



Congleton  
Town Council

<b>Title</b>	<b>Finance and Policy Committee</b>
Date of Meeting Time	20 November 2025 7:00 pm
Status	<b>Final Minutes</b>
Reference Documents	<a href="#">Agenda Papers for Finance &amp; Policy – 20 November 2025</a>

### Attendance

<b>Committee Members</b>	Cllr Robert Douglas (Chair) Cllr Russell Chadwick Cllr Mark Edwardson Cllr Arabella Holland Cllr Heather Pearce Cllr Rob Moreton
<b>Ex Officio</b>	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
<b>Non-Committee Members</b>	Cllr Glen Williams Cllr Kay Wesley
<b>Officers</b>	David McGifford (Chief Officer) Serena Van Schepdael – Finance Manager/Responsible Financial Officer
<b>Members of the Press</b>	None
<b>Members of the Public</b>	2: Grant applicants

#### 1. Apologies for Absence

Apologies were received from Cllr Akers Smith.

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

**FAP/25/2526 resolved** to approve and sign the Finance & Policy minutes held on 25 September 2025 as a correct record.

## **3. Declaration of Interest**

Declarations were received by:

Cllrs Chadwick and Moreton for any items relating to Cheshire East Council.

Cllr Firkin: Item 11.4 as a trustee of Congleton Museum (Abstained from the vote)

## **4. Outstanding Actions**

There were no questions from members of the public.

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

There were none.

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

There are none.

## **7. Urgent Items**

There were none raised.

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

**FAP/26/2526 resolved** to approve and sign the minutes of the Regeneration working group 1<sup>st</sup> July 2025, as a correct record.

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

There were none.

## **10. Grant Approvals and Commitments**

**FAP/27/2526 resolved** to receive a statement showing the current position as of 30<sup>th</sup> September 2025.

## **11. New Applications for Financial Assistance**

### **11.1- Congleton Chess Club- GR13/2526**

**FAP/28/2526 resolved** to award £193.40 for The Chess Club.

### **11.2- Congleton Harriers- GR14/2526**

**FAP/29/2526 resolved** to award £495 for Medical cover for the Cloud 9 race in March 2026.

### **11.3- Congleton Rangers-GR15/2526**

**FAP/30/2526 resolved** to award £150 toward the international project/trip in 2026.

### **11.4- Congleton Museum-GR16/2526**

**FAP/31/2526 resolved** to award £150 towards the Santas Grotto event.

## **12. New Grant Activities Monitoring Forms**

There were none.

## **13. Management Accounts 2025-2026**

**FAP/32/2526 resolved** to receive and note the management accounts for the financial year to 30<sup>th</sup> September 2025.

## **14. Bank Reconciliations**

**FAP/33/2526 resolved** to receive and consider the bank reconciliation as at 30<sup>th</sup> September 2025.

## **15. Savings Account Balances**

**FAP/34/2526 resolved** to receive and note the Savings Account balances as at 30<sup>th</sup> September 2025.

## **16. List of Payments**

**FAP/35/2526 resolved** to receive and approve the List of Payments for 1<sup>st</sup> August to 31<sup>st</sup> October 2025.

## **17. Virement of Salary Budgets**

**FAP/36/2526 resolved** to approve the virement of salaries due to the revaluation of staffing structure and recommend this to Council on 11<sup>th</sup> December 2025 for approval.

## **18. Policy Reviews**

### **18.1 – Flag Flying Policy – REVIEW**

**FAP/37/2526 resolved** to approve the draft updated with the below changes, and recommend this to Council for approval and adoption into the Constitution.

1: In the section The Union Flag-Flag Flying Days section, delete *Dates for 2020 can be seen in Appendix A.*

18.2 – ICT and Cyber Security Policy – REVIEW

**FAP/38/2526 resolved** to approve the draft updated with the below changes, and recommend this to Council for approval and adoption into the Constitution.

1: Section 10: Correct spelling of 'of' to 'or'

2: Section 11: Remove references to social media names

3: Section 11: Remove "*but this is to be restricted to break periods*"

4: Section 12: Add a reference to scams awareness

18.3 – SAR Complaints Policy – NEW

**FAP/39/2526 resolved** to approve the draft policy and recommend this to Council for approval and adoption into the Constitution.

18.4 – Compliments, Suggestions and Complaints Policy – REPLACEMENT

**FAP/40/2526 resolved** to approve the draft policy updates and recommend this to Council for approval and adoption into the Constitution.

**Meeting Closed at 7.47 pm**

**Cllr R Douglas**

**Chair of Finance and Policy**

Month 6

Percentage 50.0%

OK
Monitor
Over/Under (Exp./Income)

## APPENDIX 13.1

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	E VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
<b>Finance and Policy Committee</b>								
<b>101: Corp Management</b>								
Staff Costs (re-allocated)	245,382	122,691	126,419	-3728	103.04%	51.5%	1.52%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Travel	250	125	0	125	0.00%	0.0%	-50.00%	
Training / Conferences	2,500	1,250	360	890	28.80%	14.4%	-35.60%	
Rent Payable	17,017	8,509	8,508	1	99.99%	50.0%	0.00%	
Miscellaneous Office Costs	2,000	1,000	796	204	79.60%	39.8%	-10.20%	
Telephone/Fax/Internet	3,000	1,500	1,622	-122	108.13%	54.1%	4.07%	
Postage	1,000	500	83	417	16.60%	8.3%	-41.70%	
Stationery & Printing	3,300	1,650	1,142	508	69.21%	34.6%	-15.39%	
Subscriptions & Publications	5,100	2,550	4,543	-1993	178.16%	89.1%	39.08%	Start of year invoices received Full year for Zurich and Critical Illness paid to date.
Insurance	16,243	8,122	16,069	-7948	197.86%	98.9%	48.93%	
Computer/IT Costs	25,000	12,500	14,746	-2246	117.97%	59.0%	8.98%	£1461: Windows 11 works, new starter costs and annual subscription included in total
Photocopy Charges	2,000	1,000	593	407	59.30%	29.7%	-20.35%	
Recruitment Advertising	500	250	462	-212	184.80%	92.4%	42.40%	For 2 vacancies in 25-26
Bank Charges	1,240	620	495	125	79.84%	39.9%	-10.08%	
Audit Fees - External	2,500	1,250	0	1250	0.00%	0.0%	-50.00%	
Audit Fees - Internal	1,900	950	0	950	0.00%	0.0%	-50.00%	
Accountancy Support	5,300	2,650	1,006	1644	37.96%	19.0%	-31.02%	
Legal & Professional fees	3,500	1,750	2,943	-2355	168.17%	84.1%	34.09%	Legal fees for lease work. 2 quarters paid
HR & H&S support	5,000	2,500	3,873	-1373	154.92%	77.5%	27.46%	
Central Overheads reallocated	-78,320	-39,160	-45,644	6484	116.56%	58.3%	8.28%	
<b>Corporate Management-Expenditure</b>	<b>264,412</b>	<b>132,206</b>	<b>138,016</b>	<b>-6972</b>	<b>104.39%</b>	<b>52.2%</b>	<b>2.20%</b>	
Precept 2025-2026	-1,333,233	-666,617	-1,333,233	666617	200.00%	100.0%	100.00%	Paid in April and September Paid in arrears will catch up.
Interest Receivable	-30,000	-15,000	-11,298	-3702	75.32%	37.7%	37.66%	
Miscellaneous Income	0	0	-149	149	0.00%			
<b>Corporate Management-Income</b>	<b>-1,363,233</b>	<b>-681,617</b>	<b>-1,344,680</b>	<b>663064</b>	<b>197.28%</b>	<b>98.6%</b>	<b>48.64%</b>	
<b>Net Income Over Expenditure</b>	<b>-1,098,821</b>	<b>-549,411</b>	<b>-1,206,664</b>	<b>656092</b>	<b>219.63%</b>	<b>109.8%</b>	<b>59.81%</b>	
<b>102: Civic</b>								
Staff Costs (re-allocated)	21,097	10,549	3,075	7474	29.15%	14.6%	-35.42%	
Training / Conferences	1,000	500	25	475	5.00%	2.5%	-47.50%	
Stationery & Printing	550	275	0	275	0.00%	0.0%	-50.00%	
Marketing/Promotions	1,200	600	396	204	66.00%	33.0%	-17.00%	
Council Newsletter	8,700	4,350	4,500	-150	103.45%	51.7%	1.72%	
Council Website	2,000	1,000	1,085	-85	108.50%	54.3%	4.25%	Annual subscription/hosting fees paid in full Paid in full
Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%	
Members Expenses	200	100	0	100	0.00%	0.0%	-50.00%	
Civic Expenses	9,500	4,750	4,179	571	87.98%	44.0%	-6.01%	
Civic Regalia	250	125	345	-220	276.00%	138.0%	88.00%	3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday. 2 replacement flags required. Dependant on civic bookings.
Hall & Room Hire	6,500	3,250	3,032	218	93.29%	46.6%	-3.35%	
Civic Artefacts and Treasures	500	250	0	250	0.00%	0.0%	-50.00%	
Election Expenses	5,500	2,750	5,500	-2750	200.00%			Full amount moved to Earmarked Reserves at start of financial year.
Central Overheads reallocated	1,696	848	997	-149	117.57%	58.8%	8.79%	
<b>Civic-Expenditure</b>	<b>61,693</b>	<b>30,847</b>	<b>26,134</b>	<b>4713</b>	<b>84.72%</b>	<b>42.4%</b>	<b>-7.64%</b>	
<b>107: Grants</b>								
Initial Grant Commitment	15,000	7,500	1,675	5825	22.33%	11.2%	-38.83%	
Subsidised Use	4,500	2,250	700	1550	31.11%	15.6%	-34.44%	
Tfr from EMR Committed Grants	0	0	-4,199	4199	0.00%		-50.00%	
Specified Grants C/F to 26-27	16,333	8,167	15,517	-7351	190.01%	95.0%	45.00%	Correction of £2,500 will be made in month due to duplicate input
<b>Grants- Expenditure</b>	<b>35,833</b>	<b>17,917</b>	<b>13,693</b>	<b>4224</b>	<b>76.43%</b>	<b>38.2%</b>	<b>-11.79%</b>	Correct figure due to awaiting correction. £13017
<b>Capital</b>	<b>61,778</b>	<b>30,889</b>	<b>50,889</b>	<b>-20000</b>	<b>164.75%</b>	<b>82.4%</b>	<b>32.37%</b>	
<b>F&amp;P Income - N Income</b>	<b>-1,363,233</b>	<b>-681,617</b>	<b>-1,349,687</b>	<b>668071</b>	<b>198.01%</b>	<b>99.0%</b>	<b>49.01%</b>	Full Committee Summary includes Mayor cost centre Income £5,571
<b>Expenditure</b>	<b>423,716</b>	<b>211,858</b>	<b>233,149</b>	<b>-21291</b>	<b>110.05%</b>	<b>55.0%</b>	<b>5.02%</b>	Full Committee Summary includes Mayor cost centre expenditure £116

Congleton Town Council  
Management Accounts 2025-26

Sep-25

Page 2/3

Month 6  
Percentage 50.0%

**Community and Environment Committee**

**215: Floral Displays**

ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
Floral Displays Income	-4,000	-2,000	-7,140	5140	357.00%	178.5%
Floral Displays Expenditure	16,172	8,086	14,222	-6136	175.88%	87.9%
<b>Total Floral</b>	<b>12,172</b>	<b>6,086</b>	<b>7,082</b>	<b>-996</b>	<b>116.37%</b>	<b>8.18%</b>

NOTES

See appendix  
See appendix

**241: Allotments**

Allotments Income	-190	-95	0	-95	0.00%	0.0%
Allotments Expenditure	1,200	600	333	267	55.50%	27.8%
<b>Total Allotment</b>	<b>1,010</b>	<b>505</b>	<b>333</b>	<b>172</b>	<b>65.94%</b>	<b>-17.03%</b>

**300: Public Realm**

	5,000	2,500	210	2290	8.40%	4.2%
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**301: Congleton Partnership**

Congleton Partnership Income	0	0	-3,240	3240	0.00%	0.0%
Congleton Partnership Expenditure	9,971	4,986	21,962	-16977	440.52%	220.3%
Congleton Partnership C/F		0	-32,153	32153	0.00%	0.0%
<b>Total Partnership</b>	<b>9,971</b>	<b>4,986</b>	<b>-13,431</b>	<b>18,417</b>	<b>-269.40%</b>	<b>-134.7%</b>

Dependant on Partnership projects. Details are issued in Partnership Executive meetings. Salaries also to be reallocated.  
Carried forward balance from 24/25

**302: Community Development**

Community Development Staff Costs	137,755	68,878	54,257	14621	78.77%	39.4%
Community Development Marketing/Promotions	6,250	3,125	2,312	813	73.98%	37.0%
Green Initiatives	5,000	2,500	333	2167	13.32%	6.7%
Campaign Expenditure	1,000	500	519	-19	103.80%	51.9%
Tfr to EMR	0	0	0	0	0.00%	0.0%
Tfr From EMR	0	0	0	0	0.00%	0.0%
Community Development Overheads	11,072	5,536	6,510	-974	117.59%	58.8%
<b>Total Community Development</b>	<b>161,077</b>	<b>80,539</b>	<b>63,931</b>	<b>16,608</b>	<b>79.38%</b>	<b>-10.31%</b>

Annual subscription paid

**303: Crime**

Crime Reduction/CCTV Expenditure	11,426	5,713	0	5713	0.00%	0.0%
<b>Total Crime</b>	<b>11,426</b>	<b>5,713</b>	<b>0</b>	<b>5713</b>	<b>0.00%</b>	<b>-50.00%</b>

**305: Christmas**

Christmas Fayre/lights Income	-3,000	-1,500	-5,495	3995	366.33%	183.2%
Christmas Fayre/lights Expenditure	18,000	9,000	711	8289	7.90%	4.0%
<b>Total Christmas</b>	<b>15,000</b>	<b>7,500</b>	<b>-4,784</b>	<b>12284</b>	<b>-63.79%</b>	<b>-31.9%</b>

Sponsorship and funding

**310: Neighbourhood Plan**

Neighbourhood Plan	5,500	2,750	5,555	-2805	0.00%	0.0%
Neighbourhood Plan Tfr From EMR	0		-4,875	4875	0.00%	0.0%
<b>Total Neighbourhood Plan</b>	<b>5,500</b>	<b>2,750</b>	<b>680</b>	<b>2070</b>	<b>0.00%</b>	<b>-50.00%</b>

Costs covered by EMR funds

**321: Tourism**

Tourism Income	0	0	-11,114	11114		-50.00%
Tourism Expenditure	22,000	11,000	20,565	-9565	186.95%	43.48%
<b>Total Tourism</b>	<b>22,000</b>	<b>11,000</b>	<b>9,451</b>	<b>1549</b>	<b>85.92%</b>	<b>-7.04%</b>

Includes Tribute Events. and Food & Drink Income fo £8,916  
Includes Food & Drink costs of £11,004

**351: Luncheon Club**

	12,000	6,000	2,436	3564	40.60%	20.3%
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<b>C.E &amp; S</b>	<b>Income</b>	<b>-7,190</b>	<b>-3,595</b>	<b>-26,989</b>	<b>23394</b>	<b>750.74%</b>	<b>375.4%</b>	<b>325.37%</b>	<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>262,346</b>	<b>122,710</b>	<b>92,897</b>	<b>29813</b>	<b>75.70%</b>	<b>35.4%</b>	<b>-14.59%</b>	<b>Full Committee Summary</b>

**Town Hall, Assets and Services Committee**

ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
<b>201: Paddling Pool</b>	<b>48,640</b>	<b>24,320</b>	<b>31,588</b>	<b>-7268</b>	<b>129.88%</b>	<b>14.94%</b>
<b>221: Town Hall</b>	<b>253,392</b>	<b>126,696</b>	<b>119,432</b>	<b>7264</b>	<b>94.27%</b>	<b>-2.87%</b>
Town Hall - Expenditure	-111,050	-55,525	-58,842	3317	105.97%	2.99%
Town Hall - Income						
Net Expenditure over Income	142,342	71,171	60,590	10581	85.13%	-7.43%

NOTES

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

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

See Appendix

See Appendix

<b>225: Congleton Information Centre</b>								
CIC - Expenditure	90,104	45,052	63,898	-18846	141.83%	70.9%	20.92%	See Appendix
CIC - Income	-11,550	-5,775	-28,544	22769	494.27%	247.1%	197.13%	
Net Expenditure over income	78,554	39,277	35,354	3923	90.01%	45.0%	-4.99%	
<b>263: Public Toilets</b>								
	8,900	4,450	1,810	2640	40.67%	20.3%	-29.66%	
<b>270: Cenotaph</b>								
	375	188	159	29	84.80%	42.4%	-7.60%	
<b>280: Streetscape</b>								
Streetscape Expenditure	852,149	426,075	432,928	-6854	101.61%	50.8%	0.80%	See Appendix
Streetscape - Income CEC	-427,199	-213,600	-219,067	5468	102.56%	51.3%	1.28%	
Streetscape - External work income	-17,500	-8,750	-11,391	2641	130.18%	65.1%	15.09%	
Streetscape - Misc. Income	-900	-450	0	-450	0.00%	0.0%	-50.00%	
S/S Income	-445,599	-222,800	-230,458	7659	103.44%	51.7%	1.72%	
Net Expenditure over Income	406,550	203,275	202,470	805	99.60%	49.8%	-0.20%	
THAS Income	-568,199	-284,100	-317,844	33,745	111.88%	55.9%	5.94%	Full Committee Summary
THAS Expenditure	1,253,560	626,780	649,815	-23,035	103.68%	51.8%	1.84%	Full Committee Summary
Total Income	-1,938,622	-969,311	-1,694,520	174,822	174.82%	87.4%	37.41%	Overall summary includes mayor summary figures not on this sheet Overall summary Rounding allowed
Total Expenditure	1,939,622	961,348	975,861	101,511	101.51%	50.3%	0.31%	
Net Income /Expenditure			-718,663					
<b>401: Personnel</b>								
1* Staff Costs: To date	1,211,260	605,630	602,872	2758	99.54%	49.8%	-0.23%	Pay award paid in the August Pay run, awarded 3.2%
Personnel with Pay Award for reference								
Permanent Staff Costs - Included budget pay award *1	1,211,260	605,630	602,872	2758	99.54%	49.8%	-0.23%	
Add on budgeted pay award to current month								
Add on Temp/Agency			0					
Total	1,211,260	605,630	602,872		99.54%	49.8%	-0.23%	

**Congleton Town Council**  
**Management Accounts 2025-26**  
Sep-25

Page 3/3

	£	£	£	£	
	01/04/2025	In	Out	Balance	
Reserves as at 30th September 2025	CF Balance			30/09/25	
310 General Reserve	343,771			343,771	
<b>Ear Marked Reserves</b>					
318 Capital Equipment Fund	457	25,000	10,006	15,451	
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	Per Council (CTC/28/2526) this reserve will be transferred to Partnership funds
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	This is to be used for completion of the Website as per Council (CTC/25/25269)
344 EMR Congleton Neighbourhood Plan	5,469		4,875	594	
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	-	5,000	119,468	
356 EMR Salix/ Boiler Replacement	79,691	-		79,691	Noted that funds will be transferred to Boiler Replacement costs
357 EMR Election Expenses	-	5,500	-	5,500	Year on year increase for next elections
<b>EMR TOTALS</b>	<b>474,100</b>	<b>45,500</b>	<b>56,233</b>	<b>463,367</b>	

Congleton Town Council  
Management Accounts 2025-26  
TOWN HALL  
Sep-25

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.2

Month 6  
Percentage 50.0%

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
<b>TOWN HALL</b>							
4000 Staff Costs (re-allocated)	81,150	40,575	42,475	-1,900	104.7%	52.3%	2.34%
4008 Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009 Protective Clothing\H & Safety	550	275	372	-97	135.3%	67.6%	17.64%
4010 Cleaners	8,400	4,200	3,635	565	86.5%	43.3%	-6.73%
4011 Rates	25,449	12,725	14,970	-2,246	117.6%	58.8%	8.82%
4012 Water	7,875	3,938	3,821	117	97.0%	48.5%	-1.48%
4014 Electricity	33,000	16,500	9,001	7,499	54.6%	27.3%	-22.72%
4015 Gas	30,000	15,000	3,001	11,999	20.0%	10.0%	-40.00%
4016 Cleaning materials	2,250	1,125	887	238	78.8%	39.4%	-10.58%
4017 Refuse Disposal	2,350	1,175	976	199	83.1%	41.5%	-8.47%
4020 Miscellaneous Office Costs	2,500	1,250	1,325	-75	106.0%	53.0%	3.00%
4025 Insurance	14,346	7,173	14,059	-6,886	196.0%	98.0%	48.00%
4033 Marketing/Promotions	3,500	1,750	90	1,660	5.1%	2.6%	-47.43%
4040 Maintenance Contracts	9,000	4,500	7,383	-2,883	164.1%	82.0%	32.03%
4041 Property Maintenance	21,300	10,650	11,592	-942	108.8%	54.4%	4.42%
4065 Architect/Surveyor Fees	0	0	-1,645	1,645			
4068 Licences (incl PRS)	4,200	2,100	4,410	-2,310	210.0%	105.0%	55.00%
4951 Transfer from EMR	0	0	-5,000	5,000			
6000 Central Overheads Reallocated	6,522	3,261	3,835	-574	117.6%	58.8%	8.80%
Town Hall Expenditure	253,392	126,696	115,187	11,509	90.9%	45.5%	-4.54%
3020 Catering costs	0	0	2,428	-2,428			
3021 Security Supplies	0	0	1,817	-1,817			
	0	0	4,245	4,245			
Total Town Hall Expenditure	253,392	126,696	119,432	7,264	94.3%	47.1%	-2.87%
1009 Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010 Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011 Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013 Letting Income - Grand Hall	-30000	-15000	-13013	-1987	86.8%	43.4%	-6.62%
1014 Letting Income - Bridestones	-5000	-2500	-2090	-410	83.6%	41.8%	-8.20%
1015 Letting Income - Spencer Suite	-5000	-2500	-2950	450	118.0%	59.0%	9.00%
1018 Letting Income - Campbell Suite	0	0	0	0		0.0%	-50.00%
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-25	-5975	0.4%	0.2%	-49.79%
1021 Letting Income - Internal	-9000	-4500	-4646	146	103.2%	51.6%	1.62%
1022 Letting income - F&F	-2500	-1250	-833	-417	66.6%	33.3%	-16.68%
1023 Commission- CP	-6000	-3000	-2207	-793	73.6%	36.8%	-13.22%
1024 Letting Income- Security	0	0	-2211	2211		0.0%	-50.00%
1035 Service Charges - Brasserie	-4000	-2000	-1331	-669	66.6%	33.3%	-16.73%
1037 Service Charges - Other	-5000	-2500	-798	-1702	31.9%	16.0%	-34.04%
1038 Letting Income- Offices	0	0	-1750	1750			
1051 Catering Sales (recharges)	0	0	-3207	3207		0.0%	-50.00%
1199 Miscellaneous income	0	0	0	0			
1179 Grants Receivable- Salix Project	0	0	-7505	7505			
Total Town Hall Income	-111050	-55525	-58842	3317	106.0%	53.0%	2.99%
Net Expenditure over Income	142,342	71,171	60,590	10,581	85.1%	42.6%	-7.43%

NOTES

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

Pav award settled and paid in August 2025, backdated t April 2025

Top up of uniform

Paid over 10 months rather than 12

Full year for Zurich and Critical Illness paid to date.

Paid quarterly, will be monitored by RFO

£1200 is upgrade to electricity box, £5,000 for windows upgrade see notes on budget line 4951

Salix Grant project, see below

Music License paid in full

Windows/secondary glazing upgrades, EMR set aside for this, £5,000 is within budget line 4041

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, Q 2 to be invoiced

Recharge to customers

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

**Congleton Town Council**  
**Management Accounts 2025-26**  
**STREETSCAPE**  
**Sep-25**

Month 6  
 Percentage 50.0%

OK
Monitor
Over/Under (Exp./Income)

**APPENDIX 13.3**

**STREETSCAPE**

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
4000 Staff Costs	629,524	314,762	306,245	8,517	97.3%	48.6%	-1.35%
4008 Training	3,200	1,600	0	1,600	0.0%	0.0%	-50.00%
4009 Protective Clothing\H & Safety	5,900	2,950	3,650	-700	123.7%	61.9%	11.86%
4013 Office rent	2,000	1,000	1,000	0	100.0%	50.0%	0.00%
4016 Cleaning Materials	8,000	4,000	1,788	2,212	44.7%	22.4%	-27.65%
4021 Telephone	1,175	588	293	295	49.9%	24.9%	-25.06%
4025 Insurance	10,369	5,185	10,043	-4,859	193.7%	96.9%	46.86%
4041 Property maintenance	1,500	750	60	690	8.0%	4.0%	-46.00%
4043 Horticultural etc Supplies	14,000	7,000	14,305	-7,305	204.4%	102.2%	52.18%
4047 Vehicle maintenance/Serv etc	12,800	6,400	3,465	2,935	54.1%	27.1%	-22.93%
4048 Vehicle fuel and oil	16,285	8,143	8,487	-345	104.2%	52.1%	2.12%
4049 Vehicle rental charges	81,000	40,500	48,054	-7,554	118.7%	59.3%	9.33%
4050 Street Cleansing	8,000	4,000	2,938	1,062	73.5%	36.7%	-13.28%
4152 Propagation Unit	2,500	1,250	602	648	48.2%	24.1%	-25.92%
4162 General expenditure	5,300	2,650	1,686	964	63.6%	31.8%	-18.19%
4168 Other Expenditure	0	0	0	0		0.0%	-50.00%
4951 Tfr from EMR			0				
6000 Central Overheads Reallocated	50,596	25,298	29,749	-4,451	117.6%	58.8%	8.80%
<b>Streetscape Expenditure</b>	<b>852,149</b>	<b>426,075</b>	<b>432,365</b>	<b>-6,291</b>	<b>101.5%</b>	<b>50.7%</b>	<b>0.74%</b>
3030 Purchases for recharging	0	0	563	-563		0.0%	0.00%
1165 CEC - Income	-427,199	-213,600	-219,067	5,468	102.6%	51.3%	152.56%
1167 External work income	-17,500	-8,750	-11,391	2,641	130.2%	65.1%	180.18%
1199 Miscellaneous	-900	-450	0	-450	0.0%	0.0%	50.00%
<b>Streetscape Income</b>	<b>-445,599</b>	<b>-222,800</b>	<b>-230,458</b>	<b>7,659</b>	<b>103.4%</b>	<b>51.7%</b>	<b>153.44%</b>
<b>Net Expenditure over Income</b>	<b>406,550</b>	<b>203,275</b>	<b>202,470</b>	<b>805</b>	<b>99.6%</b>	<b>49.8%</b>	<b>-49.60%</b>

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





