



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

19<sup>th</sup> March 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> March 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

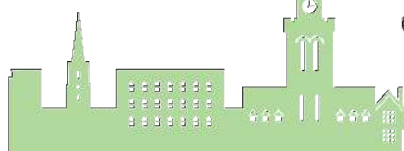


Congleton  
**beartown**  
*where friends are made*

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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 26<sup>th</sup> February 2026.](#)

### **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 28<sup>th</sup> February 2026.

**11. New Applications for Financial Assistance**

To approve grant applications:

11.1 Green Tree House Charity – GR25-2526

11.2 Congleton Live CIC – GR26-2526

11.3 Friends For Leisure – GR27-2526

11.4 Visyon- GR28-2526

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

12.1- Congleton Harriers- GR14/2425

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

To receive and note the management accounts for the financial year to 28<sup>th</sup> February 2026.

**14. Bank Reconciliation (Enclosed)**

To receive and consider the bank reconciliation as at 28<sup>th</sup> February 2026.

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

To receive and note the Savings Account balances as at 28<sup>th</sup> February 2026.

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

To receive and approve the List of Payments for 1<sup>st</sup> January to 28<sup>th</sup> February 2026.

**17. Appointment of Internal Auditor for 2026-2027 (Enclosed)**

To approve the Internal Auditor for Financial Year 2026-2027 and recommend to Council for approval.

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

To approve Outside Bodies Support for Financial Year 2026-2027 and recommend to Council for approval.

**To: Members of the Finance & Policy Committee**

**CLRs: 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	26 February 2026 7:00pm
Status	<b>Draft Minutes – to be ratified at the next Committee meeting</b>
Reference Documents	<a href="#">Agenda Papers for Finance &amp; Policy – 26 February 2026</a>

### Attendance

<b>Committee Members</b>	Cllr Robert Douglas (Chair) Cllr Charles Booth (Vice Chair) Cllr Russell Chadwick Cllr Heather Pearce Cllr Rob Moreton Cllr Liz Wardlaw
<b>Ex Officio</b>	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
<b>Non-Committee Members</b>	Cllrs Kay Wesley and Cllr Glen Williams
<b>Officers</b>	David McGifford (Chief Officer)
<b>Members of the Press</b>	0
<b>Members of the Public</b>	6

#### 1. Apologies for Absence

Apologies were received from Cllr Suzy Akers Smith, Cllr Mark Edwardson, Cllr Arabella Holland

#### 2. Minutes of Previous Meetings

**FAP/41/2526 resolved** to approve and sign the Finance & Policy minutes held on 20<sup>th</sup> November 2025 as a correct record.

#### 3. Declaration of Interest

Declarations were received by Cllrs S Firkin (Museum) R Chadwick E Wardlaw, R Moreton (Cheshire East Council) and C Booth and Heather Pearce (Friends for Leisure)

#### **4. Outstanding Actions**

Councillors receive the updated Action log summary.

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

There were no questions from members of the public.

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

There were no presentations to the committee.

#### **7. Urgent Items**

The Chair offered his congratulations to Cllr Rob Moreton on being selected as the Deputy Mayor for Cheshire East Council 2026-27.

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

There are none.

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

There are none.

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

**FAP/42/2526 resolved** to note the grant approvals and commitments.

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

To approve grant applications:

##### **11.1- Congleton Rotary GR17/2526**

**FAP/43/2526 resolved** to approve the grant request for £997.50 on the basis that the overall project cost is above £1995. Should the overall budget cost be below that figure the town council will grant a contribution of 50% of that figure.

##### **11.2- No Tier Snooker GR18/2526**

**FAP/44/2526 resolved** to award a grant of £1,000.

##### **11.3- Her-Place Charitable Trust GR19/2526**

**FAP/45/2526 resolved** to defer its decision and request that the applicant to provide more clarity about their application including:

- The application to remove all references about White Ribbon given Congleton Town Council has already obtained White Ribbon Accreditation.
- A breakdown of the additional £4000 cost of the project with details of the specific locations within Congleton where the period dignity items will be provided.
- The above could be part of a more detailed grant request or the applicant could attend the next meeting of the committee on the 26<sup>th</sup> March 2026.

**11.4- Mossley Women's Institute GR20/2526**

**FAP/46/2526 resolved** to award a grant of £750.

**11.5- Marton C of E Primary PTA GR21/2526**

**FAP/47/2526 resolved** to award a grant of £500.

**11.6-Congleton Pride GR22/2526**

**FAP/48/2526 resolved** to award a grant of £500.

**11.7- Congleton Museum GR23/2526**

**FAP/49/2526 resolved** to award a grant of £245.

**11.8- Congleton Youth Orchestra GR24/2526**

**FAP/50/2526 resolved** to award a grant of £450.

**12. New Grant Activities Monitoring Forms**

**12.1- Congleton Chess Club- GR13-2526**

**FAP/51/2526 resolved** to receive the Grant activities monitoring form.

The Mayor to contact Congleton Chess Club about organising a friendly chess match between Congleton Chess Club and Congleton Town Council.

**13. Management Accounts 2025-2026**

**FAP/52/2526 resolved** to receive and note the management accounts for the financial year to 31<sup>st</sup> December 2025.

**14. Bank Reconciliation**

**FAP/53/2526 resolved** to receive the Bank Reconciliation.

## **15. Savings Account Balances**

**FAP/54/2526 resolved** to receive and note the Savings Account balances as at 31<sup>st</sup> December 2025.

## **16. List of Payments**

**FAP/55/2526 resolved** 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**

**FAP/56/2526 resolved** 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 **subject to** the removal of Financial Regulations reference Section 5 section showing “Updated item 16.5 from £3,000 to - £5,000.”

## **18. Business Risk Assessment**

**FAP/57/2526 resolved** to approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the Constitution. Consideration may need to be given to review security breach at the museum.

## **19. Policy Reviews**

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**

**FAP/58/2526 resolved** to approve the DBS Handling Certificate noting that information that is provided by individuals is not kept on files.

### **19.2 – Social Media Policy – NEW**

**FAP/59/2526 resolved** to approve the policy as proposed on the basis that in addition to this policy –

- A separate schedule needs to be referred to within the policy on the use of social media including which channels that should be used, by officers and councillors (these lists may differ slightly).
- In Section 9, replace the words “local election” with “all elections involving Congleton”

- Guidance is given to councillors and officers ahead of election period on media use.
- On the last line of page 6 between the words “Councillors” and “the public” replace “of” with “or”.
- Develop a separate policy for the use of AI for council reports and noting on the reports that AI was used.

**Meeting Closed at 8:45pm**

**Cllr R Douglas**

**Chair of Finance and Policy**

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	NOTES
		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%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
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%	Increase slightly higher than budgeted
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%	Dependant on requirements
Subscriptions & Publications	5,100	3,825	5,143	-1318	134.46%	100.8%	25.84%	Most now paid in full, will balance out by month 12
Insurance	16,243	12,182	16,069	-3887	131.91%	98.9%	23.93%	Full year for Zurich and Critical Illness paid to date
Computer/IT Costs	25,000	18,750	20,413	-1663	108.87%	81.7%	6.65%	£1461: Windows 11 works, new starter costs and annual subscription included in total
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%	For 2 vacancies in 25-26
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%	Legal fees for lease work, Council approved use of EMR, this movement will be completed at year end.
HR & H&S support	5,000	3,750	3,873	-123	103.28%	77.5%	2.46%	3 quarters paid
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%	One off cost for updating marketing videos
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%	Annual subscription/hosting fees paid in full
Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	25.00%	Paid in full
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%	3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday.
Civic Regalia	250	188	345	-158	184.00%	138.0%	63.00%	2 replacement flags and badges required.
Hall & Room Hire	6,500	4,875	5,372	-497	110.19%	82.6%	7.65%	Dependant on bookings
Civic Artefacts and Treasures	500	375	495	-120	132.00%	99.0%	24.00%	Revaluation of regalia for insurance purposes
Election Expenses	5,500	4,125	5,500	-1375	133.33%			Full amount moved to Earmarked Reserves at start of financial year.
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			-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>Full Committee Summary includes Mayor cost centre Income £5,571</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>	<b>Full Committee Summary includes Mayor cost centre expenditure £116</b>

Congleton Town Council  
Management Accounts 2025-26

Dec-25

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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> See Appendix
<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%	

Congleton Town Council  
Management Accounts 2025-26

Dec-25  
Page 3/3

		£	£	£	£
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	-2,266	96.9%	21.86%
4041 Property maintenance	1,500	1,125	291	834	19.4%	-55.60%
4043 Horticultural etc Supplies	14,000	10,500	17,019	-6,519	121.6%	46.56%
4047 Vehicle maintenance/Serv etc	12,800	9,600	12,725	-3,125	99.4%	24.41%
4048 Vehicle fuel and oil	16,285	12,214	12,204	10	74.9%	-0.06%
4049 Vehicle rental charges	81,000	60,750	68,866	-8,116	85.0%	10.02%
4050 Street Cleansing	8,000	6,000	3,970	2,030	49.6%	-25.38%
4152 Propagation Unit	2,500	1,875	805	1,070	32.2%	-42.80%
4162 General expenditure	5,300	3,975	2,154	1,821	40.6%	-34.36%
4168 Other Expenditure	0	0	0	0	0.0%	-75.00%
4951 Tfr from EMR			2,420			
6000 Central Overheads Reallocated	50,596	37,947	40,879	-2,932	80.8%	5.79%
<b>Streetscape Expenditure</b>	<b>873,811</b>	<b>655,358</b>	<b>637,464</b>	<b>15,474</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	76.9%	177.56%
1167 External work income	-17,500	-13,125	-14,491	1,366	82.8%	185.41%
1199 Miscellaneous	-900	-675	0	-675	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>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>-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			
0	-	-	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% 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% 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

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

**Direct Expenditure**  
4000 Staff costs  
4011 Rates  
4013 Rent Payable  
4162 General Expenditure  
6000 Central Overheads Reallocated  
**Indirect Expenditure**

1041 Third Party Ticket Sales  
1042 Books, Maps, Guides sales  
1043 Souvenir sales  
1044 Stamp Sales  
1045 Photocopy sales  
1046 Local Produce for resale  
1047 Theatre gift cards  
1048 Food and Drink sales  
1049 CTC Merchandise sales  
1199 Commission

**Income**

**Total Income**

**Net Expenditure over Income**

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	E VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	-	-	0.0%		
0	-	35,565	- 35,565			
2,850	2,138	304	1,834	14.2%	10.7%	-64.33%
2,375	1,781	392	1,389	22.0%	16.5%	-58.49%
475	356	172	184	48.3%	36.2%	-38.79%
0	-	2,930	- 2,930			
0	-	114	- 114			
1,188	891	617	274	69.2%	51.9%	-23.06%
0	-	-	-	0.0%	0.0%	-75.00%
0	-	-	-	0.0%	0.0%	-75.00%
<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>
<b>70,062</b>	<b>52,547</b>	<b>54,912</b>	<b>- 2,366</b>	<b>104.5%</b>	<b>78.4%</b>	<b>3.38%</b>
5,321	3,991	5,053	- 1,062	126.6%	95.0%	19.96%
7,500	5,625	5,625	-	100.0%	75.0%	0.00%
2,000	1,500	953	547	63.5%	47.7%	-27.35%
6,014	4,511	4,051	460	89.8%	67.4%	-7.64%
<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>
0	-	43,569	43,569			
-3,000	- 2,250	- 929	- 1,321	41.3%	31.0%	-44.03%
-2,500	- 1,875	- 2,160	285	115.2%	86.4%	11.40%
-500	- 375	- 182	- 193	48.5%	36.4%	-38.60%
-300	- 225	- 182	- 43	80.9%	60.7%	-14.33%
0	-	3,451	3,451			
0	-	180	180			
-1,250	- 938	- 1,064	127	113.5%	85.1%	10.12%
0	-	30	30		0.0%	-75.00%
-4,000	- 3,000	- 2,267	- 733	75.6%	0.0%	-75.00%
<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>-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>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>	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
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

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. 20NOV25 Update: To be reviewed by FAP in February 2026 ready for final approval by Council. <b>4MAR2026: See below FAP/56/2526</b>	Suspended
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 RESOLUTION</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	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: Complete-</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
26 February 2026	FAP/56/2526	Resolved 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 <b>subject to</b> the removal of Financial Regulations reference Section 5 section showing "Updated item 16.5 from £3,000 to - £5,000."	RFO	12 March 2026	Approved at Council 12th March 2026.	Complete
26 February 2026	FAP/57/2526	Resolved to approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the Constitution. Consideration may need to be given to review security breach at the museum.	RFO	12 March 2026	Approved at Council 12th March 2026, although awaiting clarification on queries on wording/terminology from Councillor who raised them.	In Progress
26 February 2026	FAP/58/2526	Resolved to approve the DBS Handling Certificate noting that information that is provided by individuals is not kept on files.	RFO	07 May 2026		In Progress
26 February 2026	FAP/29/2526	Resolved to approve the policy as proposed on the basis that in addition to this policy – •A separate schedule needs to be referred to within the policy on the use of social media including which channels that should be used, by officers and councillors (these lists may differ slightly). •In Section 9, replace the words "local election" with "all elections involving Congleton" •Guidance is given to councillors and officers ahead of election period on media use. •On the last line of page 6 between the words "Councillors" and "the public" replace "of" with "or". •Develop a separate policy for the use of AI for council reports and noting on the reports that AI was used.	RFO	07 May 2026		In Progress

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>DRWARD 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										
05/06/2025	Wild Salt CIC	Good Food Mood project	GR01/2526	GPoC	FAP/04/2526.1		£ 4,500.00	£ 2,248.00		£ 2,252.00	
05/06/2025	Girl Guiding Cheshire Border	Norway Trip	GR02/2526	GPoC	FAP/04/2526.2	£ 1,000.00			£ 1,000.00	£ -	
05/06/2025	SOL Musical Theatre	2025 Summer places	GR03/2526	GPoC	FAP/04/2526.3	£ 150.00		£ 150.00		£ -	20/06/2025
05/06/2025	Trinity Amateur Operatic Society	2025 Concert	GR04/2526	GPoC	FAP/04/2526.4	£ 365.00				£ 365.00	
05/06/2025	1st Buglawton Scouts (I Johnson)	Kandersteg trip	GR05/2526	GPoC	FAP/04/2526.5	£ 1,000.00		£ 1,000.00		£ -	02/12/2025
05/06/2025	1st Buglawton Scouts (W Johnson)	Kandersteg trip	GR06/2526	GPoC	FAP/04/2526.6	£ 150.00		£ 150.00		£ -	27/06/2025
05/06/2025	RSPCA: Congleton Branch	Bark in the Park	GR07/2526	GPoC	FAP/04/2526.7	£ 150.00		£ 150.00		£ -	20/06/2025
05/06/2025	Congleton Pride	Circus Skills & Art Day	GR08/2526	GPoC	FAP/04/2526.8	£ 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		£ -	09/01/2026
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	Tabe Hire for support group sessions	GR12/2526	GPoC	FAP/15/2526.4	£ 550.00				£ -	23/01/2026
20/11/2025	Congleton Chess Club	Chess equipment	GR13/2526	GPoC	FAP/28/2526	£ 1,000.00		£ 1,000.00		£ -	
20/11/2025	Congleton Harriers	Cloud 9 Race medical cover	GR14/2526	GPoC	FAP/29/2526	£ 193.40		£ 193.40			09/12/2025
20/11/2025	Congleton Rangers	Armenia trip	GR15/2526	GPoC	FAP/30/2526	£ 495.00					
20/11/2025	Congleton Museum	Santa Grotto	GR16/2526	GPoC	FAP/31/25026	£ 150.00					
26/02/2026	Congleton Rotary	Swimathon 2026	GR17/2526	GPoC	FAP/43/2526	£ 150.00					
26/02/2026	No Tier Snooker	Tabe Hire for support group sessions	GR18/2526	GPoC	FAP/44/2526	£ 997.50					
26/02/2026	Mosley Women's Institute	Defib	GR20/2526	GPoC	FAP/46/2526	£ 1,000.00					
26/02/2026	Marton C of E Primary PTA	Upgrade to outside play area	GR21/2526	GPoC	FAP/47/2526	£ 750.00					
26/02/2026	Congleton Pride	Caffeine Connection support group	GR22/2526	GPoC	FAP/48/2526	£ 500.00					
26/02/2026	Congleton Museum	Roman Week	GR23/2526	GPoC	FAP/49/2526	£ 500.00					
26/02/2026	Congleton Youth Orchestra	Instrument repairs	GR24/2526	GPoC	FAP/50/2526	£ 250.00					
						£ 450.00					
<b>Totals</b>						£ 4,199.00	£ 17,100.90	£ 7,241.40	£ 1,350.00	£ 3,417.00	
						<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	£ 12,600.90		£ 2,399.10	£ 1,350.00	£ 3,749.10
Subsidised use of Town Hall						£ 4,500.00		£ 2,248.00	£ 2,252.00		
<b>Total money still available for Community grants</b>						<b>£ 3,749.10</b>					

Feb-26												
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	4,125.00	375.00	
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, last one paid 13th March 2026
23/01/2025	Congleton Partnership	Rent		GpoC	CTC/78/2425	25/01/2024		1,533.00	1,533.00	1,405.00	128.00	
	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	13,030.00	3,303.00	
	Ear marked reserve b/fwd Budget 2025/26				£0							
	Total approved to date				£16,333							
	Total awaiting application				£16,033							
					£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> March 2026</b> <b>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</b> <b>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 £3,749, this is the final meeting this year. The total applied for at this meeting is £3,903</p> <p><b><u>11.1 Green Tree House Charity</u></b></p> <p>They have applied for a grant of £1,000, which is towards 2 food pallets at £500 each for Congleton Food Club/Bank. In an update to the form, as confirmed by email form the applicant., they are looking at placing an order of 4 pallets (£2,000) and have requested funding for 2. They have provided a link to their accounts; <a href="http://GREEN TREE HOUSE - 1157178">GREEN TREE HOUSE - 1157178</a>. Congleton based organisation.</p> <p><b><u>11.2 Congleton Live CIC</u></b></p> <p>They have applied for a grant of £1,000 towards a project cost of £15,560 (estimate) to run the Congleton Live Festivals in 2026. The grant is to pay for festival programmes, venue hire fees and providing toilet facilities. Accounts and quotes provided. Congleton based organisation..</p> <p><b><u>11.3 Friends For Leisure</u></b></p> <p>They have applied for a grant of £1,000 towards the Congleton Youth project, a total cost of £5, 700. The grant would go towards overall costs of the six sessions. Accounts provided, Congleton based organisation..</p> <p><b><u>11.4 Visyon</u></b></p> <p>They have applied for a grant of £903 towards their Visyon Gaming Day project, total cost£2,816, Congleton based organisation.</p>		
<b>Decision Request</b>	To discuss and approve grant awards.		



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

<b>Application Reference (Office use only):</b> GR25-2526	
<input type="checkbox"/> Approved £	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<b>1: CONTACT DETAILS</b>	
Name of Organisation:	Green Tree House Charity
Address of Organisation:	20 Lawton Street, Congleton, Cheshire, CW12 1RU
Name of Applicant:	Amanda Beech
Position:	Chairwoman
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	N/A
Registration Number (If relevant)	1157178
<b>2: ABOUT YOUR ORGANISATION</b>	
What type of organisation are you?	CIC
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Green Tree House (Est 2014) is a not-for-profit community organisation (CIO) ran entirely by volunteers supporting residents in Congleton (population 26,500). GTH aims to improve health &amp; wellbeing within the community and has operated a social supermarket in Congleton since November 2021 to help reduce food poverty.</p> <p>This specific initiative is proving to be a critical lifeline to hundreds of local families struggling with the cost-of-living crisis by offering them a wider variety of nutritionally balanced food options, including frozen, chilled products and branded food items at discounted rates which would ordinarily cost four times more at a mainstream supermarket. We provide resources to our customers about nutrition, meal planning and cooking, this helps customers make informed choices and improve their overall health.</p> <p>Over the last five years have secured strong partnerships with local businesses, supermarkets and food manufactures to ensure a consistent supply of food. We work closely with NewLife foodbank, GP social prescribers, the towns PCSO's, Congleton town hall, local job centres, Dane Plus Housing / Well-Being First</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
<b>Project Title:</b>	TGTH Food Club
<b>Project Objectives:</b>	To support the health and well-being of Congleton community and to help reduce food insecurities.
<b>Brief Project Description:</b>	TGTH food Club is a small corner shop that provides affordable foods to the Congleton community. We have no criteria everyone is welcome. we provide a wide variety of foods from fresh fruits and vegetables, frozen meats and meals, cereals rice, pasta, fresh eggs, bread, crumpets, teacakes and store cupboard basics
<b>Total Cost of Project</b>	
<b>Total contribution sought:</b>	£1,000
<b>Details of cost breakdown and budgets:</b>	X2 Food pallets - each pallet contains a wide variety of foods cereals, pasta, pasta sauces, condiments, tinned meats and meals, crisps and chocolates, rice £500 each which includes delivery costs
<b>What will the money be spent on?/ Resources needed:</b>	2 food pallets
<b>Any ongoing costs:</b>	
<b>Details of confirmed match funding, include source Cash/Grant:  In kind:</b>	
<b>Estimated timescale of project from start to finish:</b>	This is an on-going project
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
<b>What are the potential benefits/outputs to residents of Congleton</b>	Our beneficiaries can choose which foods they want, and be able to afford basic foods and treats, and still be able to afford gas and electricity, which supports their mental health and well-being as well as helping them to feel part of the community
<b>Are there similar services/ projects provided in the area</b>	Within Congleton there are a couple of local food banks, but nothing similar to TGTH project
<b>5: EVALUATION</b>	
<b>How will the project be evaluated and who will</b>	we have a membership log and a comments book which we get our customers to fill in.

carry out the evaluation?	we also do regular feed back forms asking how we can improve our services.
Describe how you will promote the Town Council in your project.	We will promote the support from Congleton Town Council on our face books account ( currently 1.8K followers)
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / NO YES
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

### Declaration

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

Signed: 	Date:
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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 26 2526	
Approved £	Paid
M.Form	Complete
<b>1: CONTACT DETAILS</b>	
Name of Organisation:	Congleton Live Community Interest Company
Address of Organisation:	Town Hall, High Street, Congleton, CW12 1BN
Name of Applicant:	Mark Bailey
Position:	Chair
Telephone Number:	██████████
Email address:	██████████
Website:	<a href="http://www.congletonjazzandblues.co.uk">www.congletonjazzandblues.co.uk</a>
Registration Number (If relevant)	Company No. 12496709
<b>2: ABOUT YOUR ORGANISATION</b>	
What type of organisation are you?	Not for profit community interest company
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>Congleton Live is a not for profit organisation run by a small committee of volunteers. It exists to help promote our town centre hospitality businesses and make Congleton a great place to live. This is done through two FREE music festivals, one in the early Spring and a second during the August Bank Holiday. The Jazz &amp; Blues festival begins with a Dixie Land inspired Umbrella Parade through the streets. This heralds the start of a programme of more than sixty mixed live musical events over the following two days in more than twenty venues, all in Congleton.</p> <p>The Congleton Unplugged festival is similar but scaled down due to the March weather and the need for all performances to be held indoors.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	Congleton Live Festivals
Project Objectives:	To increase the footfall in the town (typically thousands) to assist businesses and to inspire young musicians through quality live music.
Brief Project Description:	<p>Congleton Live volunteers undertake the following:</p> <ul style="list-style-type: none"> <li>• Plan and organise Congleton Unplugged and the Jazz &amp; Blues festivals in the town for more than 20 venues.</li> <li>• Produce and distribute all event advertising inc. social media</li> <li>• Book the bands and agree a schedule with venues which band will perform where and when.</li> <li>• Liaise with graphic designers and printers to produce and distribute posters and programmes.</li> <li>• Create and site signage boards on the approaches to Congleton.</li> <li>• Ensure the venues and bands meet their commercial obligations.</li> </ul>
Total Cost of Project	Estimated costs for 2026 c £15,650
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	See attached 2025 Income & Expenditure (See Appendix 1), together with 2026 budget (See Appendix 2)
What will the money be spent on?/ Resources needed:  <b>See Appendix 3</b>	<ul style="list-style-type: none"> <li>• Producing large print A4 versions of the festival programmes for those with vision impairment (the standard size is A6). (£606.36)</li> <li>• Fully funding two specific venues, i.e. Pentecostal Church and St Peter's Church (Cost unknown at present)</li> <li>• Providing toilet facilities in the Physic Garden for Jazz &amp; Blues. (£288)</li> </ul>
Any ongoing costs:	There are no ongoing costs, each year is financially discrete.
Details of confirmed match funding, include source Cash/Grant:  In kind:	<p><b>Grants:</b> Congleton Inclosure Trust &amp; Congleton Town Trust £1,870</p> <p><b>Cash sponsors:</b> Castle Green Homes, Eze Talk, Congleton Market Quarter, Mark's Events, Beartown Brewery, Clonter Opera Theatre £5,500</p> <p><b>In kind:</b> CMJ, Hammond McNulty, AD PROFILE</p>
Estimated timescale of project from start to finish:	The Unplugged festival is held in March 2026, and the larger Jazz & Blues Festival during the August Bank Holiday 2026.
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton <b>See Appendix 4</b>	<ul style="list-style-type: none"> <li>• The festivals promote Congleton for living, working and spending leisure time.</li> <li>• They help hospitality and other businesses through huge increase in footfall</li> <li>• The town's Events Team are given complimentary pages in programmes and via the website and social media to promote their events (eg. Food Festival, etc)</li> </ul>
Are there similar services/ projects provided in the area	None known
<b>5: EVALUATION</b>	
How will the project be evaluated and who will	The ultimate measures of success will be how many people come to the festivals and how many venues wish to participate next year.

carry out the evaluation?	The venues will be contacted with a survey and the public will be contacted on an ad hoc basis for their views during the festivals,.
Describe how you will promote the Town Council in your project.	The Town Council will be prominently acknowledged as a sponsor in the programmes, on line, in social media and in all advertising material. See examples attached.
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> Yes, I have read the policy. I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO Yes, I will be attending to support the bid YES/NO

### Declaration

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



M.Bailey, Chair, Congleton Llive

Date:

6th March 2026

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> GR27-2526	
<input type="checkbox"/> Approved	<input type="checkbox"/> Paid
<input type="checkbox"/> M.Form	<input type="checkbox"/> Complete
<b>1: CONTACT DETAILS</b>	
Name of Organisation:	Friends for Leisure
Address of Organisation:	Unit R3, The Bromley Centre, Bromley Road, Congleton, Cheshire CW12 1PT
Name of Applicant:	Amanda Hunt
Position:	Manager
Telephone Number:	01260 275 333
Email address:	[REDACTED]
Website:	www.friendsforleisure.org.uk
Registration Number (if relevant)	1068991
<b>2: ABOUT YOUR ORGANISATION</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)	
<p>We are a charity who believe that everyone needs a friend, and we are passionate about making sure that disabled children and young people (5-21 years of age) get that opportunity.</p> <p>We promote everyday friendship and leisure opportunities for disabled children and young people in Cheshire East. We currently have 169 registered users and 90 volunteers 80% of whom are aged 18-25 years of age.</p> <p>We have Youth Groups in Crewe, Congleton and Macclesfield, weekly drama groups and fortnightly ten pin bowling groups. We also have individual buddying / befriending services where a young disabled person is paired with a young volunteer to go out and take part in activities that interest them i.e. cinema, meal, coffee etc.</p> <p>Our activities range from getting active - gymnastics, discos to visiting places such as Mini Zoo, Lego clubs to meals out, picnic and games, themed nights such as Chinese or Italian or Valentines.</p> <p>We run our activities during term time and during the school holidays. We do family support work and PALS (Personal and Learning Skills) programme.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	Congleton Youth
Project Objectives:	To continue to provide a youth group for disabled children and young people living in Congleton.
Brief Project Description:	Our two Congleton Youth Clubs are inclusive fun and friendly session for disabled children and young people, aged 10 to 21. Held on Thursdays 6pm – 7.30pm at a local Church and at various locations in the local community, the sessions last 1.5hours each week, for up to 16 people each week. Activities are varied and include baking, arts and crafts, sports, meals out, quiz nights, bingo and animal encounters. Sessions are led by our Session Leaders and Activity Coordinators, supported by up to 4 volunteer each week. Beneficiaries pay £5 per session.
Total Cost of Project	£5,700
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	Six sessions per term of each youth Group. Average cost to deliver each session is £100 (arts and crafts, food drink for a film night, drama specialist, personal trainer etc) plus £200 towards end of term meal out. £100 x 12 £1,200 plus £400 food and £300 venue hire = £1,900 per term and £5,700 per year.
What will the money be spent on?/ Resources needed:	Each session will be different but it will be spent on materials such as arts and craft or food and drink (we also have themed nights i.e. Italian or external provider costs. It also includes venue hire - we use New Life Church. Our end of term meal is a highlight and for some the first time they have a meal out without parent/carers.
Any ongoing costs:	Our additional costs are salaries/sessional costs/overheads but these are not included in the costs.
Details of confirmed match funding, include source Cash/Grant:	Grant - Young People's Trust £2,000 and Congleton Town Trust £300.
In kind:	We are also applying to various Trusts and Foundations for the remaining amount and are waiting to hear. In kind: Volunteer time. We have on average 4-5 volunteers at each session.
Estimated timescale of project from start to finish:	April 2026 - next school
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Disabled young people enjoy a much better quality of life. They experience reduced isolation and loneliness which boosts their mental health, emotional wellbeing, and overall happiness. They make new friends, build social skills and raise aspirations.
Are there similar services/ projects provided in the area	No other charity provide opportunities for friendships for disabled young people in our area.
<b>5: EVALUATION</b>	
How will the project be evaluated and who will	After every session we ask for feedback which is then stored on

carry out the evaluation?	our database. When our young person joins they have baseline assessments which are reviewed every 2 years. Parents/carers and volunteers also provide feedback.
Describe how you will promote the Town Council in your project.	When we produce the fliers for the activities we will put the Council Logo on the page with the appropriate Youth Groups. We will also do a thank you on our social media.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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<b>Signed:</b>	Amanda Hunt	<b>Date:</b>	4th March 2025
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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): GR28/2526</b>	
<input type="checkbox"/> Approved <b>£</b> <input type="checkbox"/> Paid <input type="checkbox"/> M.Form <input type="checkbox"/> Complete	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Visyon
Address of Organisation:	Fellowship House, Park Road, Congleton, CW12 1DP
Name of Applicant:	Linda de Sá
Position:	Fundraising and Marketing Manager
Telephone Number:	██████████
Email address:	██████████
Website:	<a href="http://www.visyon.org.uk">www.visyon.org.uk</a>
Registration Number (if relevant)	Registered charity number 1107951
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Registered charity
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>Children and young people live in an increasingly complex and hyper connected world, which can be hard to process and understand. They are taking the first brave step to ask Visyon for support when they recognise that issues like anxiety, low mood, anger, self-harm or thoughts of suicide are impacting on their day to day lives, relationships, behaviour and ability to achieve their potential. These issues can stem from factors including bereavement, illness, bullying, family challenges and the impacts of poverty. Visyon provides free, friendly and inclusive safe spaces across Central and South Cheshire East, ensuring vulnerable children aged 11-19 are heard and have access to the information and support they need to talk openly about their mental health experiences.</p>	

Our team of around 20 qualified Counsellors and trained Wellbeing Practitioners deliver early intervention support to prevent mental health issues escalating and having a negative impact on the lives of over 1,000 young people each year in our community. We believe that children and young people are the experts in their own experiences and their input is crucial in identifying the right approach for them, be that individual counselling or developing practical strategies through mentoring, group activities and wellbeing workshops.

### 3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Visyon Gaming Day
Project Objectives:	Visyon aims to welcome young people and their parents/carers to a safe and welcoming environment for them to socialise face to face with others and to understand how to game safely and recognise the risks and benefits of gaming. Through this event we will raise awareness of our services and encourage both young people and parents that need support to engage if needed.
Brief Project Description:	<p>EpicLan and Visyon will work in collaboration to deliver a gaming event for young people and their families. Bookable timeslots will be offered, free of charge, without the need for a referral. If children/young people wish to take part in a quiet room there will be a PC set up away from the main event to remain inclusive of those with sensory challenges.</p> <p>A pilot event was held in November 2025, attracting 17 participants who engaged in gaming with peers and family members.</p> <p>All the young people were boys, which is unusual for Visyon's workshops. Suicide rates in men account for approximately 75% so this is an important demographic to reach and highlights the value in introducing young men to early intervention services such as ours.</p> <p>Evaluation feedback from parents included:</p> <ul style="list-style-type: none"> <li>- He's made a friend. This is brilliant. He doesn't have many friends.</li> <li>- We couldn't miss this as he actually wanted to come and he doesn't go anywhere, not even school. This is huge for us.</li> <li>- He doesn't like going in the car and it always causes an argument. When I told him it was a gaming event, he was ok getting in the car and we got here no problems!</li> </ul>

Total Cost of Project	£2,816.00										
Total contribution sought:	£903										
Details of cost breakdown and budgets:	EpicLan £2,413 Visyon £403										
What will the money be spent on?/ Resources needed:	<table> <tr> <td>EpicLan – staff and equipment</td> <td>500</td> </tr> <tr> <td>Wellbeing practitioners (event day)</td> <td>243</td> </tr> <tr> <td>Staff preparation (Visyon)</td> <td>120</td> </tr> <tr> <td>Refreshments</td> <td>17.50</td> </tr> <tr> <td>Utilities</td> <td>22.50</td> </tr> </table>	EpicLan – staff and equipment	500	Wellbeing practitioners (event day)	243	Staff preparation (Visyon)	120	Refreshments	17.50	Utilities	22.50
EpicLan – staff and equipment	500										
Wellbeing practitioners (event day)	243										
Staff preparation (Visyon)	120										
Refreshments	17.50										
Utilities	22.50										
Any ongoing costs:	No										
Details of confirmed match funding, include source Cash/Grant:  In kind:	In kind - EpicLan £1,912 discount										
Estimated timescale of project from start to finish:	Funding will support a gaming day delivered at a weekend or during school holidays. Additional funding will be sought for future events.										
<b><u>4: POTENTIAL BENEFITS/ OUTPUTS</u></b>											
What are the potential benefits/outputs to residents of Congleton	Children, young people and their families will be able to attend a free, fun event, meet our wellbeing staff and become aware of our service offer and how to access support for both child and parent.										
Are there similar services/ projects provided in the area	Visyon are not aware of any other free of charge LAN gaming events in the area.										
<b><u>5: EVALUATION</u></b>											
How will the project be evaluated and who will carry out the evaluation?	Our Family Team Leader will gather information for evaluation, including verbal feedback, that will be collected on the day from both parents and if appropriate the children.										
Describe how you will promote the Town Council in your project.	We will promote the gaming event across multiple media channels, we will include the Town Council logo and state that the event has been part funded by yourselves.										

Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO If required to

**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> Linda de Sá	<b>Date:</b> 02/03/2026
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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

<b>1. Contact Details</b>	
Organisation name:	CONGLETON HARRIERS
Address:	Based at Congleton Leisure centre , Worrall Street, Congleton

<b>2. Grant Information</b>			
Grant Reference Number:	GR14/2425		
Total project cost:			

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	
Please list receipts below: SEE ATTACHED ACCOUNTS		
The grant this year was to cover medical costs of £475 Gator Medical		

<b>3. Project Information</b>		
When did the project commence?	2 <sup>nd</sup> March 2025	2 <sup>nd</sup> March was the day of the event, but planning starts 2/3 months earlier. HQ organisation and hire, required permissions are obtained, licenses applied for, permits obtained, First aid, Marshals, Race insurance, Police liaison Car parking, Race timing, Course marking and risk assessments, being just a few of the necessary tasks that are undertaken to provide a safe, enjoyable race for all.
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

To cope with a growing membership the funds will be used to train three more LiRF's (Leaders in running fitness ) which is an England Athletics qualification which enables people to lead groups of mixed abilities safely around club routes, plus more club Welfare Officers also utilizing training from England Athletics.

We aim to keep our membership fees affordable for everyone regardless of ability. In so doing we are contributing to the health and wellbeing of the residents of Congleton in a safe, welcoming, all inclusive environment.

As a club we organize two races each year The C9 Hill race, The Passing Clouds Fell Race both of which are run by volunteers from the club. Each year we need to replace certain items of essential equipment such as First aid kits, Run leaders bibs, event signage etc. so some of the income generated from the race goes to pay for this.

The grant this year was to cover the required costs of providing medical cover for the Cloud 9

#### 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)

On the race website and social media. Also acknowledged during prize giving.

#### 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?

How did you apply?    Online     Email     Post

Do you feel that you understood the process?    Yes     No

Please rate the following elements:

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Finance and Policy Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>26<sup>th</sup> March 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 11, which equates to 91.6% 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 11.</p> <p><b><u>Finance and Policy Committee:</u></b></p> <p>Income: 109.69%: Precept payment has been made in full and Cambridge and Counties Annual Interest of £10,870 has been paid.</p> <p>Expenditure: 95.33%: No issues to note to date, any current overspends at month 11 are noted in the appendix.</p> <p><b><u>Community and Environment Committee:</u></b></p> <p>Income: 688.77%, 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 £13,630, 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: 87.66%: No issues to note to date.</p> <p><b><u>Town Hall, Assets and Services Committee:</u></b></p> <p>Income 121.04%, 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 99.24%</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</p>		

	<p><u>2025-2026</u>  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, payment will be due to HMRC.</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>
<p><b>Decision Request</b></p>	<p>To receive the Management Accounts for the current financial year to 28<sup>th</sup> February 2026.</p>

OK
Monitor
Over/Under (Exp./Income)

Month 11  
Percentage 91.6%

**Finance and Policy Committee**

**101: Corp Management**

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
Staff Costs (re-allocated)	266,911	244,668	242,672	1996	99.18%	90.9%	-0.68%
Travel	250	229	53	176	23.13%	21.2%	-70.40%
Training / Conferences	2,500	2,292	1,878	414	81.95%	75.1%	-16.48%
Rent Payable	17,017	15,599	15,599	0	100.00%	91.7%	0.07%
Miscellaneous Office Costs	2,000	1,833	1,534	299	83.67%	76.7%	-14.90%
Telephone/Fax/Internet	3,000	2,750	3,301	-551	120.04%	110.0%	18.43%
Postage	1,000	917	224	693	24.44%	22.4%	-69.20%
Stationery & Printing	3,300	3,025	2,855	170	94.38%	86.5%	-5.08%
Subscriptions & Publications	5,100	4,675	5,143	-468	110.01%	100.8%	9.24%
Insurance	16,243	14,889	16,156	-1267	108.51%	99.5%	7.86%
Computer/IT Costs	25,000	22,917	24,280	-1363	105.95%	97.1%	5.52%
Photocopy Charges	2,000	1,833	1,419	414	77.40%	71.0%	-20.65%
Recruitment Advertising	500	458	462	-4	100.80%	92.4%	0.80%
Bank Charges	1,240	1,137	935	202	82.26%	75.4%	-16.20%
Audit Fees - External	2,500	2,292	0	2292	0.00%	0.0%	-91.60%
Audit Fees - Internal	1,900	1,742	1,050	692	60.29%	55.3%	-36.34%
Accountancy Support	5,300	4,858	2,193	2665	45.14%	41.4%	-50.22%
Legal & Professional fees	3,500	3,208	8,329	-2355	259.61%	238.0%	146.37%
HR & H&S support	5,000	4,583	5,114	-531	111.58%	102.3%	10.68%
Transfer from EMR	0	0	-5,000	5000	0.00%	0.0%	0.00%
Central Overheads reallocated	-78,320	-71,793	-68,200	-3593	94.99%	87.1%	-4.52%

**Corporate Management--Expenditure**

Precept 2025-2026	-1,333,233	-1,222,130	-1,333,233	111103	109.09%	100.0%	9.09%
Interest Receivable	-30,000	-27,500	-29,769	2269	108.25%	99.2%	9.02%
Miscellaneous Income	0	0	-703	703	0.00%	0.0%	0.00%
<b>Corporate Management--Income</b>	<b>-1,363,233</b>	<b>-1,249,630</b>	<b>-1,363,705</b>	<b>114075</b>	<b>109.13%</b>	<b>100.0%</b>	<b>8.43%</b>

**Net Income Over Expenditure**

	-1,077,292	-987,518	-1,103,708	118956	111.77%	102.5%	10.85%
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**102: Civic**

Staff Costs (re-allocated)	5,358	4,912	5,471	-560	111.39%	102.1%	10.51%
Training / Conferences	1,000	917	257	660	28.04%	25.7%	-65.90%
Stationery & Printing	550	504	0	504	0.00%	0.0%	-91.60%
Marketing/Promotions	1,200	1,100	1,180	-80	107.27%	98.3%	6.73%
Council Newsletter	8,700	7,975	8,862	-887	111.12%	101.9%	10.26%
Council Website	2,000	1,833	1,085	748	59.18%	54.3%	-37.35%
Mayor's Allowance	3,000	2,750	3,000	-250	109.09%	100.0%	8.40%
Members Expenses	200	183	0	183	0.00%	0.0%	-91.60%
Civic Expenses	9,500	8,708	6,690	2018	76.82%	70.4%	-21.18%
Civic Regalia	250	229	345	-116	150.55%	138.0%	46.40%
Hall & Room Hire	6,500	5,958	6,287	-329	105.52%	96.7%	5.12%
Civic Artefacts and Treasures	500	458	495	-37	108.00%	99.0%	7.40%
Election Expenses	5,500	5,042	5,500	-458	109.09%	87.9%	-3.75%
Central Overheads reallocated	1,696	1,555	1,490	65	95.84%	87.9%	-3.75%
<b>Civic--Expenditure</b>	<b>45,954</b>	<b>42,125</b>	<b>40,662</b>	<b>1463</b>	<b>96.53%</b>	<b>88.5%</b>	<b>-3.12%</b>

**107: Grants**

Initial Grant Commitment	15,000	13,750	7,807	5943	56.78%	52.0%	-39.55%
Subsidised Use	4,500	4,125	2,248	1877	54.50%	50.0%	-41.64%
Tfr from EMR Committed Grants	0	0	-4,199	4199	0.00%	0.0%	-91.60%
Specified Grants	16,333	14,972	13,030	1942	87.03%	79.8%	-11.82%
C/F to 26-27							
<b>Grants--Expenditure</b>	<b>35,833</b>	<b>32,847</b>	<b>18,886</b>	<b>13961</b>	<b>57.50%</b>	<b>52.7%</b>	<b>-38.89%</b>

**Capital**

	61,778	56,630	50,889	5741	89.86%	82.4%	-9.23%
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<b>F&amp;P Income - Net Exp Income</b>	<b>-1,363,233</b>	<b>-1,249,630</b>	<b>-1,370,720</b>	<b>121090</b>	<b>109.69%</b>	<b>100.5%</b>	<b>8.95%</b>
<b>Expenditure</b>	<b>429,506</b>	<b>393,714</b>	<b>375,325</b>	<b>18389</b>	<b>95.33%</b>	<b>87.4%</b>	<b>-4.21%</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.

Full year paid

To cover £5,000

2 replacement flags and badges required.

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

Full Committee Summary includes Mayor cost centre expenditure £116

Month 11  
Percentage 91.6%

		BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
<b>ANNUAL BUDGET</b>								
<b>Community and Environment Committee</b>								
<b>215: Floral Displays</b>								
	Floral Displays Income	-4,000	-3,667	-7,156	3489	195.16%	178.9%	87.30%
	Floral Displays Expenditure	16,172	14,824	17,166	-2342	115.80%	106.1%	14.55%
	<b>Total Floral</b>	<b>12,172</b>	<b>11,158</b>	<b>10,010</b>	<b>1148</b>	<b>89.71%</b>	<b>82.2%</b>	<b>-9.36%</b>
<b>241: Allotments</b>								
	Allotments Income	-190	-174	0	-174	0.00%	0.0%	-91.60%
	Allotments Expenditure	1,200	1,100	541	559	49.18%	45.1%	-46.52%
	<b>Total Allotment</b>	<b>1,010</b>	<b>926</b>	<b>541</b>	<b>385</b>	<b>58.43%</b>	<b>53.6%</b>	<b>-38.04%</b>
<b>300: Public Realm</b>		5,000	4,583	1,992	2591	43.46%	39.8%	-51.76%
<b>301: Congleton Partnership</b>								
	Congleton Partnership Income	0	0	-13,630	13630	0.00%	0.0%	-91.60%
	Congleton Partnership Expenditure	9,353	8,574	25,274	-16700	294.79%	270.2%	178.62%
	Congleton Partnership C/F		0	-32,153	32153	0.00%	0.0%	-91.60%
	<b>Total Partnership</b>	<b>9,353</b>	<b>8,574</b>	<b>-20,509</b>	<b>29,083</b>	<b>-239.21%</b>	<b>-219.3%</b>	<b>-310.88%</b>
<b>302: Community Development</b>								
	Community Development Staff Costs	137,755	126,275	96,186	30089	76.17%	69.8%	-21.78%
	Community Development Marketing/Promotions	6,250	5,729	2,486	3243	43.39%	39.8%	-51.82%
	Green Initiatives	5,000	4,583	376	4207	8.20%	7.5%	-84.08%
	Campaign Expenditure	1,000	917	1,036	-119	113.02%	103.6%	12.00%
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-91.60%
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-91.60%
	Community Development Overheads	11,072	10,149	9,727	422	95.84%	87.9%	-3.75%
	<b>Total Community Development</b>	<b>161,077</b>	<b>147,654</b>	<b>109,811</b>	<b>37,843</b>	<b>74.37%</b>	<b>68.2%</b>	<b>-23.43%</b>
<b>303: Crime</b>								
	Crime Reduction/CCTV Expenditure	11,426	10,474	10,479	-5	100.05%	91.7%	0.11%
	<b>Total Crime</b>	<b>11,426</b>	<b>10,474</b>	<b>10,479</b>	<b>-5</b>	<b>100.05%</b>	<b>91.7%</b>	<b>0.11%</b>
<b>305: Christmas</b>								
	Christmas Fayre/lights Income	-3,000	-2,750	-9,724	6974	353.60%	324.1%	232.53%
	Christmas Fayre/lights Expenditure	18,000	16,500	27,171	-10671	164.67%	151.0%	59.35%
	<b>Total Christmas</b>	<b>15,000</b>	<b>13,750</b>	<b>17,447</b>	<b>-3697</b>	<b>126.89%</b>	<b>116.3%</b>	<b>24.71%</b>
<b>310: Neighbourhood Plan</b>								
	Neighbourhood Plan	5,500	5,042	6,707	-1665	0.00%	0.0%	-91.60%
	Neighbourhood Plan Tfr From EMR	0		-4,875	4875	0.00%	0.0%	-91.60%
	<b>Total Neighbourhood Plan</b>	<b>5,500</b>	<b>5,042</b>	<b>1,832</b>	<b>3210</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-91.60%</b>
<b>321: Tourism</b>								
	Tourism Income	0	0	-14,886	14886			-91.60%
	Tourism Expenditure	22,000	20,167	28,713	-8546	142.38%	130.5%	38.91%
	<b>Total Tourism</b>	<b>22,000</b>	<b>20,167</b>	<b>13,827</b>	<b>6340</b>	<b>68.56%</b>	<b>62.9%</b>	<b>-28.75%</b>
<b>351: Luncheon Club</b>		12,000	11,000	5,874	5126	53.40%	49.0%	-42.65%
<b>C.E &amp; S</b>								
	Income	-7,190	-6,591	-45,396	38805	688.77%	631.4%	539.78%
	Expenditure	261,728	224,402	196,700	27702	87.66%	75.2%	-16.45%
<b>Town Hall, Assets and Services Committee</b>								
<b>ANNUAL BUDGET</b>								
<b>201: Paddling Pool</b>		50,072	45,899	37,591	8308	81.90%	75.1%	-16.53%
<b>221: Town Hall</b>								
	Town Hall - Expenditure	253,392	232,276	215,862	16414	92.93%	85.2%	-6.41%
	Town Hall - Income	-111,050	-101,796	-103,395	1599	101.57%	93.1%	1.51%
	<b>Net Expenditure over Income</b>	<b>142,342</b>	<b>130,480</b>	<b>112,467</b>	<b>18013</b>	<b>86.19%</b>	<b>79.0%</b>	<b>-12.59%</b>

See appendix  
See appendix

Issue with salary allocation, corrected in Month 10  
Carried forward balance from 24/25

Annual subscription paid

Annual invoice for CCTV charges has been paid.

Sponsorship and funding

Costs covered by EMR funds

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

**Full Committee Summary**  
**Full Committee Summary**

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	97,785	89,636	140,310	-50674	156.53%	143.5%	51.89%	See Appendix			
CIC - Income	-11,550	-10,588	-65,744	55157	620.96%	569.2%	477.61%				
Net Expenditure over income	86,235	79,049	74,566	4483	94.33%	86.5%	-5.13%				
<b>263: Public Toilets</b>											
	8,900	8,158	3,698	4460	45.33%	41.6%	-50.05%				
<b>270: Cenotaph</b>											
	375	344	335	9	97.45%	89.3%	-2.27%				
<b>280: Streetscape</b>											
Streetscape Expenditure	873,811	800,993	770,527	30466	96.20%	88.2%	-3.42%	See Appendix			
Streetscape - Income CEC	-427,199	-391,599	-443,739	52140	113.31%	103.9%	12.27%				
Streetscape - External work income	-17,500	-16,042	-17,559	1517	109.46%	100.3%	8.74%				
Streetscape - Misc. Income	-900	-825	0	-825	0.00%	0.0%	-91.60%				
S/S Income	-445,599	-408,466	-461,298	52832	112.93%	103.5%	11.92%				
Net Expenditure over Income	428,212	392,528	309,229	83299	78.78%	72.2%	-19.39%				
THAS											
Income	-568,199	-520,849	-630,437	109,588	121.04%	111.0%	19.35%	Full Committee Summary			
Expenditure	1,284,335	1,177,307	1,168,323	8,984	99.24%	91.0%	-0.63%	Full Committee Summary			
Total Income	-1,938,622	-1,777,070	-2,046,553		115.16%	105.6%	13.97%	Overall summary includes mayor summary figures not on this sheet			
Total Expenditure	1,975,569	1,795,423	1,740,348		96.93%	88.1%	-3.51%	Overall summary			
Net Income /Expenditure			-306,209					Rounding allowed			
<b>401: Personnel</b>											
1* Staff Costs: To date	1,211,260	1,110,322	1,089,685	20637	98.14%	90.0%	-1.64%				
<i>Personnel with Pay Award for reference</i>											
Permanent Staff Costs - Included budget pay award *1	1,211,260	1,110,322	1,089,685	20637	98.14%	90.0%	-1.64%	Pay award paid in the August Pay run, awarded 3.2%			
Add on budgeted pay award to current month											
Add on Temp/Agency			0								
Total	1,211,260	1,110,322	1,089,685		98.14%	90.0%	-1.64%				

**Congleton Town Council**  
**Management Accounts 2025-26**  
Feb-26

Page 3/3

	£	£	£	£
	01/04/2025	In	Out	Balance
Reserves as at 28TH February 2026	CF Balance			28/02/26
310 General Reserve	343,771			343,771
<b>Ear Marked Reserves</b>				
318 Capital Equipment Fund	457	25,000	12,184	13,273
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		5,000	16,119
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	-	24,868	99,600
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>88,751</b>	<b>430,849</b>

To pay £7500 Quad, £5000 Interactive TV and £3000 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: Boiler repair and windows contribution, to pay £15000 windows

Year on year increase for next elections

Congleton Town Council  
Management Accounts 2025-26  
TOWN HALL

Feb-26

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11  
Percentage 91.6%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000	Staff Costs (re-allocated)	81,150	74,388	78,587	-4,200	105.6%	96.8%	5.24%
4008	Training	1,000	917	0	917	0.0%	0.0%	-91.60%
4009	Protective Clothing\H & Safety	550	504	372	132	73.8%	67.6%	-23.96%
4010	Cleaners	8,400	7,700	6,643	1,057	86.3%	79.1%	-12.52%
4011	Rates	25,449	23,328	24,950	-1,622	107.0%	98.0%	6.44%
4012	Water	7,875	7,219	8,420	-1,201	116.6%	106.9%	15.32%
4014	Electricity	33,000	30,250	20,743	9,507	68.6%	62.9%	-28.74%
4015	Gas	30,000	27,500	13,508	13,992	49.1%	45.0%	-46.57%
4016	Cleaning materials	2,250	2,063	1,914	149	92.8%	85.1%	-6.53%
4017	Refuse Disposal	2,350	2,154	2,934	-780	136.2%	124.9%	33.25%
4020	Miscellaneous Office Costs	2,500	2,292	2,434	-142	106.2%	97.4%	5.76%
4025	Insurance	14,346	13,151	14,127	-977	107.4%	98.5%	6.87%
4033	Marketing/Promotions	3,500	3,208	90	3,118	2.8%	2.6%	-89.03%
4040	Maintenance Contracts	9,000	8,250	10,413	-2,163	126.2%	115.7%	24.10%
4041	Property Maintenance	21,300	19,525	39,593	-20,068	202.8%	185.9%	94.28%
4065	Architect/Surveyor Fees	0	0	-1,645	1,645			
4068	Licences (incl PRS)	4,200	3,850	4,410	-560	114.5%	105.0%	13.40%
4951	Transfer from EMR	0	0	-24,868	24,868			
6000	Central Overheads Reallocated	6,522	5,979	5,730	249	95.8%	87.9%	-3.74%
	Town Hall Expenditure	253,392	232,276	208,355	23,921	89.7%	82.2%	-9.37%
3020	Catering costs	0	0	5,925	-5,925			
3021	Security Supplies	0	0	1,582	-1,582			
		0	0	7,507	7,507			
	Total Town Hall Expenditure	253,392	232,276	215,862	16,414	92.9%	85.2%	-6.41%
1009	Rent Rec'd - Museum Notional	-4500	-4125	-4125	0	100.0%	91.7%	0.07%
1010	Rent Received - 3rd Party Partnership	-1533	-1405	-1405	-0	100.0%	91.7%	0.05%
1011	Rent Received - Internal CTC	-26517	-24307	-24307	-0	100.0%	91.7%	0.07%
1013	Letting Income - Grand Hall	-30000	-27500	-25574	-1926	93.0%	85.2%	-6.35%
1014	Letting Income - Bridestones	-5000	-4583	-2843	-1740	62.0%	56.9%	-34.74%
1015	Letting Income - Spencer Suite	-5000	-4583	-3949	-634	86.2%	79.0%	-12.62%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-91.60%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-11000	-98	-10902	0.9%	0.8%	-90.78%
1021	Letting Income - Internal	-9000	-8250	-9506	1256	115.2%	105.6%	14.02%
1022	Letting income - F&F	-2500	-2292	-1500	-792	65.5%	60.0%	-31.60%
1023	Commission- CP	-6000	-5500	-4277	-1223	77.8%	71.3%	-20.32%
1024	Letting Income- Security	0	0	-2706	2706		0.0%	-91.60%
1035	Service Charges - Brasserie	-4000	-3667	-2590	-1077	70.6%	64.8%	-26.85%
1037	Service Charges - Other	-5000	-4583	-2420	-2163	52.8%	48.4%	-43.20%
1038	Letting Income- Offices	0	0	-3208	3208			
1051	Catering Sales (recharges)	0	0	-7174	7174		0.0%	-91.60%
1199	Miscellaneous income	0	0	-208	208			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-101796	-103395	1599	101.6%	93.1%	1.51%
	Net Expenditure over Income	142,342	130,480	112,467	18,013	86.2%	79.0%	-12.59%

NOTES

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

Higher charges than budget estimation.  
Billed up to JAN26  
Billed up to JAN26

Previous supplier costs increased in excess of 40%, new supplier in place from JAN26

Full year for Zurich and Critical Illness paid to date.

£1,666 relates to previous years o/s invoices due.  
Less £24,868 used from EMR:Actual revenue soend £14,725 75.46%  
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/ff

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

Feb-26

Month 11  
 Percentage 91.6%

OK
Monitor
Over/Under (Exp./Income)

ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
<b>STREETSCAPE</b>						
4000 Staff Costs	651,186	596,921	33,243	94.4%	86.6%	-5.04%
4008 Training	3,200	2,933	0	0.0%	0.0%	-91.60%
4009 Protective Clothing\H & Safety	5,900	5,408	5,153	255	87.3%	-4.26%
4013 Office rent	2,000	1,833	1,833	0	91.7%	0.05%
4016 Cleaning Materials	8,000	7,333	4,946	2,387	61.8%	-29.78%
4021 Telephone	1,175	1,077	523	554	44.5%	-47.09%
4025 Insurance	10,369	9,505	10,081	-576	97.2%	5.62%
4041 Property maintenance	1,500	1,375	545	830	36.3%	-55.27%
4043 Horticultural etc Supplies	14,000	12,833	17,171	-4,338	122.7%	31.05%
4047 Vehicle maintenance/Serv etc	12,800	11,733	14,504	-2,771	113.3%	21.71%
4048 Vehicle fuel and oil	16,285	14,928	14,123	805	86.7%	-4.88%
4049 Vehicle rental charges	81,000	74,250	82,602	-8,352	102.0%	10.38%
4050 Street Cleansing	8,000	7,333	6,005	1,328	75.1%	-16.54%
4152 Propagation Unit	2,500	2,292	805	1,487	32.2%	-59.40%
4162 General expenditure	5,300	4,858	4,392	466	82.9%	-8.73%
4168 Other Expenditure	0	0	0		0.0%	-91.60%
4951 Tfr from EMR			2,420			
6000 Central Overheads Reallocated	50,596	46,380	44,449	1,931	87.9%	-3.75%
<b>Streetscape Expenditure</b>	<b>873,811</b>	<b>800,993</b>	<b>768,390</b>	<b>30,183</b>	<b>87.9%</b>	<b>-3.66%</b>
3030 Purchases for recharging	0	0	2,137	-2,137	0.0%	0.00%
1165 CEC - Income	-427,199	-391,599	-443,739	52,140	103.9%	204.91%
1167 External work income	-17,500	-16,042	-17,559	1,517	100.3%	201.06%
1199 Miscellaneous	-900	-825	0	-825	0.0%	91.60%
<b>Streetscape Income</b>	<b>-445,599</b>	<b>-408,466</b>	<b>-461,298</b>	<b>52,832</b>	<b>103.5%</b>	<b>204.53%</b>
Net Expenditure over Income	<b>428,212</b>	<b>392,528</b>	<b>309,229</b>	<b>80,879</b>	<b>78.8%</b>	<b>12.82%</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 £12,084 103%

Overspend approved at Council CTC/28/2526

No budget

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

Full payment plus increase to cover pay award increase for SLA

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

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11  
Percentage 91.6%

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

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	E VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	49,123	- 49,123			
3042 Books, Maps, Guides resale	2,850	2,613	352	2,261	13.5%	12.4%	-79.25%
3043 Souvenirs for resale	2,375	2,177	482	1,695	22.1%	20.3%	-71.31%
3044 Stamps for resale	475	435	172	263	39.5%	36.2%	-55.39%
3046 Local Produce for resale	0	-	3,815	- 3,815			
3047 Theatre gift cards for resale	0	-	114	- 114			
3048 Food & Drink for resale	1,188	1,089	732	357	67.2%	61.6%	-29.98%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-91.60%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-91.60%
<b>Direct Expenditure</b>	<b>6,888</b>	<b>6,314</b>	<b>54,790</b>	<b>- 48,476</b>	<b>867.8%</b>	<b>795.44%</b>	<b>703.84%</b>
4000 Staff costs	70,062	64,224	67,531	- 3,308	105.1%	96.4%	4.79%
4011 Rates	5,321	4,878	5,614	- 736	115.1%	105.5%	13.91%
4013 Rent Payable	7,500	6,875	6,875	-	100.0%	91.7%	0.07%
4162 General Expenditure	2,000	1,833	1,095	738	59.7%	54.8%	-36.85%
6000 Central Overheads Reallocated	6,014	5,513	4,405	1,108	79.9%	73.2%	-18.35%
<b>Indirect Expenditure</b>	<b>90,897</b>	<b>83,322</b>	<b>85,520</b>	<b>- 2,198</b>	<b>102.6%</b>	<b>94.1%</b>	<b>2.48%</b>
1041 Third Party Ticket Sales	0	-	54,027	54,027			
1042 Books, Maps, Guides sales	-3,000	- 2,750	- 1,075	- 1,675	39.1%	35.8%	-55.77%
1043 Souvenir sales	-2,500	- 2,292	- 2,533	241	110.5%	101.3%	9.72%
1044 Stamp Sales	-500	- 458	- 200	- 258	43.6%	40.0%	-51.60%
1045 Photocopy sales	-300	- 275	- 238	- 37	86.5%	79.3%	-12.27%
1046 Local Produce for resale	0	-	3,838	3,838			
1047 Theatre gift cards	0	-	180	180			
1048 Food and Drink sales	-1,250	- 1,146	- 1,356	210	118.3%	108.5%	16.88%
1049 CTC Merchandise sales	0	-	30	30		0.0%	-91.60%
1199 Commission	-4,000	- 3,667	- 2,267	- 1,400	61.8%	0.0%	-91.60%
<b>Income</b>	<b>-11,550</b>	<b>- 10,588</b>	<b>- 65,744</b>	<b>56,556</b>	<b>621.0%</b>	<b>569.2%</b>	<b>477.61%</b>
<b>Total Income</b>	<b>-11,550</b>	<b>- 10,588</b>	<b>- 65,744</b>	<b>56,556</b>	<b>621.0%</b>	<b>569.2%</b>	<b>477.61%</b>
<b>Net Expenditure over Income</b>	<b>86,235</b>	<b>79,049</b>	<b>74,566</b>	<b>5,882</b>	<b>94.3%</b>	<b>86.5%</b>	<b>-5.13%</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**  
**Feb-26**

Month 11  
 Percentage 91.6%

	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 M11</b>	<b>ACTUAL TO M11</b>	<b>£ VARIANCE OF M11 BUDGETS</b>	<b>% AGAINST M11 BUDGETS</b>	<b>% OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M11 EXPECTED</b>
26,812	24,578	23556	1,022	95.84%	87.9%	-3.74%
3,000	2,750	0	2,750	0.00%	0.0%	-91.60%
320	293	103	190	35.11%	32.2%	-59.41%
5,500	5,042	1067	3,975	21.16%	19.4%	-72.20%
3,200	2,933	2501	432	85.26%	78.2%	-13.44%
3,900	3,575	6095	-2,520	170.49%	156.3%	64.68%
4,300	3,942	1534	2,408	38.92%	35.7%	-55.93%
1,000	917	943	-26	102.87%	94.3%	2.70%
2,040	1,870	1792	78	95.83%	87.8%	-3.76%
<b>50,072</b>	<b>45,899</b>	<b>37,591</b>	<b>8,308</b>	<b>81.90%</b>	<b>75.1%</b>	<b>-16.53%</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

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

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11  
 Percentage 91.6%

**Floral**  
**Income**

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

Expenditure

4011 Rates  
 4162 General Expenditure  
 Total

Net Expenditure over income

<b>ANNUAL BUDGET</b>	<b>BUDGET TO M11</b>	<b>ACTUAL TO M11</b>	<b>£ VARIANCE OF M11 BUDGETS</b>	<b>% AGAINST M11 BUDGETS</b>	<b>% OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M11 EXPECTED</b>
0	-	- 237	237			
0	-	- 2,540	2,540			
-4,000	- 3,667	- 4,379	712	119.43%	109.5%	17.88%
-4,000	- 3,667	- 7,156	3,489	195.16%	178.9%	87.30%
172	158	162	- 4	102.75%	94.2%	2.59%
16,000	14,667	17,004	- 2,337	115.94%	106.3%	14.68%
16,172	14,824	17,166	- 2,342	115.80%	106.1%	14.55%
12,172	11,158	10,010	1,148	89.71%	82.2%	-9.36%

NOTES

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

Income from hanging basket sales.

Breakdown: TBC

Plants & Compost 11,791  
 Judging Days 1,274  
 General Competition 1,188  
 General 716  
 Awards Ceremony 845  
 Thank You Evening at CTC 932  
 Expenses 258  
**17,004**

Bank Reconciliation Statement as at 28/02/2026  
for Cashbook 1 - RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	28/02/2026	2702	147,228.99
			<u>147,228.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			147,228.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			147,228.99
		Balance per Cash Book is :-	147,228.99
		Difference is :-	0.00

Signatory 1:

Name S. FIEKIN Sign  Date 12/3/26

Signatory 2:

Name S. VANSCHIPPALL  
(RFO) Sign  Date 16/3/26

**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> March 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>15</b> <b>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 28<sup>th</sup> February 2026</u></p> <table border="1" style="width: 100%;"> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£172,055</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>£997,155</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>The budgeted Interest to receive during 2025-2026 is £30,000. To date we have received £29769 into the accounts:</p> <ul style="list-style-type: none"> <li>• RBS £3,446</li> <li>• CCLA £18,764</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	£172,055	Cambridge and Counties 1-year fixed deposit (C&C)	£250,000	CCLA Deposit (Sweeper Account)	£575,100	<b><u>Total</u></b>	<b><u>£997,155</u></b>
Business Reserve Account	£172,055										
Cambridge and Counties 1-year fixed deposit (C&C)	£250,000										
CCLA Deposit (Sweeper Account)	£575,100										
<b><u>Total</u></b>	<b><u>£997,155</u></b>										
<b>Decision Request</b>	To note and receive the Savings Accounts balances to 28 <sup>th</sup> February 2026.										

## List of Payments made between 01/01/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Cheshire East Council	DD	2,495.00		Town Hall Business Rates
02/01/2026	Cheshire East Council	DD	561.00		CIC Business Rates
02/01/2026	Prism Solutions	dd	183.48		9742/19526/telecom services
07/01/2026	Congleton Choral Society	BACS	256.20		Deposit - 19.12.26
07/01/2026	choral	CONTRA	-256.20		reversal
09/01/2026	BACS P/L Pymnt Page 3970	BACS Pymnt	14,952.06		BACS P/L Pymnt Page 3970
09/01/2026	SAS Daniels	BACS	924.00		Museum works
09/01/2026	██████████	BACS	70.00		xmas stall refund
09/01/2026	Cong Talking Newspapers	009011	1,000.00		GR10/2526
15/01/2026	West Mercia Energy	dd	5,582.33		11768691/19495/Pool elec
15/01/2026	Bankline	DD	80.75		Bank charges
16/01/2026	BACS P/L Pymnt Page 3986	BACS Pymnt	11,727.24		BACS P/L Pymnt Page 3986
16/01/2026	CTC	BACS	96,798.09		January Payroll
16/01/2026	Congleton SPV	BACS	27.55		xmas elec recharge
21/01/2026	RBS Autopay	BACS	22.40		Bank charges
23/01/2026	BACS P/L Pymnt Page 3991	BACS Pymnt	11,802.40		BACS P/L Pymnt Page 3991
23/01/2026	No Tier Snooker	BACS	250.00		GR12/2526
23/01/2026	Cong Choral Society	BACS	256.20		Refund double deposit
23/01/2026	EE Ltd	dd	161.25		01288595394/19519/charges
26/01/2026	Prism Solutions	dd	2,297.65		233921/19573/IT Support
30/01/2026	BACS P/L Pymnt Page 3996	BACS Pymnt	8,213.60		BACS P/L Pymnt Page 3996
03/02/2026	Prism Solutions	dd	191.01		9925/19542/charges
06/02/2026	BACS P/L Pymnt Page 4001	BACS Pymnt	8,661.22		BACS P/L Pymnt Page 4001
11/02/2026	HMRC E VAT	DD	1,181.80		VAT payment
16/02/2026	West Mercia Energy	dd	6,190.51		11777706/19555/Cenotaph elec
16/02/2026	Bankline	BACS	65.00		Bank charges
18/02/2026	CTC	BACS	96,129.21		Feb Payroll
19/02/2026	West Mercia Energy	dd	42.24		11782780/19608/P pool electric
20/02/2026	RBS Autopay	BACS	33.71		bank charges
23/02/2026	EE Ltd	DD	159.30		1288601332/19670/charges
24/02/2026	BACS P/L Pymnt Page 4006	BACS Pymnt	37,137.01		BACS P/L Pymnt Page 4006
24/02/2026	SIBA	BACS	100,000.00		Transfer
25/02/2026	Prism Solutions	dd	2,342.80		235875/19677/IT Support
25/02/2026	Water Plus Ltd	DD	14.76		11678598/19648/allotments
27/02/2026	BACS P/L Pymnt Page 4013	BACS Pymnt	6,214.83		BACS P/L Pymnt Page 4013
27/02/2026	Cong Museum	BACS	45.00		Return duplicate payment
<b>Total Payments</b>			<b>415,813.40</b>		

List of Payments made between 01/01/2026 and 28/02/2026

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/01/2026	Copyright Agent UK	CCJA01	225.00		copyright infringement
22/01/2026	Canva	CCJA02	170.00		Subscription
26/01/2026	Sumup	CCJA03	598.80		POS Till system

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		<b>Total Payments</b>	<u>993.80</u>		
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**Congleton Town Council**  
**Payments Listing for January 2026**  
**Breakdown of Payments made via BACS transfer**

<u>Date</u>	<u>BACS</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>Total Invoices paid</u>
09.01.26	3970	16.12.25	Bees for Us	£ 115.20		Honey for resale	1
		18.12.25	Bomford	£ 470.40		stationary order	2
		23.12.25	Beartown Vibes	£ 101.54		supplier sales	1
		16.12.25	DR Caswell	£ 54.96		Bin bags, nitrile gloves	2
		11.12.25	Cheshire Lock & Safe	£ 125.93		museum lock	1
	3971	29.12.25	CCS	£ 340.10		Ticket sales	1
		31.12.25	Chronicle	£ 17.50		newspaper resales	1
		16.12.25	Circus in a Box	£ 500.00		Xmas lights entertainment	1
		28.12.25	Congleton Live CIC	£ 15.20		supplier sales	1
		19.12.25	Cosy Wren	£ 67.20		supplier sales	1
		16.12.25	Daneside Theatre	£ 1,306.25		Ticket sales	2
	3972	19.12.25	G T Security	£ 501.60		event security	1
		12.12.25	K G Loach	£ 122.16		loppers, secateurs	1
		18.12.25	Lightech	£ 3,030.00		Xmas projection	1
		29.12.25	Little Bun designs	£ 36.80		supplier sales	2
		19.12.25	C P Mayer	£ 108.32		supplier sales	1
	3973	16.12.25	NALC	£ 42.00		Training - CD	1
		27.09.25	Niche Events	£ 1,682.40		Green Fayre	1
		16.12.25	Otis	£ 710.32		Lift maintenance	1
		31.12.25	PHS Group	£ 160.37		waste disposal	1
		15.12.25	PME	£ 432.00		Xmas	2
	3974	22.12.26	Congleton Rotary	£ 110.20		Tree of Light	1
		14.12.25	Radius Fuel	£ 902.07		Van Fuel	3
		29.10.25	Vale Allotments	£ 18.00		Plot 22 - P/ship	1
		31.12.25	West Wallasey	£ 2,781.54		van lease	3
		30.11.25	Mrs A Wright	£ 1,200.00		volunteer program	2
					<b>£ 14,952.06</b>		
16.01.26	3986	02.01.26	Alpha Street Legal	£ 108.00		new tyre	1
		02.01.26	Chris Bethell Photography	£ 200.00		Xmas lights	1
		31.12.25	Buxton Opera House	£ 126.21		Ticket sales	1
		09.01.26	D R Caswell	£ 939.45		various	3
		02.01.26	CEC	£ 2,500.49		waste collection/HR & H & S	2
	3987	01.01.26	DawsonGroup	£ 3,436.92		sweeper lease	1
		11.01.26	D C Assist	£ 219.00		cleaning service	1
		16.07.25	Harper Collins	£ 47.97		book resales	1
		30.11.25	Instant Tool Hire	£ 588.00		Xmas/museum	2
		04.01.26	LITE	£ 317.58		LED bulbs - Xmas	1
	3988	08.01.26	Threadfast	£ 75.00		recharge	1
		04.01.26	Radius	£ 273.22		van fuel	1
		28.11.26	Wallasey Panel Beaters	£ 316.20		off hire charges	2
		12.01.26	west Wallasey	£ 2,579.20		Tipper leases	1
					<b>£ 11,727.24</b>		
23.01.26	3991	14.01.26	DR Cresswell	£ 18.83		toilet blocks	2
		20.01.26	Daneside Theatre	£ 6,777.30		ticket sales	1
		02.01.26	D C Assist	£ 627.80		cleaning service	2
		13.12.25	DJH Business	£ 612.00		PAYE, payroll	1
		14.01.26	Enviro Skip	£ 1,787.99		collections	1
	3992	20.01.26	PME	£ 1,032.00		bunting	1
		15.12.25	Screwfix	£ 361.36		various	4
		20.01.26	Tudor Environmental	£ 364.65		fertilizer, gloves	1
		11.01.26	Radius	£ 168.94		van fuel	1
		12.12.25	Viking Office Supplies	£ 21.53		Desk diaries	1
	3993	16.12.25	G Watt	£ 30.00		souvenir sales	1
					<b>£ 11,802.40</b>		
30.01.26	3996	26.01.26	DR Caswell	£ 736.80		Bin bags	1
		14.01.26	Eric Charlesworth	£ 723.22		electrical works	3
		15.01.26	Culligan	£ 333.99		town hall drinking water	1
		23.01.26	D C Assist	£ 219.00		cleaning service	1
		23.01.26	Hipswing	£ 927.00		deposit Xmas stage	1
	3997	01.01.26	Mark's Events	£ 1,431.00		event catering	3
		26.01.26	Maxigiene	£ 126.00		legionella testing	1
		22.01.26	Nomix	£ 3,693.60		lance & herbicide	1
		21.01.26	Screwfix	£ 22.99		dremel engraver	1
					<b>£ 8,213.60</b>		

Congleton Town Council  
 Payments Listing for February 2026  
 Breakdown of Payments made via BACS transfer

Date	BACS Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail	Total Invoices paid			
06.02.26	4001	31.01.26	All Saints Community	£ 490.00		luncheon club	2			
		29.01.26	Bins of congleton	£ 394.40		Supplier sales	3			
		27.01.26	D R Caswell	£ 125.10		multi purpose wipes	1			
		30.01.26	Chronicle	£ 15.00		newspaper resales	1			
		30.01.26	D C Assist	£ 219.00		cleaning service	1			
		4002	14.01.26	GOGO Designs	£ 410.00		artwork for vans	1		
			31.10.25	Hayman Mech Services	£ 389.26		boiler investigations	1		
			24.01.26	K G Loach	£ 129.36		Lopers, rakes, soil	1		
			28.01.26	L & J Print	£ 1,318.80		Bear Necessities	2		
			27.01.26	LAC Autos	£ 29.11		bulbs, tread gauge	2		
		4003	23.01.26	Macc Lock & safe	£ 193.82		padlocks	1		
			28.01.26	New Vic theatre	£ 208.38		Ticket sales	1		
			22.03.24	Otis	£ 2,002.00		Lift service x 3	3		
			27.01.26	Screwfix	£ 49.99		safety boots	1		
			30.01.26	Shred-it	£ 176.15		shredding service	1		
		4004	27.01.26	Threadfast	£ 12.00		drill bits	1		
			28.01.26	Tudor Environmental	£ 516.82		salt, PPE	2		
			18.01.26	Radius	£ 629.63		van fuel	2		
			30.01.26	G Watt	£ 30.00		souvenir sales	1		
			31.01.26	West Wallasey	£ 1,322.40		van leases	2		
						<b>£ 8,661.22</b>				
		24.02.26	4006	02.02.26	E Beech Joinery	£ 17,689.20		frames & glazing	1	
				06.02.26	Bees for Us	£ 115.20		Honey for resale	1	
				02.02.26	Bins of congleton	£ 101.60		Supplier sales	1	
				09.02.26	Bomford Office Supplies	£ 76.16		Stationary order	1	
				09.02.26	Beartown Vibes	£ 86.74		Supplier sales	1	
				11.02.26	D R Caswell	£ 72.67		cleaning supplies	1	
				4007	16.02.26	Chains & Lifting Tackle	£ 354.00		winch inspection	1
					01.02.26	Changing Lives Together	£ 3,260.00		P/ship	1
					28.01.26	Cheshire Electrical	£ 24.36		bulbs	1
					05.02.26	Chronicle	£ 331.20		Job adverts	1
					06.02.26	Chubb	£ 317.52		annual contract	1
				4008	02.02.26	Cosy Wren	£ 33.60		Supplier sales	1
					15.02.26	Culligan	£ 253.79		Town Hall drinking water	1
					09.02.26	Daneside Theatre	£ 1,615.95		Ticket sales	3
01.02.26	DawsonGroup				£ 3,436.92		sweeper lease	1		
06.02.26	D C Assist				£ 438.00		cleaning service	2		
4009	05.02.26			D P Sportswear	£ 524.70		PPE	2		
	02.02.26			Adam Francis	£ 28.00		Supplier sales	1		
	11.02.26			Allan Harris	£ 64.00		Supplier sales	1		
	23.01.26			J F Kehoe	£ 1,352.94		oven repairs	3		
	16.02.26			L & J Printing	£ 420.00		F & D Banners	1		
4010	23.12.26			The Leaflet Team	£ 715.50		Delivery of B Nec	1		
	09.02.26			C P Mayer	£ 75.18		Supplier sales	1		
	12.02.26			PME Maint	£ 840.00		removal of xmas trees	1		
	11.02.26			Poppy May	£ 13.60		Supplier sales	1		
	21.11.26			Tudor Environmental	£ 577.24		PPE, street cleaning	1		
4011	16.02.26			U3a	£ 262.20		Ticket sales	1		
	01.02.26			Radius	£ 720.34		van fuel	2		
	06.02.26			Urban Imprint	£ 504.00		N/Plan	1		
	16.02.26			G Watt	£ 30.00		Supplier sales	1		
	13.02.26			West Wallasey	£ 2,802.40		van leases	2		
						<b>£ 37,137.01</b>				
27.02.26	4013			21.02.26	Auditing Solutions	£ 630.00		Internal Audit	1	
				23.02.26	D R Caswell	£ 435.67		cleaning stock	2	
				18.02.26	Daneside Theatre	£ 2,061.00		Ticket sales	3	
		20.02.26	D C Assist	£ 219.00		cleaning service	1			
		12.12.25	Mark's Events	£ 1,889.10		event catering	14			
		15.02.26	Radius	£ 368.06		van fuel	1			
		20.02.26	West Wallasey	£ 612.00		chapter 8	1			
						<b>£ 6,214.83</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> March 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>David McGifford C.O &amp; Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>17 Approval of Internal Auditor for 2026-2027</b>		
<b>Background</b>	<p>The Town Council is required by Regulation 5(1) of the Accounts and Audit regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes.</p> <p><a href="https://www.legislation.gov.uk/ukxi/2015/234/regulation/5/made">https://www.legislation.gov.uk/ukxi/2015/234/regulation/5/made</a></p> <p>The Council have complied with these requirements by appointing and internal auditor, currently Auditing Solutions Ltd provide this function to the Council. As we are now in excess of £2 million income/expenditure we now must provide the External Auditors with:</p> <p>Evidence that when appointed, the authority satisfied itself with regard to the competence of the internal auditor and agreed a letter of engagement (see Practitioners' Guide 2024 Paragraphs 1.35, 4.12 and 4.13), e.g. minutes of the meeting where competence and the appointment was considered and the signed letter of engagement or the minutes of meeting where the engagement letter was agreed. Please note this information is only required if there has been a change in the appointed internal auditor since the information previously submitted in prior years.</p> <p><b>Main Requirements</b></p> <ul style="list-style-type: none"><li>• <b>Independence &amp; Competence:</b> The internal auditor cannot be involved in the financial decision-making or management of the council. They must have a strong understanding of local government finance.</li><li>• <b>Appointment:</b> The council formally appoint the internal auditor.</li><li>• <b>Scope of Work:</b> The internal auditor reviews the council's internal controls, risk management, and governance processes, reporting directly to the council.</li></ul>		

	<ul style="list-style-type: none"> <li>• <b>Reporting:</b> The auditor must complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).</li> <li>• <b>Access:</b> Auditors must have access to all records necessary for their work.</li> <li>• <b>Engagement Terms:</b> A letter of engagement should outline roles, responsibilities, reporting requirements, and remuneration.</li> <li>• <b>Rotation:</b> While not mandatory, rotating auditors can enhance independence.</li> </ul>
<b>Updates</b>	<p>See attached appendix for a summary of audit requirements for 2026-2027. The areas we are required to be audited on align with the Annual Governance and Accountability Report we have to submit annually. (Pages 27 to 32 of the Good Practice Guide)</p> <p>Accounting Solutions Ltd are a well-established company with experience with Town and Parish Councils. They complete the audits remotely but have visited the office to complete a review on the Information Centre after we took over. They work with many other councils in providing this service and are familiar with our processes and procedures.</p> <p>Officer recommendation is that we retain the services of Auditing Solutions for 2026-2027, a letter of engagement will be signed on Council approval.</p> <p>Going forward a full review will be completed during each financial year for the following year or for a 3 year arrangement.</p>
<b>Financial</b>	All external support services are budgeted for via budget setting.
<b>Environmental</b>	Considerations of impact on travel have been considered.
<b>Equality and Diversity</b>	Our Equality and Diversity Policy will be considered when sourcing new suppliers/services.
<b>Decision Request</b>	To approve the services of Auditing Solutions for the financial year 2026-2027 and recommend this to Council for approval.

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

AGAR certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been properly kept throughout the year. AND I. Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> <li>● Ensure the correct roll forward of the prior year cashbook balances to the new financial year.</li> <li>● Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.</li> <li>● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.</li> <li>● Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.</li> <li>● Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.</li> </ul>
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>● Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.</li> <li>● Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents).</li> <li>● Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.</li> <li>● Check that there is effective segregation between the writing of cheques or the setting up of online payments, 28 of 74 and physical release of payments.</li> <li>● Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.</li> <li>● Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over</li> </ul>
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> <li>● Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.</li> <li>● Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security.</li> <li>● Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.</li> <li>● Review the effectiveness</li> </ul>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget</p>	<ul style="list-style-type: none"> <li>● Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable</li> <li>● Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.</li> </ul>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

<p>was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> <li>● Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.</li> <li>● Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.</li> <li>● Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.</li> </ul>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>● Review “Aged debtor” listings to ensure appropriate follow up action is in place.</li> <li>● Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.</li> <li>● Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)</li> <li>● Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.</li> <li>● Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.</li> <li>● Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.</li> <li>● Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.</li> </ul>
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> <li>● A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area.</li> <li>● Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).</li> <li>● Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.</li> <li>● Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.</li> <li>● Ensure that VAT is identified wherever incurred and appropriate.</li> <li>● Physically check the petty cash and other cash floats held.</li> <li>● Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total 30 of 74 readings.</li> </ul>
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements</p>	<ul style="list-style-type: none"> <li>● Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.</li> <li>● Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.</li> <li>● Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.</li> </ul>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

<p>were properly applied.</p>	<ul style="list-style-type: none"> <li>● Ensure that appropriate tax codes are being applied to each employee.</li> <li>● Where free or paid for software is used, ensure that it is up to date.</li> <li>● For the test sample of employees, ensure that tax is calculated appropriately.</li> <li>● Check the correct treatment of Pension contributions.</li> <li>● For NI, ensure that the correct deduction and employer’s contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities</li> <li>● Ensure that the correct employers’ pension percentage contribution is being applied.</li> <li>● Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.</li> </ul>
<p>H. Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority</p>	<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> <li>● Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.</li> <li>● Physically verifying the existence and condition of high value, high risk assets may be appropriate.</li> <li>● Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.</li> <li>● Additions and disposals records should allow tracking from the prior year to the current.</li> <li>● Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new 31 of 74 acquisitions and / or disposals.</li> <li>● Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.</li> </ul> <p>Fixed asset investments:</p> <ul style="list-style-type: none"> <li>● Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9.</li> </ul> <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> <li>● Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.</li> <li>● Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.</li> <li>● Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.</li> <li>● Ensure that the outstanding loan liability as at 31<sup>st</sup> March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).</li> </ul>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

	<ul style="list-style-type: none"> <li>● Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.</li> </ul>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should:</p> <ul style="list-style-type: none"> <li>● Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein.</li> <li>● Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.</li> </ul>
<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> <li>● the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline;</li> <li>● that it has been published, together with all required information on the Authority’s website and noticeboard.</li> </ul>
<p>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation</p>	<p>IAs should review the Authority’s website ensuring that all required documentation is published in accordance with the relevant legislation.</p>
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>IAs should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the Authority’s records are available for public inspection. IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.</p>
<p>N. The authority complied with the publication requirements for</p>	<p>IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year’s AGAR have been met as detailed on the front page of the current year’s AGAR.</p>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

the prior year AGAR.	
O. Trust funds (including charitable) - the Council met its responsibilities as a trustee	<ul style="list-style-type: none"><li>● Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements.</li><li>● that the council is the sole trustee on the Charity Commission register.</li><li>● that the council is acting in accordance with the Trust deed.</li><li>● that the Charity meetings and accounts are recorded separately from those of the council.</li><li>● review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report.</li></ul>

**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> March 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>18</b> <b>Approval of Outside Bodies Support</b>																	
<b>Background</b>	<p>As part of our Standing Orders an annual review of arrangements with bodies/businesses, Page 10 reference point:</p> <p><i>x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</i></p> <p>These appointments must be approved by the Council each year, in accordance with our Standing Orders (Section 6J x)</p>																	
<b>Updates</b>	<table border="1"> <thead> <tr> <th>Name</th> <th>Area of Service</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>DCK</td> <td>Accountancy</td> <td>Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.  (Option may be taken to complete a full review going forward)</td> </tr> <tr> <td>Auditing Solutions</td> <td>Internal Audit</td> <td>Being dealt with via a separate paper, full review of requirements needed in accordance with the Good Practices Guide.</td> </tr> <tr> <td>DJH</td> <td>Payroll Services</td> <td>Continuity of service. On-hand knowledge and pension auto-enrolment. Remote service.</td> </tr> <tr> <td>Cheshire East Council</td> <td>HR &amp; HS</td> <td>Continuity, Remote, attendance at Town Hall when required, located in Middlewich/Crewe. Knowledge of Streetscape services.</td> </tr> </tbody> </table>			Name	Area of Service	Information	DCK	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.  (Option may be taken to complete a full review going forward)	Auditing Solutions	Internal Audit	Being dealt with via a separate paper, full review of requirements needed in accordance with the Good Practices Guide.	DJH	Payroll Services	Continuity of service. On-hand knowledge and pension auto-enrolment. Remote service.	Cheshire East Council	HR & HS	Continuity, Remote, attendance at Town Hall when required, located in Middlewich/Crewe. Knowledge of Streetscape services.
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			(Option may be taken to complete a full review during 2026-2027 for 2027 onwards as current contract is rolling)
	SAS Daniels	Legal Support	Continuity, Remote. Located in Congleton.
	Prism Network	ICT Support	Continuity, Remote, located in Congleton, local for site visits. Knowledge of Town Council procedures and workings.  (Option may be taken to complete a full review during 2026-2027 for 2027 onwards as current contract is rolling)
	Eric Charlesworth Electrical Contractor	Electrical Services	Previous work completed, continuity of standards Local.
	Chubb	Alarm & Fire Extinguishers Services/CCTV	Remote monitoring, visit for maintenance and serving. Out-of-hours cover.
	Otis Gartside	Lift Maintenance:	Annual maintenance visit, lifts serviced by manufacturers only.
<b>Financial</b>	All external support services are budgeted for via budget setting.		
<b>Environmental</b>	Considerations of impact on travel have been considered.		
<b>Equality and Diversity</b>	Our Equality and Diversity Policy will be considered when sourcing new suppliers/services.		
<b>Decision Request</b>	To approve the external services for accounting year 2026-2027 and recommend this to Council for approval.		