



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CILCA

18th September 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 25th September 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 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 5th June 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 31st July 2025.

11. New Applications for Financial Assistance (Enclosed)

To approve grant applications:

- 11.1- The Green Tree House
- 11.2- Congleton Talking Newspaper2
- 11.3- Electric Picture House Artists Co-operative
- 11.4- No Tier Snooker

12. New Grant Activities Monitoring Forms (Enclosed)

To receive the Grant Monitoring Form:

- 12.1- Wild Salt GR09-2425
- 12.2- RSPCA GR07-2526

13. Management Accounts 2025-2026 (Enclosed)

To receive the management accounts for the financial year to 31st July 2025.

14. Bank Reconciliations (Enclosed)

To receive and consider the bank reconciliation as at 31st July 2025.

15. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st July 2025.

16. List of Payments (Enclosed)

To receive and approve the List of Payments for 1st May to 31st July 2025.

17. Investment Strategy and Policy Review (Enclosed)

To review the Policy and Strategy and recommend to Council on 23rd October 2025 for adoption for the period 9th December 2025 to 8th December 2026.

18. Petty Cash Verification (Enclosed)

To note verification of Petty Cash.

19. Virement of Salary Budgets (Enclosed)

To approve the virement of salaries due to revaluation of staffing structure and recommend this to Council on 23rd October 2025 for approval.

20. Annual Governance & Accountability Return (Enclosed)

To receive the update on the Notice of Conclusion for the Annual Return for 2024-2025.

To: Members of the Finance & Policy Committee

Cllrs: Robert Douglas (Chair) Charles Booth (Vice Chair)

Suzie Akers Smith, Dawn Allen, Russell Chadwick, Mark Edwardson, Arabella Holland, Heather Pearce, Rob Moreton, Liz Wardlaw.

Ex-Officio: Cllr 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 5th June 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 5th June 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr C Booth (Vice Chair)
Cllr D Allen
Cllr R Chadwick
Cllr M Edwardson
Cllr R Moreton

Ex-Officio: Cllr R Brittain (Mayor)

Also present:

Congleton Town Council Officers D McGifford

Members of the public 4

1. Apologies for absence

Cllrs: L Wardlaw, S Akers Smith and S Firkin (Deputy Mayor)

2. Minutes of Previous Meetings

FAP/01/2526 RESOLVED To approve and [sign the minutes of the Finance and Policy Committee held on 27th March 2025](#).

3. Declarations of Interest

Cllrs Moreton and Chadwick declared an interest in any items relating to Cheshire East Council. Cllr Williams declared an interest in item 11.7.

4. Outstanding Actions

FAP/02/2526 RESOLVED To receive updated Action log summary.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

There were none.

8. Minutes of Working Groups

There are none.

9. Committee Items Relating to Working Groups

There are none.

10. Grant Approvals and Commitments

FAP/03/2526 RESOLVED To receive a statement showing the current position as of 30th May 2025.

11. New Applications for Financial Assistance

FAP/04/2526 RESOLVED To approve grant applications:

- 11.1- Wild Salt CIC- GR01/2526- **Awarded £1,000**
- 11.2- Girl Guiding Cheshire- GR02/2526- **Awarded £150**
- 11.3- SOL Theatre School – GR03/2526- **Awarded £365**
- 11.4- Trinity Amateur Operatic Society – GR04/2526- **Awarded £1,000**
- 11.5- 1st Buglawton Scouts – GR05/2526 **Awarded £150**
- 11.6- 1st Buglawton Scouts – GR06/2526 **Awarded £150**
- 11.7- RSPCA Congleton Branch – GR07/2526- **Awarded £200**
- 11.8- Congleton Pride – GR08/2526- **Awarded £600**

12. New Grant Activities Monitoring Forms

FAP/05/2526 RESOLVED To receive the Grant Monitoring Form:

- 12.1- Congleton Pride -GR02/2425

13. Management Accounts 2024-2025 (Enclosed)

FAP/06/2526 RESOLVED To receive the management accounts for the financial year ending 31st March 2025.

14. Management Accounts 2025-2026 (Enclosed)

FAP/07/2526 RESOLVED To receive the management accounts the financial year 2025-2026 to 30th April 2025.

15. Bank Reconciliations

FAP/08/2526 RESOLVED To receive and consider the bank reconciliation as at 30th April 2025.

16. Savings Account Balances

FAP/09/2526 RESOLVED To receive the Savings Account balances as at 30th April 2025.

17. List of Payments

FAP/10/2526 RESOLVED 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

FAP/11/2526 RESOLVED to:

1. Note the Direct Debit list.
2. Approve that Direct Debit payments continue for relevant suppliers.
3. 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.

Action: At the next meeting to provide lists of any contracts we are in and the end dates.

**Meeting closed at 7.50 pm
Cllr Robert Douglas
(Chair)**

Management Accounts

[Management Accounts to 31st March 2025](#): Summary below pages 4-6

[Management Accounts to 31st May 2025: Summary below pages 7-9](#)

Month 12
Percentage 100.0%

Community and Environment Committee

		ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	E VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
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	483	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%	
	Completion Partnership								
301	Completion Partnership Income	0	0	-20,540	20540	0.00%	0.0%	-100.00%	
301	Completion 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			32,153	-32153				Carry forward to 25-26
301	Completion 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	0.00%	0.0%	-100.00%	
302	Community Development Staff Costs	124,336	124,336	106,512	17814	85.67%	85.7%	-14.33%	
	UKSPF: See Grant Recd	0	0	18,000	-18000	0.00%	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	3,733	1265	74.70%	74.7%	-25.30%	
	Campanien 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	145,764	145,764	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	-6,637	6637	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. 2023 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%	
C.E.B.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	BUDGET TO M12	ACTUAL SPEND TO M12	E VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
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 Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	230,529	230,529	222,467	8062	96.50%	96.2%	-3.50%	Moved to EMR
	Grant Expenditure: CEC			15,000	-15000				See below
	Grant Expenditure: Decarb			59,368	-59368				See above
	Town Hall - Income	-119,750	-119,750	-123,828	4078	103.41%	103.4%	3.41%	
	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	Completion 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	5,341	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	806,357	-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	148.75%	148.7%	48.75%	
	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	-449,368	-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			-66,514					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								

Conington Town Council
Management Accounts 2024-25
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	01/04/2024	In	Out	Balance
Reserves as at 31st March 2025	CF 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	57,831	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 Committed Grants: £4199 will be moved to budgets in 25-26	-	4,199		4,199
326 EMR Conington 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	2,553		1,039	1,516
343 EMR Marketing	5,000			5,000
344 EMR Conington 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 CL	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

Month 1
Percentage 8.6%

Community and Environment 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
215: Floral Displays								
Floral Displays Income	-4,000	-333	-6,215	3882	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: Conington Partnership								
Conington Partnership Income	0	0	-300	300	0.00%	0.0%	-8.60%	
Conington Partnership Expenditure	9,971	831	2,294	-1463	276.08%	23.0%	14.41%	Dependant on Partnership, details are issued in Partnership Executive meetings.
Conington Partnership C/F	0	0	-32,133	32133	0.00%	0.0%	-8.60%	Carried forward balance from 24/23
Total Partnership	9,971	831	-30,139	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	321	331	190	63.55%	5.3%	-3.30%	
Green Initiatives	5,000	417	96	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	-230	-730	500	300.00%	25.0%	16.40%	Sponsorship and funding allocated against overspend.
Christmas Fayre/Lights Expenditure	18,000	1,500	0	1500	0.00%	0.0%	-8.60%	Balanced off with surplus income
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	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.
Tourism Expenditure	22,000	1,833	2,938	-1125	161.35%	13.4%	4.85%	Includes Tribute series costs with has income to balance off expenditure
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%	
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

	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
201: Paddling Pool	48,640	4,053	692	3361	17.07%	1.4%	-7.18%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221: Town Hall								
Town Hall - Expenditure	253,392	21,116	21,888	-772	103.66%	8.6%	0.04%	
Town Hall - Income	-111,090	-9,234	-6,607	-2647	71.38%	5.9%	-2.65%	
Grant Income: Decarb			-4,550					Accrued expenses will be paid in May
Net Expenditure over Income	142,342	11,882	10,791	-3419	90.47%	7.5%	-1.06%	

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	1988	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%	See separate account sheet	
Streetscape - Income CEC	-427,199	-35,600	-105,594	73934	307.68%	25.6%	17.04%		
Streetscape - External work income	-17,500	-1,458	-303	-1155	20.78%	1.7%	-6.87%	Awaiting invoicing	
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%	16.09%		
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%	Full Committee Summary	
Expenditure	1,253,580	104,463	90,811	13,652	86.93%	7.2%	-1.36%	Full Committee Summary	
Total income	-1,938,622	-161,552	-810,938		501.96%	41.8%	33.23%	Overall summary includes mayor summary figures not on this sheet	
Total Expenditure	1,939,622	160,225	147,458		92.03%	7.6%	-1.00%	Overall summary	
Net income / Expenditure			-663,474					Remaining in General Reserve	
401: Personnel									
Staff Costs: To date	1,211,260	100,938	88,468	12470	87.85%	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	87.85%	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%		

Congleton Town Council
Management Accounts 2024-25
Apr-25
Page 3/3

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	4,337			4,337
325	EMR Committed Grants	4,159	-	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

Actions Log

Date of Meeting	Item/Resolution	Details of Action 2025-2026	By who	By When?	Latest Update	Progress
27 March 2025	FAP/82/2425	Standing Orders and Financial Regs reviewed and approved, but still to review Procurement Policy and Standing Orders for Contracts.	RFO	asap	Will be updated at September 25 FAP meeting, ready for final approval in October 25 by Council.	In Progress
05 June 2025	FAP/11/2526	Approval of DD/BACS, to go to Council for approval.	RFO	23/10/2025	Report ready for October Meeting	In Progress

Jul-25												
Congleton Town Grant Commitments												
		Specific Budgets										
Date Grant Approved	To	For	Grant Ref	Section	Budget Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved	Paid £	Outstanding	Date Paid
23/01/2025	Congleton Museum	Notional rent		GpoC	CTC/78/2425	25/01/2024		4,500.00	4,500.00	1,500.00	3,000.00	
23/01/2025	Community Projects	Project support		GpoC	CTC/78/2425	25/01/2024		10,000.00	10,000.00	2,500.00	7,500.00	Being paid in instalments
23/01/2025	Congleton Partnership	Rent		GpoC	CTC/78/2425	25/01/2024		1,533.00	1,533.00	511.00	1,022.00	
	St Peter's Church	Church clock maintenance		PCA1957 s2		19/09/2024		300.00			300.00	
Totals							0.00	16,333.00	16,033.00	4,511.00	11,822.00	
	Ear marked reserve b/fwd				£0							
	Budget 2025/26				£16,333							
	Total approved to date				£16,033							
	Total awaiting application				£300							

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	25th September 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	<p>The current available balance for Permitted Financial Assistance applications is £11,735**. This is the second of 5 meetings this year. The total applied for at this meeting is £6,086, when the maximum amount we award is considered, the total is £3,550.</p> <p>**To note, Grant Ref GR08-2526, Congleton Pride were awarded £600 towards their Circus Skill and Arts on the Bridge Day, one of the Acts did not go ahead, and they will not be claiming that part of the award. Therefore, the £350 allocated for that has been returned to the grant fund.</p>		
Details	<p><u>11.1- The Green Tree House</u> They have applied for a grant of £3,000 towards a £32,400 project titled TGTH Food Club, which will cover six food pallets. The applicant has been advised by email that our maximum grant is £1,000.</p> <p>Previous grant awards for food pallets were awarded in 2022-23 £750, 2023-24, £1000. Feedback has been completed for both of these grants. Accounts have been provided for this grant application, and can be seen here: GREEN TREE HOUSE - 1157178 (https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5047694/charity-overview?uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_organisationNumber=5047694)</p> <p><u>11.2- Congleton Talking Newspaper</u> They have applied for a grant of £1,000 towards a project total cost of £3,500. The project is to update the recording studio to meet current safety regulations. No grants in the last 3 financial years.</p>		

	<p><u>11.3- Electric Picture House Artists Co-operative</u></p> <p>They have applied for a grant of £550 to cover materials and artist costs; the total project cost is £1100. A question has been raised as to what the extra amount requested is to cover. No grant wards in the past 2 years.</p> <p><u>11.4- No Tier Snooker</u></p> <p>They have applied for a grant of £1,536 towards a total project cost of £4500. The grant would be to contribute to hiring fees for the snooker support group for the yearly sessions. They have been advised by email that the maximum grant award amount is £1,000.</p>
Decision Request	To discuss and approve grant awards.



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

Application Reference (Office use only): GR09/2526	
<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:	Green Tree House
Address of Organisation:	20 Lawton Street Congleton, Cheshire CW12 1RP
Name of Applicant:	Amanda Beech
Position:	chair Woman
Telephone Number:	
Email address:	
Website:	
Registration Number (If relevant)	1157178
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	CIO
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>Green Tree House is a not-for-profit community organisation (CIO) ran entirely by volunteers supporting residents of Congleton (population 26,500). Our aims are to act as a resource for children, young people and their families and carers who are in need of such a resource by reason of their youth, disability, financial hardship or social circumstance within Congleton Town and surrounding areas. With the object of improving their conditions of life.</p> <p>GTH aims to improve health & wellbeing within the community and has operated a community café in Biddulph since 2016. However, trustees decided to launch a social supermarket (Green Tree House Food Club) alongside the café in October 2020 to reduce food poverty and a second branch was opened in Congleton in November 2021.</p> <p>This specific initiative is proving to be a critical lifeline to hundreds of local families struggling with the cost-of-living crisis by enabling them to buy branded food items at discounted rates which would ordinarily cost four times more at a mainstream supermarket.</p> <p>Year ending 2023/2024 we spent £31,232 on food to support our community. The need for our service continues to grow. With the support from this grant we would be able to buy food pallets and frozen food pallets, to buy from local supermarkets such as Tesco, Aldi, Sainsbury</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	TGTH Food Club
Project Objectives:	to support the most vulnerable in our community, to help ease food poverty.
Brief Project Description:	The food club is supporting by offering people a wider variety of nutritionally balanced food options, including frozen, chilled products and branded food items at discounted rates which would ordinarily cost four times more at a mainstream supermarket. We provide resources to our customers about nutrition, meal planning and cooking, this helps customers make informed choices and improve their overall health. Our figures for year ending 31st July 2024 food club tickets 5,919 Beneficiaries 2, 931 Expanded Beneficiaries 8,797 Total meals 17,7757
Total Cost of Project	Approx. £32,400
Total contribution sought:	£3,000
Details of cost breakdown and budgets:	Ambient food pallet x 6
What will the money be spent on?/ Resources needed:	Food pallets which contain Pasta, Pasta sauces, Rice, tinned Meat tinned meals, cereals such as corn flakes weetabix, Coco pops
Any ongoing costs:	the charity is sustainable with its core bills, we just need support with the pallets of food.
Details of confirmed match funding, include source Cash/Grant: In kind:	Biddulph Town Council we have 20 volunteers who donate their time freely
Estimated timescale of project from start to finish:	The food club is an ongoing project

4: POTENTIAL BENEFITS/ OUTPUTS

What are the potential benefits/outputs to residents of Congleton	Overall, social supermarkets play a crucial role in supporting local communities by addressing food insecurity, promoting economic relief, fostering community spirit reducing food waste, improving health outcomes, and empowering individuals
Are there similar services/ projects provided in the area	Congleton has a couple of local foodbanks, however they only open once per week.

5: EVALUATION

How will the project be evaluated and who will	The charity treasure records the numbers of customers ach week and how much they are spending, we report these figures back to councils, Danc housing,
--	--

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	The charity has a large following on Facebook and Instagram, we have a good relationship with Congleton Chronicle and any media publicity we will always promote the support from Congleton Town Council
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 Yes
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO 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:		Date:	03/06/2025
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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): CR10-2526

☐ Approved £ ☐ Paid ☐ M.Form ☐ Complete

1: CONTACT DETAILS

Name of Organisation:	CONGLETON TALKING NEWSPAPER
Address of Organisation:	[REDACTED]
Name of Applicant:	Valerie Hollins
Position:	Liasion Officer
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	www.conletontalkingnewspaper@gmail.com
Registration Number (If relevant)	Charity number-507707

2: ABOUT YOUR ORGANISATION

What type of organisation are you?	Charitable Trust
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>We provide weekly recordings mainly from the Congleton Chronicle, Bare Necessities and other publications locally. News of people, local events, pharmacies, doctors, emergency services, deaths and other items of general interest. It is a service provided by 50 volunteers for the visually impaired and other disabilities in the local community. Some of the listeners are on their own and due to age demographics have no access to the internet so the recording is a life line for many.</p> <p>There are editors, prep teams, readers, copiers, technicians, administrators, cleaners and house managers who all play their part in producing this weekly service. Since 1976 the aim has been to continue to give those who are unable to access written print some link to the town and its news.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Recording studio safety upgrade
Project Objectives:	To update the recording studio in order to meet current safety legislation
Brief Project Description:	<p>To get the building up to legal requirements for the safety assessor</p> <p>To replace fire hazards with new fittings/furnishings where appropriate</p> <p>To enable us to continue to provide the service</p>
Total Cost of Project	£3500
Total contribution sought:	£1000
Details of cost breakdown and budgets:	<p>Lighting/Electrical quote-£857.38</p> <p>Security-597.98</p> <p>Curtains quote-£587 plus VAT = £704.44</p> <p>Carpet quote to follow -£ 1000??? awaiting checks on fire safety and their instructions.</p>
What will the money be spent on?/ Resources needed:	Electric and Fire safety improvements mainly
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant:	<p>Coffee morning – St Stephens £ 436.45</p> <p>Raffle by CTN- £80</p>
In kind:	Hoping to do a raffle 27/9/2025 in town at the Green Fayre.
Estimated timescale of project from start to finish:	July 2025- Dec 2025
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	<p>Continued access to news via a recording from the Studio.</p> <p>To help prevent loneliness and isolation. For many it is a lifeline as many have no access to IT or the internet at all.</p>
Are there similar services/ projects provided in the area	No
5: EVALUATION	
How will the project be evaluated and who will	The fire safety officer and risk assessor will see that the work in the studio enables us to continue and meets the current safety legislation.

carry out the evaluation?	Fire Risk Assessor
Describe how you will promote the Town Council in your project.	Acknowledgement to the work of the Town Council will be via the recordings as appropriate. Articles to that effect in the Chronicle and also on our boards at public functions and gatherings. We have recently published an article in the Chronicle about volunteers and help in general but not financial.
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

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Signed:	Valerie Hollins	Date:	20/7/2025
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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): GR11-2526	
<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:	Electric Picture House Artists Co-operative
Address of Organisation:	Electric Picture House, 1st Floor, Spindle Mill, Spindle Street, Congleton, CW12 1QN
Name of Applicant:	Petra Lea
Position:	Coordinator/ Artist
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Non profit
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>The Electric Picture House provides affordable artists' studios, a gallery and workshop space for artists and local residents in the Congleton area. We are involved with a number of Community Projects, and provide free art and theatre workshops for children in the holiday periods.</p> <p>We work with organisations in the town including Friends For Leisure, Carers4All to provide therapeutic art activities for disadvantaged children, young adults and also children with special needs.</p> <p>We provide a platform for increased access to the Arts for people in the locale, through professional theatre performances, music events, exhibitions and interactive activities.</p> <p>We also work in partnership with Congleton Community Projects, Congleton in Bloom, Congleton Town Council and Congleton Jazz and Blues.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Art Workshops For The Visually Impaired
Project Objectives:	To provide access to creative activities for people with visual impairment
Brief Project Description:	<p>The Electric Picture House will be running 3 art workshops for the visually impaired to increase access to the Arts in the community. This will enable us to help the Town Council to promote a more inclusive town.</p> <p>The workshops will focus on tactile experiences and sensory materials to engage participants. The sessions will enable creative expression through clay, collage and textured painting, allowing people with sight loss to explore art and realise their creative potential.</p> <p>There will be three days of preparation and finishing, and three art workshops. We will also aim to do a small exhibition of the finished work.</p>
Total Cost of Project	£1100
Total contribution sought:	£550
Details of cost breakdown and budgets:	Materials £150 Contingency £50 Room Hire £150 Admin £50 Artist Fees at reduced rate £700
What will the money be spent on?/ Resources needed:	Materials: Clay Sculpting implements Paint Brushes Canvases Glue Mosaic Tiles Part payment of artists' fees.
Any ongoing costs:	n/a
Details of confirmed match funding include the source Cash/Grant:	Inclosure Trust £350 applied for not confirmed
In kind:	£150 Room Hire £50 Admin fee
Estimated timescale of project from start to finish:	Four Weeks
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	These workshops will benefit the visually impaired community and their families and illustrate that Congleton is a caring and accessible town for people of all abilities.

	The intended output would be that the participants will continue to access the Arts, expand accessibility to more people and demonstrate that anyone can take part in creative pursuits.
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?	The project will be evaluated by the participants themselves through questionnaires and their reactions to the workshops. We will also be approaching the East Cheshire Eye Society for their thoughts and reactions.
Describe how you will promote the Town Council in your project.	The Town Council will be promoted through advertising for the project and increased awareness of their Equal Access Action Plan.
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/NO

Declaration

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Signed:	Petra Lea	Date:	12/09/2025
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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): GR12/2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
1: CONTACT DETAILS	
Name of Organisation:	No Tier Snooker
Address of Organisation:	[REDACTED] Congleton Cheshire CW12 [REDACTED]
Name of Applicant:	Ian Carter
Position:	Founder
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	notiersnooker.co.uk
Registration Number (If relevant)	N/A
2: ABOUT YOUR ORGANISATION	
What type of organisation are you?	Constituted Group
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>I am writing on behalf of No Tier Snooker, a community initiative based in Congleton, dedi to supporting people living with early onset dementia and frontotemporal dementia (FTD) with their families and carers.</p> <p>Snooker is at the heart of what we do – it provides not only enjoyment but also:</p> <ul style="list-style-type: none"> • Cognitive stimulation – helping members stay mentally active. • Social connection – reducing loneliness and isolation. • Confidence & wellbeing – creating a positive, inclusive space where everyone is walking i the same shoes and valued <p>Our club is growing, and the impact we are making is life-changing for many in our comm To continue this vital work, we are seeking support from local companies who share our va of compassion, inclusion, and community spirit.</p> <p>Your donation or sponsorship would help us to:</p> <ul style="list-style-type: none"> • Keep sessions affordable and accessible. • Provide specialist support and activities for people affected by Early on set dementia and FTD • Fund events and awareness programmes to reduce stigma and raise understanding. <p>In return for your generosity, we would be delighted to:</p> <ul style="list-style-type: none"> • Recognise your support on our posters, flyers, and social media. • Publicly thank your company at events. • Feature your business as a community supporter on our website and newsletters. <p>1/2 We would be extremely grateful if you would consider making a donation or becoming a s of No Tier Snooker. Every contribution, big or small, makes a direct difference to the lives c people in Congleton living with dementia and FTD.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	NO Tier Snooker
Project Objectives:	To subsidise weekly meetings
Brief Project Description:	We are looking to achieve a environment where the members Donate each week as we know individuals are not turning up each week as they cant afford to , we do subsidise these payments But not enough to accommodate all that needs helping
Total Cost of Project	1 day a week costs the club £4500.00 PA
Total contribution sought:	2 Tables out of 7 no £1,536.00
Details of cost breakdown and budgets:	1 Table cost per week = £16.00 we use up to 7 no tab depending on numbers , we use a guaranteed 5 no ta per week
What will the money be spent on?/ Resources needed:	Subsidising the members reducing there weekly costs
Any ongoing costs:	Weekly
Details of confirmed match funding, include source Cash/Grant: In kind:	NONE
Estimated timescale of project from start to finish:	On Going
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Rest bite for carers and a friendly environment for members th have been diagnosed with Early on set Dementia / FTD Frontal Temporal Dementia early Alzimers
Are there similar services/ projects provided in the area	Not In Congleton or the North west of England
5: EVALUATION	
How will the project be evaluated and who will	The Project is weekly on going

carry out the evaluation?	The weekly costs and income is recorded with the Treasurer
Describe how you will promote the Town Council in your project.	on our website and news letters along with promotions with our supporters Steve Davis and Dennis Taylor
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 ^{YES}
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO YES Please

Declaration

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Signed:	Ian Carter	Date:	15/9/2025
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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

Monitoring form Congleton town council

Wild Salt CIC



Sorry I don't know the grant reference number GR09/2425

Total project cost was £2500 - there were more people than we thought attended so ingredients costs were more and we had to buy another portable hob and pan

I sent all receipts through the Serena for the ingredients

£1000 paid for the ingredients

Project information

No profit was made from the project. We used £1500 of money we raised from supper clubs and paid for cooking classes to pay for the equipment and aprons, and some costs for the printing of the ingredients, admin costs.

The project was completed in February 2025

The difference that it made was incredible, it meant we were able to host the cooking classes, without that money we would have not been able to afford the classes. The money was imperative for the ingredients.

We hosted the free cooking classes over 10 people attended each one, understanding the importance of how to create healthy food, how to impart flavour through cheap products such as spices and how to use food to increase mental health. Without the money we would not have been able to host any of these classes. THANK YOU!

The feedback from the clients was incredible, 'this has got me out of bed', I can't believe you are talking to us about where to buy the ingredients I can never find them' and thank you for giving your time to teach us different recipes that are so quick and easy, I really enjoyed the jars that I just needed to add water to'.

I thanked Congleton town council for the money on Instagram and Facebook for their generosity!

Yes the pictures and photos have already been used but yes I give permission for them to be used.

Feedback - The town council grant scheme was incredibly straightforward, easy and the most amazing staff on the council team. Dedicated to the residents of Congleton. I sent several emails to Serena and she very kindly spoke to me about how and what receipts could be included. I have found the process and access to the building really amazing, Thanks so much. No improvements for the grant scheme. I applied via email. I understood the process.

Thanks so much

Esther



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	RSPCA, Macclesfield, SE Cheshire & Buxton Branch		
Address:	Swallows Nest Dial Lane Congleton CW123QJ		

2. Grant Information

Grant Reference Number:	GR07/2526		
Total project cost:			

Receipts Attached?	No	Receipt Amount:	
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Please list receipts below:

3. Project Information

When did the project commence?	6.7.25		
--------------------------------	--------	--	--

Did you make a profit from the project? Yes No

All monies received from grants and sponsorship went towards setting up and running the event. Our Branch of the RSPCA made our monies from the charge s made to enter the dog show(£2) and from our tombola,raffle and retail stalls.

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

The event was hugely successful with around 300-400 in attendance. We had entries from 223 owners for our dog show. As we are all volunteers in the Branch all monies we received has gone to re-homing and welfare of animals that come into our care. We also provide financial support to local people who may experience difficulty in paying vets fees.

In addition we were able to invite 12 local charities to attend free of charge to showcase their activities.

We also ran educational and fun events for children

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

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

On our website and through social media

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 received first class service and regular communication from the day the application was put in to receipt of payment.

Thank you very much

How did you apply? Online

Do you feel that you understood the process? Yes

Please rate the following elements:

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	25th September 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM	13		
REPORT TITLE	Management Accounts 2025-2026		
Background	<p>The year-to-date income and expenditure should be presented to the Finance and Policy Committee for review on a regular basis, in accordance with our Financial Regulations.</p> <p>This report covers the Management Accounts and Variance analysis for the period to 31st July 2025, month 4, to accompany the attached spreadsheets in Appendix 13.1-6.</p>		
Update	<p>Month 4 equates to 33.3% expected spending/income. Please see the summary sheet, Appendix 13.1-6, 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 4.</p> <p><u>Finance and Policy Committee</u></p> <p>See Appendix 13.1</p> <p>Income: 48% as the first Precept payment has been made, the second Precept payment is due around 5th September.</p> <p>Expenditure: 39.6%. No issues to note to date, any current overspends at month 4 are noted in the appendix.</p> <p>Civic Cost Centre-Website: There will be a request made to access the Marketing EMR to use for the final costs to finish the website build. This is to finalise and move all the data across.</p> <p>Partnership: There will be a request made to Council to draw funds from the £10,000 reserves set aside for the Partnership; this will be to support projects over the next 3 years.</p> <p><u>Community and Environment Committee</u></p> <p>See Appendix 13.1 and 13.4</p>		

Income: 311%, includes donations and sponsorship for Floral, which is over the expected budget, and Partnership income of £3,240, which does not have a set expected budget.

Expenditure: 22.8%: No issues to note to date.

Town Hall, Assets and Services Committee

See Appendix 13.2, 13.3, 13.5 and 13.6

Town Hall Appendix 13.2

No issues to note to date. These figures have been presented to Town Hall, Assets and Services Committee with future booking information, see [Item-7-Management-Accounts-Town-Hall.pdf](https://www.congleton-tc.gov.uk/wp-content/uploads/2025/09/Item-7-Management-Accounts-Town-Hall.pdf) (<https://www.congleton-tc.gov.uk/wp-content/uploads/2025/09/Item-7-Management-Accounts-Town-Hall.pdf>)

Commissions CP: Quarter 1 commissions have now been received and appear in the accounts for month 6; to date, commissions are £2,207.

Streetscape Appendix 13.3

Vehicle Lease costs: This will be overspent based on current requirements and costs; part of this was due to one of our own mowers requiring a repair, which was not completed in time for the mowing season. Repairs have been completed, and the hire contract ended.

Information Centre Appendix 13.5

Expenditure

Nothing further to add from the notes in the account summary.

Direct Sales

- Sales Income £16,075 (includes commission)
- Sales Expenditure £11,225

Paddling Pool Appendix 13.6

Pool chemicals: As noted this will be overspent by more than the 15% variance and will therefore be noted at a Council meeting. [The weather has been warm and sunny this year, which causes the chemicals used to burn off quicker]

	<p><u>Staffing Costs</u></p> <p>The annual pay NJC Pay Agreement award was agreed in July 2025, which was 3.2%, this was paid in the August pay run, so it will show in the next set of accounts.</p> <p><u>VAT Returns</u></p> <p>All returns submitted as per deadlines, yearly details: Q4: 25-26 Payment to HMRC of £9038.26 Q1 : £677.35 reclaim Q2: Due 7th November 2025 Q3: Due 7th February 2026 Q4: Due 7th May 2026</p> <p><u>Reserves</u></p> <p>Current Ear Marked Reserves are included for noting, plus any notes on current known requests for movement/use.</p>
Decision Request	<ol style="list-style-type: none"> 1. To receive the Management Accounts for the current financial year to 31st July 2025.

	OK
	Monitor
	Over/Under (Exp./Income)

Month 4

Percentage 33.3%

Finance and Policy Committee

101: Corp Management							
Staff Costs (re-allocated)	245,382	81,794	82,566	-772	100.94%	33.6%	0.35%
Travel	250	83	0	83	0.00%	0.0%	-33.30%
Training / Conferences	2,500	833	0	833	0.00%	0.0%	-33.30%
Rent Payable	17,017	5,672	5,672	0	99.99%	33.3%	0.03%
Miscellaneous Office Costs	2,000	667	315	352	47.25%	15.8%	-17.55%
Telephone/Fax/Internet	3,000	1,000	1,139	-139	113.90%	38.0%	4.67%
Postage	1,000	333	71	262	21.30%	7.1%	-26.20%
Stationery & Printing	3,300	1,100	678	422	61.64%	20.5%	-12.75%
Subscriptions & Publications	5,100	1,700	2,951	-1251	173.59%	57.9%	24.56%
Insurance	16,243	5,414	15,965	-10551	294.87%	98.3%	64.99%
Computer/IT Costs	25,000	8,333	13,276	-4943	159.31%	53.1%	19.80%
Photocopy Charges	2,000	667	459	208	68.85%	23.0%	-10.35%
Recruitment Advertising	500	167	462	-295	277.20%	92.4%	59.10%
Bank Charges	1,240	413	333	80	80.56%	26.9%	-6.45%
Audit Fees - External	2,500	833	0	833	0.00%	0.0%	-33.30%
Audit Fees - Internal	1,900	633	0	633	0.00%	0.0%	-33.30%
Accountancy Support	5,300	1,767	480	1287	27.17%	9.1%	-24.24%
Legal & Professional fees	3,500	1,167	2,943	-2355	252.26%	84.1%	50.79%
HR & H&S support	5,000	1,667	2,558	-891	153.48%	51.2%	17.86%
Central Overheads reallocated	-78,320	-26,107	-37,535	11428	143.78%	47.9%	14.63%

Corporate Management-Expenditure

264,412	88,137	92,333	-4774	104.76%	34.9%	1.62%
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Precept 2025-2026	-1,333,233	-444,411	-666,617	222206	150.00%	50.0%	100.00%
Interest Receivable	-30,000	-10,000	-6,694	-3306	66.94%	22.3%	44.63%
Miscellaneous Income	0	0	0	0	0.00%		

Corporate Management-Income

-1,363,233	-454,411	-673,311	218900	148.17%	49.4%	16.09%
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Net Income Over Expenditure

-1,098,821	-366,274	-580,978	214126	158.62%	52.9%	19.57%
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102: Civic

Staff Costs (re-allocated)	21,097	7,032	2,056	4976	29.24%	9.7%	-23.55%
Training / Conferences	1,000	333	25	308	7.50%	2.5%	-30.80%
Stationery & Printing	550	183	0	183	0.00%	0.0%	-33.30%
Marketing/Promotions	1,200	400	396	4	99.00%	33.0%	-0.30%
Council Newsletter	8,700	2,900	1,688	1212	58.21%	19.4%	-13.90%
Council Website	2,000	667	1,085	-418	162.75%	54.3%	20.95%
Mayor's Allowance	3,000	1,000	3,000	-2000	300.00%	100.0%	66.70%
Members Expenses	200	67	0	67	0.00%	0.0%	-33.30%
Civic Expenses	9,500	3,167	3,874	-707	122.34%	40.8%	7.48%
Civic Regalia	250	83	205	-122	246.00%	82.0%	48.70%
Hall & Room Hire	6,500	2,167	2,188	-21	100.98%	33.7%	0.36%
Civic Artefacts and Treasures	500	167	0	167	0.00%	0.0%	-33.30%
Election Expenses	5,500	1,833	5,500	-3667	300.00%		
Central Overheads reallocated	1,696	565	820	-255	145.05%	48.3%	15.05%

Civic-Expenditure

61,693	20,564	20,837	-273	101.33%	33.8%	0.48%
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107: Grants

Initial Grant Commitment	15,000	5,000	1,675	3325	33.50%	11.2%	-22.13%
Subsidised Use	4,500	1,500	0	1500	0.00%	0.0%	-33.30%
Tfr from EMR Committed Grants	0	0	-4,199	4199			-33.30%
Specified Grants	16,333	5,444	12,711	-7267	233.47%	77.8%	44.52%
C/F to 26-27							

Grants-Expenditure

35,833	11,944	10,187	1757	85.29%	28.4%	-4.87%
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Capital

61,778	20,593	40,000	-19407	194.24%	64.7%	31.45%
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F&P Income - Income	-1,363,233	-454,411	-677,991	223580	149.20%	49.7%	16.43%	Full Committee Summary includes Mayor cost centre Income £5,571
Expenditure	423,716	141,239	167,774	-26535	118.79%	39.6%	6.30%	Full Committee Summary includes Mayor cost centre expenditure £116

NOTES

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

Start of year invoices received
Full year for Zurich and Critical Illness paid to date.
£1461: Windows 11 works, new starter costs and annual subscription included in total

For 2 vacancies in 25-26

Legal fees for lease work.
2 quarters paid

Paid in April and September
Paid in arrears will catch up.

Annual subscription/hosting fees paid in full
Paid in full

3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday.
2 replacement flags required.
Dependant on civic bookings.

Full amount moved to Earmarked Reserves at start of financial year.

Month 4

Percentage 33.3%

Community and Environment Committee

215: Floral Displays

Floral Displays Income	-4,000	-1,333	-7,140	5807	535.50%	178.5%	145.20%
Floral Displays Expenditure	16,172	5,391	13,014	-7623	241.42%	80.5%	47.17%
Total Floral	12,172	4,057	5,874	-1817	144.77%	48.3%	14.96%

241: Allotments

Allotments Income	-190	-63	0	-63	0.00%	0.0%	-33.30%
Allotments Expenditure	1,200	400	50	350	12.50%	4.2%	-29.13%
Total Allotment	1,010	337	50	287	14.85%	5.0%	-28.35%

300: Public Realm

301: Congleton Partnership

Congleton Partnership Income	0	0	-3,240	3240	0.00%	0.0%	-33.30%
Congleton Partnership Expenditure	9,971	3,324	16,415	-13091	493.88%	164.6%	131.33%
Congleton Partnership C/F		0	-32,153	32153	0.00%	0.0%	-33.30%
Total Partnership	9,971	3,324	-18,978	22,302	-571.00%	-190.3%	-223.63%

302: Community Development

Community Development Staff Costs	137,755	45,918	36,430	9488	79.34%	26.4%	-6.85%
Community Development Marketing/Promotions	6,250	2,083	766	1317	36.77%	12.3%	-21.04%
Green Initiatives	5,000	1,667	128	1539	7.68%	2.6%	-30.74%
Campaign Expenditure	1,000	333	388	-55	116.40%	38.8%	5.50%
Tfr to EMR	0	0	0	0	0.00%	0.0%	-33.30%
Tfr From EMR	0	0	0	0	0.00%	0.0%	-33.30%
Community Development Overheads	11,072	3,691	5,353	-1662	145.04%	48.3%	15.05%
Total Community Development	161,077	53,692	43,065	10,627	80.21%	26.7%	-6.56%

303: Crime

Crime Reduction/CCTV Expenditure	11,426	3,809	0	3809	0.00%	0.0%	-33.30%
Total Crime	11,426	3,809	0	3809	0.00%	0.0%	-33.30%

305: Christmas

Christmas Fayre/lights Income	-3,000	-1,000	-826	-174	82.60%	27.5%	-5.77%
Christmas Fayre/lights Expenditure	18,000	6,000	23	5977	0.38%	0.1%	-33.17%
Total Christmas	15,000	5,000	-803	5803	-16.06%	-5.4%	-38.65%

310: Neighbourhood Plan

Neighbourhood Plan	5,500	1,833	3,430	-1597	0.00%	0.0%	-33.30%
Neighbourhood Plan Tfr From EMR	0		-3,250	3250	0.00%	0.0%	-33.30%
Total Neighbourhood Plan	5,500	1,833	180	1653	0.00%	0.0%	-33.30%

321: Tourism

Tourism Income	0	0	-10,903	10903			-33.30%
Tourism Expenditure	22,000	7,333	16,740	-9407	228.27%	76.1%	42.79%
Total Tourism	22,000	7,333	5,837	1496	79.60%	26.5%	-6.77%

351: Luncheon Club

	12,000	4,000	2,194	1806	54.85%	18.3%	-15.02%
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C.E & S	Income	-7,190	-2,397	-22,109	19712	922.49%	307.5%	274.20%	Full Committee Summary
	Expenditure	262,346	81,807	59,738	22069	73.02%	22.8%	-10.53%	Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL TO M4	£ VARIANCE OF M4 BUDGETS	% AGAINST M4 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
								Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
								Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
201: Paddling Pool	48,640	16,213	17,096	-883	105.44%	35.1%	1.85%	See Appendix
221: Town Hall								
Town Hall - Expenditure	253,392	84,464	82,886	1578	98.13%	32.7%	-0.59%	See Appendix
Town Hall - Income	-111,050	-37,017	-40,369	3352	109.06%	36.4%	3.05%	
Net Expenditure over Income	142,342	47,447	42,517	4930	89.61%	29.9%	-3.43%	

225: Congleton Information Centre									
CIC - Expenditure	90,104	30,035	40,086	-10051	133.47%	44.5%	11.19%	See Appendix	
CIC - Income	-11,550	-3,850	-16,075	12225	417.53%	139.2%	105.88%		
Net Expenditure over income	78,554	26,185	24,011	2174	91.70%	30.6%	-2.73%		
263: Public Toilets									
	8,900	2,967	1,226	1741	41.33%	13.8%	-19.52%		
270: Cenotaph									
	375	125	99	26	79.20%	26.4%	-6.90%		
280: Streetscape									
Streetscape Expenditure	852,149	284,050	290,926	-6876	102.42%	34.1%	0.84%	See Appendix	
Streetscape - Income CEC	-427,199	-142,400	-219,067	76667	153.84%	51.3%	17.98%		
Streetscape - External work income	-17,500	-5,833	-9,159	3326	157.01%	52.3%	19.04%		
Streetscape - Misc. Income	-900	-300	0	-300	0.00%	0.0%	-33.30%		
S/S Income	-445,599	-148,533	-228,226	79693	153.65%	51.2%	17.92%		
Net Expenditure over Income	406,550	135,517	62,700	72817	46.27%	15.4%	-17.88%		
THAS Income	-568,199	-189,400	-284,670	95,270	150.30%	50.1%	16.80%	Full Committee Summary	
THAS Expenditure	1,253,560	417,853	432,319	-14,466	103.46%	34.5%	1.19%	Full Committee Summary	
Total Income	-1,938,622	-646,207	-984,770		152.39%	50.8%	17.50%	Overall summary includes mayor summary figures not on this sheet Overall summary Rounding allowed	
Total Expenditure	1,939,622	640,899	659,831		102.95%	34.0%	0.72%		
Net Income /Expenditure			-324,943						
401: Personnel									
1* Staff Costs: To date	1,211,260	403,753	383,370	20383	94.95%	31.7%	-1.65%		
Personnel with Pay Award for reference									
Permanent Staff Costs - Included budget pay award *1	1,211,260	403,753	383,370	20383	94.95%	31.7%	-1.65%		
Add on budgeted pay award to current month			15,335						
Add on Temp/Agency			0						
Total	1,211,260	403,753	398,705		98.75%	32.9%	-0.38%		

Congleton Town Council
Management Accounts 2025-26
Jul-25

Page 3/3

	£	£	£	£
Reserves as at 31st July 2025	01/04/2025 CF Balance	In	Out	Balance 31/07/25
310 General Reserve	343,771			343,771
Ear Marked Reserves				
318 Capital Equipment Fund	457	25,000	5,347	20,110
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		3,250	2,219
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/ Boiler Replacement	79,691	-		79,691
357 EMR Election Expenses	-	5,500	-	5,500
EMR TOTALS	474,100	45,500	44,949	474,651

Congleton Partnership will be making a request to draw down on these funds.

A request is due to be made to Council to allocate this to the remaining expenditure to complete the project by October 25

Approved that funds will be transferred to Boiler Replacement costs

Congleton Town Council
Management Accounts 2025-26
TOWN HALL

Jul-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 4
Percentage 33.3%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL TO M4	£ VARIANCE OF M4 BUDGETS	% AGAINST M4 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000	Staff Costs (re-allocated)	81,150	27,050	27,075	-25	100.1%	33.4%	0.06%
4008	Training	1,000	333	0	333	0.0%	0.0%	-33.30%
4009	Protective Clothing\H & Safety	550	183	372	-189	202.9%	67.6%	34.34%
4010	Cleaners	8,400	2,800	2,467	333	88.1%	29.4%	-3.93%
4011	Rates	25,449	8,483	9,980	-1,497	117.6%	39.2%	5.92%
4012	Water	7,875	2,625	2,194	431	83.6%	27.9%	-5.44%
4014	Electricity	33,000	11,000	6,019	4,981	54.7%	18.2%	-15.06%
4015	Gas	30,000	10,000	2,345	7,655	23.5%	7.8%	-25.48%
4016	Cleaning materials	2,250	750	772	-22	102.9%	34.3%	1.01%
4017	Refuse Disposal	2,350	783	986	-203	125.9%	42.0%	8.66%
4020	Miscellaneous Office Costs	2,500	833	886	-53	106.3%	35.4%	2.14%
4025	Insurance	14,346	4,782	13,969	-9,187	292.1%	97.4%	64.07%
4033	Marketing/Promotions	3,500	1,167	90	1,077	7.7%	2.6%	-30.73%
4040	Maintenance Contracts	9,000	3,000	4,594	-1,594	153.1%	51.0%	17.74%
4041	Property Maintenance	21,300	7,100	3,774	3,326	53.2%	17.7%	-15.58%
4065	Architect/Surveyor Fees	0	0	1,645	1,645			
4068	Licences (incl PRS)	4,200	1,400	4,235	-2,835	302.5%	100.8%	67.53%
6000	Central Overheads Reallocated	6,522	2,174	3,154	-980	145.1%	48.4%	15.06%
	Town Hall Expenditure	253,392	84,464	81,267	3,197	96.2%	32.1%	-1.23%
3020	Catering costs	0	0	1,334	-1,334			
3021	Security Supplies	0	0	285	-285			
		0	0	1,619	1,619			
	Total Town Hall Expenditure	253,392	84,464	82,886	1,578	98.1%	32.7%	-0.59%
1009	Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	0.03%
1011	Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-10000	-9598	-402	96.0%	32.0%	-1.31%
1014	Letting Income - Bridestones	-5000	-1667	-858	-809	51.5%	17.2%	-16.14%
1015	Letting Income - Spencer Suite	-5000	-1667	-2065	398	123.9%	41.3%	8.00%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-33.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-25	-3975	0.6%	0.2%	-33.09%
1021	Letting Income - Internal	-9000	-3000	-2872	-128	95.7%	31.9%	-1.39%
1022	Letting income - F&F	-2500	-833	-667	-166	80.0%	26.7%	-6.62%
1023	Commission- CP	-6000	-2000	0	-2000	0.0%	0.0%	-33.30%
1024	Letting Income- Security	0	0	-817	817		0.0%	-33.30%
1035	Service Charges - Brasserie	-4000	-1333	-1331	-2	99.8%	33.3%	-0.03%
1037	Service Charges - Other	-5000	-1667	-798	-869	47.9%	16.0%	-17.34%
1038	Letting Income- Offices	0	0	-1167	1167			
1051	Catering Sales (recharges)	0	0	-1816	1816		0.0%	-33.30%
1199	Miscellaneous income	0	0	0	0			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-37017	-40369	3352	109.1%	36.4%	3.05%
	Net Expenditure over Income	142,342	47,447	42,517	4,930	89.6%	29.9%	-3.43%

NOTES

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

Top up of uniform

Paid over 10 months rather than 12

Cost increase, review/quote exercise taking place

Full year for Zurich and Critical Illness paid to date.

Start of year 1st quarter costs
£1200 is upgrade to electricity box
Salix Grant project, see below
Music License paid in full

Recharged to customers
Recharged to customers

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

Recharge to customers
Dependant on use by Commercial Partner
Dependant on use by Museum

Recharge to customers

Grant income for Surveyor fees, 24-25 c/f

	OK
	Monitor
	Over/Under (Exp./Income)

Month 4
Percentage 33.3%

STREETSCAPE

ANNUAL BUDGET	BUDGET TO M4	ACTUAL TO M4	£ VARIANCE OF M4 BUDGETS	% AGAINST M4 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000 Staff Costs	629,524	209,841	194,238	15,603	92.6%	30.9%
4008 Training	3,200	1,067	0	1,067	0.0%	-33.30%
4009 Protective Clothing\H & Safety	5,900	1,967	2,619	-652	133.2%	44.4%
4013 Office rent	2,000	667	667	-0	100.0%	33.4%
4016 Cleaning Materials	8,000	2,667	1,492	1,175	56.0%	18.7%
4021 Telephone	1,175	392	201	191	51.3%	17.1%
4025 Insurance	10,369	3,456	9,978	-6,522	288.7%	96.2%
4041 Property maintenance	1,500	500	60	440	12.0%	4.0%
4043 Horticultural etc Supplies	14,000	4,667	11,327	-6,660	242.7%	80.9%
4047 Vehicle maintenance/Serv etc	12,800	4,267	2,115	2,152	49.6%	16.5%
4048 Vehicle fuel and oil	16,285	5,428	5,555	-127	102.3%	34.1%
4049 Vehicle rental charges	81,000	27,000	34,248	-7,248	126.8%	42.3%
4050 Street Cleansing	8,000	2,667	2,060	607	77.3%	25.8%
4152 Propagation Unit	2,500	833	70	763	8.4%	2.8%
4162 General expenditure	5,300	1,767	1,449	318	82.0%	27.3%
4168 Other Expenditure	0	0	0	0	0.0%	-33.30%
4951 Tfr from EMR			0			
6000 Central Overheads Reallocated	50,596	16,865	24,464	-7,599	145.1%	48.4%
Streetscape Expenditure	852,149	284,050	290,543	-6,493	102.3%	34.1%
3030 Purchases for recharging	0	0	383	-383		0.0%
1165 CEC - Income	-427,199	-142,400	-219,067	76,667	153.8%	51.3%
1167 External work income	-17,500	-5,833	-9,159	3,326	157.0%	52.3%
1199 Miscellaneous	-900	-300	0	-300	0.0%	0.0%
Streetscape Income	-445,599	-148,533	-228,226	79,693	153.7%	51.2%
Net Expenditure over Income	406,550	135,517	62,700	72,817	46.3%	15.4%

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

Replenishment required

Full year for Zurich and Critical Illness paid to date.

Summer planting complete

Mower hire required due to our own being in for repairs: £4022

Start of year annual fees paid

No budget

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

Congleton Town Council
Management Accounts 2025-26
Floral/In Bloom
Jul-25

Month 4
Percentage 33.3%

Floral
Income

1180 Donations Received
1195 Sponsorship Income
1199 Misc Income: Hanging Baskets
Total

Expenditure

4011 Rates
4162 General Expenditure
Total

Net Expenditure over income

Expected Expenditure
Awards Ceremonies
Thank you Evening
Judging Day expenses
General

Total Spend to date
Plus expected
Total estimated spend

	OK
	Monitor
	Over/Under (Exp./Income)

ANNUAL BUDGET	BUDGET TO M4	ACTUAL TO M4	E VARIANCE OF M4 BUDGETS	% AGAINST M4 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
0	-	-	237	237		
0	-	-	2,540	2,540		
-4,000	-	1,333	-	4,363	3,030	327.23%
-4,000	-	1,333	-	7,140	5,807	535.50%
172	162	162	-	-	100.00%	94.2%
16,000	5,333	12,852	-	7,519	240.98%	80.3%
16,172	5,495	13,014	-	7,519	236.82%	80.5%
12,172	4,162	5,874	-	1,712	141.13%	48.3%
1,500						
1,025						
950						
300						
3,775						
13,014						
3,775						
16,789						

NOTES

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

Paid in Full for the year
See below for expected future expenditure

Congleton Town Council
Management Accounts 2025-26
CONGLETON INFORMATION CENTRE
Jul-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 4
Percentage 33.3%

TOWN HALL
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL TO M4	£ VARIANCE OF M4 BUDGETS	% AGAINST M4 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	9,730	- 9,730			
3042 Books, Maps, Guides resale	2,850	950	139	811	14.6%	4.9%	-28.42%
3043 Souvenirs for resale	2,375	792	114	678	14.4%	4.8%	-28.50%
3044 Stamps for resale	475	158	172	14	108.6%	36.2%	2.91%
3046 Local Produce for resale	0	-	854	- 854			
3047 Theatre gift cards for resale	0	-	38	- 38			
3048 Food & Drink for resale	1,188	396	178	218	44.9%	15.0%	-18.32%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-33.30%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-33.30%
Direct Expenditure	6,888	2,296	11,225	- 8,929	488.9%	162.96%	129.66%
4000 Staff costs	62,381	20,794	21,301	- 507	102.4%	34.1%	0.85%
4011 Rates	5,321	1,774	2,248	- 474	126.7%	42.2%	8.95%
4013 Rent Payable	7,500	2,500	2,500	-	100.0%	33.3%	0.03%
4162 General Expenditure	2,000	667	388	279	58.2%	19.4%	-13.90%
6000 Central Overheads Reallocated	6,014	2,005	2,424	- 419	120.9%	40.3%	7.01%
Indirect Expenditure	83,216	27,739	28,861	- 1,122	104.0%	34.7%	1.38%
1041 Third Party Ticket Sales	0	-	13,191	13,191			
1042 Books, Maps, Guides sales	-3,000	1,000	259	741	25.9%	8.6%	-24.67%
1043 Souvenir sales	-2,500	833	717	116	86.0%	28.7%	-4.62%
1044 Stamp Sales	-500	167	41	126	24.6%	8.2%	-25.10%
1045 Photocopy sales	-300	100	51	49	51.0%	17.0%	-16.30%
1046 Local Produce for resale	0	-	872	872			
1047 Theatre gift cards	0	-	40	40			
1048 Food and Drink sales	-1,250	417	423	6	101.5%	33.8%	0.54%
1049 CTC Merchandise sales	0	-	23	23		0.0%	-33.30%
1199 Commission	-4,000	1,333	458	875	34.4%	0.0%	-33.30%
Income	-11,550	- 3,850	- 16,075	13,100	417.5%	139.2%	105.88%
Total Income	-11,550	- 3,850	- 16,075	13,100	417.5%	139.2%	105.88%
Net Expenditure over Income	78,554	26,185	24,011	3,049	91.7%	30.6%	-2.73%

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

Paid over 10 months rather than 12

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 quarterley

Jul-25

PADLDING POOL

Pool Expenditure

OK
Monitor
Over/Under (Exp./Income)

**ANNUAL
BUDGET**

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

Expected to be £6200, 125% of budget.

Date: 06/08/2025

Congleton Town Council

Page 1

Time: 14:45

User: ST

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/07/2025	3107	148,831.70
			148,831.70
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			148,831.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			148,831.70
		Balance per Cash Book is :-	148,831.70
		Difference is :-	0.00

Signatory 1:

Name

ROBERT ROYCE

Signed

Date

12/08/25

Signatory 2:

Signed

Date

13/8/25

Date: 06/08/2025

Congleton Town Council

Page: 943

Time: 14:46

Cashbook 1

User: ST

RBS Current/I Access Acct

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	Town Hall Business rates
01/07/2025	Cheshire East Council	DD	561.00			4011	225	561.00	CIC Business rates
01/07/2025	Quartix Ltd	dd	613.40	613.40		501			935565/18822/vehicle trackers
01/07/2025	Prism Solutions	DD	183.32	183.32		501			8192/18741/charges
04/07/2025	BACS P/L Pymnt Page 3829	BACS Pymnt	40,753.04	40,753.04		501			BACS P/L Pymnt Page 3829
04/07/2025	[REDACTED]	BACS	35.00			4173	321	35.00	F & D food vouchers
04/07/2025	CTC	BACS	3,000.00			4201	102	3,000.00	R Brittain
11/07/2025	BACS P/L Pymnt Page 3835	BACS Pymnt	11,735.96	11,735.96		501			BACS P/L Pymnt Page 3835
07/2025	Bankline	BACS	79.85			4051	101	79.85	Charges
16/07/2025	West Mercia Energy	dd	3,187.14	3,187.14		501			11676576/18794/Cenota electr
16/07/2025	Water Plus Ltd	DD	570.98	570.98		501			09627537/18866/T H wastewater
18/07/2025	BACS P/L Pymnt Page 3842	BACS Pymnt	6,800.10	6,800.10		501			BACS P/L Pymnt Page 3842
18/07/2025	CTC	BACS	108,847.09			515		67,351.44	July Payroll
						525	0	22,196.32	July Payroll
						520	0	19,257.33	July Payroll
						530	0	42.00	July Payroll
21/07/2025	RBS Autopay	BACS	11.28			4051	101	11.28	bank charges
22/07/2025	West Mercia Energy	dd	2,393.75	2,393.75		501			91044329/18806/credit 11648519
23/07/2025	EE Ltd	DD	169.80	169.80		501			01288545724/18898/cha
25/07/2025	Prism Solutions	dd	2,166.96	2,166.96		501			222820/18911/IT Support
28/07/2025	RBS Credit Card	DD	1,575.99			212		1,575.99	Credit Card Balance Payoff
30/07/2025	BACS P/L Pymnt Page 3846	BACS Pymnt	4,077.34	4,077.34		501			BACS P/L Pymnt Page 3846
30/07/2025	Bromley Farm Hub	BACS	215.00			4701	107	215.00	GR16/2425
30/07/2025	RSPCA MACC	BACS	200.00			4701	107	200.00	GR07/2526
30/07/2025	Havannah PTA	BACS	810.00			4701	107	810.00	GR08/2425
30/07/2025	SAS Daniels LLP	BACS	1,001.40			4064	101	1,001.40	Legal fees
Total Payments for Month			191,483.40	72,651.79	0.00			118,831.61	
Balance Carried Fwd			148,831.70						
Cashbook Totals			340,315.10	72,651.79	0.00			267,663.31	

12/08/25

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	25th September 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	15 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 31st July 2025</u>		
	Business Reserve Account		£245,151
	Cambridge and Counties 1-year fixed deposit (C&C)		£250,000
	CCLA Deposit (Sweeper Account)		£575,100
	<u>Total</u>		<u>£1,070,251</u>
	<u>Investment Update</u>		
	<u>Current interest rates:</u>		
	<ul style="list-style-type: none">• RBS: 1.10%.• CCLA: 4.085% (As of 14th August 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 £1531• CCLA £5162• C&C interest for April 2025-9th December 2025 is approximately £7,000.			
Decision Request	To receive the Savings Accounts balances to 31 st July 2025.		

List of Payments made between 01/05/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2025	Prism Solutions	dd	183.37		7620/18527/call service
01/05/2025	Cheshire East Council	BACS	2,495.00		Town Hall Business Rates
01/05/2025	Cheshire East Council	BACS	561.00		CIC Business Rates
01/05/2025	BACS P/L Pymnt Page 3798	BACS Pymnt	14,783.99		BACS P/L Pymnt Page 3798
02/05/2025	BACS P/L Pymnt Page 3767	BACS Pymnt	30,606.44		BACS P/L Pymnt Page 3767
06/05/2025	Pearson Surveyors Ltd	BACS	4,650.00		FEB 25 fees
06/05/2025	Halfords	CCMA01	44.99		ramps for mowers
06/05/2025	halfords	CCMA01C	-44.99		corrections
09/05/2025	BACS P/L Pymnt Page 3781	BACS Pymnt	8,650.58		BACS P/L Pymnt Page 3781
09/05/2025	CCP	BACS	350.00		MWMF Grant
09/05/2025	Rode Hall Silver Band	BACS	585.00		MWMF Grant
09/05/2025	CYO	BACS	240.00		MWMF Grant
09/05/2025	Congleton Pride	BACS	175.00	MWMF Grant	Congleton Pride
09/05/2025	Alderley Gate	BACS	100.00		MWMF Grant
09/05/2025	CSG	BACS	100.00		MWMF Grant
09/05/2025	SOL Theatre School	BACS	150.00		MWMF Grant
12/05/2025	ICO	DD	47.00		Legal fees
12/05/2025	HMRC	DD	9,038.26		VAT
13/05/2025	Access Irrigation	CCMA02	322.80		mobile fertilizer dilutors
13/05/2025	Land Registry	CCMA03	42.00		land search
13/05/2025	Access Irrigation	CCMA02C	-322.80		corrections
13/05/2025	Land Registry	CCMA03C	-42.00		Corrections
14/05/2025	West Mercia Energy	dd	6,287.78		11649900/18554/Cenotaph elec
14/05/2025	Safety Signs and Notices	CCMA04	160.25		various s scape signs
14/05/2025	Safety Signs	CCMA04C	-160.25		Corrections
15/05/2025	Bankline	DD	51.08		Bank charges
15/05/2025	Bankline	DD	-0.03		correction
16/05/2025	BACS P/L Pymnt Page 3785	BACS Pymnt	17,199.88		BACS P/L Pymnt Page 3785
16/05/2025	CTC	BACS	88,962.28		May payroll
16/05/2025	Congleton Museum Trust	BACS	343.00		UKSPF Grant
16/05/2025	Artisanity	BACS	615.00		UKSPF Grant
19/05/2025	CTC	009006	111.07		Petty Cash
21/05/2025	RBS Autopay	BACS	13.35		Charges
23/05/2025	BACS P/L Pymnt Page 3793	BACS Pymnt	8,606.83		BACS P/L Pymnt Page 3793
23/05/2025	EE Ltd	dd	169.80		01288523728/18587/charges
23/05/2025	Rh [REDACTED]	BACS	125.00		F & D [REDACTED]
27/05/2025	Prism Solutions	DD	2,123.72		219475/18689/IT Support
27/05/2025	Water Plus Ltd	Dd	84.97		09202211/18610/HAAA water
27/05/2025	CCLA	BACS	100,000.00		Transfer
28/05/2025	CCLA	BACS	100,000.00		Transfer
28/05/2025	RBS Credit Card	DD	273.01		Credit Card Balance Pay Off
29/05/2025	Water Plus Ltd	dD	123.37		09241979/18616/Paddling pool
29/05/2025	CCLA	BACS	100,000.00		Transfer

List of Payments made between 01/05/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Prism Solutions	dd	183.32		8024/18645/charges
02/06/2025	Cheshire East Council	DD	2,495.00		Town Hall Business rates
02/06/2025	Cheshire East Council	DD	561.00		CIC Business Rates
02/06/2025	Amazon	CCMA05	28.98		ICT cabinet shelf
02/06/2025	Amazon	CCMA05C	-28.98		corrections
03/06/2025	CCLA	BACS	50,000.00		Transfer
05/06/2025	Pitney Bowes Ltd	dd	84.71		4100140443/18599/rental
06/06/2025	Prism Solutions	06062025	3,024.44		Cabinet upgrade
06/06/2025	UK Fuels Ltd	06.06.25	683.35		Vehicle Fuel
10/06/2025	British Telecom	DD	163.52		Q100GO/18679/charges
11/06/2025	Water Plus Ltd	dd	1,622.68		09329051/18757/T Hall water
13/06/2025	BACS P/L Pymnt Page 3804	BACS Pymnt	7,522.24		BACS P/L Pymnt Page 3804
16/06/2025	Bankline	DD	88.40		Bank charges
18/06/2025	CTC	BACS	89,108.71		June Payroll
19/06/2025	West Mercia Energy	dd	2,491.13		11658844/18796/T H electric
20/06/2025	BACS P/L Pymnt Page 3808	BACS Pymnt	84.00		BACS P/L Pymnt Page 3808
20/06/2025	BACS P/L Pymnt Page 3810	BACS Pymnt	43,096.35		BACS P/L Pymnt Page 3810
20/06/2025	BACS P/L Pymnt Page 3818	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3818
20/06/2025	RBS Autopay	BACS	11.20		bank charges
20/06/2025	Beartown coffee	BACS	6.60		F & D Vouchers
20/06/2025	Team Lam	BACS	20.00		F & D Vouchers
20/06/2025	Girl Guiding Cheshire	BACS	150.00		GR02/2526
20/06/2025	J J [REDACTED]	BACS	150.00		GR06/2526
20/06/2025	Reubens on the Road	BACS	130.00		F & D Vouchers
23/06/2025	EE Ltd	dd	190.14		01288534980/18808/charges
25/06/2025	Prism Solutions	dd	2,941.60		221047/18787/IT Support
26/06/2025	CTC	009007	160.47		Petty Cash
26/06/2025	CTC	009007A	0.20		Petty cash adjustment
27/06/2025	BACS P/L Pymnt Page 3823	BACS Pymnt	16,359.20		BACS P/L Pymnt Page 3823
27/06/2025	J J [REDACTED]	BACS	150.00		GR05/2526
27/06/2025	Fodens Band	BACS	252.00		Booking refund
27/06/2025	THN Events	BACS	30.00		F & D vouchers
30/06/2025	West Mercia Energy	DD	131.42		11666852/18694/pool elec
30/06/2025	RBS Credit Card	dd	599.02		Credit card balance pay off
01/07/2025	Cheshire East Council	DD	2,495.00		Town Hall Business rates
01/07/2025	Cheshire East Council	DD	561.00		CIC Business rates
01/07/2025	Quartix Ltd	dd	613.40		935565/18822/vehicle trackers
01/07/2025	Prism Solutions	DD	183.32		8192/18741/charges
04/07/2025	BACS P/L Pymnt Page 3829	BACS Pymnt	40,753.04		BACS P/L Pymnt Page 3829
04/07/2025	Halton Farms	BACS	35.00		F & D food vouchers
04/07/2025	CTC	BACS	3,000.00	Mayoral Allowance	R Brittain
11/07/2025	BACS P/L Pymnt Page 3835	BACS Pymnt	11,735.96		BACS P/L Pymnt Page 3835
15/07/2025	Bankline	BACS	79.85		Charges

List of Payments made between 01/05/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/07/2025	West Mercia Energy	dd	3,187.14		11676576/18794/Cenotaph electr
16/07/2025	Water Plus Ltd	DD	570.98		09627537/18866/T H wastewater
18/07/2025	BACS P/L Pymnt Page 3842	BACS Pymnt	6,800.10		BACS P/L Pymnt Page 3842
18/07/2025	CTC	BACS	108,847.09		July Payroll
21/07/2025	RBS Autopay	BACS	11.28		bank charges
22/07/2025	West Mercia Energy	dd	2,393.75		91044329/18806/credit 11648519
23/07/2025	EE Ltd	DD	169.80		01288545724/18898/charges
25/07/2025	Prism Solutions	dd	2,166.96		222820/18911/IT Support
28/07/2025	RBS Credit Card	DD	1,575.99		Credit Card Balance Payoff
30/07/2025	BACS P/L Pymnt Page 3846	BACS Pymnt	4,077.34		BACS P/L Pymnt Page 3846
30/07/2025	Bromley Farm Hub	BACS	215.00		GR16/2425
30/07/2025	RSPCA MACC	BACS	200.00		GR07/2526
30/07/2025	Havannah PTA	BACS	810.00		GR08/2425
30/07/2025	SAS Daniels LLP	BACS	1,001.40		Legal fees
Total Payments			<u>914,279.85</u>		

List of Payments made between 01/05/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2025	Halfords	CCMA01	44.99		car ramps
13/05/2025	Access Irrigation	CCMA02	322.80		mobile diluters
13/05/2025	Land registry	CCMA03	42.00		Land searches
14/05/2025	Safety Signs & Notices Ltd	CCMA04	160.25		Streetscape signage
02/06/2025	Amazon	CCMA05	28.98		Server rack shelf
05/06/2025	BLT Direct	CCJUN01	31.12		kitchen fly zapper
05/06/2025	HFC Ltd	CCJUN02	123.09		Pride Flag
10/06/2025	Amazon	CCJUN03	13.48		2 x trailer couplers
11/06/2025	Argos	CCJUN04	80.95		Hoover - Park Office
11/06/2025	Royal Mail	CCJUN05	172.00		Stamps for resale - CIC
19/06/2025	The Workplace Depot	CCJUN06	136.78		manhole covers
27/06/2025	Zoho Corp Ltd	CCJUN07	316.80		Annual fees
29/06/2025	Zoom	CCJUN08	129.90		annual subscription - P/ship
30/06/2025	Zoom	CCJUN09	528.90		Annual Subscription
30/06/2025	Screwfix	CCJUN10	42.97		mic batteries
04/07/2025	L & S Engineers	CCJUL01	59.20		spray gun with pressure gauge
08/07/2025	Earth Anchors	CCJUL02	511.20		dog bin lids
09/07/2025	Baker Ross	CCJUL03	192.23		crafts - summer play days
10/07/2025	Amazon	CCJUL04	37.99		crafts - summer play
10/07/2025	Amazon	CCJUL05	93.69		Flower Trail packs
22/07/2025	Amazon	CCJUL06	91.93		sports equip - play days
23/07/2025	Zurich	CCJUL07	111.15		Partnership Insurance
29/07/2025	Cartridge World	CCJUL08	79.68		printer cartridges
29/07/2025	TV Licensing	CCJUL09	174.50		TV Licence
31/07/2025	Indigo designs	CCJUL10	140.34		Display Board
Total Payments			3,666.92		

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

		Invoice date					Total
Date	BACS Page		Payee Name	Amount Paid	Page Total	Transaction Detail	Invoices paid
02/05/2025	3767	09.04.25	Alpha Street Legal tyres	£ 24.00		Tyre repairs	1
	3767	23.04.25	Bomford Office Supplies	£ 309.14		Stationary	2
	3767	23.04.25	Tony Boon	£ 210.00		Updating Mayor Board	1
	3767	29.04.25	CHALC	£ 25.00		Training	1
	3767	14.04.25	Campey Turf Care	£ 1,425.65		Hedge trimmers, blowers	2
	3767	04.04.25	Cat Social Media	£ 131.29		Partnership	1
	3767	19.03.25	Cavern Protective Clothing	£ 312.00		s scape PPE	2
	3767	07.04.25	CCTP	£ 31.70		In Bloom hire	1
	3767	01.04.25	CEC	£ 1,937.92		Various	3
	3767	15.04.25	CCS	£ 457.90		Ticket sales	1
	3767	24.04.25	Chronicle	£ 172.80		ATM advert	1
	3767	26.04.25	Chubb Fire & Security	£ 564.26		Annual contract	1
	3767	01.04.25	Citron	£ 201.54		sanitary waste	1
	3767	22.04.25	Congleton Live CIC	£ 473.10		Ticket sales	2
	3767	15.04.25	Culligan Water	£ 217.86		Drinking water	1
	3767	20.04.25	Daneside Theatre	£ 634.60		Ticket sales	1
	3767	01.04.25	Dawsongroup Sweepers	£ 3,295.22		sweeper lease	1
	3767	18.04.25	D C Assist	£ 788.40		cleaning service	2
	3767	08.04.25	Andrew Deptford	£ 432.00		defib battery	1
	3767	11.04.25	G T Security	£ 342.00		event security	1
	3767	25.04.25	Gartec Ltd	£ 1,185.60		Annual contract	2
	3767	08.04.25	Kems	£ 42.75		Ticket sales	1
	3767	31.03.25	L & J Print	£ 1,779.00		Various	3
	3767	10.04.25	LAC	£ 102.39		adblue	2
	3767	22.04.25	Landscape Supply Co	£ 233.54		tools & sundries	2
	3767	28.04.25	██████████	£ 300.00		V E Day artwork	1
	3767	22.01.25	Legless 11 Bingo	£ 1,320.00		Balance invoice	1
	3767	04.04.25	Marks Events	£ 718.08		catering	8
	3767	28.03.25	A P Matthews	£ 81.60		Trees4Congleton	1
	3767	14.04.25	Congleton Museum	£ 24.75		booklet resales	1
	3767	28.02.25	Old Saw Mill	£ 1,500.00		Luncheon Club	2
	3767	25.03.25	Otis	£ 669.49		Annual contract	1
	3767	01.04.25	Rialtas Business Solutions	£ 2,150.40		Annual contract	3
	3767	08.04.25	Jay Rollins	£ 325.00		Circus skills	1
	3767	24.04.25	Screwfix	£ 94.89		heat gun & PPE	2
	3767	15.04.25	Shred it	£ 167.76		shredding service	1
	3767	23.04.25	Congleton Snooker Club	£ 408.00		sponsorship - p/ship	1
	3767	25.04.25	Threadfast	£ 88.74		torque wrench	1
	3767	31.03.25	TMC	£ 1,231.86		website	2
	3767	04.04.25	Tudor environmental	£ 1,124.64		various	4
	3767	06.04.25	UK Fuels	£ 1,032.37		Van fuel	3
	3767	17.04.25	Urban Imprint	£ 1,200.00		NDP works	1
	3767	23.04.25	G Watt	£ 80.00		Window vinyls	1
	3767	14.04.25	West Wallasey	£ 2,579.20		Tipper lease	1
	3767	08.04.25	Wizard of Arts	£ 180.00		Easter Treats	1
				£	30,606.44		
09/05/2025	3781	07.04.25	Arch Publication	£ 180.00		F & D Advert	1
	3781	30.04.25	Bomford Office Supplies	£ 151.50		Stationary	1
	3781	30.04.25	Eric Charlesworth	£ 1,465.20		cable relocation	1
	3781	30.04.25	Chronicle	£ 20.00		paper resales	1
	3781	30.04.25	Cosy Wren	£ 11.20		Supplier sales	1
	3781	28.04.25	King Commercial Hygiene	£ 834.00		extraction cleaning	1
	3781	25.04.25	L & J Print	£ 1,367.60		Printing	3
	3781	10.04.25	Leaflet Team	£ 661.50		Delivery Bear Necessities	1
	3781	24.04.25	Maxigiene	£ 126.00		Legionella Testing	1
	3781	30.04.25	Old Saw Mill	£ 750.00		Luncheon Club	1
	3781	29.04.25	Screwfix	£ 440.94		s scape PPE	1
	3781	30.04.25	West Wallasey	£ 2,629.87		Van Lease	3
	3781	30.04.25	Whitehursts	£ 12.77		Recharge	1
				£	8,650.58		
16.05.25	3785	03.05.25	All Saints Cong - St Peters	£ 57.00		Ticket sales	1
	3785	09.05.25	Bomford Office Supplies	£ 11.66		Stationary	1
	3785	09.05.25	Beartown Vibes	£ 11.99		Supplier sales	1
	3785	08.05.25	Cavern Protective Clothing	£ 446.52		Pool/caretaker PPE	2
	3785	02.05.25	Chubb Fire & Security	£ 1,176.19		Fire alarm	1
	3785	31.03.25	Cutler Cleaning	£ 92.28		cleaning stock	1
	3785	05.05.25	Daneside Theatre	£ 642.20		Ticket sales	2
	3785	01.05.25	Dawson Sweeper	£ 3,295.22		sweeper lease	1
	3785	11.05.25	D C Assist	£ 394.20		cleaning service	1
	3785	30.04.25	DCK Accounting	£ 1,623.60		Year End Closedown	1
	3785	09.05.25	DJM Nurseries	£ 7.50		Recharge	1
	3785	12.05.25	Fattorini	£ 98.52		pin badges	1
	3785	01.05.25	██████████ Francis	£ 40.40		Supplier sales	1
	3785	01.05.25	Full Media	£ 14.38		Supplier sales	1
	3785	08.05.25	R Hazlewood	£ 250.00		V E Day singer	1
	3785	09.05.25	Jepson & Co	£ 88.86		Supplier sales	1

	3785	25.04.25	L & J Print	£	164.40	leaflets & certificates	1
	3785	13.05.25	Landscape Supply Co	£	86.64	brushes etc	1
	3785	01.05.25	C P Mayer	£	14.40	Supplier sales	1
	3785	09.05.25	Palatine Paints	£	799.74	Pool Chemicals	1
	3785	01.04.25	Pool Tech Services	£	2,710.16	service contract & parts	2
	3785	06.05.25	Poppy May	£	69.20	Supplier sales	1
	3785	05.05.25	Roberson Stonecarving	£	252.00	Cenotaph repairs	1
	3785	05.05.25	Rode Hall Silver Band	£	50.00	Civic Parade deposit	1
	3785	08.05.25	Screwfix	£	259.95	s scape PPE	2
	3785	08.05.25	SLCC	£	480.00	membership fee	1
	3785	06.05.25	Toolstation	£	20.90	HDML cable	1
	3785	08.05.25	Tudor environmental	£	579.65	Various	3
	3785	04.05.25	UK Fuels	£	487.12	Van fuel	1
	3785	13.05.25	West Wallasey	£	2,579.20	Lease Vans	1
	3785	13.05.25	White Ribbon	£	396.00	accreditation fee	1
					£ 17,199.88		
23.05.25	3793	14.05.25	Bees for Us	£	108.00	Honey for resale	1
	3793	16.05.25	Citron Hygiene	£	12.54	sanitary waste	1
	3793	14.05.25	Council HR & Governance	£	1,692.00	job evaluations	1
	3793	15.05.25	Culligan Water	£	183.44	bottled water	1
	3793	18.05.25	D C Assist	£	219.00	cleaning service	1
	3793	15.05.25	Earth Anchors	£	63.00	bin keys	1
	3793	19.05.25	G T Security	£	342.00	event security	1
	3793	15.05.25	Glasdon UK	£	84.42	bin keys	1
	3793	13.05.25	Jepson & Co	£	22.14	Supplier sales	1
	3793	14.05.25	Landscape Supply Co	£	463.76	Various	3
	3793	09.05.25	Marks Events	£	2,317.60	event catering	8
	3793	10.04.25	People & Places	£	2,400.00	UKSPF	1
	3793	15.05.25	P Pinto	£	76.85	Trees4Congleton	1
	3793	12.05.25	Screwfix	£	129.99	Tool stack	1
	3793	30.04.25	Society of London Theatres	£	28.20	theatre tokens	1
	3793	11.05.25	UK Fuels	£	398.89	Van fuel	1
	3793	16.05.25	Wristbands	£	65.00	lanyards	1
					£ 8,606.83		

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

						Total
						Invoices
Date	BACS	Invoice date	Payee Name	Amount Paid	Page Total	paid
01.06.25	Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail
date was input as 01.05.25	3798	28.05.25	Auditing Solutions	£ 612.00		Internal Audit
	3798	01.04.25	Changing Lives Together	£ 2,240.00		Services
	3798	01.05.25	Congleton Live CIC	£ 22.33		Supplier Sales
	3798	26.05.25	Daneside Theatre	£ 1,425.00		Ticket sales
	3798	23.05.25	Hampshire Flag Company	£ 487.52		Flags
	3798	21.05.25	Kems	£ 28.50		Ticket sales
	3798	21.05.25	L & J Print	£ 754.80		Printing
	3798	28.05.25	██████████ Lonsdale	£ 200.00		Mayor Making
	3798	09.04.25	Pearon Surveyors	£ 2,430.00		fees
	3798	23.05.25	RVW Pugh	£ 3,948.00		2 x strimmers
	3798	29.05.25	Screwfix	£ 6.48		cable ties & PPE
	3798	20.05.25	Toolstation	£ 56.90		hooks & cables
	3798	13.05.25	Tudor Environmental	£ 509.08		litter pickers & sundries
	3798	18.05.25	UK Fuel	£ 654.58		Van fuel
	3798	29.05.25	UK Safety Management	£ 457.20		emergency lighting
	3798	29.05.25	Urban Imprint	£ 900.00		Neighbourhood Plan
	3798	22.05.25	West Wallasey Contract Hire	£ 51.60		Van MOT
				£ 14,783.99		
13.06.25	3804	31.05.25	All Saints Buglawton	£ 522.00		Luncheon club
	3804	14.05.25	Bucher Municipal	£ 432.36		Sweeper Brushes
	3804	16.04.25	Cutler Cleaner	£ 566.59		bin liners & cleaning stock
	3804	31.05.25	Daneside Theatre	£ 239.40		Ticket sales
	3804	31.05.25	Little Bun Designs	£ 14.00		Supplier Sales
	3804	22.05.25	Mark's Events	£ 1,647.13		Event catering
	3804	01.05.25	C P Mayer	£ 27.19		Supplier Sales
	3804	29.05.25	Pallatine Paints	£ 472.14		Pool Chemicals
	3804	16.04.25	Pool Tech Services	£ 811.22		Pool Chemicals
	3804	19.05.25	Tudor Environmental	£ 495.50		S scape PPE
20.06.25	3804	31.05.25	West Wallasey Contract Hire	£ 2,294.71		lease vans
				£ 7,522.24		
20.06.25	3808	02.06.25	Alpha Street Legal Tyres	£ 84.00		puncture repairs
20.06.25	3810	08.06.25	Chris Marshall Booth DJ	£ 250.00		Djing F & D
	3810	02.06.25	Beartown Vibes	£ 17.20		Supplier Sales
	3810	04.06.25	Canda Copying	£ 550.72		charges
	3810	12.06.25	Cat Social Media	£ 160.84		FB Promo
	3810	04.06.25	CEC	£ 420.00		Parking permits
	3810	05.06.25	Chronicle	£ 108.00		Summer Brides Ad
	3810	16.06.25	Circus in a Box	£ 500.00		F & D Festival
	3810	01.05.25	Congleton Live CIC	£ 22.33		Supplier sales
	3810	06.06.25	Cutler Cleaner	£ 106.92		floor pads etc
	3810	16.06.25	Daneside Theatre	£ 3,966.25		Ticket sales
	3810	01.06.25	Dawsongroup sweepers	£ 3,295.22		Sweeper Lease
	3810	04.06.25	Andrew Deptford	£ 1,680.00		Defib cabinet
	3810	08.06.25	DMM Entertainment	£ 300.00		F & D Festival
	3810	09.06.25	Dutton Traffic	£ 1,308.00		Road closures F & D
	3810	08.06.25	Event Fire & Medical	£ 650.00		First aid F & D
	3810	08.06.25	Fool's Paradise	£ 804.00		F & D Festival
	3810	29.04.25	Four Oaks	£ 19,061.45		Summer bedding plants
	3810	09.06.25	██████████ Hargreaves	£ 200.00		F & D Festival
	3810	12.06.25	Jepson	£ 32.94		signs for resale
	3810	11.06.25	Kernock	£ 550.44		park flowers
	3810	17.06.25	K G Loach	£ 115.08		ground membrane
	3810	21.05.25	L & J Print	£ 96.00		F & D printing
	3810	17.06.25	Macc Male Voice Choir	£ 142.50		Ticket sales
	3810	30.05.25	Mark's Events	£ 467.43		Event catering
	3810	05.05.25	Middlewich Machinery	£ 3,072.00		Ride on Mower hire
	3810	31.05.25	New Vic Theatre	£ 114.66		Ticket sales
	3810	16.06.25	Ninehundred Communication	£ 200.40		Radio Hire F & D
	3810	02.06.25	Poppy May	£ 80.40		Supplier Sales
	3810	08.06.25	Rough Magic theatre	£ 411.85		F & D
	3810	09.06.25	Sharrocks	£ 160.38		parts for mower
	3810	13.06.25	Shred it	£ 174.64		Shredding service
	3810	05.06.25	Tudor Environmental	£ 134.02		PPE
	3810	01.06.25	UK Fuels	£ 576.17		Van fuel
	3810	11.06.25	Viking Office Supplies	£ 97.31		archive boxes, laptop bag
	3810	12.06.25	West Wallasey Contract Hire	£ 2,579.20		Van Lease
	3810	08.06.25	Wizard of Arts	£ 240.00		F & D
	3810	30.12.24	Mrs a Wright	£ 450.00		creative champions
				£ 43,096.35		
20.06.25	3818	15.05.25	CCP	£ 2,500.00		SLA 1st payment
27.06.25	3823	19.06.25	Alpha & Street Legal Tyres	£ 216.00		new tyres
	3823	20.06.25	Chris Bethell Photography	£ 200.00		F & D photos
	3823	12.06.25	Chris Booth	£ 200.00		F & D Festival
	3823	22.05.25	Cavern Clothing	£ 351.36		PPE
	3823	17.06.25	CCP	£ 70.00		Board Hire F & P
	3823	18.06.25	Eric Charlesworth	£ 136.80		emergency lighting
						£ 2,500.00

3823	22.05.25	Chronicle	£	554.40	job adverts	2
3823	29.04.25	Congleton Garden Machinery	£	216.56	mower blades/PPE	2
3823	15.06.25	Culligan Water	£	199.37	drinking water	1
3823	13.05.25	Cutler Cleaning	£	1,747.74	cleaning stock	4
3823	23.06.25	Daneside Theatre	£	24.70	Ticket sales	1
3823	01.06.25	D C Assist	£	1,051.20	cleaning services	2
3823	28.05.25	Jantex	£	300.00	kitchen floor repairs	1
3823	06.06.25	Jewson	£	118.50	Trees4Congleton	1
3823	02.05.25	K G Loach	£	5,563.08	various	8
3823	06.06.25	Palatine Paints	£	944.28	pool chemicals	3
3823	24.06.25	PPL PRS	£	3,898.16	Music Licence	1
3823	22.06.25	Small Horse & The Plan	£	160.00	F & D	1
3823	31.05.25	Society of London Theatres	£	9.40	Theatre Tokens	1
3823	15.06.25	UK Fuels	£	316.13	Van fuel	1
3823	20.06.25	Viking Office Supplies	£	81.52	office fans	1
				£	16,359.20	

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

							<u>Total</u>
							<u>Invoices</u>
<u>Date</u>	<u>BACS</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>paid</u>
04.07.25	<u>Page</u>						
	3829	27.06.25	All Saints Comm Centre	£ 270.00		Luncheon club	1
	3829	26.06.25	Bees for us	£ 108.00		honey for resale	1
	3829	19.06.25	Bornfords	£ 430.16		stationary	2
	3829	25.06.25	B & Q	£ 42.00		recharge	1
	3829	26.06.25	CEC	£ 1,489.92		HR & HR Support	1
	3829	30.06.25	Chronicle	£ 17.00		Newspaper resales	1
	3829	27.06.25	Cutlers	£ 706.55		Bin bags	1
	3829	30.06.25	DJH Business	£ 576.00		PAYE, Payroll	1
	3829	18.06.25	DJM Nurseries	£ 88.50		recharge	1
	3829	23.06.25	L ■■■	£ 168.00		Civic service	1
	3829	26.06.25	L & J Print	£ 76.80		Civic service	1
	3829	30.06.25	Middlewich Machinery	£ 1,536.00		Mower Hire	1
	3829	24.06.25	Oakwood Books	£ 99.00		Yellow maps	1
	3829	21.06.25	PME	£ 1,008.00		Bunting, festoon lighting	1
	3829	24.06.25	Rode Hall Silver Band	£ 350.00		Civic service	1
	3829	24.06.25	Screwfix	£ 38.36		drill set, discs	2
	3829	30.06.25	Shenton Sheds	£ 312.64		recharge & in bloom	1
	3829	27.06.25	Tudor Environmental	£ 127.18		various streetscape	1
	3829	22.06.25	UK Fuels	£ 616.79		van fuel	1
	3829	24.06.25	Urban Imprint	£ 600.00		N/plan works	1
	3829	30.06.25	West Wallasey	£ 2,188.70		Van lease	3
	3829	23.06.25	Zurich Municipal	£ 29,903.44		Insurance	1
				£	40,753.04		
11.07.25	3835	19.06.25	Alliance Environmental Services	£ 483.60		Event support	1
	3835	03.07.25	B & Q	£ 28.00		Recharge	1
	3835	30.06.25	Campey	£ 322.94		Mower repair	1
	3835	01.07.25	Cheshire Community Action	£ 100.00		Annual subscription	1
	3835	30.06.25	Chester Zoo	£ 129.20		Ticket sales	1
	3835	30.05.25	Chronicle	£ 29.00		Newspaper resales	1
	3835	01.07.25	Citroen Hygiene	£ 160.34		sanitary waste	1
	3835	27.05.25	CJ's Events	£ 2,595.60		F & D market stalls	1
	3835	29.06.25	Daneside Theatre	£ 63.65		Ticket sales	1
	3835	01.07.25	Dawsongroup	£ 3,371.49		sweeper hire & repairs	2
	3835	06.07.25	D C Assist	£ 438.00		cleaning service	1
	3835	02.06.25	The Fire Man Dave	£ 350.00		F & D Festival	1
	3835	02.07.25	■■■ Francis	£ 17.20		Supplier sales	1
	3835	01.07.25	■■■ Harris	£ 14.00		Supplier sales	1
	3835	30.06.25	Instant Tool Plant Hire	£ 420.00		event toilets	1
	3835	18.06.25	K G Loach	£ 72.00		recharge	1
	3835	30.06.25	L & J Print	£ 144.00		In bloom	1
	3835	19.06.25	Marks Events	£ 42.00		TCBs	2
	3835	28.06.25	New Vic Theatre	£ 141.96		Ticket sales	1
	3835	25.06.25	Otis	£ 710.32		Lift service	1
	3835	02.07.25	Palatine Paints	£ 478.56		Pool chemicals	1
	3835	01.07.25	Pool Tech	£ 702.97		Pool chemicals	1
	3835	01.07.25	Poppy May	£ 151.60		Supplier sales	1
	3835	30.06.25	Reliable Property Services	£ 80.00		Dutch Wall repair	1
	3835	07.07.25	Screwfix	£ 8.99		Recharge	1
	3835	01.07.25	Speckled Hen Cookery	£ 350.00		F & D Festival	1
	3835	29.06.25	UK Fuels	£ 227.62		Van Fuel	1
	3835	08.07.25	G Watt	£ 12.00		Supplier sales	1
	3835	04.07.25	West Wallasey	£ 90.92		service cost	1
				£	11,735.96		
18.07.25	3842	11.07.25	All Saints Comm Centre	£ 170.00		Luncheon club	1
	3842	15.07.25	Belmont Fabrication	£ 54.00		blade repairs	1
	3842	11.07.25	Beartown Vibes	£ 22.40		Supplier sales	1
	3842	15.07.25	Cutler cleaning	£ 270.74		cleaning stock TH & PP	2
	3842	15.07.25	CYO	£ 221.35		Ticket sales	1
	3842	14.07.25	Daneside Theatre	£ 118.75		Ticket sales	1
	3842	14.07.25	DJM Nurseries	£ 145.20		plants for roundabouts	1
	3842	04.07.25	Jewsons	£ 35.71		Recharge	1
	3842	01.07.25	Marks Events	£ 672.41		Civic service	1
	3842	08.07.25	MAS Seeds	£ 185.98		Flower trail	1
	3842	12.07.25	C P Mayer	£ 10.80		Supplier sales	1
	3842	01.06.25	Old Saw Mill	£ 482.00		Luncheon Club	1
	3842	15.07.25	Palatine Paints	£ 793.32		Pool chemicals	1
	3842	14.07.25	Sharrocks	£ 197.64		mower blades	1
	3842	11.07.25	PTSG	£ 132.00		Inspection visit	1
	3842	11.07.25	Threadfast	£ 8.76		Recharge	1
	3842	09.07.25	Tudor Environmental	£ 280.45		horticultural & PPE	1
	3842	06.07.25	UK Fuels	£ 419.39		van fuel	1
	3842	14.07.25	West Wallasey	£ 2,579.20		lease vans	1
				£	6,800.10		
30.07.25	3846	17.07.25	Alpha Street Legal	£ 108.00		Van tyre	1
	3846	17.07.25	Christopher Bethell	£ 200.00		Mayors Parade	1

3846	21.07.25	Cat Social Media	£	180.00	N/plan works	1
3846	16.07.25	CEC	£	1,010.57	Waste collection service	1
3846	18.07.25	CCS	£	136.80	Ticket sales	1
3846	21.07.25	CHS	£	70.40	Flower trail	1
3846	20.07.25	Congleton Lions	£	28.50	Ticket sales	1
3846	15.07.25	Culligan Water	£	187.85	Town Hall drinking water	1
3846	21.07.25	Daneside Theatre	£	622.25	Ticket sales	1
3846	20.07.25	D C Assist	£	438.00	cleaning service	1
3846	17.07.25	L & J Print	£	57.60	In Bloom Portfolio	1
3846	22.07.25	Maxigiene	£	126.00	legionella testing	1
3846	01.05.25	Old Saw Mill	£	112.00	Apple juice for resale	2
3846	13.07.25	UK Fuels	£	799.37	van fuel	1
				£	<u>4,077.34</u>	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	25th September 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	17 Investment Policy and Strategy Review		
Background	<ul style="list-style-type: none">• The current Investment Policy and Strategy were approved by Council on 3rd October 2024.• The Policy and Strategy are to be reviewed and updated if required on an annual basis ready for the December renewal of the Yearly Bond we hold with Cambridge and County.• The Council hold a Bond with Cambridge and Counties (C&C) and a Public Sector Deposit Fund with CCLA.• By holding funds over 3 separate entities it ensures that funds would remain available should any of the banks/companies go into financial difficulties. By moving funds about between CCLA and RBS this also enables The Council to gain the best possible interest income available for the investments.• As an update, CCLA were recently acquired by Jupiter Fund Management plc (Jupiter). CCLA has become part of Jupiter, but has retained the CCLA branding, investment and client service approach. CCLA joins Jupiter CCLA. CCLA continues to hold a AAA credit rating. Latest Cambridge & Counties rating waiting to be confirmed.		
Update	Policy- Appendix 1 <ul style="list-style-type: none">• No updates recommended to the current Policy. Includes the updated from 2023 to assess the ethical and environmental credentials. Strategy Updates- Appendix 2 <ul style="list-style-type: none">• Updates per notes in the appendix, mainly dates and amounts to be kept in CCLA.		
Details	The C&C Bond is due to mature on 9 th December 2025, renewal documents will be received in November, current interest being offered in the 1 Year bond is 4.25%, which would mean potential interest income of approximately £10,000 based on reinvesting the £250,000.		

	<p>1 year fixed rate business bond online Savings (ccbank.co.uk)</p> <p>CCLA current rates are approximately 4.19%, but important to note that these fluctuate daily.</p> <p>RBS interest rate on the Reserve Account is currently 1.05%.</p>
Financial	Dependant on interest rates, investments will create variable income for the Council.
Environmental	<p>Any new investment companies will have the Environmental Credentials checked/ Current policies for CCLA and C&C are shown here:</p> <p>CCLA CCLA Environment Policy</p> <p>C&C Environmental, social and governance Cambridge & Counties Bank</p>
Equality and Diversity	<p>CCLA CCLA Corporate social responsibility report and CCLA Corporate Mental Health Benchmark UK 100 2025</p> <p>C&C Our commitments About us Cambridge & Counties Bank</p>
Decision Request	<ol style="list-style-type: none"> 1) To approve updates to the Investment Strategy and recommend to Council for approval and adoption into the Constitution. 2) To approve the Investment Policy for 2025-2026 and recommend to Council for approval and adoption into the Constitution. 3) To approve to renew and reinvest for 12 months of the Cambridge and Counties 1 year investment (Subject to clause 4 of the Investment Strategy) and recommend this to Council on 23rd October 2025.



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

INVESTMENT POLICY

VERSION CONTROL	Version 13
Previous Version Approval Date	3 rd October 2024
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



Congleton
beartown
where friends are made

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

Tel: **01260 270350**

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

Congleton Town Council

Investment Policy

I. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Guidance on Local Government Investments Guidance notes came into force in February 2018, this document will be available on our website alongside the policy.

(Link: [Guidance on local government investments.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684441/guidance-on-local-government-investments.pdf))

Town and Parish Councils with a budget larger than €500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. The procedure for undertaking new investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Finance Officer and approved by the Finance and Policy Committee and then by Council before any investments are placed.
2. All investments will be made in Sterling.
3. No one investment shall be for a period longer than 12 months.

4. The Town Council shall only invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
5. Day to day operation of current investments already approved by Finance and Policy and Council will be delegated to the Responsible Financial Officer and Chief Officer, who will provide regular updates to the Finance and Policy committee.
6. Council will be provided with an update on the annual Investment Strategy and investment accounts and balances once approved by Finance and Policy.
7. Any revisions to this policy shall be approved by the Full Council.
8. To assess the ethical and environmental credentials of possible investment companies.
9. The Finance Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new investment year. Where no changes are proposed, Full Council shall note the policy.



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

INVESTMENT STRATEGY

VERSION CONTROL	Version 9
Previous Version Approval Date	3 RD October 2024
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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

Tel: **01260 270350**

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

Congleton Town Council

Investment Strategy

9th December 2025 to 8th December 2026

Commented [SV1]: Dates updated

RBS Business Reserve

To keep the balance in RBS Current & reserve accounts to a maximum of £400,000. Balance over this will be transferred on a monthly basis to the CCLA Instant Access Money Market Account. Should the balance go below £400,000 funds will be transferred from CCLA to RBS. Transfers will be delegated to the RFO, or in the absence by the Chief Officer or Deputy Chief Officer and signed in accordance with our Financial Regulations for Bank Payments.

Cambridge & Counties

Congleton Town Council has £250,000 with Cambridge and Counties Bank¹ on a 1 year deposit. Until 8th December 2025 the interest rate for the 1 Year investment is 4.35%. On renewal on 9th December 2025, the balance of £250,000 will be retained. The monies invested in this account are tied in for the year and cannot be accessed.

Commented [SV2]: Updated to current rate.

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CCLA

Within the balance of the CCLA Public Sector Deposit Account, The Council keep £250,000 of its Ear Marked Reserves, due to this the CCLA account should hold a minimum of £250,000. This is an instant access money market account with fluctuating interest rates every day. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative. As from 8th November 2022 this account is used as a sweeper account for the balance of funds over £400,000 in the RBS Current and Reserve accounts.

Suggested Strategy:

1. To limit the balance of RBS Current and Reserve account to a maximum of £400,000.
2. To retain the balance of £250,000 in Cambridge and Counties 1 year account to £250,000 on 9th December 2025.
3. To continue to use the CCLA instant access money account as a sweeper account. To hold a minimum of £250,000 in this account.
4. To renew and reinvest for 12 months of the Cambridge and Counties 1 year investment subject to any three of the five authorised individuals, the Chief Officer, the R.F.O, the Chair, Vice-Chair of Finance and Mayor, being satisfied that the rate on offer is reasonably competitive. In the event that the rate on offer not being

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considered to be reasonably competitive, the matured funds to be reinvested at the best rate on offer in the instant access account with the CCLA or R.B.S. and for Council to be provided with a proposal on the best options available to reinvest these matured sums.

Deleted: To consider adding a new investment which would run from May to May should funds be available. Council to approve any new investments

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1 Cambridge and Counties information:

[About us](#) | [Our story](#) | [Cambridge & Counties Bank \(ccbank.co.uk\)](#)

2 CCLA information

[A climate for Good Investment](#)

Deleted: [Our philosophy](#) | [CCLA](#)

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OK - as ed 16/09/25

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee																																														
MEETING DATE AND TIME	25 th September 2025 7.00 pm	LOCATION	Congleton Town Hall																																												
REPORT FROM	Serena Van Schepdael- R.F.O																																														
AGENDA ITEM	19																																														
REPORT TITLE	Virement of Salary budgets																																														
Background	Due to the resignation of the Deputy Manager in November 2024, a review of the Staff Structure and Salaries took place between January and June 2025. The current distribution of the 2025-2026 salary budgets are based on the previous structure. Due to a change in structure, the allocation of salaries in the new allocation budgets is no longer in line with the original approved budget. This virement allows the budgets and allocation to show in the correct cost centres.																																														
Update	Below is the breakdown of the virements required to fit the new distribution of salaries.:																																														
<table><tr><th colspan="2"><u>Original Budget</u></th><th><u>Current after restructure</u></th><th>Movement £</th></tr><tr><td></td><td>£</td><td></td><td></td></tr><tr><td>Corporate Management</td><td>236,792</td><td>257,123</td><td>20,331</td></tr><tr><td>Civic</td><td>21,097</td><td>5,417</td><td>-15,680</td></tr><tr><td>Paddling Pool</td><td>25,380</td><td>27,280</td><td>1,900</td></tr><tr><td>Town Hall</td><td>81,150</td><td>82,246</td><td>1,096</td></tr><tr><td>Information Centre</td><td>62,381</td><td>91,434</td><td>29,053</td></tr><tr><td>Partnership</td><td>17,180</td><td>10,716</td><td>-6,464</td></tr><tr><td>Streetscape</td><td>629,524</td><td>634,708</td><td>5,184</td></tr><tr><td>Comm Development</td><td>137,755</td><td>102,335</td><td>-35,420</td></tr><tr><td>TOTAL BUDGET</td><td>1,211,259</td><td>1,211,259</td><td>0</td></tr></table>				<u>Original Budget</u>		<u>Current after restructure</u>	Movement £		£			Corporate Management	236,792	257,123	20,331	Civic	21,097	5,417	-15,680	Paddling Pool	25,380	27,280	1,900	Town Hall	81,150	82,246	1,096	Information Centre	62,381	91,434	29,053	Partnership	17,180	10,716	-6,464	Streetscape	629,524	634,708	5,184	Comm Development	137,755	102,335	-35,420	TOTAL BUDGET	1,211,259	1,211,259	0
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TOTAL BUDGET	1,211,259	1,211,259	0																																												
Decision Request	To approve the virement and recommend this to Council on 23 rd October 2025 for approval.																																														

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	25th September 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM	20		
REPORT TITLE	Notice of Conclusion of Audit for Year Ending 31st March 2025		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA); the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to the year ending 2027</p>		
Update	<p>The External Auditors (PKF Littlejohn) have completed their audit and have signed off the certificate for 2024-2025 with no issues noted. See Appendix 21.1. This report will also be presented to Council for noting.</p>		
Decision Request	<p>1: To note the Conclusion of the Audit for the year ending 31st March 2025.</p>		

Congleton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Congleton Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Congleton Town Council on application to:</p> <p>(a) <u>Serena Van Schepdael</u> <u>Finance Manager/RFO</u> <u>finance@congleton-tc.gov.uk</u></p> <p>(b) <u>Monday to Thursday 9am to 4pm</u></p>	<p>(e) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of <u>£0.00</u>(c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>SERENA VAN SCHEPDAEL</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>9th September 2025</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2025

and recorded as minute reference:

CTC/12/2526

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.congleton-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	835,559	812,750	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,068,179	1,182,221	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	814,774	851,267	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,069,056	1,103,790	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	18,615	24,940	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	818,091	899,635	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	812,750	817,873	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	884,354	908,035	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,929,224	2,938,644	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	327,373	317,659	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

4/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2025

as recorded in minute reference:

CTC/13/2526

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Congleton Town Council- CH0056

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Neil Littlejohn, CIP

Date

03/09/2025