



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

19<sup>th</sup> February 2026

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 26<sup>th</sup> February 2026 commencing at 7.00 pm.**

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford  
Chief Officer

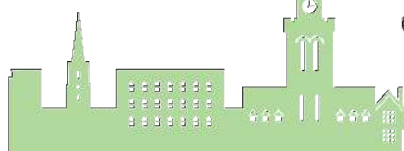


Congleton  
**beartown**  
*where friends are made*

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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 20<sup>th</sup> November 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 the 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 31<sup>st</sup> December 2025.

**11. New Applications for Financial Assistance**

To approve grant applications:

- 11.1- Congleton Rotary GR17/2526
- 11.2- No Tier Snooker GR18/2526
- 11.3- Her-Place Charitable Trust GR19/2526
- 11.4- Mossley Women's Institute GR20/2526
- 11.5- Marton CofE Primary PTA GR21/2526
- 11.6- Congleton Pride GR22/2526
- 11.7- Congleton Museum GR23/2526
- 11.8- Congleton Youth Orchestra GR24/2526

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

- 12.1- Congleton Chess Club- GR13-2526

**13. Management Accounts 2025-2026** (Enclosed)

To receive and note the management accounts for the financial year to 31<sup>st</sup> December 2025.

**14. Bank Reconciliation** (Enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> December 2025.

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

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

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

To receive and approve the List of Payments for 1<sup>st</sup> November to 31<sup>st</sup> December 2025.

**17. Financial Regulations Review** (Enclosed)

To approve the updates to the Financial Regulations and corresponding sections in The Standing Orders and recommend to Council for approval and adoption into the Constitution.

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

To approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the Constitution.

**19. Policy Reviews** (Enclosed)

To discuss and approve updates to the polices and recommend updates to Council for approval and adoption into the Constitution.

19.1 – DBS Handling Certificate – NEW

19.2 – Social Media Policy – NEW

**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.



<b>Title</b>	<b>Finance and Policy Committee</b>
Date of Meeting Time	20 November 2025 7:00pm
Status	Draft Minutes – to be ratified at the next Committee meeting
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 (Enclosed)**

**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 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%	
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%	
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%	
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%	
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>	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
Precept 2025-2026	-1,333,233	-666,617	-1,333,233	666617	200.00%	100.0%	100.00%	Paid in April and September
Interest Receivable	-30,000	-15,000	-11,298	-3702	75.32%	37.7%	37.66%	Paid in arrears will catch up.
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
Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%	Paid in full
Members Expenses	200	100	0	100	0.00%	0.0%	-50.00%	
Civic Expenses	9,500	4,750	4,179	571	87.98%	44.0%	-6.01%	3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday.
Civic Regalia	250	125	345	-220	276.00%	138.0%	88.00%	2 replacement flags required.
Hall & Room Hire	6,500	3,250	3,032	218	93.29%	46.6%	-3.35%	Dependant on civic bookings.
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>	<b>Full Committee Summary includes Mayor cost centre Income £5,571</b>
<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>	<b>Full Committee Summary includes Mayor cost centre expenditure £116</b>

Congleton Town Council  
Management Accounts 2025-26

Sep-25

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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	-7,140	5140	357.00%	178.5%	128.50%
Floral Displays Expenditure	16,172	8,086	-6136	175.88%	87.9%	37.94%
<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	0	-95	0.00%	0.0%	-50.00%
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>64.9%</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>47.1%</b>
Town Hall - Expenditure	-111,050	-55,525	-58,842	3317	105.97%	53.0%
Town Hall - Income						2.99%
<b>Net Expenditure over Income</b>	<b>142,342</b>	<b>71,171</b>	<b>60,590</b>	<b>10581</b>	<b>85.13%</b>	<b>-7.43%</b>

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%
<i>Personnel with Pay Award for reference</i>								
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

	£	£	£	£	
	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%

TOWN HALL

		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 (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**

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
<b>STREETSCAPE</b>							
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: E4022

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  
CONGLETON INFORMATION CENTRE

Sep-25

Month 6  
Percentage 50.0%

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.5

TOWN HALL  
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	15,788	-	15,788		
3042 Books, Maps, Guides resale	2,850	1,425	277	-	1,148	19.4%	9.7%
3043 Souvenirs for resale	2,375	1,188	161	-	1,027	13.6%	6.8%
3044 Stamps for resale	475	238	172	-	66	72.4%	36.2%
3046 Local Produce for resale	0	-	1,769	-	1,769		
3047 Theatre gift cards for resale	0	-	38	-	38		
3048 Food & Drink for resale	1,188	594	394	-	200	66.3%	33.2%
3049 CTC Merchandise	0	-	-	-	-	0.0%	0.0%
3999 Stock at 31st March 2022	0	-	-	-	-	0.0%	0.0%
<b>Direct Expenditure</b>	<b>6,888</b>	<b>3,444</b>	<b>18,599</b>	<b>-</b>	<b>15,155</b>	<b>540.0%</b>	<b>270.02%</b>
4000 Staff costs	62,381	31,191	34,687	-	3,497	111.2%	55.6%
4011 Rates	5,321	2,661	3,370	-	710	126.7%	63.3%
4013 Rent Payable	7,500	3,750	3,750	-	-	100.0%	50.0%
4162 General Expenditure	2,000	1,000	544	-	456	54.4%	27.2%
6000 Central Overheads Reallocated	6,014	3,007	2,948	-	59	98.0%	49.0%
<b>Indirect Expenditure</b>	<b>83,216</b>	<b>41,608</b>	<b>45,299</b>	<b>-</b>	<b>3,691</b>	<b>108.9%</b>	<b>54.4%</b>
1041 Third Party Ticket Sales	0	-	23,181	-	23,181		
1042 Books, Maps, Guides sales	-3,000	-	1,500	-	619	41.3%	20.6%
1043 Souvenir sales	-2,500	-	1,250	-	204	83.7%	41.8%
1044 Stamp Sales	-500	-	250	-	174	30.4%	15.2%
1045 Photocopy sales	-300	-	150	-	70	53.3%	26.7%
1046 Local Produce for resale	0	-	1,668	-	1,668		
1047 Theatre gift cards	0	-	40	-	40		
1048 Food and Drink sales	-1,250	-	625	-	666	106.6%	53.3%
1049 CTC Merchandise sales	0	-	-	-	30		0.0%
1199 Commission	-4,000	-	2,000	-	1,138	56.9%	0.0%
<b>Income</b>	<b>-11,550</b>	<b>-</b>	<b>5,775</b>	<b>-</b>	<b>28,544</b>	<b>23,631</b>	<b>494.3%</b>
<b>Total Income</b>	<b>-11,550</b>	<b>-</b>	<b>5,775</b>	<b>-</b>	<b>28,544</b>	<b>23,631</b>	<b>494.3%</b>
<b>Net Expenditure over Income</b>	<b>78,554</b>	<b>39,277</b>	<b>35,354</b>	<b>4,785</b>	<b>90.0%</b>	<b>45.0%</b>	<b>-4.99%</b>

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red  
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line  
Third Party Income see corresponding expense line

Pay award settled and paid in August 2025, backdated t April 2025  
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 quarterly, Q1 and Q2 completed.



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	Feb-26	Will be updated at September 25 FAP meeting, ready for final approval in October 25 by Council. 06NOV25 will no go to normal annual review. <b>20NOV25 Update: To be reviewed by FAP in February 2026 ready for final approval by Council</b>	In Progress
05 June 2025	FAP/11/2526	Approval of DD/BACS, to go to Council for approval.	RFO	23 October 2025	Report ready for October Meeting. <b>Complete CTC/30/2526</b>	Complete
25 September 2025	FAP/20/2526	Cllr Chadwick to be added as a signatory	RFO	23 October 2025	Report to go to council 23OCT to add Cllrs Chadwick and Wesley. <b>Complete CTC/29/2526</b>	Complete
25 September 2025	FAP/21/2526	Investment policy and strategy to go to Council for final approval & adoption to constitution.	RFO	23 October 2025	Report to go to Council 23OCT25. <b>Complete CTC/27/2526</b>	Complete
25 September 2025	FAP/23/2525	Salary virement paper withdrawn: to clarify new allocation, <b>SEE BELOW DUE TO NEW</b>	RFO	20 November 2025	To go back to FAP in November.	Complete
25 September 2025	FAP/24/2526	AGAR to go to Council for final noting of conclusion of audit for 24-25	RFO	23 October 2025	Report to go to Council 23OCT25. <b>20NOV25 Update: Complete, Council approved CTC/32/2526</b>	Complete
25 September 2025	FAP/21/2525	To re-look at possible mid-year investment	RFO	.	Will be fed back to FAP.	In Progress
20 November 2025	FAP/36/2526	Resolved to approve the virement of salaries due to the revaluation of staffing structure and recommend this to Council on 11th December 2025 for approval.	RFO	11 December 2025	20NOV25 Update: FAP approved FAP/36/2526, will be presented to Council on 11DEC25. <b>08JAN25</b> Approved by Council ref CTC/45/2526	Complete
20 November 2025	FAP/37/2526	Flag Flying Policy: resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption in to the Constitution. 1: In section The Union Flag-Flag Flying Days section, delete Date for 2020 can be seen in Appendix A	RFO	11 December 2025	Council will be requested to approve and adopt into constitution. <b>08JAN25</b> : Policies approved by Council ref CTC/44/2526	Complete
20 November 2025	FAP/38/2526	ICT and Cyber Security Policy: resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption in to the Constitution. 1:Section 10: Correct spelling of 'of' to 'or' 2:Section 11: remove references to social media names 3:Section 12: Add a reference to scams awareness	RFO	11 December 2025		Complete
20 November 2025	FAP/39/2526	SAR Complaints Policy: resolved to approve the draft policy and recommend this to Council for approval and adoption in to the Constitution.	RFO	11 December 2025		Complete
20 November 2025	FAP/40/2526	Compliments, Suggestions and Complaints Policy: resolved to approve the draft policy and recommend this to Council for approval and adoption in to the Constitution.	RFO	11 December 2025		Complete

Congleton Town Grant Commitments 2025-26											
Permitted											
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd. £	Approved 24/25 £	Paid £	Withdrawn	Outstanding £	Date Paid
<b>FORWARD from 2024-2025</b>											
19/09/2024	Havannah PTA	Recycling bins	GR08/2425	GPoC	FAP/19/2425.5	£ 810.00		£ 810.00		£ -	30/07/2025
13/02/2025	Congleton Amateur Swimming Club	Training courses	GR13/2425	GPoC	FAP/62/2425.1	£ 789.00		£ 789.00		£ -	09/12/2025
27/03/2025	Friends for Leisure	Supplies & actives for April 25 onwards	GR14/2425	GPoC	FAP/76/2425.1	£ 1,000.00		£ 1,000.00		£ -	02/12/2025
27/03/2025	Friends of Congleton Park	Concerts in Bandstand 2025	GR15/2425	GPoC	FAP/76/2425.2	£ 800.00				£ 800.00	
27/03/2025	Bromley Farm Hub	Luncheons 2025	GR16/2425	GPoC	FAP/76/2425.3	£ 800.00		£ 215.00		£ 585.00	
<b>2025-2026</b>											
	Subsidised Use of Town Hall						£ 4,500.00	£ 2,100.00		£ 2,400.00	
05/06/2025	Wild Salt CIC	Good Food Mood project	GR01/2526	GPoC	FAP/04/2526.1		£ 1,000.00		£ 1,000.00	£ -	
05/06/2025	Girl Guiding Cheshire Border	Norway Trip	GR02/2526	GPoC	FAP/04/2526.2		£ 150.00	£ 150.00		£ -	20/06/2025
05/06/2025	SOL Musical Theatre	2025 Summer places	GR03/2526	GPoC	FAP/04/2526.3		£ 365.00			£ 365.00	
05/06/2025	Trinity Amateur Operatic Society	2025 Concert	GR04/2526	GPoC	FAP/04/2526.4		£ 1,000.00	£ 1,000.00		£ -	02/12/2025
05/06/2025	1st Buglawton Scouts (I Johnson)	Kandersteg trip	GR05/2526	GPoC	FAP/04/2526.5		£ 150.00	£ 150.00		£ -	27/06/2025
05/06/2025	1st Buglawton Scouts (W Johnson)	Kandersteg trip	GR06/2526	GPoC	FAP/04/2526.6		£ 150.00	£ 150.00		£ -	20/06/2025
05/06/2025	RSPCA: Congleton Branch	Bark in the Park	GR07/2526	GPoC	FAP/04/2526.7		£ 200.00	£ 200.00		£ -	30/07/2025
05/06/2025	Congleton Pride	Circus Skills & Art Day	GR08/2526	GPoC	FAP/04/2526.8		£ 600.00		£ 350.00	£ 250.00	
25/09/2025	The Green Tree House	Food Pallets	GR09/2526	GPoC	FAP/15/2526.1		£ 1,000.00	£ 1,000.00		£ -	28/10/2025
25/09/2025	Congleton Talking Newspaper	Studio Upgrades	GR10/2526	GPoC	FAP/15/2526.2		£ 1,000.00			£ 1,000.00	
25/09/2025	Electric Picture House Artists Co-operative	Works shop	GR11/2526	GPoC	FAP/15/2526.3		£ 550.00			£ 550.00	
25/09/2025	No Tier Snooker	Table Hire for support group sessions	GR12/2526	GPoC	FAP/15/2526.4		£ 1,000.00	£ 750.00		£ 250.00	
20/11/2025	Congleton Chess Club	Chess equipment	GR13/2526	GPoC	FAP/28/2526		£ 193.40	£ 193.40			09/12/2025
20/11/2025	Congleton Harriers	Cloud 9 Race medical cover	GR14/2526	GPoC	FAP/29/2526		£ 495.00				
20/11/2025	Congleton Rangers	Armenia trip	GR15/2526	GPoC	FAP/30/2526		£ 150.00	£ 150.00			22/12/2025
20/11/2025	Congleton Museum	Santa Grotto	GR16/2526	GPoC	FAP/31/25026		£ 150.00				
<b>Totals</b>						£ 4,199.00	£ 12,653.40	£ 5,843.40	£ 1,350.00	£ 4,815.00	
						<b>Start balance</b>	<b>Approved</b>	<b>Paid</b>	<b>Balance</b>	<b>Less Withdrawn</b>	<b>Balance</b>
						EMR b/fwd.	£ 4,199.00	£ 2,814.00	£ 1,385.00	£ -	1,385.00
						<b>Start balance</b>	<b>Approved</b>	<b>Paid</b>	<b>Balance</b>	<b>Less Withdrawn</b>	<b>Balance</b>
Community Grants 2025-26						£ 15,000.00	£ 8,153.40		£ 6,846.60	£ 1,350.00	£ 8,196.60
Subsidised use of Town Hall						£ 4,500.00		£ 2,100.00	£ 2,400.00		
<b>Total money still available for Community grants</b>						<b>£ 8,196.60</b>					

Dec-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	3,375.00	1,125.00	
23/01/2025	Community Projects	Project support		GpoC	CTC/78/2425	25/01/2024		10,000.00	10,000.00	7,500.00	2,500.00	Being paid in instalments
23/01/2025	Congleton Partnership	Rent		GpoC	CTC/78/2425	25/01/2024		1,533.00	1,533.00	1,150.00	383.00	
	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	12,025.00	4,308.00	
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

<b>COMMITTEE:</b>	<b>Finance and Policy</b>		
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael - Finance Manager/RFO</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Grants Applications Cover Report</b>		
<b>Background</b>	The new Grants Policy Criteria can be found here: <a href="http://congleton-tc.gov.uk">CONGLETON TOWN COUNCIL - GRANTS &amp; FUNDING POLICY</a> (congleton-tc.gov.uk)		
<b>Update</b>	<p>The current available balance for Permitted Financial Assistance applications is £8,196, this is the third of 5 meetings this year. The total applied for at this meeting is £5447.</p> <p><b><u>11.1 Congleton Rotary</u></b></p> <p>They have applied for a grant of £997.50 towards costs to hire facilities and run the Swimathon; the total project cost is £1,500. The applicant has been advised of the 50% limit in the criteria for all grant awards. Congleton-based organisation. No other application this financial year.</p> <p><b><u>11.2 No Tier Snooker</u></b></p> <p>They have applied for a grant of £1,000 towards the costs of hiring the snooker tables for their weekly support sessions. They have already been awarded £1,000 towards this project during this financial year. Congleton-based organisation.</p> <p><b><u>11.3 Her-Place Charitable Trust</u></b></p> <p>They have applied for a grant of £1,000 towards a project of £5,000. The trust is based in Crewe and is looking to expand its project to Congleton. The applicant has been informed that, as we are already a White Ribbon Town, that objective will not be required to be met via a grant through our funding. Crewe organisation delivering a Congleton-based project. No other application this financial year.</p> <p><b><u>11.4 Mossley Women's Institute (WI)</u></b></p> <p>They have applied for a grant of £750 towards a project total of £1,999 for a defibrillator. Congleton-based organisation.</p> <p><b><u>11.5 Marton CofE Primary PTA</u></b></p> <p>They have applied for a grant of £250 to £500 towards a project total of £1,500 to upgrade their outdoor learning area. Congleton residents attend the school.</p> <p><b><u>11.6 Congleton Pride</u></b></p> <p>They have applied for a grant of £500 toward a total of £1,199 towards the costs for the Caffeine Connections group. They have an award this financial year of £600,</p>		

	<p>which was reduced to £250 due to part of the grant not going ahead, Congleton based organisation.</p> <p><b><u>11.7- Congleton Museum</u></b></p> <p>They have applied for a grant of £250 towards their Roman Week; this application is being accepted as the original date for the Finance meeting was 12<sup>th</sup> February, prior to the event's dates. Congleton-based organisation.</p> <p><b><u>11.8- Congleton Youth Orchestra</u></b></p> <p>They have applied for a grant of £450 towards woodwind instrument repairs. Congleton-based organisation.</p>
<p><b>Decision Request</b></p>	<p>To discuss and approve grant awards.</p>



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

<b>Application Reference (Office use only): GR17/2526</b>	
<input type="checkbox"/> Approved   £ <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Rotary Club of Congleton
Address of Organisation:	C/O Mr R Goodier, Secretary, Congleton Rotary Club [REDACTED]
Name of Applicant:	Rod Goodier
Position:	Secretary
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	<a href="https://congletonrotary.co.uk">https://congletonrotary.co.uk</a>
Registration Number (If relevant)	18986
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Community Members Club
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>1 To support Congleton community and individuals with financial help 2 To support and help our community with manpower and assistance wherever needed 3 To plan and run activities for our community such as the Annual Bonfire &amp; Firework display 4 We also stage an annual Christmas Concert in the Daneside Theatre 5 We hold fundraising events such as the annual Swimathon 6 Rotarians visit patients in the War Memorial hospital every month and visit most local care homes with gifts at Christmas 7 Last year we staged "Party in the Park" in July for all Congleton residents 8 We donated £1,000's worth of toys to the CTC, NSPCC Toy Appeal which were purchased locally from the Toy Barn at Glebe Farm.</p>	

Project Title:	Swimathon
Project Objectives:	To raise funds that will be used to donate to worthy local causes
Brief Project Description:	We invite schools, youth organisations & businesses to enter teams of 6 swimmers who swim as many counted lengths as they can for one hour. Each team member is asked to get sponsorship, 50% of which is returned to their school, organisation or business for their nominated charity. We normally have approximately 80 teams taking part over two sessions. The event takes place in Congleton Leisure Centre on March 18 <sup>th</sup> & March 21 <sup>st</sup> .
Total Cost of Project	£997.50 + medals & refreshments for swimmers, PA system etc which Rotary will fund
Total contribution sought:	£997.50
Details of cost breakdown and budgets:	Everybody Health & Leisure (EHL) hire cost for swimming pool - approximately 10 hours over the two dates as attached email from EHL.
What will the money be spent on?/ Resources needed:	The hire of the swimming pool
Any ongoing costs:	Yes, but they will be covered by Rotary
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	As ongoing costs
Estimated timescale of project from start to finish:	As detailed above
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	This is a community event to raise funds that will be donated back into the community to two local good causes. The funds raised will be equally divided between Friends for Leisure and Beartown Rickshaw
Are there similar services/ projects provided in the area	No
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	Rotary Project Leaders and our Marketing leader will monitor and produce reports for the local newspaper and social media so that all residents can see and read about the Rotary annual event

Describe how you will promote the Town Council in your project.	CTC will be the main Sponsor of the event and promoted in all publicity
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO YES

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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<b>Signed:</b>	Rod Goodier	<b>Date:</b>	January 7 <sup>th</sup> 2026
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<b>Application Reference (Office use only): GR18/2526</b>	
<input type="checkbox"/> Approved   £ _____ <input type="checkbox"/> Paid   _____ <input type="checkbox"/> M.Form   _____ <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	No Tier Snooker
Address of Organisation:	██
Name of Applicant:	Ian Carter
Position:	Founder   No Tier Snooker
Telephone Number:	██████████
Email address:	████████████████████
Website:	<a href="https://notiersnooker.co.uk/">https://notiersnooker.co.uk/</a>
Registration Number (if relevant)	Constituted group
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Constituted group
<p>for Individuals that have been diagnosed with early on set dementia FTD meet once a week for 2 hours and player snooker with individuals that are walking in the same shoes</p> <p>Due to the privilege of working being ripped away from you when you received your diagnoses my vision is to have the weekly snooker meeting free of charge for the members and only donate if they can afford to, this way it opens the door to everyone who has been diagnosed not just the ones that can afford to come along each week</p>	
<b><u>3: COST DETAILS/ RESOURCES/ TIMETABLE</u></b>	
Project Title:	No Tier Snooker
Project Objectives:	To improve wellbeing, social connection, and quality of life for people living with early-onset dementia through regular, inclusive snooker sessions and shared sporting experiences.

Brief Project Description:	<p><b>Core Objectives</b></p> <ol style="list-style-type: none"> <li>1. <b>Reduce Social Isolation</b> <ul style="list-style-type: none"> <li>○ Provide weekly snooker sessions that bring people together in a relaxed, familiar environment.</li> <li>○ Create a sense of belonging for people who may feel excluded following a Early On set dementia diagnosis.</li> </ul> </li> <li>2. <b>Support Mental &amp; Emotional Wellbeing</b> <ul style="list-style-type: none"> <li>○ Use snooker as a low-pressure, enjoyable activity that promotes confidence, routine, and purpose.</li> <li>○ Encourage laughter, conversation, and peer support.</li> </ul> </li> <li>3. <b>Stimulate Memory &amp; Cognitive Engagement</b> <ul style="list-style-type: none"> <li>○ Use snooker and sporting memories as positive triggers for conversation and reminiscence.</li> <li>○ Support continued engagement with skills many members already know and enjoy.</li> </ul> </li> <li>4. <b>Promote Physical Activity at an Accessible Level</b> <ul style="list-style-type: none"> <li>○ Encourage gentle movement, coordination, and balance through snooker without competitive pressure.</li> </ul> </li> <li>5. <b>Raise Awareness of Early-Onset Dementia</b> <ul style="list-style-type: none"> <li>○ Challenge stigma by showing that people with dementia can remain active, social, and engaged.</li> <li>○ Use sporting connections and ambassadors to widen public understanding.</li> </ul> </li> <li>6. <b>Provide Affordable, Sustainable Support</b> <ul style="list-style-type: none"> <li>○ Keep sessions low-cost or free through fundraising and sponsorship.</li> <li>○ Ensure long-term sustainability of the group through events, donations, and partnerships.</li> </ul> </li> <li>7. <b>Build Strong Community &amp; Sporting Partnerships</b> <ul style="list-style-type: none"> <li>○ Work with snooker legends, sports clubs, and local organisations to raise the profile of the project.</li> <li>○ Use high-profile donations and events to fund ongoing support.</li> </ul> </li> </ol>
Total Cost of Project	Each Day of the week for 1 year is £119.00 per week based on 52 weeks £6188.00 Tea and coffee £10.00 per week x 52 = £520.00
Total contribution sought:	As much as possible towards achieving our goal
Details of cost breakdown and budgets:	7 tables per week @ £17.00 per table = £119.00 x 52 = £6188.00 Tea Coffee cakes nibbles £10.00 per week x 52 = £520.00
What will the money be spent on?/ Resources needed:	Money will be spent on allowing individuals that can not afford to attend the group play for free and supporting the venue costs when weekly attendances are down
Any ongoing costs:	No
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	Congleton Enclosure trust Spall and Clarke Congleton
Estimated timescale of project from start to finish:	On going weekly
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	

What are the potential benefits/outputs to residents of Congleton	Weekly escape from the mundane world of living with early on set diagnoses
Are there similar services/ projects provided in the area	No
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	Ongoing with Support from The NHS North west trust
Describe how you will promote the Town Council in your project.	Advertised in all awareness and fund raising events and holding event in the town hall
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO YES

#### Declaration

- I am authorised to make this application on behalf of the above organisation.
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<b>Signed:</b>	ian carter	<b>Date:</b>	26/1/2026
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Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only): GR19/2526</b>	
<input type="checkbox"/> Approved    £ <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Her-Place Charitable Trust
Address of Organisation:	54-64 Beech Road Wistaston Crewe CW2 8RG
Name of Applicant:	Jenny Foulkes
Position:	Services Manager
Telephone Number:	██████████ / 01606 557666
Email address:	████████████████████
Website:	www.her-place.co.uk
Registration Number (If relevant)	Charity Number: 1173554
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Charitable Incorporated Organisation (CIO)
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Her-Place Charitable Trust (formerly Motherwell Cheshire CIO) is a Cheshire based charity dedicated to empowering women and girls through support, education, and advocacy. Our aim is to create safe, inclusive, and accessible spaces where individuals can build confidence, strengthen wellbeing, and pursue opportunities for personal and economic growth.</p> <p>Vision: A future where every woman and girl is encouraged, inspired, and empowered to realise HER unique potential and to live a life full of purpose, and fulfilment.</p> <p>Mission: To achieve our vision, we must uplift and support our community by creating inclusive, safe spaces that respond to HER unique needs and experiences. Through active listening, collaboration, and partnerships, we will shape the services to dynamically respond to HER changing needs. As a collective, we will drive positive change through finding and amplifying diverse voices, to build a better world for HER.</p> <p>We provide a range of services for women and girls across Cheshire, including mental health and wellbeing support, person-centred counselling, advocacy for Mums navigating</p>	

social care systems, wellbeing groups, a community share hub, and support with period dignity products.

### 3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Period Dignity Friendly Town and SafeHer Spaces
Project Objectives:	To ensure that local women have access to period products when they need them. To promote safe spaces for women and girls in Congleton and to work together to make Congleton a White Ribbon Town
Brief Project Description:	We are requesting money to be able to ensure that we can provide period items to women when and where they need them. We will work with local organisations and the public to support us in donating items to help us to distribute. We will create period grab bags that will be placed in public toilets and leave leaflets and posters to explain where women and girls can access more support. We would like to work together with Congleton Town Council to become a White Ribbon Town. This would promote the White Ribbon Campaign and work with agencies/shops present on the high street to offer safe spaces for women and girls. We would like to see an end to violence against women and girls and women and girls always feeling safe in their homes and local community.
Total Cost of Project	£5,000
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	£200 Print and postage costs, posters, fliers, window stickers for safe spaces, printing of the report £200 Period products £100 badges and white ribbons £300 torches, personal alarms £100 advertising costs in local papers £50 volunteer subsistence costs £50 room hire Total: £1,000
What will the money be spent on?/ Resources needed:	Period products Staff time creating grab bags and distribution Management time working with Congleton Town Council to promote the White Ribbon Campaign Staff time to carry out pop up events to promote period dignity and White Ribbon Campaign
Any ongoing costs:	
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	Volunteer time to support creating grab bags, distribution and supporting pop up events Management time provided, which is already funded Local agencies, community donating period items
Estimated timescale of project from start to finish:	April 2026-March 2027

### 4: POTENTIAL BENEFITS/ OUTPUTS

What are the potential benefits/outputs to residents of Congleton	Local Congleton women will have access to free period items, ensuring they have a dignified period. They will be able to access further support from Her-Place and signposting to agencies for ongoing financial support. By becoming a White Ribbon Town, more residents and business owners are aware of the rise of violence against women and girls and know how to help and seek help.
Are there similar services/ projects provided in the area	No
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	The project will record how many period dignity items have been provided across Congleton. We will keep qualitative data on what women have said about having access to period items and how safe they are feeling. As we are not planning on working directly with women, we are unable to evaluate distance travelled on an individual leave. We will work closely with agencies supporting the project to gather feedback from them about how it has worked.
Describe how you will promote the Town Council in your project.	We are very active on social media and will regularly promote what we are doing with Congleton Town Council. We have a very successful relationship with Crewe Town Council, working on White Ribbon and Period Dignity. We share lots of information on our Facebook pages. We also have a website that is updated regularly with projects
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO  YES

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
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<b>Signed:</b>	J. Foulkes	<b>Date:</b>	23.12.2025
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Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only):</b> GR20-2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	MOSSLEY WOMEN'S INSTITUTE (WI)
Address of Organisation:	[REDACTED]
Name of Applicant:	Mrs Kay Breen
Position:	Secretary
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	N/A
Registration Number (if relevant)	N/A
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Charitable,, non-party political, and non-sectarian women's organisation
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>Mossley Women's Institute (WI) is a trusted place for local women, of all ages and backgrounds, to come together and share experiences, learn from each other, tackle social isolation and make a difference in our community. We aim to provide women with educational opportunities, new skills and a collective voice in campaigning on national and local issue to achieve real changes that matter to them.</p> <p>A key area of the work we undertake involves campaigning on a wide range of social, environmental, and health issues based on resolutions proposed and voted on by members.</p> <p>We are currently working on our campaign 'Bystanders Can Be Lifesavers' to increase public training in CPR and access to community defibrillators and are being helped by AEDdonate with training and our to raise funds to install, register and maintain a public access defibrillator (PAD) to ensure those living in our local community are not too far away from help they need in the event of a sudden cardiac arrest.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	MOSSLEY WI PUBLIC ACCESS DEFIBRILLATOR CAMPAIGN
Project Objectives:	To help bring lifesaving defibrillator to our local community - before it is needed.
Brief Project Description:	24hr available PADs should be accessible within 200 meters or two minutes brisk walk (4 minutes there and back) from where it is needed (Resuscitation Council UK). However, those living in or visiting the Congleton Edge rural area currently lacks easy access to these life-saving items, the closest being at Mossley Old School, almost 800 meters away or a nine minute brisk walk (18 minutes there and back). Agreement reached for highly visible PAD to be sited with electrical power, on external wall of main road location The Castle Inn, giving our community ease of access via a call to NHS 999 / 111 Service.
Total Cost of Project	£1,999
Total contribution sought:	£750
Details of cost breakdown and budgets:	Fully automatic Defibrillator with outdoor locked cabinet Prep kit Installation Maintenance Training and ongoing support Total = £1999
What will the money be spent on?/ Resources needed:	Purchase, installation, registration with The Circuit and maintenance of PAD by AEDdonate.
Any ongoing costs:	Pad replacement after use and replacement battery every 3-5yr
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	Mossley WI and The Castle Inn have been raising funds since September 2025 and to date have raised 44% i.e. £867. We have planned raffle and a sponsored walk which expect to raise another £350 over the next three months
Estimated timescale of project from start to finish:	9 month timescale from September 2025 to June 2026. Fundraising completion target date set for 31/5/2026 with set up of public access defibrillator within 2 weeks
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Community involved - gives sense of ownership / care / sense of wellbeing Increased chance of survival for rural community who face a longer emergency ambulance response time in the event of a sudden cardiac arrest
Are there similar services/ projects provided in the area	Closest 24hr access PAD is sited almost 800mt away, a brisk walk approx 9 mins each way
<b>5: EVALUATION</b>	
How will the project be evaluated and who will	Public awareness of equipment availability - WI survey

carry out the evaluation?	Usage statistics - AEDdonate review
Describe how you will promote the Town Council in your project.	Public announcement via local media with attendance of Officer Acknowledgement on donation site / AEDdonate site
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/ <del>we</del> have read the policy: YES / <del>N</del> <sup>o</sup>
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/ <del>NO</del> <u>X</u>

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
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- 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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<b>Signed:</b>	K Breen	<b>Date:</b>	29/01/2026
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Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only): GR21-2526</b>	
<input type="checkbox"/> Approved    £ <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Marton C of E Primary School
Address of Organisation:	School Lane, Marton, Macclesfield, Cheshire SK11 9HD
Name of Applicant:	Amy Tonge
Position:	Sponsorship Secretary
Telephone Number:	██████████
Email address:	██
Website:	<a href="https://www.marton.cheshire.sch.uk/">https://www.marton.cheshire.sch.uk/</a>
Registration Number (If relevant)	1092223
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Primary School
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>We are a Congleton Based Church of England school based in the parish of Marton. We welcome pupils from the surrounding areas from ages 4-11.</p> <p>Each of our 'Team' shares the same values of Sow, Nurture, Grow that we believe embody all that is important to our school family. You will see these values around school, in our thoughts and deeds and on display. They are living values and owned by everyone.</p> <p>We are proud of our rural community and the strength we have in recognising that together as a family we achieve so much more. We take pride that visitors can feel this warmth the minute they visit school and we feel it daily in every classroom.</p> <p>Our curriculum is ambitious and exciting and interspersed with exciting opportunities to enhance children's education and experience at school. We use our beautiful school grounds at every opportunity in keeping with the seasons, and our after school clubs are both varied and such fun! In summary, we want our children to have THE very best time at school.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	Reception outdoor learning area upgrade
Project Objectives:	To update and repair the current outdoor learning area for the Reception class and Little Seeds group
Brief Project Description:	The reception class room is in a prefabricated building separate to the school, it has access to its own outdoor learning area. However, the outdoor area is getting very run down with rotting wood, uneven surfaces and some outdated equipment. We want to improve this area to ensure its safe for the children and also provide the children with the ability to explore nature and the outside world.
Total Cost of Project	£1500
Total contribution sought:	£250-£500
Details of cost breakdown and budgets:	We have a wish list of 'wanted' equipment to improve the area to make it more enjoyable for the children. So depending on what we can raise, will depend how much we can buy!
What will the money be spent on?/ Resources needed:	The Would love list includes:  Small Play house £300 Mud kitchen £200 Roleplay car £150 Easel £150 Storage boxes £100 Seating area logs £100 Covered sand Pit £250 Water Trays £250
Any ongoing costs:	None
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	We are also raising money via the blue tokens in tesco so anything you donate will also go with what is raised in the blue token appeal. The final amount is yet to be confirmed as we have until the end of march before the collection closes.
Estimated timescale of project from start to finish:	4 weeks
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	This will improve the learning capabilities the school offer and provide a safe, exciting and inviting environment for the children to be in. Starting school is a big thing for little ones so ensuring their environment is safe and welcoming is crucial to ensure kids are happy and open to learning. Any future OFSTED inspections will likely take

	into account the outdoor area as it is currently so we wish to ensure that this is off a standard that will reflect the rest of the school. Outdoor space is in abundance at Marton as we are very lucky to have such beautiful grounds for the school setting so we like to encourage our children to be outside exploring the elements as much as we can, but we need to ensure these areas are safe.
Are there similar services/ projects provided in the area	no
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	
Describe how you will promote the Town Council in your project.	We would promote the work done across the school and also in the local press
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES
Will you be attending the meeting to support your application	Date will be provided by the RFO  NO

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
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- 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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<b>Signed:</b>	Amy Tonge	<b>Date:</b>	26.1.26
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<b>Application Reference (Office use only):</b> GR 22-2526			
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid	<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<b><u>1: CONTACT DETAILS</u></b>			
Name of Organisation:	Congleton Pride		
Address of Organisation:	[REDACTED]		
Name of Applicant:	Ronan Clayton		
Position:	Founder and Trustee		
Telephone Number:	[REDACTED]		
Email address:	[REDACTED]		
Website:	<a href="http://www.congletonpride.co.uk">www.congletonpride.co.uk</a>		
Registration Number (If relevant)	Registered Charity Number : <b>1207409</b>		
<b><u>2: ABOUT YOUR ORGANISATION</u></b>			
What type of organisation are you?	Registered Charity		

Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)

'Caffeine Connections' became the first monthly coffee afternoon in Congleton aimed at the LGBTIA+ community, providing a safe space for people to chat informally and make connections. This can often be the first point of contact of people of the LGBTQIA+ community and allies too, who often need support or friendship. Our volunteers, welcome friends old and new in the LGBTQIA+ community to enjoy free tea, coffee, cake & cookies on the last Wednesday of each month, between the hours of 2-5pm at the Trinity Methodist Church, Congleton

This vital local resource has been funded entirely, from inception, by one of our Congleton Pride volunteers. Unfortunately, due to a change in their employment situation, they are no longer able to offer this financial assistance. It is in with respect to this that we look for your support – a grant of £500, which is less than 42% of the annual operating costs of this group.

'Caffeine Connections' is the name of a monthly meeting wholly 'owned' on a not-for-profit basis by Congleton Pride, which is a registered charity.

### 3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Caffeine Connections
Project Objectives:	To provide a monthly coffee afternoon in Congleton aimed at the LGBTIA+ community, providing a safe space for people to chat informally and make connections
Brief Project Description:	<p>Caffeine Connections provides a vital and welcoming space for Congleton's LGBTQIA+ community, fostering inclusion, mental well-being, and social cohesion. Held on the last Wednesday of each month, this coffee club is more than just a casual gathering- it is a lifeline for individuals who may otherwise feel isolated or lack safe spaces to express themselves freely. Social isolation is a significant issue for many within the LGBTQIA+ community, particularly older individuals, those in rural areas, or those who may not have supportive family networks. By offering a consistent, accessible, and friendly environment, Caffeine Connections helps build confidence, friendships, and a sense of belonging, which in turn improves mental health and overall well-being.</p> <p>The grant of £500 from would ensure that the groups modest operating costs, including venue hire and associated expenses, are fully covered for the year. This would allow Caffeine Connections to continue its important work without financial barriers, ensuring that no one is excluded due to cost.</p>
Total Cost of Project	£1199

Total contribution sought:	£500
Details of cost breakdown and budgets:	See below
What will the money be spent on?/ Resources needed:	Site Rent £360 pa Insurance £100 pa Consumables (Cakes, Coffee etc) £360 pa Purchase of new Barista Coffee Machine £299
Any ongoing costs:	£800 operating costs pa
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	We have just commenced our fund raising for 2026. A car boot sale is planned for Easter Sunday. We are holding a St Patrick's Day Quiz and will be fund raising at two Makers Markets. We are also holding a Quizz Night at Reuben Stubbs, with future events planned.  Any shortfall in the project will be supported by Congleton Pride's Reserves
Estimated timescale of project from start to finish:	This application covers the 2026 Calendar year
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Supporting this initiative aligns with our Councils commitment to inclusivity and community support, demonstrating a proactive approach to promoting diversity and well-being within Congleton. By funding this group, Congleton Town Council would be investing in a more connected and supportive town, where all residents feel valued and included  Additionally, the group encourages engagement with the wider community, strengthening Congleton's reputation as an inclusive and welcoming to all.
Are there similar services/ projects provided in the area	None
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	It is impossible to quantify the benefits to the overall community of the Congleton Pride movement, of which Caffeine Connections is part. However, our event is enjoyed by residents from birth to 80+. We insure the event for up to 4000 visitors on the day.

	That said, the Caffeine Connections coffee afternoons are regularly visited by 30 persons all aged 18+
Describe how you will promote the Town Council in your project.	We would be delighted to credit CTC on our website and on all literature relating to Caffeine Connections & Congleton Pride.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: <b>YES / NO</b>
Will you be attending the meeting to support your application	Date will be provided by the RFO <b>YES/NO</b>

**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.
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<b>Signed:</b> 	<b>Date:</b> 3.2.2026
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Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only): GR23/2526</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> £ <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Museum Trust
Address of Organisation:	Market Square, Congleton, Cheshire, CW12 1ET
Name of Applicant:	Sergey Kamenskiy
Position:	Joint Chair of Trustees
Telephone Number:	01260 276360
Email address:	info@congletonmuseum.co.uk
Website:	<a href="https://www.congletonmuseum.co.uk/">https://www.congletonmuseum.co.uk/</a>
Registration Number (If relevant)	701430
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Registered charity
We are a local history museum located in Congleton, behind the town hall. The main exhibition displays objects from 5,000 years ago to today. We deliver learning sessions to local schools, run free family activities during school holidays, and run monthly heritage walks around the town.	

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

Project Title:	Roman Week 2026
Project Objectives:	To provide free, high-quality cultural and educational activities for families during February half-term; to introduce children to Roman life in Britain through hands-on, creative and immersive learning; to support alternative ways of learning for pupils with different learning needs; to encourage family engagement with local heritage; and to strengthen Congleton Museum's role as an accessible, welcoming and community-focused space within the town.
Brief Project Description:	Every year during February half-term, the museum runs Roman Week. This year Roman Week returns to Congleton Museum from Wednesday 18 to Saturday 21 February 2026, offering four days of free, drop-in family activities. Designed as a playful and immersive introduction to Roman life in Britain, the event features more than ten hands-on activities available each day, encouraging visitors to explore history through making, experimenting, dressing up and discovery. Families can write on Roman wax tablets, build roads, grind grain, explore Roman food, clothing, hygiene and engineering, follow a Roman numerals trail around the galleries, and take part in interactive games showing how the Romans changed Britain. Alongside the daily programme, each day includes a special themed activity, from creating mosaics and making Roman shields to designing coins and handling real Roman pottery as an archaeologist. Activities run throughout the day on a drop-in basis, allowing families to join at any time or return on multiple days. Roman Week is free to attend.
Total Cost of Project	£1865
Total contribution sought:	£245
Details of cost breakdown and budgets:	£1,620 in-kind contribution for volunteer time. £90 for craft and session materials, including card, paints, pre-cut templates, wax tablet materials, plastic storage boxes and other essential consumables. £110 for two reusable photo-zone banners (100 × 200 cm). £45 for targeted Facebook social media promotion.

What will the money be spent on?/ Resources needed:	£90 for core craft materials (card, paints, pre-cut templates, wax tablet materials, plastic storage boxes) required to deliver hands-on activity stations, enabling participants to make and take home completed work. £110 for reusable photo-zone banners to support visitor engagement and annual re-use. £45 for digital promotion in place of printed flyers to reduce carbon impact and increase audience reach.
Any ongoing costs:	No
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	£1,620 in-kind contribution representing volunteer time, based on a reasonable hourly rate and up to ten volunteers per day contributing a minimum of three hours across four delivery days.
Estimated timescale of project from start to finish:	All project activity will take place in February 2026. Preparation of craft materials and session resources, along with social media promotion, will be completed in advance of February half-term. Roman Week will be delivered over four days from Wednesday 18 to Saturday 21 February 2026. Reusable materials will support future annual delivery.
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	The project will provide free, high-quality cultural and educational activity for local primary school pupils and their families during February half-term. Roman Week supports alternative, hands-on learning for children with different learning needs, offering an engaging environment outside the classroom. The programme encourages creativity, curiosity and confidence, supports family participation, and increases access to local heritage. The event also contributes to town-centre footfall and reinforces Congleton Museum as a welcoming, community-focused space. This would be the third Roman Week the museum has planned. 2023 Roman Week saw a total of 389 visitors over 5 days with a record breaking 109 visitors in a single day (real soldiers were in the museum), 2024 Roman Week saw 693 visitors over 6 days with a new record of 274 visitors in a single day. For the current year, the programme has been adapted to focus on a structured activity-station format and hands-on learning, rather than live re-enactment. As a result, we expect attendance to be lower than the peak year but comfortably above the earliest delivery, reflecting a balanced and sustainable level of engagement aligned with the revised format.
Are there similar services/ projects provided in the area	No
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	Evaluation will be carried out through short feedback questionnaires distributed to participants following the event, with an online feedback form also available. On-site evaluation will be supported by project volunteers, who will encourage participation and assist visitors in completing the forms. Feedback will be used to assess audience reach, learning outcomes and overall visitor experience.

Describe how you will promote the Town Council in your project.	Congleton Town Council will be acknowledged as a project partner through inclusion of its logo on activity station signage and in social media promotion related to Roman Week. This will ensure that all participants and audiences are aware of the Council's support for the project.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: <b>YES</b> / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO <b>YES/NO</b>

### Declaration

- I am authorised to make this application on behalf of the above organisation.
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<b>Signed:</b>	<b>REDACTED</b>	<b>Date:</b>	08/02/2026
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<b>Application Reference (Office use only):</b> GR24/2526	
<input type="checkbox"/> Approved	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Youth Orchestra
Address of Organisation:	Westwood House, Trinity Methodist Church, Wagg Street, Congleton, CW12 4BA
Name of Applicant:	Elaine Mallett
Position:	Treasurer
Telephone Number:	REDACTED
Email address:	REDACTED
Website:	<a href="http://www.congleton-youth-orchestra.org">www.congleton-youth-orchestra.org</a>
Registration Number (if relevant)	
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Registered Congleton charity
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>CYO offers youngsters aged from 7 to 25 the opportunity to learn and play musical instruments in an orchestra. Tuition is provided for those completely new to classical instruments and ongoing improver tuition for those with existing musical ability.</p> <p>Orchestra members learn new pieces of music each term and put on a concert for family members, friends and the local Congleton community at the end of each term.</p> <p>Tuition is provided by professional musicians, but all other positions are filled by volunteers.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	Musical instrument repairs
Project Objectives:	To bring all our instruments up to a good playable standard.
Brief Project Description:	The orchestra owns many dozens of instruments (strings, woodwind, brass and percussion). These need regular maintenance to keep them in good order. This project is our main focus for 2026-27.
Total Cost of Project	Woodwind repairs = phase 1 = £450
Total contribution sought:	£450
Details of cost breakdown and budgets:	See attached invoice. This is for repairs already undertaken for just 5 instruments. We have many more to maintain.
What will the money be spent on?/ Resources needed:	Instrument repairs.
Any ongoing costs:	It is likely that the project will cost several £000s more.
Details of <b>confirmed</b> match funding, include source Cash/Grant: In kind:	We have already received £1000 from Tesco Stronger Starts which has been fully spent on repairing stringed instruments.  Congleton Rotary have given us £250 as part of their grant, which has also been fully spent on stringed instruments.  £700 generated by donations to Congleton Santa
Estimated timescale of project from start to finish:	2026-2027
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Having the instruments in good order will improve the quality of the playing the members can achieve, which all concert attendees will benefit from.
Are there similar services/ projects provided in the area	Not to our knowledge.
<b>5: EVALUATION</b>	
How will the project be evaluated and who will	Professional musical instrument repairers are establishing which

carry out the evaluation?	of our instruments are in need of repair and carrying out the work to the CYO priorities (as agreed by the Trustees).
Describe how you will promote the Town Council in your project.	We will recognise the Town Council in our concert programmes and on our website and in our social media posts.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / <del>NO</del>
Will you be attending the meeting to support your application	Date will be provided by the RFO <del>YES</del> /NO

### Declaration

- I am authorised to make this application on behalf of the above organisation.
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<b>Signed:</b>	Elaine Mallett	<b>Date:</b>	09 February 2026
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Chess Club
Address:	[REDACTED]

2. Grant Information			
Grant Reference Number:	GR13/ 2526		
Total project cost:	£402.70		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below: see previous		
Awarded £ 193.40		

3. Project Information			
When did the project commence?		On-going- is timed to last one year until July 2026	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
No profit would be generated. Any events would be zero profit.			

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

We have chess sets and boards now which belong to the club.

We remain inclusive - and I am very happy that we have welcomed individuals who benefit in other, non-chess ways from joining in with this activity e.g. A local adult, who after several assaults became traumatised and unable to do anything socially outside the home. They were welcomed to the club, settled in and shared this during a visit and I feel it is an indication of the ambience and personnel at the club.

We welcome all levels of competence and I am finding people becoming more confident, being able to re-start their interest in an activity they have not pursued for many years after leaving school ( quite frequent)

Contacts with the junior age range have led to a **school outreach** in the primary sector. By the Spring around 45 pupils aged 8-10 years will have had the benefit of a grounding in the rules and gameplay. This is intended to continue inot the secondary sector.

We provide an additional attendance and income to ORSO lounge in the Town Centre on a night of the week which is very quiet for other business inot the lounge.

#### 4. Promotion

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

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

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

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

Congleton Council are acknolwedged on the facebook of ORSO lounge who host the club.

#### 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?

The Council should not express interest in giving us a friendly match if they are not actually interested to do so. I have as yet received no reply to my email to both the Mayor and Councillor Edwardson several weeks ago, following the invitation made in the Financial Committee meeting.

How did you apply?    Online     Email     Post

Do you feel that you understood the process?    Yes     No

Please rate the following elements:

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Management Accounts 2025-2026</b>		
<b>Background</b>	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.		
<b>Update</b>	<p>This report covers accounts to Month 9, which equates to 75% expected spending/income. Please see the summary sheets, 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 &amp; expenditure up to Month 9. See Appendix 13.1 for summary.</p> <p><b><u>Finance and Policy Committee:</u></b></p> <p>Income: 134%: Precept payment has been made in full and Cambridge and Counties Annual Interest of £10870 has been paid.</p> <p>Expenditure: 96%: No issues to note to date, any current overspends at month 9 are noted in the appendix.</p> <p><b><u>Community and Environment Committee:</u></b></p> <p>Income: 652%, includes donations and sponsorship for Floral, Christmas and Tourism, which is over the expected budget due to these income lines not having a set budget, and Congleton Partnership* income of £3,590, which also does not have a set expected budget. (* All Partnership Income and Expenditure is balanced off at year end and transferred to their funds, Partnership accounts are reported in full to their own Executive Committee)</p> <p>Expenditure: 100%: No issues to note to date.</p> <p><b><u>Town Hall, Assets and Services Committee:</u></b></p> <p>Income 114%, which is over the expected budget due to some income lines not having a set budget in the Information Centre Accounts (Third Party Income)</p> <p>Expenditure 100%</p> <p><b><u>VAT Returns</u></b></p> <p>All returns submitted as per deadlines, yearly details: Q4: 24-25 Payment to HMRC of £9038.26 <u>2025-2026</u></p>		

	<p>Q1 : £677.35 reclaim Q2: Payment to HMRC of £8,304.83 Q3: Payment to HMRC of £1181.80 Q34: Due 7<sup>th</sup> May 2026</p> <p><b><u>Reserves</u></b></p> <p>Current Ear Marked Reserves are included for noting, plus any notes on current known requests for movement/use.</p>
<b>Decision Request</b>	To receive the Management Accounts for the current financial year to 31 <sup>st</sup> December 2025.

Month 9

Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

## APPENDIX 13.1

	ANNUAL BUDGET	BUDGET TO		E VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
		M9	ACTUAL TO M9				
<b>Finance and Policy Committee</b>							
<b>101: Corp Management</b>							
Staff Costs (re-allocated)	272,757	204,568	188,335	16233	92.06%	69.0%	-5.95%
Travel	250	188	33	155	17.60%	13.2%	-61.80%
Training / Conferences	2,500	1,875	1,738	137	92.69%	69.5%	-5.48%
Rent Payable	17,017	12,763	12,763	0	100.00%	75.0%	0.00%
Miscellaneous Office Costs	2,000	1,500	1,087	413	72.47%	54.4%	-20.65%
Telephone/Fax/Internet	3,000	2,250	2,506	-256	111.38%	83.5%	8.53%
Postage	1,000	750	204	546	27.20%	20.4%	-54.60%
Stationery & Printing	3,300	2,475	2,657	-182	107.35%	80.5%	5.52%
Subscriptions & Publications	5,100	3,825	5,143	-1318	134.46%	100.8%	25.84%
Insurance	16,243	12,182	16,069	-3887	131.91%	98.9%	23.93%
Computer/IT Costs	25,000	18,750	20,413	-1663	108.87%	81.7%	6.65%
Photocopy Charges	2,000	1,500	1,208	292	80.53%	60.4%	-14.60%
Recruitment Advertising	500	375	462	-87	123.20%	92.4%	17.40%
Bank Charges	1,240	930	733	197	78.82%	59.1%	-15.89%
Audit Fees - External	2,500	1,875	0	1875	0.00%	0.0%	-75.00%
Audit Fees - Internal	1,900	1,425	525	900	36.84%	27.6%	-47.37%
Accountancy Support	5,300	3,975	1,683	2292	42.34%	31.8%	-43.25%
Legal & Professional fees	3,500	2,625	7,559	-2355	287.96%	216.0%	140.97%
HR & H&S support	5,000	3,750	3,873	-123	103.28%	77.5%	2.46%
Central Overheads reallocated	-78,320	-58,740	-62,721	3981	106.78%	80.1%	5.08%
<b>Corporate Management-Expenditure</b>	<b>291,787</b>	<b>218,840</b>	<b>204,270</b>	<b>17149</b>	<b>93.34%</b>	<b>70.0%</b>	<b>-4.99%</b>
Precept 2025-2026	-1,333,233	-999,925	-1,333,233	333308	133.33%	100.0%	33.33%
Interest Receivable	-30,000	-22,500	-25,759	3259	114.48%	85.9%	28.62%
Miscellaneous Income	0	0	-703	703	0.00%		
<b>Corporate Management-Income</b>	<b>-1,363,233</b>	<b>-1,022,425</b>	<b>-1,359,695</b>	<b>337270</b>	<b>132.99%</b>	<b>99.7%</b>	<b>24.74%</b>
<b>Net Income Over Expenditure</b>	<b>-1,071,446</b>	<b>-803,585</b>	<b>-1,155,425</b>	<b>354420</b>	<b>143.78%</b>	<b>107.8%</b>	<b>32.84%</b>
<b>102: Civic</b>							
Staff Costs (re-allocated)	5,358	4,019	4,512	-494	112.28%	84.2%	9.21%
Training / Conferences	1,000	750	257	493	34.27%	25.7%	-49.30%
Stationery & Printing	550	413	0	413	0.00%	0.0%	-75.00%
Marketing/Promotions	1,200	900	1,180	-280	131.11%	98.3%	23.33%
Council Newsletter	8,700	6,525	7,116	-591	109.06%	81.8%	6.79%
Council Website	2,000	1,500	1,085	415	72.33%	54.3%	-20.75%
Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	25.00%
Members Expenses	200	150	0	150	0.00%	0.0%	-75.00%
Civic Expenses	9,500	7,125	6,657	468	93.43%	70.1%	-4.93%
Civic Regalia	250	188	345	-158	184.00%	138.0%	63.00%
Hall & Room Hire	6,500	4,875	5,372	-497	110.19%	82.6%	7.65%
Civic Artefacts and Treasures	500	375	495	-120	132.00%	99.0%	24.00%
Election Expenses	5,500	4,125	5,500	-1375	133.33%		
Central Overheads reallocated	1,696	1,272	1,370	-98	107.70%	80.8%	5.78%
<b>Civic-Expenditure</b>	<b>45,954</b>	<b>34,466</b>	<b>36,889</b>	<b>-2424</b>	<b>107.03%</b>	<b>80.3%</b>	<b>5.27%</b>
<b>107: Grants</b>							
Initial Grant Commitment	15,000	11,250	6,557	4693	58.28%	43.7%	-31.29%
Subsidised Use	4,500	3,375	2,100	1275	62.22%	46.7%	-28.33%
Tfr from EMR Committed Grants	0	0	-4,199	4199	0.00%		-75.00%
Specified Grants C/F to 26-27	16,333	12,250	12,025	225	98.17%	73.6%	-1.38%
<b>Grants- Expenditure</b>	<b>35,833</b>	<b>26,875</b>	<b>16,483</b>	<b>10392</b>	<b>61.33%</b>	<b>46.0%</b>	<b>-29.00%</b>
<b>Capital</b>	<b>61,778</b>	<b>46,334</b>	<b>51,755</b>	<b>-5422</b>	<b>111.70%</b>	<b>83.8%</b>	<b>8.78%</b>
<b>F&amp;P Income - N Income</b>	<b>-1,363,233</b>	<b>-1,022,425</b>	<b>-1,365,997</b>	<b>343572</b>	<b>133.60%</b>	<b>100.2%</b>	<b>25.20%</b>
<b>Expenditure</b>	<b>435,352</b>	<b>326,514</b>	<b>314,288</b>	<b>12226</b>	<b>96.26%</b>	<b>72.2%</b>	<b>-2.81%</b>

NOTES

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

Increase slightly higher than budgeted

Dependant on requirements  
 Most now paid in full, will balance out by month 12  
 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, Council approved use of EMR, this movement will be completed at year end.  
 3 quarters paid

One off cost for updating marketing videos

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 and badges required.  
 Dependant on bookings  
 Revaluation of regalia for insurance purposes  
 Full amount moved to Earmarked Reserves at start of financial year.

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

Full Committee Summary includes Mayor cost centre expenditure £116

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Month 9  
Percentage 75.0%

**Community and Environment Committee**

ANNUAL BUDGET	BUDGET TO		£ VARIANCE OF		% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES	
	M9	ACTUAL TO M9	M9 BUDGETS	M9 BUDGETS					
<b>215: Floral Displays</b>									
Floral Displays Income	-4,000	-3,000	-7,156	4156	238.53%	178.9%	103.90%	See appendix	
Floral Displays Expenditure	16,172	12,129	16,851	-4722	138.93%	104.2%	29.20%	See appendix	
<b>Total Floral</b>	<b>12,172</b>	<b>9,129</b>	<b>9,695</b>	<b>-566</b>	<b>106.20%</b>	<b>79.7%</b>	<b>4.65%</b>		
<b>241: Allotments</b>									
Allotments Income	-190	-143	0	-143	0.00%	0.0%	-75.00%		
Allotments Expenditure	1,200	900	526	374	58.44%	43.8%	-31.17%		
<b>Total Allotment</b>	<b>1,010</b>	<b>758</b>	<b>526</b>	<b>232</b>	<b>69.44%</b>	<b>52.1%</b>	<b>-22.92%</b>		
<b>300: Public Realm</b>	<b>5,000</b>	<b>3,750</b>	<b>1,992</b>	<b>1758</b>	<b>53.12%</b>	<b>39.8%</b>	<b>-35.16%</b>		
<b>301: Congleton Partnership</b>									
Congleton Partnership Income	0	0	-3,590	3590	0.00%	0.0%	-75.00%		
Congleton Partnership Expenditure	3,501	2,626	31,808	-29182	1211.39%	908.5%	833.54%	Issue with salary allocation, corrected in Month 10	
Congleton Partnership C/F		0	-32,153	32153	0.00%	0.0%	-75.00%	Carried forward balance from 24/25	
<b>Total Partnership</b>	<b>3,501</b>	<b>2,626</b>	<b>-3,935</b>	<b>6,561</b>	<b>-149.86%</b>	<b>-112.4%</b>	<b>-187.40%</b>		
<b>302: Community Development</b>									
Community Development Staff Costs	137,755	103,316	79,414	23902	76.86%	57.6%	-17.35%		
Community Development Marketing/Promotions	6,250	4,688	2,400	2288	51.20%	38.4%	-36.60%		
Green Initiatives	5,000	3,750	395	3355	10.53%	7.9%	-67.10%		
Campaign Expenditure	1,000	750	1,014	-264	135.20%	101.4%	26.40%	Annual subscription paid	
Tfr to EMR	0	0	0	0	0.00%	0.0%	-75.00%		
Tfr From EMR	0	0	0	0	0.00%	0.0%	-75.00%		
Community Development Overheads	11,072	8,304	8,945	-641	107.72%	80.8%	5.79%		
<b>Total Community Development</b>	<b>161,077</b>	<b>120,808</b>	<b>92,168</b>	<b>28,640</b>	<b>76.29%</b>	<b>57.2%</b>	<b>-17.78%</b>		
<b>303: Crime</b>									
Crime Reduction/CCTV Expenditure	11,426	8,570	10,479	-1910	122.28%	91.7%	16.71%	Annual invoice for CCTV charges has been paid.	
<b>Total Crime</b>	<b>11,426</b>	<b>8,570</b>	<b>10,479</b>	<b>-1910</b>	<b>122.28%</b>	<b>91.7%</b>	<b>16.71%</b>		
<b>305: Christmas</b>									
Christmas Fayre/lights Income	-3,000	-2,250	-9,841	7591	437.38%	328.0%	253.03%	Sponsorship and funding	
Christmas Fayre/lights Expenditure	18,000	13,500	24,790	-11290	183.63%	137.7%	62.72%		
<b>Total Christmas</b>	<b>15,000</b>	<b>11,250</b>	<b>14,949</b>	<b>-3699</b>	<b>132.88%</b>	<b>99.7%</b>	<b>24.66%</b>		
<b>310: Neighbourhood Plan</b>									
Neighbourhood Plan	5,500	4,125	6,287	-2162	0.00%	0.0%	-75.00%	Costs covered by EMR funds	
Neighbourhood Plan Tfr From EMR	0	0	-4,875	4875	0.00%	0.0%	-75.00%		
<b>Total Neighbourhood Plan</b>	<b>5,500</b>	<b>4,125</b>	<b>1,412</b>	<b>2713</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-75.00%</b>		
<b>321: Tourism</b>									
Tourism Income	0	0	-14,573	14573			-75.00%	Includes Tribute Events, and Food & Drink Income of £8,916	
Tourism Expenditure	22,000	16,500	26,475	-9975	160.45%	120.3%	45.34%	Includes Food & Drink costs of £11,004	
<b>Total Tourism</b>	<b>22,000</b>	<b>16,500</b>	<b>11,902</b>	<b>4598</b>	<b>72.13%</b>	<b>54.1%</b>	<b>-20.90%</b>		
<b>351: Luncheon Club</b>	<b>12,000</b>	<b>9,000</b>	<b>4,988</b>	<b>4012</b>	<b>55.42%</b>	<b>41.6%</b>	<b>-33.43%</b>		
<b>C.E &amp; S</b>	<b>Income</b>	<b>-7,190</b>	<b>-5,393</b>	<b>-35,160</b>	<b>29768</b>	<b>652.02%</b>	<b>489.0%</b>	<b>414.01%</b>	<b>Full Committee Summary</b>
<b>Expenditure</b>	<b>255,876</b>	<b>179,213</b>	<b>179,336</b>	<b>-124</b>	<b>100.07%</b>	<b>70.1%</b>	<b>-4.91%</b>	<b>Full Committee Summary</b>	

**Town Hall, Assets and Services Committee**

ANNUAL BUDGET	BUDGET TO		£ VARIANCE OF		% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
	M9	ACTUAL TO M9	M9 BUDGETS	M9 BUDGETS				
<b>201: Paddling Pool</b>	<b>50,072</b>	<b>37,554</b>	<b>35,024</b>	<b>2530</b>	<b>93.26%</b>	<b>69.9%</b>	<b>-5.05%</b>	<b>Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red</b> <b>Expenditure Variance 0-100% Green 101-115% Amber 115% over Red</b>
<b>221: Town Hall</b>								
Town Hall - Expenditure	253,392	190,044	175,229	14815	92.20%	69.2%	-5.85%	See Appendix
Town Hall - Income	-111,050	-83,288	-87,692	4405	105.29%	79.0%	3.97%	
Net Expenditure over Income	142,342	106,757	87,537	19220	82.00%	61.5%	-13.50%	
<b>225: Congleton Information Centre</b>								

CIC - Expenditure	97,785	73,339	110,688	-37349	150.93%	113.2%	38.20%	See Appendix
CIC - Income	-11,550	-8,663	-54,014	45352	623.54%	467.7%	392.65%	
Net Expenditure over income	86,235	64,676	56,674	8002	87.63%	65.7%	-9.28%	
<b>263: Public Toilets</b>	<b>8,900</b>	<b>6,675</b>	<b>2,855</b>	<b>3820</b>	<b>42.77%</b>	<b>32.1%</b>	<b>-42.92%</b>	
<b>270: Cenotaph</b>	<b>375</b>	<b>281</b>	<b>262</b>	<b>19</b>	<b>93.16%</b>	<b>69.9%</b>	<b>-5.13%</b>	
<b>280: Streetscape</b>								
Streetscape Expenditure	873,811	655,358	638,034	17324	97.36%	73.0%	-1.98%	See Appendix
Streetscape - Income CEC	-427,199	-320,399	-328,601	8202	102.56%	76.9%	1.92%	
Streetscape - External work income	-17,500	-13,125	-14,491	1366	110.41%	82.8%	7.81%	
Streetscape - Misc. Income	-900	-675	0	-675	0.00%	0.0%	-75.00%	
S/S Income	-445,599	-334,199	-343,092	8893	102.66%	77.0%	2.00%	
Net Expenditure over Income	428,212	321,159	294,942	26217	91.84%	68.9%	-6.12%	
THAS								
Income	-568,199	-426,149	-484,798	58,649	113.76%	85.3%	10.32%	Full Committee Summary
Expenditure	1,284,335	963,251	962,092	1,159	99.88%	74.9%	-0.09%	Full Committee Summary
Total Income	-1,938,622	-1,453,967	-1,885,955		129.71%	97.3%	22.28%	Overall summary includes mayor summary figures not on this sheet
Total Expenditure	1,975,563	1,468,978	1,455,716		99.10%	73.7%	-1.31%	Overall summary
Net Income /Expenditure			-430,243					Rounding allowed
<b>401: Personnel</b>								
1* Staff Costs: To date	1,211,260	908,445	896,669	11776	98.70%	74.0%	-0.97%	
Personnel with Pay Award for reference								
Permanent Staff Costs - Included budget pay award *1	1,211,260	908,445	896,669	11776	98.70%	74.0%	-0.97%	Pay award paid in the August Pay run, awarded 3.2%
Add on budgeted pay award to current month			0					
Add on Temp/Agency								
Total	1,211,260	908,445	896,669		98.70%	74.0%	-0.97%	

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		£	£	£	£
Reserves as at 31st December 2025		01/04/2025	In	Out	Balance
		CF Balance			31/11/25
310	General Reserve	343,771			343,771
<b>Ear Marked Reserves</b>					
318	Capital Equipment Fund	457	25,000	11,054	14,403
320	Capital Contingency Fund	85,806	15,000	2,420	98,386
321	EMR Elections	20,000			20,000
324	EMR Crime Prevention/Traffic calming	4,357		3,052	1,305
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		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		10,127	114,341
356	EMR Salix/ Boiler Replacement	79,691			79,691
357	EMR Election Expenses	-	5,500		5,500
	<b>EMR TOTALS</b>	<b>474,100</b>	<b>45,500</b>	<b>67,880</b>	<b>451,720</b>

To pay £7000 Quad, £7000 Interactive TV and £400 Chapter 8

Use of funds: SID

Per Council (CTC/28/2526) this reserve will be transferred to Partnership funds

This is to be used for completion of the Website as per Council (CTC/25/25269)

Use of funds: Window completion balance £15,000

Year on year increase for next elections

Congleton Town Council  
Management Accounts 2025-26  
TOWN HALL

Dec-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 9  
Percentage 75.0%

	ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
<b>TOWN HALL</b>							
4000 Staff Costs (re-allocated)	81,150	60,863	64,062	-3,200	105.3%	78.9%	3.94%
4008 Training	1,000	750	0	750	0.0%	0.0%	-75.00%
4009 Protective Clothing\H & Safety	550	413	372	41	90.2%	67.6%	-7.36%
4010 Cleaners	8,400	6,300	5,241	1,059	83.2%	62.4%	-12.61%
4011 Rates	25,449	19,087	22,455	-3,368	117.6%	88.2%	13.24%
4012 Water	7,875	5,906	5,374	532	91.0%	68.2%	-6.76%
4014 Electricity	33,000	24,750	15,639	9,111	63.2%	47.4%	-27.61%
4015 Gas	30,000	22,500	7,764	14,736	34.5%	25.9%	-49.12%
4016 Cleaning materials	2,250	1,688	1,347	341	79.8%	59.9%	-15.13%
4017 Refuse Disposal	2,350	1,763	1,952	-190	110.8%	83.1%	8.06%
4020 Miscellaneous Office Costs	2,500	1,875	1,809	66	96.5%	72.4%	-2.64%
4025 Insurance	14,346	10,760	14,059	-3,300	130.7%	98.0%	23.00%
4033 Marketing/Promotions	3,500	2,625	90	2,535	3.4%	2.6%	-72.43%
4040 Maintenance Contracts	9,000	6,750	8,080	-1,330	119.7%	89.8%	14.78%
4041 Property Maintenance	21,300	15,975	22,713	-6,738	142.2%	106.6%	31.63%
4065 Architect/Surveyor Fees	0	0	-1,645	1,645			
4068 Licences (incl PRS)	4,200	3,150	4,410	-1,260	140.0%	105.0%	30.00%
4951 Transfer from EMR	0	0	-10,127	10,127			
6000 Central Overheads Reallocated	6,522	4,892	5,270	-379	107.7%	80.8%	5.80%
Town Hall Expenditure	253,392	190,044	168,865	21,179	88.9%	66.6%	-8.36%
3020 Catering costs	0	0	4,518	-4,518			
3021 Security Supplies	0	0	1,846	-1,846			
	0	0	6,364	6,364			
Total Town Hall Expenditure	253,392	190,044	175,229	14,815	92.2%	69.2%	-5.85%
1009 Rent Rec'd - Museum Notional	-4500	-3375	-3375	0	100.0%	75.0%	0.00%
1010 Rent Received - 3rd Party Partnership	-1533	-1150	-1150	0	100.0%	75.0%	0.02%
1011 Rent Received - Internal CTC	-26517	-19888	-19888	0	100.0%	75.0%	0.00%
1013 Letting Income - Grand Hall	-30000	-22500	-21144	-1356	94.0%	70.5%	-4.52%
1014 Letting Income - Bridestones	-5000	-3750	-2455	-1295	65.5%	49.1%	-25.90%
1015 Letting Income - Spencer Suite	-5000	-3750	-3704	-46	98.8%	74.1%	-0.92%
1018 Letting Income - Campbell Suite	0	0	0	0		0.0%	-75.00%
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-9000	-98	-8902	1.1%	0.8%	-74.18%
1021 Letting Income - Internal	-9000	-6750	-8668	1918	128.4%	96.3%	21.31%
1022 Letting income - F&F	-2500	-1875	-1167	-708	62.2%	46.7%	-28.32%
1023 Commission- CP	-6000	-4500	-4277	-223	95.0%	71.3%	-3.72%
1024 Letting Income- Security	0	0	-2706	2706		0.0%	-75.00%
1035 Service Charges - Brasserie	-4000	-3000	-1331	-1669	44.4%	33.3%	-41.73%
1037 Service Charges - Other	-5000	-3750	-2420	-1330	64.5%	48.4%	-26.60%
1038 Letting Income- Offices	0	0	-2625	2625			
1051 Catering Sales (recharges)	0	0	-4971	4971		0.0%	-75.00%
1199 Miscellaneous income	0	0	-208	208			
1179 Grants Receivable- Salix Project	0	0	-7505	7505			
Total Town Hall Income	-111050	-83288	-87692	4405	105.3%	79.0%	3.97%
Net Expenditure over Income	142,342	106,757	87,537	19,220	82.0%	61.5%	-13.50%

NOTES

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

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

Paid over 10 months rather than 12

Price increase in excess of projected, supplier changing 31st December 2025

Full year for Zurich and Critical Illness paid to date.

Paid quarterly.

Less £10,127 used from EMR:Actual revenue soend £12,553 78.6%

Salix Grant project, see below

Music License paid in full £3,290

Windows/secondary glazing upgrades and boiler repair

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**

Dec-25

Month 9  
 Percentage 75.0%

OK
Monitor
Over/Under (Exp./Income)

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	
<b>STREETSCAPE</b>							
4000 Staff Costs	651,186	488,390	26,650	94.5%	70.9%	-4.09%	
4008 Training	3,200	2,400	0	0.0%	0.0%	-75.00%	
4009 Protective Clothing\H & Safety	5,900	4,425	4,744	107.2%	80.4%	5.41%	
4013 Office rent	2,000	1,500	1,500	100.0%	75.0%	0.00%	
4016 Cleaning Materials	8,000	6,000	2,513	41.9%	31.4%	-43.59%	
4021 Telephone	1,175	881	431	48.9%	36.7%	-38.32%	
4025 Insurance	10,369	7,777	10,043	129.1%	96.9%	21.86%	
4041 Property maintenance	1,500	1,125	291	25.9%	19.4%	-55.60%	
4043 Horticultural etc Supplies	14,000	10,500	17,019	162.1%	121.6%	46.56%	
4047 Vehicle maintenance/Serv etc	12,800	9,600	12,725	132.6%	99.4%	24.41%	
4048 Vehicle fuel and oil	16,285	12,214	12,204	99.9%	74.9%	-0.06%	
4049 Vehicle rental charges	81,000	60,750	68,866	113.4%	85.0%	10.02%	
4050 Street Cleansing	8,000	6,000	3,970	66.2%	49.6%	-25.38%	
4152 Propagation Unit	2,500	1,875	805	42.9%	32.2%	-42.80%	
4162 General expenditure	5,300	3,975	2,154	54.2%	40.6%	-34.36%	
4168 Other Expenditure	0	0	0		0.0%	-75.00%	
4951 Tfr from EMR		2,420					
6000 Central Overheads Reallocated	50,596	37,947	40,879	107.7%	80.8%	5.79%	
<b>Streetscape Expenditure</b>	<b>873,811</b>	<b>655,358</b>	<b>637,464</b>	<b>97.3%</b>	<b>73.0%</b>	<b>-2.05%</b>	
3030 Purchases for recharging	0	0	570	-570	0.0%	0.00%	
1165 CEC - Income	-427,199	-320,399	-328,601	8,202	102.6%	76.9%	177.56%
1167 External work income	-17,500	-13,125	-14,491	1,366	110.4%	82.8%	185.41%
1199 Miscellaneous	-900	-675	0	-675	0.0%	0.0%	75.00%
<b>Streetscape Income</b>	<b>-445,599</b>	<b>-334,199</b>	<b>-343,092</b>	<b>8,893</b>	<b>102.7%</b>	<b>77.0%</b>	<b>177.66%</b>
Net Expenditure over Income	<b>428,212</b>	<b>321,159</b>	<b>294,942</b>	<b>23,797</b>	<b>91.8%</b>	<b>68.9%</b>	<b>-16.84%</b>

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

Replenishment required

Full year for Zurich and Critical Illness paid to date.

Overspend approved by Council CTC/25/2526  
 Less £2,420 used from EMR: Actual revenue spend £10,305 107%

Overspend approved at Council CTC/28/2526

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red  
 3 quarters received, final invoice due to be paid January 2026

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

	OK
	Monitor
	Over/Under (Exp./Income)

Month 9  
 Percentage 75.0%

**Floral**  
**Income**

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

<b>ANNUAL BUDGET</b>	<b>BUDGET TO M9</b>	<b>ACTUAL TO M9</b>	<b>£ VARIANCE OF M9 BUDGETS</b>	<b>% AGAINST M9 BUDGETS</b>	<b>% OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M9 EXPECTED</b>
0	-	- 237	237			
0	-	- 2,540	2,540			
-4,000	- 3,000	- 4,379	1,379	145.97%	109.5%	34.48%
<b>-4,000</b>	<b>- 3,000</b>	<b>- 7,156</b>	<b>4,156</b>	<b>238.53%</b>	<b>178.9%</b>	<b>103.90%</b>
<b>Expenditure</b>						
4011 Rates	172	129	162	33	125.58%	94.2% 19.19%
4162 General Expenditure	16,000	12,000	16,689	- 4,689	139.08%	104.3% 29.31%
<b>Total</b>	<b>16,172</b>	<b>12,129</b>	<b>16,851</b>	<b>- 4,722</b>	<b>138.93%</b>	<b>104.2%</b> <b>29.20%</b>
<b>Net Expenditure over income</b>	<b>12,172</b>	<b>9,129</b>	<b>9,695</b>	<b>- 566</b>	<b>106.20%</b>	<b>79.7%</b> <b>4.65%</b>

NOTES

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

Income from hanging basket sales.

Paid in Full for the year, paid for 5 roundabouts

Breakdown: TBC

Plants & Compost 11,791  
 Judging Days 1,274  
 General Competition 868  
 General 716  
 Awards Ceremony 845  
 Thank You Evening at CTC 932  
 Expenses 258  
**16,684**

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

	OK
	Monitor
	Over/Under (Exp./Income)

Month 9  
 Percentage 75.0%

**TOWN HALL**  
**CONGLETON INFORMATION CENTRE**

	ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	E VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	35,565	- 35,565			
3042 Books, Maps, Guides resale	2,850	2,138	304	1,834	14.2%	10.7%	-64.33%
3043 Souvenirs for resale	2,375	1,781	392	1,389	22.0%	16.5%	-58.49%
3044 Stamps for resale	475	356	172	184	48.3%	36.2%	-38.79%
3046 Local Produce for resale	0	-	2,930	- 2,930			
3047 Theatre gift cards for resale	0	-	114	- 114			
3048 Food & Drink for resale	1,188	891	617	274	69.2%	51.9%	-23.06%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-75.00%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-75.00%
<b>Direct Expenditure</b>	<b>6,888</b>	<b>5,166</b>	<b>40,094</b>	<b>- 34,928</b>	<b>776.1%</b>	<b>582.08%</b>	<b>507.08%</b>
4000 Staff costs	70,062	52,547	54,912	- 2,366	104.5%	78.4%	3.38%
4011 Rates	5,321	3,991	5,053	- 1,062	126.6%	95.0%	19.96%
4013 Rent Payable	7,500	5,625	5,625	-	100.0%	75.0%	0.00%
4162 General Expenditure	2,000	1,500	953	547	63.5%	47.7%	-27.35%
6000 Central Overheads Reallocated	6,014	4,511	4,051	460	89.8%	67.4%	-7.64%
<b>Indirect Expenditure</b>	<b>90,897</b>	<b>68,173</b>	<b>70,594</b>	<b>- 2,421</b>	<b>103.6%</b>	<b>77.7%</b>	<b>2.66%</b>
1041 Third Party Ticket Sales	0	-	43,569	43,569			
1042 Books, Maps, Guides sales	-3,000	- 2,250	- 929	- 1,321	41.3%	31.0%	-44.03%
1043 Souvenir sales	-2,500	- 1,875	- 2,160	285	115.2%	86.4%	11.40%
1044 Stamp Sales	-500	- 375	- 182	- 193	48.5%	36.4%	-38.60%
1045 Photocopy sales	-300	- 225	- 182	- 43	80.9%	60.7%	-14.33%
1046 Local Produce for resale	0	-	3,451	3,451			
1047 Theatre gift cards	0	-	180	180			
1048 Food and Drink sales	-1,250	- 938	- 1,064	127	113.5%	85.1%	10.12%
1049 CTC Merchandise sales	0	-	30	30		0.0%	-75.00%
1199 Commission	-4,000	- 3,000	- 2,267	- 733	75.6%	0.0%	-75.00%
<b>Income</b>	<b>-11,550</b>	<b>- 8,663</b>	<b>- 54,014</b>	<b>46,085</b>	<b>623.5%</b>	<b>467.7%</b>	<b>392.65%</b>
<b>Total Income</b>	<b>-11,550</b>	<b>- 8,663</b>	<b>- 54,014</b>	<b>46,085</b>	<b>623.5%</b>	<b>467.7%</b>	<b>392.65%</b>
<b>Net Expenditure over Income</b>	<b>86,235</b>	<b>64,676</b>	<b>56,674</b>	<b>8,735</b>	<b>87.6%</b>	<b>65.7%</b>	<b>-9.28%</b>

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red  
 Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line  
 Third Party Income see corresponding expense line

Pay award settled and paid in August 2025, backdated t April 2025  
 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 quarterly.Q1 to Q3 completed.

**Congleton Town Council**  
**Management Accounts 2025-26**  
**PADDLING POOL**  
**Dec-25**

Month 9  
 Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

**PADDLING POOL**

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

<b>ANNUAL BUDGET</b>	<b>BUDGET TO M9</b>	<b>ACTUAL TO M9</b>	<b>£ VARIANCE OF M9 BUDGETS</b>	<b>% AGAINST M9 BUDGETS</b>	<b>% OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M9 EXPECTED</b>
26,812	20,109	22084	-1,975	109.82%	82.4%	7.37%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	103	137	42.92%	32.2%	-42.81%
5,500	4,125	922	3,203	22.35%	16.8%	-58.24%
3,200	2,400	2420	-20	100.83%	75.6%	0.62%
3,900	2,925	6095	-3,170	208.38%	156.3%	81.28%
4,300	3,225	1534	1,691	47.57%	35.7%	-39.33%
1,000	750	218	532	29.07%	21.8%	-53.20%
2,040	1,530	1648	-118	107.71%	80.8%	5.78%
<b>50,072</b>	<b>37,554</b>	<b>35,024</b>	<b>2,530</b>	<b>93.26%</b>	<b>69.9%</b>	<b>-5.05%</b>

NOTES

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

Pay award settled and paid in August 2025, backdated t April 2025, and main expenditure is over 3 months.

Overspend notes by Council CTC/28/2526

Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 1 - RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/12/2025	2912	49,703.01
			<u>49,703.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			49,703.01
			<u>49,703.01</u>
			0.00

Balance per Cash Book is :-

49,703.01

Difference is :-

0.00

*Agreed*

Signatory 1:

Name

Signed

Date

13/01/26

Signatory 2:

Name

Signed

Date

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/12/2025	No Tier Snooker	BACS	250.00			4701	107	250.00	GR12/2526
23/12/2025	EE Ltd	dd	168.30	168.30		501			01288581706/19404/cha
29/12/2025	Prism Solutions	DD	2,297.65	2,297.65		501			232424/19486/IT Support
29/12/2025	RBS Credit Card	DD	1,610.79			212		1,610.79	Credit card balance payoff
29/12/2025	RBS Credit Card	DD	1,429.41			212		1,429.41	DD Credit Card Balance payoff
<b>Total Payments for Month</b>			183,143.74	75,408.75	10.12			107,724.87	
<b>Balance Carried Fwd</b>			49,703.01						<i>Ahead</i> [REDACTED]
<b>Cashbook Totals</b>			232,846.75	75,408.75	10.12			157,427.88	

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>										
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>								
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>										
<b>AGENDA ITEM REPORT TITLE</b>	<b>15 Savings Balances</b>										
<b>Background</b>	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.										
<b>Update</b>	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as of 31<sup>st</sup> December 2025</u></p> <table border="1"><tr><td>Business Reserve Account</td><td style="text-align: right;">£396,807</td></tr><tr><td>Cambridge and Counties 1-year fixed deposit (C&amp;C)</td><td style="text-align: right;">£250,000</td></tr><tr><td>CCLA Deposit (Sweeper Account)</td><td style="text-align: right;">£575,100</td></tr><tr><td><b><u>Total</u></b></td><td style="text-align: right;"><b><u>£1,221,907</u></b></td></tr></table> <p><b><u>Investment Update</u></b></p> <p><u>Current interest rates:</u></p> <ul style="list-style-type: none"><li>• RBS: 0.95%.</li><li>• CCLA: 3.7917 (As of 20<sup>th</sup> January 2026, variable)</li><li>• C&amp;C (1 Year Locked in): 4.35%. Ends 8<sup>th</sup> December 2026.</li></ul> <p>We have renewed the Cambridge &amp; Counties Annual Bond as the interest rate was kept at the same level as 2025-2026.</p> <p>The budgeted Interest to receive during 2025-2026 is £30,000. To date we have received into the accounts:</p> <ul style="list-style-type: none"><li>• RBS £3,188</li><li>• CCLA £15,000</li><li>• C&amp;C interest for April 2025-9<sup>th</sup> December 2025 has been received £7,569, there will also be £3,307 due for 9<sup>th</sup> December 2025 to 31<sup>st</sup> March 2026, this will be adjusted at year end.</li></ul>			Business Reserve Account	£396,807	Cambridge and Counties 1-year fixed deposit (C&C)	£250,000	CCLA Deposit (Sweeper Account)	£575,100	<b><u>Total</u></b>	<b><u>£1,221,907</u></b>
Business Reserve Account	£396,807										
Cambridge and Counties 1-year fixed deposit (C&C)	£250,000										
CCLA Deposit (Sweeper Account)	£575,100										
<b><u>Total</u></b>	<b><u>£1,221,907</u></b>										
<b>Decision Request</b>	To note and receive the Savings Accounts balances to 31 <sup>st</sup> December 2025.										

## List of Payments made between 01/11/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Cheshire East Council	DD	2,495.00		Town Hall Business Rates
03/11/2025	Cheshire East Council	DD	561.00		CIC Business Rates
03/11/2025	Prism Solutions	dd	183.37		9315/19195/call charges
07/11/2025	BACS P/L Pymnt Page 3918	BACS Pymnt	18,028.84		BACS P/L Pymnt Page 3918
07/11/2025	Wizard of Arts	BACS	160.00		P/Ledger Electronic Payment
07/11/2025	Rostons Ltd	BACS	35.00		Xmas tree refund
07/11/2025	Pitney Bowes Ltd	dd	110.50		P/Ledger Electronic Payment
12/11/2025	HMRC	DD	8,304.83		E VAT
14/11/2025	BACS P/L Pymnt Page 3925	BACS Pymnt	32,678.90		BACS P/L Pymnt Page 3925
14/11/2025	Wizard of Arts	Correction	-160.00		P/Ledger Electronic Payment
14/11/2025	Pitney Bowes Ltd	Correction	-110.50		P/Ledger Electronic Payment
14/11/2025	West Mercia Energy	dd	991.30		11731709/19201/Kitchen Gas
17/11/2025	Bankline	BACS	71.75		Bank charges
18/11/2025	CTC	BACS	98,409.18		November Payroll
18/11/2025	CTC	009009	311.59		Petty Cash
19/11/2025	West Mercia Energy	dd	2,524.60		11739236/19204/P Pool elec
19/11/2025	D Brown	BACS	108.75		In Bloom expenses
19/11/2025	B Edwards	BACS	149.09		In Bloom expenses
19/11/2025	SAS Daniels	BACS	1,800.00		Legal advice
21/11/2025	BACS P/L Pymnt Page 3934	BACS Pymnt	11,314.20		BACS P/L Pymnt Page 3934
21/11/2025	RBS Autopay	BACS	13.28		Bank charges
24/11/2025	EE Ltd	DD	168.30		01288581500/19296/charges
25/11/2025	Prism Solutions	DD	2,291.66		230423/19326/IT Support
25/11/2025	Water Plus Ltd	dd	193.42		10840357/19285/allotments
28/11/2025	Water Plus Ltd	Dd	142.22		10894104/19313/Paddling pool w
28/11/2025	RBS Credit Card	DD	668.87		Credit card balance pay off
01/12/2025	CEC	DD	2,495.00		Town Hall Business Rates
01/12/2025	CEC	DD	561.00		CIC Business Rates
01/12/2025	Prism Solutions	dd	183.46		9536/19325/charges
02/12/2025	BACS P/L Pymnt Page 3938	BACS Pymnt	9,276.70		BACS P/L Pymnt Page 3938
02/12/2025	BACS P/L Pymnt Page 3943	BACS Pymnt	8,451.28		BACS P/L Pymnt Page 3943
02/12/2025	Friends for Leisure	BACS	1,000.00		GR14/2425
02/12/2025	Trinity Amateur Op Society	BACS	1,000.00		GR04/2526
02/12/2025	BACS P/L Pymnt Page 3954	BACS Pymnt	1,257.00		BACS P/L Pymnt Page 3954
02/12/2025	BACS P/L Pymnt Page 3956	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3956
02/12/2025	No Tier Snooker	BACS	250.00		GR12/2526
04/12/2025	Pitney Bowes Ltd	dd	15.08		4100191557/19280/rental
09/12/2025	Cong Amateur Chess	BACS	193.40		GR13/2526
09/12/2025	Cong Amateur swimming	BACS	789.00		GR13/2425
11/12/2025	British Telecom	dd	160.31		Q102OK/19360/charges
12/12/2025	BACS P/L Pymnt Page 3947	BACS Pymnt	15,978.52		BACS P/L Pymnt Page 3947
12/12/2025	S M Dutton	Reverse	-1,044.00		P/Ledger Electronic Payment
12/12/2025	Dutton Traffic Management Serv	BACS	1,044.00		34454/19381/XM007/Dutton Traff

## List of Payments made between 01/11/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/12/2025	Orbitas	BACS	67.92		Refund - Town Hall
15/12/2025	Bankline	DD	61.40		Charges
15/12/2025	Water Plus Ltd	dd	1,553.16		10992606/19459/T Hall water
16/12/2025	West Mercia Energy	dd	2,034.67		11743644/19315/kitchen gas
18/12/2025	CTC	BACS	97,861.92		December payroll
18/12/2025	West Mercia Energy	dd	2,783.92		11754121/19504/padd pool elec
19/12/2025	BACS P/L Pymnt Page 3958	BACS Pymnt	35,337.41		BACS P/L Pymnt Page 3958
19/12/2025	BACS P/L Pymnt Page 3967	BACS Pymnt	1,634.10		BACS P/L Pymnt Page 3967
19/12/2025	BACS P/L Pymnt Page 3976	BACS Pymnt	250.00		BACS P/L Pymnt Page 3976
19/12/2025	RBS Autopay	BACS	15.15		Bank charges
19/12/2025	Viking Office UK Ltd	Reverse	16.58		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	-4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	-21.53		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse In	-21.53		P/Ledger Electronic Payment
22/12/2025	A Barratt	009010	150.00		Grant GR15/2526
23/12/2025	No Tier Snooker	BACS	250.00		GR12/2526
23/12/2025	EE Ltd	dd	168.30		01288581706/19404/charges
29/12/2025	Prism Solutions	DD	2,297.65		232424/19486/IT Support
29/12/2025	RBS Credit Card	DD	1,610.79		Credit card balance payoff
29/12/2025	RBS Credit Card	DD	1,429.41		DD Credit Card Balance payoff
<b>Total Payments</b>			<u>373,040.17</u>		

## List of Payments made between 01/11/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Cheshire East Council	DD	2,495.00		Town Hall Business Rates
03/11/2025	Cheshire East Council	DD	561.00		CIC Business Rates
03/11/2025	Prism Solutions	dd	183.37		9315/19195/call charges
07/11/2025	BACS P/L Pymnt Page 3918	BACS Pymnt	18,028.84		BACS P/L Pymnt Page 3918
07/11/2025	Wizard of Arts	BACS	160.00		P/Ledger Electronic Payment
07/11/2025	Rostons Ltd	BACS	35.00		Xmas tree refund
07/11/2025	Pitney Bowes Ltd	dd	110.50		P/Ledger Electronic Payment
12/11/2025	HMRC	DD	8,304.83		E VAT
14/11/2025	BACS P/L Pymnt Page 3925	BACS Pymnt	32,678.90		BACS P/L Pymnt Page 3925
14/11/2025	Wizard of Arts	Correction	-160.00		P/Ledger Electronic Payment
14/11/2025	Pitney Bowes Ltd	Correction	-110.50		P/Ledger Electronic Payment
14/11/2025	West Mercia Energy	dd	991.30		11731709/19201/Kitchen Gas
17/11/2025	Bankline	BACS	71.75		Bank charges
18/11/2025	CTC	BACS	98,409.18		November Payroll
18/11/2025	CTC	009009	311.59		Petty Cash
19/11/2025	West Mercia Energy	dd	2,524.60		11739236/19204/P Pool elec
19/11/2025	D [REDACTED]	BACS	108.75		In Bloom expenses
19/11/2025	B [REDACTED]	BACS	149.09		In Bloom expenses
19/11/2025	SAS Daniels	BACS	1,800.00		Legal advice
21/11/2025	BACS P/L Pymnt Page 3934	BACS Pymnt	11,314.20		BACS P/L Pymnt Page 3934
21/11/2025	RBS Autopay	BACS	13.28		Bank charges
24/11/2025	EE Ltd	DD	168.30		01288581500/19296/charges
25/11/2025	Prism Solutions	DD	2,291.66		230423/19326/IT Support
25/11/2025	Water Plus Ltd	dd	193.42		10840357/19285/allotments
28/11/2025	Water Plus Ltd	Dd	142.22		10894104/19313/Paddling pool w
28/11/2025	RBS Credit Card	DD	668.87		Credit card balance pay off
01/12/2025	CEC	DD	2,495.00		Town Hall Business Rates
01/12/2025	CEC	DD	561.00		CIC Business Rates
01/12/2025	Prism Solutions	dd	183.46		9536/19325/charges
02/12/2025	BACS P/L Pymnt Page 3938	BACS Pymnt	9,276.70		BACS P/L Pymnt Page 3938
02/12/2025	BACS P/L Pymnt Page 3943	BACS Pymnt	8,451.28		BACS P/L Pymnt Page 3943
02/12/2025	Friends for Leisure	BACS	1,000.00		GR14/2425
02/12/2025	Trinity Amateur Op Society	BACS	1,000.00		GR04/2526
02/12/2025	BACS P/L Pymnt Page 3954	BACS Pymnt	1,257.00		BACS P/L Pymnt Page 3954
02/12/2025	BACS P/L Pymnt Page 3956	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 3956
02/12/2025	No Tier Snooker	BACS	250.00		GR12/2526
04/12/2025	Pitney Bowes Ltd	dd	15.08		4100191557/19280/rental
09/12/2025	Cong Amateur Chess	BACS	193.40		GR13/2526
09/12/2025	Cong Amateur swimming	BACS	789.00		GR13/2425
11/12/2025	British Telecom	dd	160.31		Q102OK/19360/charges
12/12/2025	BACS P/L Pymnt Page 3947	BACS Pymnt	15,978.52		BACS P/L Pymnt Page 3947
12/12/2025	S M Dutton	Reverse	-1,044.00		P/Ledger Electronic Payment
12/12/2025	Dutton Traffic Management Serv	BACS	1,044.00		34454/19381/XM007/Dutton Traff

## List of Payments made between 01/11/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/12/2025	Orbitas	BACS	67.92		Refund - Town Hall
15/12/2025	Bankline	DD	61.40		Charges
15/12/2025	Water Plus Ltd	dd	1,553.16		10992606/19459/T Hall water
16/12/2025	West Mercia Energy	dd	2,034.67		11743644/19315/kitchen gas
18/12/2025	CTC	BACS	97,861.92		December payroll
18/12/2025	West Mercia Energy	dd	2,783.92		11754121/19504/padd pool elec
19/12/2025	BACS P/L Pymnt Page 3958	BACS Pymnt	35,337.41		BACS P/L Pymnt Page 3958
19/12/2025	BACS P/L Pymnt Page 3967	BACS Pymnt	1,634.10		BACS P/L Pymnt Page 3967
19/12/2025	BACS P/L Pymnt Page 3976	BACS Pymnt	250.00		BACS P/L Pymnt Page 3976
19/12/2025	RBS Autopay	BACS	15.15		Bank charges
19/12/2025	Viking Office UK Ltd	Reverse	16.58		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	-4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	4.95		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse	-21.53		P/Ledger Electronic Payment
19/12/2025	Viking Office UK Ltd	Reverse In	-21.53		P/Ledger Electronic Payment
22/12/2025	A [REDACTED]	009010	150.00		Grant GR15/2526
23/12/2025	No Tier Snooker	BACS	250.00		GR12/2526
23/12/2025	EE Ltd	dd	168.30		01288581706/19404/charges
29/12/2025	Prism Solutions	DD	2,297.65		232424/19486/IT Support
29/12/2025	RBS Credit Card	DD	1,610.79		Credit card balance payoff
29/12/2025	RBS Credit Card	DD	1,429.41		DD Credit Card Balance payoff
Total Payments			373,040.17		

## List of Payments made between 01/11/2025 and 31/12/2025

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2025	Balsam Hill	CCN01	719.00		Town Hall Xmas Tree
05/11/2025	Safety Signs	CCN02	19.79		Toilet signs
06/11/2025	Safety Signs	CCN03	19.79		Toilet signs
13/11/2025	No Tier Snooker	CCN04	180.00		xmas lunch tickets
13/11/2025	Paypal - santasuits	CCN05	205.38		santa suit
20/11/2025	Amazon Market Place	CCN06	16.99		Santa fat tummy
27/11/2025	Toolstation	CCN07	319.84		LED Lights
27/11/2025	B & M bargains	CCN08	130.00		xmas selection boxes
29/12/2025	RBS Current/I Access Acct	reverse	1,610.79		reverse DD

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Total Payments      3,221.58

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

Date	BACS Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail	Total Invoices paid		
07.11.25	3918	31.10.25	All Saints Community Centre	£ 338.00		Luncheon Club	1		
		28.10.25	Berisfords	£ 60.00		Whire Ribbon loops	1		
		07.10.25	Bomfords	£ 478.35		Stationary items	5		
		27.10.25	Caswells	£ 1,239.68		Bin bags & cleaning stock	3		
		31.10.25	Chronicle	£ 25.00		Newspaper resales	1		
		28.10.25	Daneside Theatre	£ 2,034.90		Ticket sales	2		
		24.10.25	D C Assist	£ 419.75		Cleaning service	2		
		30.10.25	Full Media	£ 23.96		Supplier sales	1		
		16.10.25	Hayman Mechanical	£ 6,211.38		Boiler controller	1		
		29.10.25	Jepson & Co	£ 83.46		Supplier sales	1		
		20.10.25	K G Loach	£ 717.60		compost, fertilizer	1		
		15.10.25	L & J Print	£ 422.40		various	4		
		27.10.25	Little Bun Design	£ 21.80		Supplier sales	1		
		27.10.25	Lubbe & Sons	£ 1,309.20		Spring bulbs	1		
		03.10.25	Marks Events	£ 1,130.40		catering	9		
		15.01.25	Otter House Ltd	£ 136.54		calendar sales	3		
		22.10.25	Screwfix	£ 59.99		safety boots	1		
		30.10.25	Toolstation	£ 5.59		cam lock	1		
		12.10.25	UK Fuels	£ 1,016.13		van fuel	3		
		31.10.25	West Wallasey	£ 2,294.71		lease vans	3		
						<b>£ 18,028.84</b>			
		14.11.2025	3925	07.10.25	Arch Publication	£ 180.00		Christmas spread	1
				10.10.25	Beartown Vibes	£ 78.40		Supplier sales	1
				04.11.25	CEC	£ 12,510.71		CCTV	1
				04.11.25	Congleton Live CIC	£ 59.85		Supplier sales	1
				10.11.25	Daneside Theatre	£ 1,386.00		Ticket sales	1
				01.11.25	Dawsongroup Sweepers	£ 3,295.22		Sweeper lease	1
				09.11.25	DC Assist	£ 219.00		Cleaning Service	
				09.11.25	Dutton Group	£ 984.00		Remembrance road closures	1
				03.11.25	Adam Francis	£ 39.20		Supplier sales	1
				04.11.25	Hipswing	£ 2,508.00		xmas stage	1
				21.05.25	L & J Print	£ 3,225.60		Printing etc	7
				30.09.25	New Vic theatre	£ 26.38		Ticket sales	1
				04.11.25	Otter House	£ 56.52		Calendar sales	1
04.11.25	G Outhwaite			£ 13.20		Book sales	1		
04.11.25	Pitney Bowes			£ 110.50		meter refill - reversed as DD	1		
04.11.25	Poppy May			£ 26.80		Supplier sales	1		
11.11.25	Roberson Stone			£ 384.00		Centotaph repairs	1		
03.11.25	Congleton Rotary			£ 4,792.75		bonfire ticket sales	1		
06.11.25	Sharrocks			£ 2,108.97		mower service & repairs	2		
11.11.25	Visyon			£ 513.80		water recharges	1		
29.10.25	Wizard of Arts	£ 160.00		Witchy Wednesday	1				
				<b>£ 32,678.90</b>					
21.11.25	3934	13.11.25	Caswells	£ 254.80		cleaning stock	1		
		17.11.25	Cong Choral Society	£ 205.20		Ticket sales	1		
		12.11.25	Culligan	£ 130.46		Drinking water	1		
		14.11.25	Dawsongroup	£ 569.28		sweeper brushes	1		
		16.11.25	D C Assist	£ 219.00		cleaning service	1		
		07.11.25	Elan City	£ 3,663.29		Radar speed device	1		
		15.11.25	Allan Harris	£ 12.00		Supplier sales	1		
		10.11.25	K G Loach	£ 256.80		compost etc	2		
		06.10.25	Leaflet Team	£ 715.50		leaflet delivery	1		
		13.11.25	Lightech	£ 1,056.00		Remembrance projection	1		
		14.11.25	Marks Events	£ 2,385.00		catering	8		
		13.11.25	R J & J Moores	£ 1,800.00		xmas trees	1		
		12.11.25	Toolstation	£ 46.87		axex & rawplugs	1		
				<b>£ 11,314.20</b>					
02.12.25	3943	03.11.25	Bees for Us	£ 108.00		Honey for resale	1		
		30.11.25	Bomford Office Supplies	£ 82.98		Till rolls	1		
		28.11.25	Campey Turf	£ 1,007.10		mower service	1		
		30.11.25	Cat Social Media	£ 249.04		FB ads	2		
		30.11.25	Chronicle	£ 26.25		Newspaper resales	1		
		26.11.25	L & J Print	£ 210.00		Various printing	3		
		24.11.25	Northwest Plant Agri	£ 786.34		mower repairs	1		
		29.11.25	PME Maint	£ 960.00		xmas tree installation	1		
		27.11.25	Prickly Peach Films	£ 480.00		Marketing video	1		
		26.11.25	Shred-it	£ 174.64		Shredding service	1		
		30.11.25	West Wallasey	£ 4,209.43		lease vans & chapter 8	3		
		27.11.25	Wizard of Art	£ 157.50		Switch on act	1		
						<b>£ 8,451.28</b>			

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

Date	BACS Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail	Total Invoices paid
02.12.25	3938	28.10.25	A P Travel	£ 780.00		In Bloom Taxi	1
		17.11.25	Aston Management	£ 960.00		Taylor Swift Tribute	1
		29.09.25	Audience systems	£ 423.00		Replacement stage feet	1
		20.11.25	Auditing Solutions	£ 630.00		1st Internal Audit	1
		20.11.25	Chronicle	£ 388.80		Christmas feature	1
		26.11.25	Cloudy IT	£ 144.00		Domain name management	1
	3939	24.11.25	Daneside Theatre	£ 2,354.10		Ticket sales	1
		22.11.25	D C Assist	£ 219.00		cleaning service	1
		05.11.25	DJM	£ 124.50		kids tubs flowers	1
		22.11.25	DP Sportswear	£ 244.80		Streetscape PPE	1
		20.11.25	LAC Autos	£ 91.05		charger. De-icer	1
		18.11.25	Newitt & Co	£ 575.70		basketball backboard	1
	3940	15.09.25	SLCC	£ 70.00		SLCC Conference	1
		10.11.25	Daniel Toft	£ 100.00		xmas lights	1
		17.11.25	Toolstation	£ 119.63		cable ties, batteries etc	3
		02.11.25	Radius Fuels	£ 1,082.00		van fuel	3
	3941	21.11.25	West Wallasey	£ 970.12		lease vans	2
					<b>£ 9,276.70</b>		
02.12.25	3954	30.10.25	Cornerstone Resources	£ 1,257.00		EDI Training	1
					<b>£ 1,257.00</b>		
02.12.25	3956	27.11.25	CCP	£ 2,500.00		SLA quarterly payment	1
					<b>£ 2,500.00</b>		
12.12.25	3947	28.11.25	Chris Mashall Booth	£ 250.00		Xmas Lights DJ	1
		01.09.25	Canda Copying	£ 307.21		charges	1
		28.11.25	DR Caswell	£ 260.71		Town Hall cleaning stock	1
		30.11.25	D C Assist	£ 219.00		cleaning services	1
		30.11.25	S M Dutton	£ 1,044.00		xmas road closures	1
		28.11.25	Event Fire & Medical	£ 650.00		Ambulance xmas lights	1
	3948	30.11.25	L & J Print	£ 156.00		xmas printing	2
		30.11.25	Ninehundred Communications	£ 228.00		xmas radio hire	1
		01.07.25	OSM	£ 2,224.00		Luncheon club	5
		28.11.25	Omnia MEP Design	£ 5,076.00		gas boiler spec	1
	3949	30.11.25	Society of London Theatres	£ 75.20		Theatre Tokens	1
		28.11.25	Tiaras & Titans	£ 330.00		Xmas Lights	1
		13.10.25	West Wallasey	£ 5,158.40		Lease Vans	2
					<b>£ 15,978.52</b>		
19.12.25	3958	02.12.25	Alpha Street Legal	£ 24.00		disposal of tyres	1
		05.12.25	Bomford Office Supplies	£ 361.51		stationary	2
		10.12.25	Beartown Vibes	£ 73.56		supplier sales	1
		05.12.25	Campy Turf	£ 240.00		trimmer head	1
		01.12.25	Canda Copying	£ 431.38		charges	2
	3959	04.12.25	DR Caswell	£ 1,105.89		various	6
		10.12.25	CCTP	£ 194.80		In Bloom transport	1
		09.12.25	Charlesworth	£ 194.63		light replacement	1
		03.12.25	CEC	£ 72.00		parking permits	1
	3960	11.12.25	CJ's Events	£ 2,253.60		Xmas stalls	1
		01.12.25	Congleton Live CIC	£ 15.20		supplier sales	1
		11.12.25	H Cooper Glass	£ 40.00		glass vase	1
		02.12.25	B Cope	£ 22.40		supplier sales	1
		15.12.25	Cosebelle	£ 16.80		supplier sales	1
		01.12.25	Cosy Wren	£ 33.60		supplier sales	1
	3961	10.12.25	Culligan water	£ 151.84		drinking water - TH	1
		08.12.25	CYO	£ 214.70		ticket sales	1
		03.12.25	Daneside Theatre	£ 1,565.60		ticket sales	3
		01.12.25	Dawsongroup Sweepers	£ 3,295.22		sweeper hire	1
		05.12.25	D C Assist	£ 438.00		cleaning services	2
	3962	16.12.25	DCK Accounting	£ 811.80		Budget setting	1
		08.12.25	D P Sportswear	£ 146.94		Streetscape PPE	1
		01.12.25	Adam Francis	£ 51.20		supplier sales	1
		04.12.25	G T Security	£ 1,208.40		event security	3
		12.12.25	Handy Cabin	£ 154.00		various	1
	3963	03.12.25	Historical Promotions	£ 1,884.00		xmas lights	1
		10.12.25	Jaydee Living	£ 765.60		recycling bins	1
		15.12.25	KEMS	£ 57.00		ticket sales	1
		15.12.25	LAC Autos	£ 109.50		adblue, screenwash	1
		28.11.25	Ben Maitland	£ 250.00		xmas lights	1
		02.12.25	Craig Mayer	£ 149.06		supplier sales	2
	3964	01.12.25	PME Maint	£ 11,820.00		xmas lights scheme	1
		15.12.25	Poppy May	£ 28.00		supplier sales	1
		01.12.25	Nathan Rae Productions	£ 455.00		xmas lights	1
		03.12.25	Reubens	£ 170.00		food vouchers - xmas lights	1
		03.12.25	Roberson Stonecarving	£ 696.00		Treo refurb	1
		07.12.25	Rode Hall Silver Band	£ 225.00		xmas lights	1
	3965	14.05.25	Screwfix	£ 79.45		sundries	3
		05.12.25	SMG Consultancy	£ 190.00		energy certificate	1

		24.11.25	Threadfast	£	16.78	bolts	1
		26.09.25	Tudor	£	266.83	gloves, trimmer	1
		23.11.25	Radius Fuel	£	1,086.89	Van fuel	3
3966		08.12.25	UK Safety Management	£	457.20	Lighting service	1
		11.12.25	Urban Imprint	£	820.80	N/Plan	1
		12.12.25	Viking Office	£	21.53	Diary	1
		03.12.25	G watt	£	92.50	xmas cards	1
		12.12.25	West Wallasey	£	2,579.20	Lease Vans	1
					<b>£ 35,337.41</b>		
19.12.25	3967	12.12.25	Mark's Events	£	1,634.10	catering	9
					<b>£ 1,634.10</b>		
19.12.25	3976	16.12.25	Richard Hazlewood	£	250.00	Tea Dance	1
					<b>£ 250.00</b>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>														
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>												
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>														
<b>AGENDA ITEM REPORT TITLE</b>	<b>17</b> <b>Financial Regulations and Supporting Policies Update</b>														
<b>Background</b>	<p>The Financial Regulations and Standing Orders were updated with just one amendment in June 2025, which was completed due to a new Act that was implemented for procurement, The Procurement Act 2023, no other updates were recommended at the time, as a more in-depth review was to take place later in the year, alongside supporting procurement policies.</p>														
<b>Update</b>	<p>When the new Procurement Act was introduced NALC (National Association of Local Councils) updated the Model Financial regulations and recommended through their model template a higher limit as to where Councils needed to officially go through a procurement tender process, this was raised from £30,000 to £60,000 including VAT. Our limit remained unchanged at the last review at £30,000. After seeking further advice, the recommendation is that this is raised to £60,000.</p> <p>(NB: We still have to adhere to all our regulations with regard to quotes and processes, and once a contract over £30,000 is awarded, we still have to place a notice on the Find a Tender website and our own website to show this for transparency requirements.)</p> <p>It has been noted by advice taken that the current Standing Orders for Contracts Policy is outdated and refers to old statutory rules/requirements, and that this separate policy is not required alongside our Financial Regulations and Standing Orders, as Tendering is covered in those documents.</p> <p>This paper is also to approve draft updates to our supporting procurement policies.</p> <table border="1" data-bbox="453 1715 1385 2143"> <thead> <tr> <th>Policy</th> <th>Update</th> <th>Info</th> </tr> </thead> <tbody> <tr> <td>Financial Regulations</td> <td>Section 5</td> <td>Increase the limit for contracts from £30,000 to £60,000 per Model Regulations</td> </tr> <tr> <td></td> <td></td> <td>Remove all references to the Standing Orders for Contracts policy (Section 5 and Appendix 1)</td> </tr> <tr> <td>Financial Regulations</td> <td>Section 5</td> <td>Added:</td> </tr> </tbody> </table>			Policy	Update	Info	Financial Regulations	Section 5	Increase the limit for contracts from £30,000 to £60,000 per Model Regulations			Remove all references to the Standing Orders for Contracts policy (Section 5 and Appendix 1)	Financial Regulations	Section 5	Added:
Policy	Update	Info													
Financial Regulations	Section 5	Increase the limit for contracts from £30,000 to £60,000 per Model Regulations													
		Remove all references to the Standing Orders for Contracts policy (Section 5 and Appendix 1)													
Financial Regulations	Section 5	Added:													

			<p><i>In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT, may be approved by the Finance and Policy Committee; items over £10,000 incl VAT, are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109) Also see Section 16, point 16.5.</i></p> <p>Updated item 16.5 from £3,000 to £5,000.</p>
	Standing Orders	Section 19	To match Financial Regulations, increase the limit for contracts from £30,000 to £60,000
	Procurement Policy	Added	<p>Tenders</p> <ul style="list-style-type: none"> <li>○ All contracts over £60,000 inclusive of VAT must follow our Financial Regulations Tender Processes</li> </ul>
	Standing Orders for Contract		Withdraw policy
<b>Decision Request</b>	<p>To approve the draft updates to:</p> <ul style="list-style-type: none"> <li>● Financial Regulation (Section 5 and item 16.5)</li> <li>● Standing Orders (Section 19)</li> <li>● Procurement Policy</li> <li>● Withdraw the Standing Orders for Contracts (Full Policy)</li> </ul> <p>And recommend to Council for approval and adoption into the constitution.</p>		



## Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

# FINANCIAL REGULATIONS

DRAFT REVIEW

VERSION CONTROL	Version 17
Previous Version Approval Date	12 <sup>TH</sup> June 2025
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This version of the Policy supersedes any previous versions.	



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DRAFT REVIEW

1. General

2. Risk management and internal control

3. Accounts and audit

4. Budget and precept

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.**

Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. **For contracts estimated to exceed £60,000 including VAT, the Chief Officer must comply with The Council's Standing Orders for Contracts Policy and any regulations for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.**

**Commented [SV1]:** This is the new figure quoted in the Model Regulations, we can use the £60,000 rather than the £30,000 noted in 5.7. This was highlighted when our SOFC policy was reviewed by SLCC

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

**Commented [SV2]:** To note we can set our limit at £60,000 before we tender (All orders must still adhere to our Financial Regulations), the £30,000 limit is the requirement to declare any awarded contract over £30,000 on the Find a Tender website

- 5.8. For expenditure and contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer or RFO shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, all officers shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. Goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual Revenue expenditure purchases within an agreed budget for that type of expenditure may be authorised by:
- the Chief Officer for any items below £5,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
  - • the council for all items over £10,000;

- in respect of grants, the Finance and Policy Committee within any limits set by council and in accordance with any policy statement agreed by the council.

- In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT may be approved by Finance and Policy Committee, items over £10,000 incl VAT are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109)

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. Orders/Purchases may not be disaggregated to avoid controls imposed by these regulations.

- 5.16. No individual member, or informal group/working group of members or volunteer may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Council except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be monitored controlled by the RFO
- 5.22. All Capital works shall be administered in accordance with the Councils Standing Orders and Financial Regulations relating to contracts.

5.23. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500. The statement of income and expenditure known as Management Accounts, will be included as part of Finance and Policy Committee minutes, and will be presented to Council as part of the approval of the final Finance and Policy Committee minutes.

**6. Banking and payments**

**7. Electronic payments**

**8. Cheque payments**

**9. Payment cards**

**10. Petty Cash**

**11. Payment of salaries and allowances**

**12. Loans and investments**

**13. Income**

**14. Payments under contracts for building or other construction works**

**15. Stores and equipment**

**16. Assets, properties and estates**

**17. Insurance**

**18. Suspension and revision of Financial Regulations**

**Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Officer.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders

shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of the council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 (Financial controls and Procurement) and the separate policy Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.

Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken

#### Full Version Control

Date	Changes	Approval Reference
	<p>Section 5</p> <p>5.6 Increased contracts limit from £30,000 inc. VAT to £60,000 inc. VAT per NALC Model Regulations</p> <p>5.15: Added</p> <ul style="list-style-type: none"><li>• In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT may be approved by Finance and Policy Committee, items over £10,000 incl VAT are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109)</li><li>• Removed all references to Standing Orders for Contracts Policy (5.6 and Appendix item 5)</li></ul>	



## Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

# STANDING ORDERS

VERSION CONTROL	Version 19
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**Congleton Town Council**

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1. Rules of debate at meetings
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13. Draft minutes
14. Code of conduct and dispensations
15. Code of conduct complaints
16. Proper Officer
17. Responsible Financial Officer
18. Accounts and accounting statements
19. Financial controls and procurement
  - a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
    - i. the keeping of accounting records and systems of internal controls;
    - ii. the assessment and management of financial risks faced by the Council;
    - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required as agreed either 3 or 4 times annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

Commented [SV1]: To match Financial Regulations

v. whether contracts with an estimated value below £30,000 inclusive of VAT due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised on the Town Council website and if applicable on the current Government Procurement tender website in a local newspaper and in any other manner that is appropriate;

iv. tenders can submitted in writing in a sealed marked envelope addressed to the Chief Officer; or electronically to a specific email address (See Financial Regulations Appendix 1 and Standing Orders for Contracts). Method of tendering for each contract will be decided by the Chief Officer

v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- e. The Councils Financial Regulations **and Standing Orders for Contracts** must also be adhered to for all procurement.
- f. **Where the Value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with these procurement rules. Nalcs's procurement guidance contain further details.**

**20. Handling staff matters**

**21. Responsibilities to provide information**

**22. Responsibilities under data protection legislation**

**23. Relations with the press/media**

**24. Execution and sealing of legal deeds**

**25. Communicating with unitary councillors**

**26. Restrictions on councillor activities**

**27. Standing orders generally**

**28. Constitution**

- a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, **Standing Orders for Contracts, Financial** Regulations, Members' Code of Conduct and the Publication Scheme.

**29. Town Meeting**

**30. Honorary Burgess**

**31. Certificates in Recognition of Outstanding Service.**

**32. Youth Committee**



## Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

# PROCUREMENT POLICY

DRAFT REVIEW

VERSION CONTROL	Version 3
Previous Version Approval Date	03/10/2024
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## CONGLETON TOWN COUNCIL

### PROCUREMENT POLICY

#### Introduction

This guide is to provide an overview of procurement of goods and services and is not a replacement for the Town Council's Standing Orders and Finance Regulations

The Council will strive to attain best value for all goods, materials, and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

All procurement is to be made following the Standing Orders, Financial Regulations, and any internal processes in place.

#### Principles

- Always adhere to Financial Regulations
- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value," the past record of the supplier will be taken into account.
- For goods, materials, or services over £60,000 inclusive of VAT , an evaluation model will be developed in advance against which best value can be judged and Tender process followed.
- The environmental and social credentials of the supplier will be checked, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.
- Limits:
  - Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
    - the council for all items over £10,000.
    - a duly delegated committee of the council for items over £5,000; or
    - the Chief Officer for any items below £5,000.
    - Capital Purchases £3,000 and over must be approved by Council.

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- Estimates/Quotes:
  - For contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;
  - where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
  - For smaller purchases, all officers shall seek to achieve value for money.

○ Tenders

- All contracts over £60,000 inclusive of VAT must follow our Financial Regulations Tender Processes.

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DRAFT REVIEW

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>								
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026</b> <b>7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>						
<b>REPORT FROM</b>	<b>David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)</b>								
<b>AGENDA ITEM REPORT TITLE</b>	<b>18</b> <b>Annual Review of the Business Risk Assessment 2026-2027</b>								
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit Regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk.”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities, and community. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures, there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by SAPPP Practitioners Guide in this publication “Governance and Accountability for Smaller Authorities in England” section 5 for the layout of the Business Risk Assessment and the likelihood of occurrence scores. Behind this document sits detailed risk assessments for the Council's operations and activities.</p>								
<b>Updates</b>	<p>The Business Risk Assessment has been reviewed and updated for the 2026-2027 financial year. Only one update for the draft document:</p> <table border="1" data-bbox="384 1447 1493 1599"> <thead> <tr> <th>Reference</th> <th>Area</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>2r</td> <td>Congleton Information Centre</td> <td>Added weekly checks taking place to audit takings and till float counts.</td> </tr> </tbody> </table>			Reference	Area	Update	2r	Congleton Information Centre	Added weekly checks taking place to audit takings and till float counts.
Reference	Area	Update							
2r	Congleton Information Centre	Added weekly checks taking place to audit takings and till float counts.							
<b>Decision Requested</b>	To approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the constitution.								

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### Business Risk Assessment 2026-2027

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

**Business Risk Assessment 2026-2027**

1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A clicker system is in place to keep the maximum 140 in the pool, a holding area to prevent queuing on the main path outside the pool is now in place since 2023 to allow a one in one out basis.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	4	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	2	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks
1i	Community Garden	H&S of users	1	2	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on	Part of Streetscape checks

**Business Risk Assessment 2026-2027**

							site have signed the volunteer register. Volunteer policy updated 2019.	
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance. Streetscape Manager & Chief Officer to ensure lease from CEC is in place for use of the Polytunnels and up to date.	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice. Check Insurance of the company storing the lights is in place.	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three. New Tender is open for a new three year contract for 2025-2028.
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes. All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and Town Hall reputation	1	3	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol.	Maintain existing procedures, An annual review to take place on H&S aspects, three year contract with Commercial Partner due to be considered in time for April 2025.

**Business Risk Assessment 2026-2027**

							Bookings are not accepted for 18 <sup>th</sup> birthday parties.	
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years TV Licence to be renewal annually.	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>							
2a	Banking	Failure of Bank	1	3	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	1	Low	Investment policy in place Investment Policy updated annually Investment Policy and Strategy are in place and reviewed annually by Finance and Policy Committee and Council.	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually

**Business Risk Assessment 2026-2027**

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

**Business Risk Assessment 2026-2027**

							Any overspends required will be notified to Council for approval prior to further expenditure.	
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	2	Med	<p>All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations.</p> <p>Invoices only to be paid on confirmation of receipt of the goods/ service.. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit.</p>	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	2	2	Med	<p>Financial Regulations in place for procedures of purchasing. All staff to ensure they follow Financial Regulations at all times. All payment orders authorised by Council as per Financial Regulations.</p> <p>New supplier form are required direct from the supplier to verify information such as VAT/Companies house and Bank Account. Staff are regularly updated of Purchase Order procedures.</p> <p>All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.</p>	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3	Med	<p>All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by</p>	Maintaining existing procedures , payments are made by BACS where possible

**Business Risk Assessment 2026-2027**

							2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	
2K(i)	BACs payments	Payment to wrong supplier	1	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card / Trade Account Cards	Loss of Card Fraudulent use	1	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations must be followed for all purchases.  Trade Account cards are to be kept safe with until required, all purchases must follow Financial Regulations.	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	2	Low	Use external professional team DJH to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.  Annual Pay Award changes summary sheet signed off by Mayor, Chair of Finance and Chief Officer.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures

**Business Risk Assessment 2026-2027**

2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4	Med	<p>Keeping standards high. Examination and review of agreed contract in 2024.</p> <p>Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures</p>	<p>Review by Chief Officer and Streetscape Manager</p> <p>Record Risk of longer-term contract</p>
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022. New contract due April 2025	2	2	4	Med	<p>Weekly operational meeting take place for booking requirements.</p> <p>Monthly Management meetings take place for Financial, Marketing and any issues</p>	<p>Review after initial 12 months Reports back into THAS</p>
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall	2	2	4	Med	<p>Facilities Booking system now in place for room bookings, relevant staff to be kept up to date with training and updates in the software.</p>	<p>To be reviewed in line with outcome 2p.</p>
2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	2	Med	<p>Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales</p>	<p>Ensure all policies in place and understood by all staff in the CIC</p> <p>Ensure contracts are in place for new ticket suppliers.</p> <p><u><a href="#">Weekly audit checks on CIC takings including float count checks.</a></u></p>

**Business Risk Assessment 2026-2027**

2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	4	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required direct from the supplier, CTC staff must never complete on behalf of the new supplier.	New supplier form has been introduced which included checklist of online checks required.
2t	Council Income	Sales Ledger/Cash Book	2	2	4	Med	New facilities booking system in place which enables reports to be run to ensure all bookings have been invoiced. Finance Officer and RFO do a monthly aged debtor check, the aged debtor list is sent to Chair of Finance quarterly.  All CIC cash is audited by RFO via daily takings sheets Standing invoices in place for regular customers (such as CEC/Commercial Partner)	Maintain existing levels of procedures.
2u	Mayor Fundraising Income/Expenditure	Donations received/Annual expenses for fundraisers	2	2	4	Med	Additional summaries are kept alongside the main accounts. Each Mayor has there own bank account to ensure separation of funds. GOFUNDME account set up and donations regular input into accounts.	Maintain same procedures for all other CTC income/cash received.
<b>3</b>	<b>Legal Liabilities</b>							
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Council's key Asset

**Business Risk Assessment 2026-2027**

							In accordance with Financial Regulations, all insurance claims to be submitted via Chief Officer or RFO only. Chairs of Committees to be made aware of exceptional claims. Zurich to be made aware of named staff who can make claims on insurance.	Three year deal in place until June 2027
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.  Ensure signs are in place re no glass on Balcony.  New customers to be made aware of the Balcony area, and include this in our Risk Assessment.	Risk Assessments reviewed by managers at least annually. Customers do and are able to complete their own Risk Assessments for each booking.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus	Maintaining existing procedures

**Business Risk Assessment 2026-2027**

							software and Firewall. Confidential files password protected	
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer. Policy to be reviewed regularly to check for new regulations. CHALC/NALC to be utilised for advice.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.  All paperwork to be completed as per regulations and requirements to ensure new Councillors acceptance of office is declared in time.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection .	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of	1	3	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All	Maintain existing procedures

**Business Risk Assessment 2026-2027**

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

**Business Risk Assessment 2026-2027**

							Mobile phones are to be used for work purposes only.	
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Full Version Control

Date	Changes	Approval Reference
	Added below to Section 2r Weekly audit checks on CIC takings including float count checks.	

DRAFT

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> February 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>19 Policy Review</b>		
<b>Background</b>	Congleton Town Council have adopted Polices to support the running and the operations of the Town Council. It is best practice to have these reviewed from time to time, and the introduction of new polices should best practice requirements indicate as such.		
<b>Updates</b>	There are 2 polices for review in this agenda item, both of which are new.		
<b>Policy</b>	<b>New/Review</b>	<b>Information</b>	
DBS Handling Certificate Policy	New	A policy on how we handle these certificates would cover GDPR/Data Protection and staffing records. Information for policy wording has been taken from other Council Policies and legislation.	
Social Media Policy	New	We do not currently hold a Social Media Policy, and with the higher reliance on the use of messaging services such as WhatsApp and the use of Social media sites, this would be beneficial. New policy adapted from other Town Councils polices plus internet searches for examples and information and has been checked against the NALC (Parish & Town Council Governing Body) model guidance.	
<b>Financial</b>	No requirements/implications for this decision.		
<b>Environmental</b>	No implications for this decision.		
<b>Equality and Diversity</b>	No implications for this decision.		
<b>Decision Request</b>	To discuss and approve the polices and recommend them to Council for approval and adoption into the Constitution.		



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

# DBS CERTIFICATE HANDLING POLICY

VERSION CONTROL	Version 1
Previous Version Approval Date	
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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4. Policy Statement .....	2

### 1. Introduction

1.1 Congleton Town Council uses the Disclosure and Barring Service (DBS) for the assessment of Officers and Members whom, with their role, come into contact with children or vulnerable adults.

1.2 Congleton Town Council will fully comply with the code of practice<sup>1</sup> regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

1.3 Congleton Town Council also complies fully with its obligations under the Data Protection Act 2018/UK GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### 2. Purpose

2.1 To describe how the Council will undertake DBS checks as part of checks and thereafter during the course of each person's employment in order to protect the safety of all its service users.

### 3. Aims and Objectives

3.1 To ensure compliance with any GDPR and Privacy regulations.

3.2 To ensure a consistent approach with all the Councils operations

### 4. Policy Statement

### 5. Storage and access

5.1 Certificates, once received by the member/ officer, will be shown to the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer to be entered on to the Cheshire West and Chester DBS online system and then returned to the holder for safe keeping. Information can be accessed by the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer through the Cheshire West and Chester secure online system. Where a basic DBS has been sought by an individual then the information in point 6.2 will be gathered.

### 6. Handling

6.1 In accordance with section 124 of the Police Act 1997<sup>2</sup>, certificate information is only passed to those who are authorised to receive it in the course of their duties, these being the Chief Officer or Communities Manager/Marketing, Civic & Communications Manager who are registered on Cheshire West and Chester Disclosures online system to apply for DBS checks.

## **7. Usage**

7.1 Certificate information will only be used for the specific purpose for which it was requested.

## **8 Retention**

8.1 In accordance with DBS Handling Certificate Guidelines<sup>3</sup>, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Certificate information such as date of issue, name, type of certificate and unique reference number will be retained for a period of 6 months from the date of termination of employment.<sup>4</sup>

8.2 In the case of recruitment that was unsuccessful, if a DBS check is required the information will be held for a maximum period of 6 months. This retention will allow for the consideration and resolution of any disputes or complaints.<sup>4</sup>

8.3 Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

8.4 A record of a check taking place will be kept for a period of 6 years after employment ends, in line with our Documents Retention Policy under The Limitation Act 1980.

## **9. Disposal**

9.1 Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for electronic records we will ensure that any DBS information is destroyed from our spreadsheet.

9.2 Congleton Town Council will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, Congleton Town Council may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken as per section 5.

## **10. Umbrella body**

10.1 Congleton Town Council uses the Cheshire East and Cheshire West and Chester Council online access as the umbrella body for the purposes of the Disclosure and Barring Service for Congleton Town Council.

10.2 Congleton Town Council will not act as an umbrella body for any other organisations.

Footnotes:

- 1- [DBS code of practice - GOV.UK](https://www.gov.uk/government/publications/dbs-code-of-practice) (https://www.gov.uk/government/publications/dbs-code-of-practice)
- 2- [Police Act 1997](https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted) (https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted)
- 3- [Handling of DBS certificate information - GOV.UK](#) ([Handling of DBS certificate information - GOV.UK](#))
- 4: DBS Guide for Employers- [DBS checks: guidance for employers - GOV.UK](#) ([DBS checks: guidance for employers - GOV.UK](#))

Full Version Control

Date	Changes	Approval Reference
	New Policy adopted	



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

# SOCIAL MEDIA POLICY

(Including WhatsApp)

VERSION CONTROL	Version 1
Previous Version Approval Date	
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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## 1 Introduction

The objective of this policy is to provide Officers and Councillors with an overview of Social Media to outline the Council's position on various aspects of its use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication in their official capacity.

## 2. Purpose of the Policy

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information, and passing on of relevant information.

The Council will make use of approved social media tools to quickly release information but carefully control its use in order to minimise risk.

## 3. Aims and Objectives

Social media can be used by the Council as an effective way to achieve resident engagement and attract publicity. The aim of this Policy is to ensure

- A consistent approach is adopted and maintained in the use of social media.
- That Council information remains secure and is not compromised through the use of social media including but not limited to personal data, commercially sensitive information belonging to the Council etc.

- That users operate within existing policies, guidelines, and relevant legislation.
- That the Council's reputation is upheld and improved rather than adversely affected.
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (eg website, Bear Necessities etc).

Social media activity is not something that stands alone, to be effective it needs to integrate as part of general communication. Any planned campaigns, promotions and activities can be plugged into social media platforms to increase reach and exposure.

## 4 Definition of Social Media

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include Facebook, You Tube, Pinterest, Podcasts, WhatsApp Linked in etc.

## 5 Pitfalls

Whilst these tools are especially useful to share information quickly with other people, there are some pitfalls to be aware of:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation.
- As identity theft, account takeover and impersonation are common on social media, potentially leading to damage to reputation of the individual or their organisation, Officers and Councillors are recommended to ensure that social media accounts are protected by ensuring best practice for password quality is adopted.
- Officers and Councillors are recommended to avoid, wherever possible, the re-sharing of 'fake' content by applying due diligence, for example checking the sources behind a story and verifying facts before reporting it themselves.

## 6 Policy Statement

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Councillors.

The policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, not be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected of a representative of Congleton Town Council.

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- When using social media for personal purposes, you must not imply that you are speaking for Congleton Town Council. Make it clear that what you say is representative of your personal views only.
- Know your obligations. You must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.
- Use of the Town Council's Social media accounts must reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion.
- Councillors are at liberty to set up accounts using any of the tools available, but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view.

## 7 Responsibilities

The Chief Officer is the designated 'Council' owner of the Council Social Media channels agreed by the Council.

Good practice guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- Officers and Councillors should not publish or report details of meetings which are not open to Councillors of the public including any confidential reports.

- Only authorised officers can use Congleton Town Councils social media accounts.
- All information to be released should first be approved by the Chief Officer and/or the Marketing, Communications and Civic Manager.
- As a Town Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
- Remember that people classified as “friends” have the ability to download and share your information with others.
- Post only what you want the world to see.
- Do not disclose confidential matters or criticise Council policies or personnel.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous.
- Please stay informed and cautious in the use of all new networking technologies  
Councillors are entitled to use any form of social media they wish, but must abide by this policy at all times, when so doing.

## 8 Asking the Council to follow, like or share messages

The Council may follow, like or share messages, mostly from our partners, other organisations we work with and local media. This allows us to monitor and disseminate important information that we may need to make residents aware of.

## 9 Pre-election Period

In the six weeks run up to a local election – councils have to be incredibly careful not to do or say anything that could be seen in any way to support any political party or candidate.

Notwithstanding this the Council will continue to publish Important Service Announcements using social media during the period.

## 10 WhatsApp and Messaging services

### General Principles

- Responsibility: Group admins are responsible for the group's content.
- Admin to regularly review group members to ensure only relevant individuals are included. Remove inactive or non members promptly.
- For Congleton Town Council officers, only work mobile numbers should be used for official communication.
- Be explicit that professional standards of conduct apply on all platforms.

- Obtain Consent: Do not add anyone to a work-related WhatsApp/Messaging group without their explicit consent.
- Confidentiality: Prohibit the sharing of sensitive, personal, or confidential information on WhatsApp.

#### Specific to Working with Children/Vulnerable Adults

- No child or vulnerable adult should be added to a group with the correct consent, such as parent/guardian/carer.
- Age-Appropriate Content: All communication should use age-appropriate language and topics.
- No 1:1 Messaging: There should be no one-to-one messaging with a child or vulnerable adult; all communications should be within a group that includes another officer.

## 11 Addendum: Use of Artificial Intelligence (AI) in Social Media

### 1. Definition

For the purposes of this policy, AI tools include generative AI systems (e.g. text, image, audio or video generation tools), AI-assisted scheduling or analytics tools, and AI-powered chatbots.

### 2. Permitted Use

AI tools may be used to assist with:

- Drafting or refining social media posts
- Generating captions, summaries, or alternative wording
- Creating suggested alt text for accessibility
- Translating content
- Producing draft visuals or design concepts

All AI-generated content must be reviewed, edited, and approved by a designated officer before publication. Responsibility for accuracy and compliance remains with the Council officer publishing the content.

### 3. Prohibited Use

AI must not be used to:

- Input, process, or disclose confidential, personal, or sensitive information unless the tool has been formally approved by IT and Data Protection officers
- Generate misleading, deceptive, or impersonated content
- Create deepfake audio, video, or imagery of real individuals
- Issue automated responses to complaints or service requests without human oversight

- Produce political or party-political content

#### 4. Data Protection and Compliance

Use of AI must comply with all relevant legislation and Council policies, including:

- Data Protection legislation (e.g. UK GDPR / Data Protection Act 2018)
- Freedom of Information obligations
- Equality and accessibility requirements
- Personal data must not be entered into publicly available AI systems unless explicitly authorised.

#### 5. Transparency and Accountability

Where AI has been used in a way that materially affects public-facing content (e.g. AI-generated images or chatbot interactions), the Council will be transparent about its use where appropriate.

The Council remains fully accountable for all content published on its social media channels, regardless of whether AI was used in its preparation.

#### 6. Governance and Review

Only AI tools approved by the Council’s IT and/or Communications teams may be used for official purposes. This addendum will be reviewed periodically to reflect technological and regulatory developments.

#### Full Version Control

Date	Changes	Approval Reference
	New policy	