism		22,000	1,833	-5,645	7478	-307.91%	-25.7%	-34.26%																															
351: Luncheon Club																																							
		12,000	1,000	750	250	75.00%	6.3%	-2.35%																															
					0																																		
C.E &S																																							
Income		-7,190	-599	-15,868	15269	2648.34%	220.7%	212.10%	Full Committee Summary																														
Expenditure		262,346	20,452	-18,287	38739	-89.42%	-7.0%	-15.57%	Full Committee Summary																														

Town Hall, Assets and Services Committee

		BUDGET TO M1	ACTUAL SPEND TO M1	E VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	ANNUAL BUDGET	AGAINST M1 EXPECTED	
ANNUAL BUDGET								Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
201: Paddling Pool	48,640	4,053	692	3361	17.07%	1.4%	-7.18%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221: Town Hall								
Town Hall - Expenditure	253,392	21,116	21,888	-772	103.66%	8.6%	0.04%	
Town Hall - Income	-111,050	-9,254	-6,607	-2647	71.39%	5.9%	-2.65%	
Grant income: Decarb			-4,550					
Net Expenditure over Income	142,342	11,862	10,731	-3419	90.47%	7.5%	-1.06%	Accrued expenses will be paid in May

225: Congleton Information Centre							
CIC - Expenditure	90,104	7,509	8,433	-924	112.31%	9.4%	0.76%
CIC - Income	-11,550	-963	-2,948	1986	306.29%	25.5%	16.92%
Net Expenditure over income	78,554	6,546	5,485	1061	83.79%	7.0%	-1.62%
263: Public Toilets							
	8,900	742	234	508	31.55%	2.6%	-5.97%
270: Cenotaph							
	375	31	0	31	0.00%	0.0%	-8.60%
280: Streetscape							
Streetscape Expenditure	852,149	71,012	59,564	11448	83.88%	7.0%	-1.61%
Streetscape - Income CEC	-427,199	-35,600	-109,534	73934	307.68%	25.6%	17.04%
Streetscape - External work income	-17,500	-1,458	-303	-1155	20.78%	1.7%	-6.87%
Streetscape - Misc. Income	-900	-75	0	-75	0.00%	0.0%	-8.60%
S/S Income	-445,599	-37,133	-109,837	72704	295.79%	24.6%	16.05%
Net Expenditure over Income	406,550	33,879	-50,273	84152	-148.39%	-12.4%	-20.97%
THAS Income	-568,199	-47,350	-123,942	76,592	261.76%	21.8%	13.21%
THAS Expenditure	1,253,560	104,463	90,811	13,652	86.93%	7.2%	-1.36%
Total Income	-1,938,622	-161,552	-810,928		501.96%	41.8%	33.23%
Total Expenditure	1,939,622	160,225	147,458		92.03%	7.6%	-1.00%
Net Income /Expenditure			-663,474				
401: Personnel							
1* Staff Costs: To date	1,211,260	100,938	88,468	12470	87.65%	7.3%	-1.30%
Personnel with Pay Award for reference							
Permanent Staff Costs - Included budget pay award *1	1,211,260	100,938	88,468	12470	87.65%	7.3%	-1.30%
Add on budgeted pay award to current month			3,539				
Add on Temp/Agency			0				
Total	1,211,260	100,938	92,007		91.15%	7.6%	-1.00%

See separate account sheet

Awaiting invoicing

Full Committee Summary

Full Committee Summary

Overall summary includes mayor summary figures not on this sheet

Overall summary

Remaining in General Reserve

Reserves as at 30th April 2025		01/04/2025	In	Out	Balance
		CF Balance			30/04/25
310	General Reserve	287,256			287,256
Ear Marked Reserves					
318	Capital Equipment Fund	457	25,000	1,188	24,269
320	Capital Contingency Fund	85,806	15,000	-	100,806
321	EMR Elections	20,000			20,000
324	EMR Crime Prevention/Traffic calming	4,357			4,357
325	EMR Committed Grants	4,199	-	4,199	-
326	EMR Congleton Partnership	42,153	-	32,153	10,000
330	EMR Ancient Treasures	3,000			3,000
331	EMR Website	8,330		-	8,330
333	EMR Training	5,686			5,686
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	21,119		-	21,119
342	EMR Tourism	1,516		-	1,516
343	EMR Marketing	5,000			5,000
344	EMR Congleton Neighbourhood Plan	5,469		1,000	4,469
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	124,468	-	-	124,468
356	EMR Salix	79,691	-		79,691
357	EMR Election Expenses	-	5,500	-	5,500
EMR TOTALS		474,100	45,500	38,540	481,060

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Apr-25

OK
Monitor
Overspent

Month 1
Percentage 8.6%

		ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
									Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
TOWN HALL									
4000	Staff Costs (re-allocated)	81,150	6,763	6,865	-103	101.5%	8.5%	-0.14%	
4008	Training	1,000	83	0	83	0.0%	0.0%	-8.60%	
4009	Protective Clothing\H & Safety	550	46	0	46	0.0%	0.0%	-8.60%	
4010	Cleaners	8,400	700	555	145	79.3%	6.6%	-1.99%	
4011	Rates	25,449	2,121	2,495	-374	117.6%	9.8%	1.20%	
4012	Water	7,875	656	0	656	0.0%	0.0%	-8.60%	
4014	Electricity	33,000	2,750	0	2,750	0.0%	0.0%	-8.60%	
4015	Gas	30,000	2,500	0	2,500	0.0%	0.0%	-8.60%	
4016	Cleaning materials	2,250	188	0	188	0.0%	0.0%	-8.60%	
4017	Refuse Disposal	2,350	196	0	196	0.0%	0.0%	-8.60%	
4020	Miscellaneous Office Costs	2,500	208	182	26	87.4%	7.3%	-1.32%	
4025	Insurance	14,346	1,196	5,783	-4,588	483.7%	40.3%	31.71%	3 months Zurich and Critical Illness in full
4033	Marketing/Promotions	3,500	292	0	292	0.0%	0.0%	-8.60%	
4040	Maintenance Contracts	9,000	750	2,289	-1,539	305.2%	25.4%	16.83%	Start of year 1st quarter costs
4041	Property Maintenance	21,300	1,775	2,276	-501	128.2%	10.7%	2.09%	£1200 is upgrade to electricity box
4068	Licences (incl PRS)	4,200	350	692	-342	197.7%	16.5%	7.88%	Wedding License in full for this year
6000	Central Overheads Reallocated	6,522	544	0	544	0.0%	0.0%	-8.60%	
	Town Hall Expenditure	253,392	21,116	21,137	-21	100.1%	8.3%	-0.26%	
3020	Catering costs	0	0	466	-466				Recharged to customers
3021	Security Supplies			285	-285				Recharged to customers
		0	0	751	751				
	Total Town Hall Expenditure	253,392	21,116	21,888	-772	103.7%	8.6%	0.04%	
									Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
1009	Rent Rec'd - Museum Notional	-4500	-375	-375	0	100.0%	8.3%	-0.27%	
1010	Rent Received - 3rd Party Partnership	-1533	-128	-419	291	100.0%	27.3%	18.73%	
1011	Rent Received - Internal CTC	-26517	-2210	-2210	0	100.0%	8.3%	-0.27%	
1013	Letting Income - Grand Hall	-30000	-2500	-1464	-1036	58.6%	4.9%	-3.72%	
1014	Letting Income - Bridestones	-5000	-417	-332	-85	79.7%	6.6%	-1.96%	
1015	Letting Income - Spencer Suite	-5000	-417	-445	28	106.8%	8.9%	0.30%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	0.0%	-8.60%	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-1000	0	-1000	0.0%	0.0%	-8.60%	
1021	Letting Income - Internal	-9000	-750	-607	-143	80.9%	6.7%	-1.86%	
1022	Letting income - F&F	-2500	-208	0	-208	0.0%	0.0%	-8.60%	
1023	Commission- CP	-6000	-500	0	-500	0.0%	0.0%	-8.60%	
1024	Letting Income- Security	0	0	-289	289	#DIV/0!	0.0%	-8.60%	Recharge to customers
1035	Service Charges - Brasserie	-4000	-333	0	-333	0.0%	0.0%	-8.60%	Dependant on use by Commercial Partner
1037	Service Charges - Other	-5000	-417	0	-417	0.0%	0.0%	-8.60%	Dependant on use by Museum
1051	Catering Sales (recharges)	0	0	-466	466	#DIV/0!	0.0%	-8.60%	Recharge to customers
1199	Miscellaneous income								
1179	Grants Receivable- Salix Project	0	0	-4550	4550				Grant income for Surveyor fees, 24-25 c/f
	Total Town Hall Income	-111050	-9254	-11157	1903	120.6%	10.0%	1.45%	
	Net Expenditure over Income	142,342	11,862	10,731	1,131	90.5%	7.5%	-1.06%	



Month 1
Percentage 8.6%

STREETSCAPE

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED
4000 Staff Costs	629,524	52,460	45,189	7,271	86.1%	7.2%	-1.42%
4004 Temp/Casual Staff	0	0	0	0			
4008 Training	3,200	267	0	267	0.0%	0.0%	-8.60%
4009 Protective Clothing\H & Safety	5,900	492	934	-442	190.0%	15.8%	7.23%
4013 Office rent	2,000	167	167	-0	100.0%	8.4%	-0.25%
4016 Cleaning Materials	8,000	667	132	535	19.8%	1.7%	-6.95%
4021 Telephone	1,175	98	46	52	47.0%	3.9%	-4.69%
4025 Insurance	10,369	864	4,130	-3,266	478.0%	39.8%	31.23%
4041 Property maintenance	1,500	125	0	125	0.0%	0.0%	-8.60%
4043 Horticultural etc Supplies	14,000	1,167	187	980	16.0%	1.3%	-7.26%
4047 Vehicle maintenance/Serv etc	12,800	1,067	109	958	10.2%	0.9%	-7.75%
4048 Vehicle fuel and oil	16,285	1,357	860	497	63.4%	5.3%	-3.32%
4049 Vehicle rental charges	81,000	6,750	7,087	-337	105.0%	8.7%	0.15%
4050 Street Cleansing	8,000	667	51	616	7.7%	0.6%	-7.96%
Propogation Unit	2,500	208	0	208	0.0%	0.0%	-8.60%
4162 General expenditure	5,300	442	661	-219	149.7%	12.5%	3.87%
4168 Other Expenditure	0	0	0	0	#DIV/0!	0.0%	-8.60%
4951 Tfr from EMR							
6000 Central Overheads Reallocated	50,596	4,216	0	4,216	0.0%	0.0%	-8.60%
Streetscape Expenditure	852,149	71,012	59,553	11,459	83.9%	7.0%	-1.61%
3030 Purchases for recharging	0	0	11	-11		0.0%	0.00%
1165 CEC - Income	-427,199	-35,600	-109,534	73,934	307.7%	25.6%	316.28%
1167 External work income	-17,500	-1,458	-303	-1,155	20.8%	1.7%	29.38%
1199 Miscellaneous	-900	-75	0	-75	0.0%	0.0%	8.60%
Streetscape Income	-445,599	-37,133	-109,837	72,704	295.8%	24.6%	304.39%
Net Expenditure over Income	406,550	33,879	-50,273	84,152	-148.4%	-12.4%	156.99%

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

Replenishment required

3 months Zurich, Critical Illness in full

Start of year annual fees paid

No budget

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

Yellow	Third Party
Green	OK
Orange	Monitor
Red	Overspent

ANNUAL BUDGET	BUDGET TO M1		ACTUAL SPEND TO M1		E VARIANCE OF M1 BUDGETS		% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED
0	-	-	-	-	-	0.0%			
0	-	1,563	-	1,563			#DIV/0!	#DIV/0!	
2,850	238	25	213	10.5%	0.9%	-7.72%			
2,375	198	-	198	0.0%	0.0%	-8.60%			
475	40	-	40	0.0%	0.0%	-8.60%			
0	-	77	-	77			#DIV/0!	#DIV/0!	
0	-	-	-				#DIV/0!	#DIV/0!	
1,188	99	-	99	0.0%	0.0%	-8.60%			
0	-	-	-	0.0%	0.0%	-8.60%			
0	-	-	-	0.0%	0.0%	-8.60%			
6,888	574	1,665	-	1,091	290.1%	24.17%	15.57%		
62,381	5,198	5,366	-	168	103.2%	8.6%	0.00%		
5,321	443	565	-	122	127.4%	10.6%	2.02%		
7,500	625	625	-		100.0%	8.3%	-0.27%		
2,000	167	212	-	45	127.2%	10.6%	2.00%		
6,014	501	-	501	0.0%	0.0%	-8.60%			
83,216	6,935	6,768	167	97.6%	8.1%	-0.47%			
0	-	-	2,434	2,434			#DIV/0!	#DIV/0!	
-3,000	-	250	-	59	-	191	23.6%	2.0%	-6.63%
-2,500	-	208	-	147	-	61	70.6%	5.9%	-2.72%
-500	-	42	-	5	-	37	12.0%	1.0%	-7.60%
-300	-	25	-	10	-	15	40.0%	3.3%	-5.27%
0	-	-	144	144			#DIV/0!	#DIV/0!	
0	-	-	30	30			#DIV/0!	#DIV/0!	
-1,250	-	104	-	109	5	104.6%	8.7%	0.12%	
0	-	-	10	10	0.0%	0.0%	-8.60%		
-4,000	-	333	-	333	0.0%	0.0%	-8.60%		
-11,550	-	963	-	2,948	2,319	306.3%	25.5%	16.92%	
-11,550	-	963	-	2,948	2,319	306.3%	25.5%	16.92%	
78,554	6,546	5,485	1,395	83.8%	7.0%	-1.62%			

**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

Paid over 10 months not 12

Stationery replenishment

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

Will update quarterly

OK

Monitor

Overspent

Month 1
Percentage 8.6%

STREETSCAPE

- 4000 Staff Costs
- 4008 Training
- 4009 Protective Clothing\H & Safety
- 4012 Water
- 4014 Electricity
- 4039 Pool Chemicals
- 4041 Property Maintenance
- 4162 General expenditure
- 6000 Central Overheads Reallocated
- Pool Expenditure

ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED
25,380	2,115	692	1,423	32.72%	2.7%	-5.87%
3,000	250	0	250	0.00%	0.0%	-8.60%
320	27	0	27	0.00%	0.0%	-8.60%
5,500	458	0	458	0.00%	0.0%	-8.60%
3,200	267	0	267	0.00%	0.0%	-8.60%
3,900	325	0	325	0.00%	0.0%	-8.60%
4,300	358	0	358	0.00%	0.0%	-8.60%
1,000	83	0	83	0.00%	0.0%	-8.60%
2,040	170	0	170	0.00%	0.0%	-8.60%
48,640	4,053	692	3,361	17.07%	1.4%	-7.18%

NOTES

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

Date: 07/05/2025

Congleton Town Council

Page 1

Time: 13:54

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - RBS Current/ Access Acct

User: ST

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	17/04/2025	3004	124,155.69
			124,155.69
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			124,155.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			124,155.69
		Balance per Cash Book is :-	124,155.69
		Difference is :-	0.00

Signatory 1:

Name

ROBERT DOUGLAS

Signed

[Redacted Signature]

Date

15/05/25

Signatory 2:

Name

S. VAN SCHEPDAEL

Signed

[Redacted Signature]

Date

15/5/25

Date: 07/05/2025

Congleton Town Council

Page: 931

Time: 13:55

Cashbook 1

User: ST

RBS Current/1 Access Acct

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	T Hall Business Rates
01/04/2025	Cheshire East Council	DD	564.75			4011	225	564.75	CIC Business Rates
01/04/2025	Cheshire East Council	DD	32.44			4011	215	32.44	Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44			4011	215	32.44	Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44			4011	215	32.44	Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44			4011	215	32.44	Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44			4011	215	32.44	Roundabout Business rates
01/04/2025	Quartix Ltd	dd	613.40	613.40		501			907732/18354/vehicle tracker
01/04/2025	Prism Solutions	DD	183.71	183.71		501			7412/18392/telecom serv
04/04/2025	Elizabeth's Group	BACS	400.00			4032	302	400.00	Trail maps
04/04/2025	SAS Daniels	BACS	1,744.15			4064	101	1,744.15	Toilet lease works
14/04/2025	SIBA	BACS	500,000.00			202		500,000.00	Transfer
15/04/2025	Bankline	DD	65.90			4051	101	65.90	bank charges
16/04/2025	Water Plus Ltd	dd	453.27	453.27		501			8784538/18547/wastew bill
17/04/2025	West Mercia Energy	DD	6,859.45	6,859.45		501			11637953/18427/kitchen gas
17/04/2025	CTC	BACS	86,302.01			515		52,301.55	April Payroll
						525	0	17,082.23	April Payroll
						520	0	16,876.23	April Payroll
						530	0	42.00	April Payroll
22/04/2025	RBS Autopay	BACS	11.75			4051	101	11.75	Bank charges
23/04/2025	EE Ltd	dd	169.80	169.80		501			01288500314/18501/cha
24/04/2025	BACS P/L Pymnt Page 3777	BACS Pymnt	9,439.55	9,439.55		501			BACS P/L Pymnt Page 3777
25/04/2025	Prism Solutions	DD	2,123.72	2,123.72		501			217907/18528/IT support
28/04/2025	RBS Credit Card	DD	155.88			212		155.88	Credit card Balance Payoff
30/04/2025	BACS P/L Pymnt Page 3760	BACS Pymnt	12,966.73	12,966.73		501			BACS P/L Pymnt Page 3760
30/04/2025	BACS P/L Pymnt Page 3765	BACS Pymnt	1,584.99	1,584.99		501			BACS P/L Pymnt Page 3765
30/04/2025	BACS P/L Pymnt Page 3766	BACS Pymnt	439.89	439.89		501			BACS P/L Pymnt Page 3766
30/04/2025	Mayor's Charity No 1	bacs	1,932.85			203		1,932.85	Auction & raffle
Total Payments for Month			628,669.00	34,834.51	0.00			593,834.49	
Balance Carried Fwd			124,155.69						
Cashbook Totals			752,824.69	34,834.51	0.00			717,990.18	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	5 th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	16 Savings Balances		
Background	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.		
Update	<u>Congleton Town Council – Savings account balances</u>		
	<u>Balances as of 30th April 2025</u>		
	Business Reserve Account		£793,120
	Cambridge and Counties 1-year fixed deposit (C&C)		£250,000
	CCLA Deposit (Sweeper Account)		£350,100
	<u>Total</u>		<u>£1,393,220</u>
	<u>Investment Update</u>		
	<u>2024-2025:</u> During the last financial quarter of 2024-2025, £200,000 was transferred from CCLA to the main current account to cover year-end expenditure.		
	<u>2025-2026:</u> The first Precept payment was made in April (£666,617). To attract more interest, arrangements to transfer £350,000 to CCLA were completed in May, this will be reflected in the next update.		
	<u>Current interest rates:</u>		
<ul style="list-style-type: none">• RBS: 1.10%.• CCLA: 4.29% (As of 22nd May 2025, variable)• C&C (1 Year Locked in): 4.35%. Ends 8th December 2025.			
The budgeted Interest to receive during 2025-2026 £30,000. To date we have received into the accounts:			
<ul style="list-style-type: none">• RBS £510• CCLA £1284.• C&C interest for April 2025-9th December 2025 is approximately £7,000.			
Decision Request	To receive the Savings Accounts balances to 30 th April 2025.		

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Prism Solutions	dd	184.07		6997/18191/telecom services
07/02/2025	BACS P/L Pymnt Page 3721	BACS Pymnt	16,092.25		BACS P/L Pymnt Page 3721
07/02/2025	██████████	BACS	100.00		NDP Prize Draw
07/02/2025	MOST	BACS	500.00		GR06/2425
11/02/2025	██████████	BACS	2,000.00		Donation
11/02/2025	██████████	CORRCATOR	-2,000.00		Reverse
14/02/2025	Wild Salt	377.08	377.08		GR09/2425
14/02/2025	Wild Salt	BACS	622.92		GR09/2425
17/02/2025	Bankline	DD	73.55		Bank Charges
17/02/2025	West Mercia Energy	dd	6,661.08		11608810/18199/Cenotaph elec
18/02/2025	CTC	BACS	87,810.52		Feb Payroll
21/02/2025	Bankline	BACS	12.56		Charges
24/02/2025	EE Ltd	dd	169.80		01288452478/18276/charges
25/02/2025	BACS P/L Pymnt Page 3726	BACS Pymnt	13,643.86		BACS P/L Pymnt Page 3726
25/02/2025	Urban Imprint Ltd	25FEB25	3,600.00		Phase 9a and 9c NDP
25/02/2025	Prism Solutions	dd	2,123.72		214365/18295/IT Support
25/02/2025	L & J Print	000378	108.00		Mayor's Ball Invites
25/02/2025	L & J Print	CREDIT	-108.00		Wrong account, sb Mayor no1
27/02/2025	Water Plus Ltd	DD	115.87		08335420/18278/paddling pool
28/02/2025	BACS P/L Pymnt Page 3732	BACS Pymnt	9,498.95		BACS P/L Pymnt Page 3732
28/02/2025	RBS Credit Card	DD	398.61		Credit Card balance pay off
03/03/2025	Prism Solutions	dd	183.64		7210/18294/charges
03/03/2025	K██████████	009005	50.00		NDP Prize Draw
06/03/2025	SIBA	BACS	150,000.00		Transfer
06/03/2025	Pitney Bowes Ltd	dd	84.71		4100117205/18277/rental
07/03/2025	BACS P/L Pymnt Page 3737	BACS Pymnt	9,051.11		BACS P/L Pymnt Page 3737
07/03/2025	Congleton Harriers	BACS	475.00		GR12/2425
07/03/2025	Our Gang	BACS	800.00		GR25/2425
13/03/2025	British Telecom	dd	150.66		Q099HO/18338/charges
13/03/2025	Water Plus Ltd	DD	1,175.28		8438473/18329/T Hall water chg
14/03/2025	BACS P/L Pymnt Page 3741	BACS Pymnt	11,378.71		BACS P/L Pymnt Page 3741
14/03/2025	Water Plus Ltd	Dd	8.97		08452145/18359/allotments wate
14/03/2025	Elizabeth's Groups	BACS	400.00		UKSPF Grant
14/03/2025	Marks Events Ltd	Reeverse	-1,665.54		P/Ledger Electronic Payment
18/03/2025	CTC	BACS	84,999.78		March Payroll
19/03/2025	Bankline	BACS	59.60		charges
20/03/2025	West Mercia Energy	dd	8,181.58		11619609/18310/Town Hall elec
20/03/2025	RBS Autopay	BACS	13.87		Charges
21/03/2025	BACS P/L Pymnt Page 3747	BACS Pymnt	4,111.25		BACS P/L Pymnt Page 3747
24/03/2025	EE Ltd	DD	169.80		01288476766/18388/charges
25/03/2025	Prism Solutions	dd	2,123.72		216071/18419/IT Support
27/03/2025	Mark's Events	000381	4,937.34		Mayor's Ball Catering
27/03/2025	Marks Events	R00381	-4,937.34		Ball catering

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/03/2025	BACS P/L Pymnt Page 3753	BACS Pymnt	5,267.61		BACS P/L Pymnt Page 3753
28/03/2025	RBS Credit Card	DD	826.50		Credit card balance pay off
28/03/2025	West Mercia Energy	DD	89.14		11627218/18331/P pool electric
31/03/2025	PWLB	DD	10,888.84		Loan repayment
31/03/2025	JH Fresh Foods	BACS	105.00		F & D Festival stall
31/03/2025	Fresh Foods	RFFOOD	-105.00		Fresh Foods
Total Payments			430,809.07		

Congleton Town Council
Payments Listing for 1st February to 31st March 2025
Breakdown of Payments made via BACS transfer

Invoice date						Total Invoices paid
Date	BACS Page	Payee Name	Amount Paid	Page Total	Transaction Detail	
07.02.25	3721	31.01.25 All Saints Comm Centre	£ 88.00		Luncheon Club	1
07.02.25	3721	13.01.25 Beresford's Ribbons	£ 60.00		White Ribbon	1
07.02.25	3721	31.01.25 Congleton Chronicle	£ 22.00		newspaper resales	1
07.02.25	3721	31.01.25 Cutler Cleaning	£ 196.64		T H cleaning stock	1
07.02.25	3721	26.01.25 Daneside Theatre	£ 8,110.15		Ticket sales	2
07.02.25	3722	27.01.25 D C Assist	£ 219.00		Cleaning	1
07.02.25	3722	29.01.25 The Jam'd	£ 2,000.00		Tribute Series	1
07.02.25	3722	28.01.25 Jepson & Co	£ 23.22		Supplier sales	1
07.02.25	3722	30.01.25 K G Loach	£ 140.46		loppers	1
07.02.25	3722	31.01.25 Lomond Books	£ 16.18		book resales	1
07.02.25	3722	31.01.25 Old Saw Mill	£ 750.00		Luncheon Club	1
07.02.25	3723	28.01.25 SLCC	£ 360.00		Training	1
07.02.25	3723	28.01.25 Threadfast	£ 25.14		mallet	1
07.02.25	3723	28.01.25 Toolstation	£ 102.37		Recharge	1
07.02.25	3723	05.01.25 UK Fuels	£ 483.18		Van fuel	2
07.02.25	3723	31.01.25 West Wallasey	£ 3,495.91		Lease Vans	4
				£ 16,092.25		
25.02.25	3726	06.02.25 Auditing Solutions	£ 612.00		Interim Audit	1
25.02.25	3726	11.02.25 C Bethell Photography	£ 450.00		Staff headshots	1
25.02.25	3726	10.02.25 Bornford Office Supplies	£ 631.35		Stationary	3
25.02.25	3726	31.01.25 Buxton Opera House	£ 56.40		Ticket sales	1
25.02.25	3726	05.02.25 Chubb Fire & Security	£ 317.52		Annual contract	1
25.02.25	3727	10.02.25 Congleton Live CIC	£ 39.90		Supplier sales	1
25.02.25	3727	15.02.25 Culligan Water	£ 242.19		T H Drinking water	1
25.02.25	3727	06.02.25 Cutler Cleaning	£ 447.50		Cistern Blocks, bin bags	2
25.02.25	3727	01.02.25 Dawsongroup	£ 3,180.72		Sweeper Lease	1
25.02.25	3727	16.02.25 L & J Print	£ 36.00		Sponsor stickers	1
25.02.25	3728	03.02.25 C [REDACTED]	£ 59.56		Supplier sales	1
25.02.25	3728	31.01.25 New Vic Theatre	£ 319.87		Ticket sales	1
25.02.25	3728	31.01.25 North Rode Timber	£ 4.50		Door Train	1
25.02.25	3728	29.01.25 Northwest in Bloom	£ 120.00		Tickets	1
25.02.25	3728	12.02.25 Old Saw Mill	£ 28.00		Supplier sales	1
25.02.25	3728	09.01.25 Pearson Surveyors	£ 1,474.80		Salix Project	1
25.02.25	3729	03.02.25 Poppy May	£ 57.20		Supplier sales	1
25.02.25	3729	09.02.25 UK Fuels	£ 337.88		Van fuel	1
25.02.25	3729	14.02.25 Wallasey Panel Beaters	£ 2,649.27		Van repairs	1
25.02.25	3729	10.02.25 West Wallasey	£ 2,579.20		Van Lease	1
				£ 13,643.86		
28.02.25	3732	24.02.25 Beartown Soul Promotions	£ 1,520.00		Ticket sales	1
28.02.25	3732	25.02.25 Daneside Theatre	£ 3,897.85		Ticket sales	5
28.02.25	3732	18.02.25 Dawsongroup	£ 438.56		Sweeper repairs	1
28.02.25	3732	17.02.25 Glasdon UK	£ 277.99		Litter bins	1
28.02.25	3732	20.02.25 KEMS	£ 28.50		Ticket sales	1
28.02.25	3733	16.02.25 L & J Print	£ 1,096.80		design & print	3
28.02.25	3733	05.01.25 Leaflet Team	£ 661.50		Delivery Bear Necessities	1
28.02.25	3733	14.02.25 A P Matthews	£ 652.80		Trees4Congleton	1
28.02.25	3733	09.12.24 Screwfix	£ 181.93		PPE & sundries	5
28.02.25	3734	21.02.25 Secur-80	£ 54.00		Alarm activation visit	1
28.02.25	3734	21.02.25 Shred-it	£ 167.04		shredding service	1
28.02.25	3734	24.02.25 S Tayler Plumbing	£ 80.00		plumbing repairs	1
28.02.25	3734	25.02.25 Threadfast	£ 6.00		Sundries	1
28.02.25	3734	25.02.25 Tudor Environmental	£ 114.00		PPE & bin bags	1
28.02.25	3734	16.02.25 UK Fuels	£ 321.98		Van Fuel	1
				£ 9,498.95		
07.03.25	3737	28.02.25 Acoustic Design	£ 1,164.00		Survey & report	1
07.03.25	3737	28.02.25 All Saints Comm Centre	£ 352.00		Luncheon Club	1
07.03.25	3737	28.02.25 Boston Seeds	£ 83.00		Recharge	1
07.03.25	3737	27.02.25 Brunel Engraving	£ 55.18		brass plaque	1
07.03.25	3737	28.02.25 Buxton Opera House	£ 178.60		Ticket sales	1
07.03.25	3737	26.02.25 Cat Social Media	£ 234.00		FB Ads	2
07.03.25	3738	28.02.25 Chronicle	£ 17.00		Supplier sales	1
07.03.25	3738	23.02.25 D C Assist	£ 671.60		Cleaning	1
07.03.25	3738	24.02.25 Enviro Skips	£ 594.00		waste removal	1
07.03.25	3738	25.02.25 S Holbrook	£ 1,752.10		Ticket sales	1
07.03.25	3738	28.02.25 K G Loach	£ 375.50		grass seed, sand	1
07.03.25	3738	28.02.25 A P Matthews	£ 704.10		Partnership	1
07.03.25	3739	26.02.25 SLCC	£ 450.00		CILCA	1
07.03.25	3739	28.02.25 Spiral colour	£ 86.40		Partnership	1
07.03.25	3739	20.02.25 Toolstation	£ 62.67		PPE, batteries	2
07.03.25	3739	27.02.25 Tudor Environmental	£ 82.26		PPE	1
07.03.25	3739	28.02.25 West Wallasey	£ 2,188.70		lease vehicles	3
				£ 9,051.11		
14.03.25	3741	03.03.25 Beartown Vibes	£ 46.37		Supplier sales	1
14.03.25	3741	11.03.25 Bucher Municipal	£ 335.04		sweeper brushes	1
14.03.25	3741	03.03.25 CHALC	£ 35.00		Training	1
14.03.25	3741	04.03.25 Canda Copying	£ 314.91		copier rental/charges	2

14.03.25	3741	06.03.25	Cutler Cleaning	£	356.23	cleaning stock	1
14.03.25	3742	03.03.25	Daneside Theatre	£	1,224.00	Ticket sales	1
14.03.25	3742	01.03.25	Dawsongroup	£	3,180.72	Sweeper Lease	1
14.03.25	3742	02.03.25	D C Assist	£	438.00	Cleaning	2
14.03.25	3742	03.03.25	Adar [REDACTED]	£	38.40	Supplier sales	1
14.03.25	3742	03.03.25	Full Media	£	14.38	Supplier sales	1
14.03.25	3743	04.03.25	K G Loach	£	33.90	Partnership	1
14.03.25	3743	01.03.25	Little Bun	£	15.80	Supplier sales	1
14.03.25	3743	08.03.25	Marks Events	£	1,665.54	refreshments	19
14.03.25	3744	26.02.25	New Vic Theatre	£	394.02	Ticket sales	1
14.03.25	3744	07.03.25	Poppy May	£	23.20	Supplier sales	1
14.03.25	3744	05.03.25	Toolstation	£	7.60	Bracket	1
14.03.25	3745	03.03.25	Tudor Environmental	£	97.78	PPE	1
14.03.25	3745	23.02.25	UK Fuels	£	578.62	Van fuel	3
14.03.25	3745	10.03.25	West Wallasey	£	2,579.20	Lease Vans	1
				£	11,378.71		
21.03.25	3747	15.03.25	Bees for Us	£	108.00	Supplier sales	1
21.03.25	3747	13.03.25	Canda Copying	£	75.64	Copying charges	2
21.03.25	3747	13.03.25	Chronicle	£	115.20	H & W advert	1
21.03.25	3747	05.03.25	Congleton Live CIC	£	19.00	Supplier sales	1
21.03.25	3747	15.03.25	Daneside Theatre	£	265.90	Ticket sales	2
21.03.25	3748	16.03.25	D C Assist	£	219.00	Cleaning	1
21.03.25	3748	10.03.25	Elizabeth's Group	£	19.00	Supplier sales	1
21.03.25	3848	17.03.25	Foden's Band	£	396.00	Ticket sales	1
21.03.25	3748	15.03.25	Glasdon UK	£	73.03	bollard keys	1
21.03.25	3748	14.03.25	Green Contract Services	£	810.00	Asbestos Survey	1
21.03.25	3748	07.03.25	Jewson's	£	170.16	Recharge	2
21.03.25	3749	11.03.25	L & J Print	£	81.60	disability leaflet	1
21.03.25	3749	14.03.25	A P Matthews	£	123.12	Partnership	1
21.03.25	3749	06.03.25	Sure Screen	£	1,035.60	testing kits	1
21.03.25	3749	25.02.25	Urban Imprint	£	600.00	NDP works	1
				£	4,111.25		
28.03.25	3753	21.03.25	Alpha Street Legal Tyres	£	170.40	Tyre repairs	2
28.03.25	3753	21.03.25	R [REDACTED]	£	35.00	Partnership	1
28.03.25	3753	25.03.25	B Cope	£	4.80	Supplier sales	1
21.03.25	3753	21.03.25	D C Assist	£	219.00	Cleaning	1
21.03.25	3753	24.03.25	J [REDACTED]	£	4.00	Supplier sales	1
21.03.25	3754	25.03.25	Adar [REDACTED]	£	23.60	Supplier sales	1
21.03.25	3754	26.03.25	KEMS	£	57.00	Ticket sales	1
21.03.25	3754	25.03.25	Little Bun	£	9.00	Supplier sales	1
21.03.25	3754	08.03.25	Marks Events	£	2,333.94	refreshments	6
21.03.25	3754	12.02.25	Pearson Surveyors	£	1,474.80	Salix project	1
21.03.25	3755	25.03.25	Poppy May	£	18.40	Supplier sales	1
21.03.25	3755	26.03.25	Sharrocks	£	100.44	mower blades	1
21.03.25	3755	17.03.25	Trinity Methodist Church	£	125.40	Ticket sales	1
21.03.25	3755	02.02.25	UK Fuels	£	679.83	Van fuel	2
21.03.25	3755	25.03.25	R [REDACTED]	£	12.00	Supplier sales	1
				£	5,267.61		
24.04.25	3777	01.04.25	Legal & General Assurance	£	9,439.55	Critical illness insurance	1
				£	9,439.55		
30.04.25	3760	17.02.25	A D Profile	£	30.00	Unplugged Advert	1
30.04.25	3760	28.03.25	All Saints Comm Centre	£	378.00	Luncheon Club	1
30.04.25	3760	26.03.25	ANSA	£	694.98	waste removal	1
30.04.25	3760	28.03.25	Boston Seeds	£	94.99	Recharge	1
30.04.25	3760	12.03.25	Branching out	£	345.60	Trees4Congleton	1
30.04.25	3760	26.03.25	Beartown Vibes	£	21.18	Supplier sales	1
30.04.25	3761	20.03.25	Copper Beech Garden Design	£	297.60	Partnership	1
30.04.25	3761	31.03.25	Chronicle	£	8.00	Supplier sales	1
30.04.25	3761	31.03.25	Cosy Wren	£	11.20	Supplier sales	1
30.04.25	3761	26.03.25	Cutler Cleaning	£	406.80	green bin liners	1
30.04.25	3761	31.03.25	CYO	£	203.30	Ticket sales	1
30.04.25	3761	31.03.25	Daneside Theatre	£	2,652.88	Ticket sales	1
30.04.25	3762	30.03.25	D C Assist	£	219.00	cleaning service	1
30.04.25	3762	06.03.25	DJM Nurseries	£	645.00	Recharge	2
30.04.25	3762	27.03.25	Door Maintenance Spec	£	180.00	call out charge	1
30.04.25	3762	25.03.25	Elizabeth's Group	£	9.50	Supplier sales	1
30.04.25	3762	27.02.25	G T Security	£	651.00	event security	3
30.04.25	3763	28.03.25	A P Matthews	£	627.30	Partnership	1
30.04.25	3763	26.03.25	C P Mayer	£	8.40	Supplier sales	1
30.04.25	3763	25.02.25	Prestige Gardening	£	1,920.00	Partnership	1
30.04.25	3763	13.02.25	Screwfix	£	160.60	various	4
30.04.25	3763	23.03.25	Thomson Planning	£	250.00	Review work	1
30.04.25	3764	23.03.25	UK Fuels	£	466.80	Van Fuel	1
30.04.25	3764	24.02.25	West Wallasey	£	2,684.60	Van Lease	5
				£	12,966.73		
30/04/2025	3765	31.03.25	Boston Seeds	£	89.99	Sunflower seeds	1
30/04/2025	3765	28.03.25	Campey Turf Care	£	214.20	Makita blade	1
30/04/2025	3765	31.03.25	DJH Business	£	714.00	PAYE/Payroll	1
30/04/2025	3765	24.03.25	Allan Harris	£	8.00	Supplier sales	1
30/04/2025	3765	24.03.25	Smith of Derby	£	363.60	Town Hall Clock Service	1
30/04/2025	3765	30.03.25	UK Fuels	£	195.20	Van fuel	1
				£	1,584.99		
30/04/2025	3766	31.03.25	Arch Publications	£	180.00	Adverts	2

30/04/2025	3766	31.03.25	Congleton Garden Machinery	£	35.00	parts	1
30/04/2025	3766	17.03.25	Culligan Water	£	124.69	Town Hall Drinking water	1
30/04/2025	3766	28.02.25	Marshall Tree Products	£	100.20	Recharge	1
				£	<u>439.89</u>		

List of Payments made between 01/02/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Cheshire East Council	DD	2,495.00		T Hall Business Rates
01/04/2025	Cheshire East Council	DD	564.75		CIC Business Rates
01/04/2025	Cheshire East Council	DD	32.44		Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44		Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44		Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44		Roundabout Business rates
01/04/2025	Cheshire East Council	DD	32.44		Roundabout Business rates
01/04/2025	Quartix Ltd	dd	613.40		907732/18354/vehicle tracker
01/04/2025	Prism Solutions	DD	183.71		7412/18392/telecom serv
04/04/2025	Elizabeth's Group	BACS	400.00	UKSPF Funding	Trail maps
04/04/2025	SAS Daniels	BACS	1,744.15		Toilet lease works
14/04/2025	SIBA	BACS	500,000.00		Transfer
15/04/2025	Bankline	DD	65.90		bank charges
16/04/2025	Water Plus Ltd	dd	453.27		8784538/18547/wastewater bill
17/04/2025	West Mercia Energy	DD	6,859.45		11637953/18427/kitchen gas
17/04/2025	CTC	BACS	86,302.01		April Payroll
22/04/2025	RBS Autopay	BACS	11.75		Bank charges
23/04/2025	EE Ltd	dd	169.80		01288500314/18501/charges
24/04/2025	BACS P/L Pymnt Page 3777	BACS Pymnt	9,439.55		BACS P/L Pymnt Page 3777
25/04/2025	Prism Solutions	DD	2,123.72		217907/18528/IT support
28/04/2025	RBS Credit Card	DD	155.88		Credit card Balance Payoff
30/04/2025	BACS P/L Pymnt Page 3760	BACS Pymnt	12,966.73		BACS P/L Pymnt Page 3760
30/04/2025	BACS P/L Pymnt Page 3765	BACS Pymnt	1,584.99		BACS P/L Pymnt Page 3765
30/04/2025	BACS P/L Pymnt Page 3766	BACS Pymnt	439.89		BACS P/L Pymnt Page 3766
30/04/2025	Mayor's Charity No 1	bacs	1,932.85		Auction & raffle
Total Payments			628,669.00		

Congleton Town Council
Payments Listing for April 2025
Breakdown of Payments made via BACS transfer

		<u>Invoice date</u>						<u>Total Invoices paid</u>	
<u>Date</u>	<u>BACS Page</u>		<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>			
30.04.25	3760	17.02.25	A D Profile	£ 30.00		Unplugged Advert		1	
30.04.25	3760	28.03.25	All Saints Comm Centre	£ 378.00		Luncheon Club		1	
30.04.25	3760	26.03.25	ANSA	£ 694.98		waste removal		1	
30.04.25	3760	28.03.25	Boston Seeds	£ 94.99		Recharge		1	
30.04.25	3760	12.03.25	Branching out	£ 345.60		Trees4Congleton		1	
30.04.25	3760	26.03.25	Beartown Vibes	£ 21.18		Supplier sales		1	
30.04.25	3761	20.03.25	Copper Beech Garden Design	£ 297.60		Partnership		1	
30.04.25	3761	31.03.25	Chronicle	£ 8.00		Supplier sales		1	
30.04.25	3761	31.03.25	Cosy Wren	£ 11.20		Supplier sales		1	
30.04.25	3761	26.03.25	Cutler Cleaning	£ 406.80		green bin liners		1	
30.04.25	3761	31.03.25	CYO	£ 203.30		Ticket sales		1	
30.04.25	3761	31.03.25	Daneside Theatre	£ 2,652.88		Ticket sales		1	
30.04.25	3762	30.03.25	D C Assist	£ 219.00		cleaning service		1	
30.04.25	3762	06.03.25	DJM Nurseries	£ 645.00		Recharge		2	
30.04.25	3762	27.03.25	Door Maintenance Spec	£ 180.00		call out charge		1	
30.04.25	3762	25.03.25	Elizabeth's Group	£ 9.50		Supplier sales		1	
30.04.25	3762	27.02.25	G T Security	£ 651.00		event security		3	
30.04.25	3763	28.03.25	A P Matthews	£ 627.30		Partnership		1	
30.04.25	3763	26.03.25	C [REDACTED]	£ 8.40		Supplier sales		1	
30.04.25	3763	25.02.25	Prestige Gardening	£ 1,920.00		Partnership		1	
30.04.25	3763	13.02.25	Screwfix	£ 160.60		various		4	
30.04.25	3763	23.03.25	Thomson Planning	£ 250.00		Review work		1	
30.04.25	3764	23.03.25	UK Fuels	£ 466.80		Van Fuel		1	
30.04.25	3764	24.02.25	West Wallasey	£ 2,684.60		Van Lease		5	
				<u>£ 12,966.73</u>					
30/04/2025	3765	31.03.25	Boston Seeds	£ 89.99		Sunflower seeds		1	
30/04/2025	3765	28.03.25	Campey Turf Care	£ 214.20		Makita blade		1	
30/04/2025	3765	31.03.25	DJH Business	£ 714.00		PAYE/Payroll		1	
30/04/2025	3765	24.03.25	Allan Harris	£ 8.00		Supplier sales		1	
30/04/2025	3765	24.03.25	Smith of Derby	£ 363.60		Town Hall Clock Service		1	
30/04/2025	3765	30.03.25	UK Fuels	£ 195.20		Van fuel		1	
				<u>£ 1,584.99</u>					
30/04/2025	3766	31.03.25	Arch Publications	£ 180.00		Adverts		2	
30/04/2025	3766	31.03.25	Congleton Garden Machinery	£ 35.00		parts		1	
30/04/2025	3766	17.03.25	Culligan Water	£ 124.69		Town Hall Drinking water		1	
30/04/2025	3766	28.02.25	Marthall Tree Products	£ 100.20		Recharge		1	
				<u>£ 439.89</u>					

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/02/2025	Zoom	CCF01	129.90		Zoom DM
11/02/2025	Pipestock.com	CCF02	53.10		gate valves
13/02/2025	Jotform Ltd	CCF03	293.50		Yearly subscription
27/02/2025	Cheshire East Council	CCF04	350.00		Road Closure order - F & D Fes
Total Payments			<u>826.50</u>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy					
MEETING DATE AND TIME	5 th June 2025 7.00 pm	LOCATION	Congleton Town Hall			
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer					
AGENDA ITEM	18					
REPORT TITLE	Direct Debit and BACS Approvals					
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Bank Transfers). In accordance with our Financial Regulations item 6.7, the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years. This was last approved in 2023.					
Direct Debit list as at current meeting date:						
Originator name		For	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC		TELEPHONE LINES	Active	£105.66	13/03/2025	Quarterly
CHESHIRE EAST		BUSINESS RATES	Active	£2495.00	01/05/2025	Monthly
EE LTD		MOBILE PHONES	Active	£169.80	23/04/2025	Monthly
HMRC E VAT		VAT	Active	£9038.26	12/05/2025	Half Yearly
ICO		DATA PROTECTION FEE	Active	£47	12/05/2025	Yearly
PITNEY BOWES		FRANKING MACHINE POSTAGE	Active	£84.71	06/03/2025	Four Monthly
PRISM BUSINESS DEV		ICT COSTS	Active	£2123.72	25/05/2025	Monthly
PUBLIC WORKS LOANS		LOAN REPAYMENTS	Active	£10888.84	31/03/2025	Half Yearly
QUARTIX LTD		VEHICLE TRACKER COSTS	Active	£613.40	01/04/2025	Quarterly
RBS BUS CREDIT		CREDIT CARD	Active	£155.88	28/04/2025	Monthly
TELECOMS		TELEPHONE COSTS	Active	£183.37	01/05/2025	Monthly
WATER PLUS		WATER RATES	Active	£1175.28	14/03/2025	Quarterly/ Monthly
WEST MERCIA ENERGY		UTILITIES	Active	£6287.78	14/05/2025	Monthly
Decision Requested	1. To note the Direct Debit list. 2. To approve that Direct Debit payments continue for relevant suppliers. 3. To approve that payments by BACS transfer to pay suppliers continue. 4. In line with our Financial Regulations, recommend 1 , 2 and 3 to Council for approval.					