



**Middlewich
Town Council**

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
Email – clerk@middlewich.org.uk

FINANCE COMMITTEE

Minutes of a meeting of the Town Council's Finance Committee held at Committee Room 5, Town Hall, Victoria Buildings, Lewin Street, Middlewich CW10 9AS on Monday 7th May 2024, commencing at 18:45 pm

PRESENT

Councillors S Whittaker (Chairman), Colin Coules, Andrew Mizzi and Alison Roylance-White

In attendance: S Clough – Acting Town Clerk

L Nicholson – Senior Admin

Also present were Cllr Fraser Whytock and Cllr Marshall

1. Apologies of Absence

Cllr P.Alton - work committments

Cllr A. Roylance-White- who during the meeting to attend another function.

2. To receive Declaration of Interests

None

3. To approve and adopt the minutes of the Finance Meeting held on 4th March 2024

FIN74 It was **RESOLVED** to approve and adopt the Minutes of the Finance Meeting above.

4. Green and Open Spaces. To approve the purchase of mowing equipment.

FIN75 It was **RESOLVED** to approve the purchase.

5. Grants.

Clr S. Whittaker addressed the meeting with the situation in relation to Grant Applications.

FIN76 It was **RESOLVED** to suspend the award of grants pending a full investigation of past payments.

Invoices to Pay.

FIN77 It was **RESOLVED** to approve the payment of invoices submitted for payment

Year End Financial Position.

The Clerk submitted the actual financial year end position. The Clerk advised the Council that it had overspent its budget by only 9.9k rather than its anticipated 30k

FIN78 It was **RESOLVED** to note the year end.

Victoria Hall.

The clerk submitted a report detailing the past and current bar tariff and the current charges for room hire.

FIN79 It was **RESOLVED** to note and approve the current bar tariff and room hire charges

5. Insurance.

The Clerk presented a verbal report on some VFM research work he had undertaken in relation to cost and coverage provision by insurance providers. The conclusion of his work is that we should stay with Zurich, our current provider who will provide the enhanced coverage required and engage them for a fixed 3yr deal. This extended agreement would generate around £800 per year savings on premiums.

FIN80 It was **RESOLVED** to engage the current provider on a fixed 3 year deal.

Part Two

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the items to be discussed involve staffing matters, sensitive financial and commercial information, and personal details of third parties.

- Previous employee/Staffing.
- Retiring Youth Ambassadors

Date of next meeting – 3rd June 2024.



**Middlewich
Town Council**

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AS
Telephone – 01606 833434
Email – clerk@middlewich.org.uk

FINANCE COMMITTEE

Minutes of a meeting of the Town Council's Finance Committee held at Committee Room 5, Town Hall, Victoria Buildings, Lewin Street, Middlewich CW10 9AS on Monday 3rd June 2024, commencing at 18:45 pm

PRESENT

Councillors S Whittaker (Chairman), Colin Coules,

In attendance: S Clough – Acting Town Clerk

L Nicholson – Senior Admin

1. Apologies of Absence

Cllr P. Alton, Cllr A Mizzi- work commitments

Cllr A. Roylance-White- resigned.

Cllr.G.Marshall- Attendance at CEC meeting

2. As the required no of Members was not met the meeting could not progress as it was non quorate.

3. Members and Staff present discussed several issues informally and agreed matters to be raised in the next Finance meeting on the 15th July 2024.

Finance 3rd June 2024

Creditors for Month No 2

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
15/05/2024	24010	2313	AGG	AGG002	265.98	53.20	319.18	4129	101	265.98	PAT Testing
20/05/2024	11700226015	2314	CEC	CHE001	11,233.85	0.00	11,233.85	4208	101	11,233.85	Kinderton Election 22/2/24
16/05/2024	POST 160524	2315	SHAUN CLOUGH	CLO001	4.60	0.00	4.60	4113	101	4.60	Signed For Postage
13/05/2024	31597	2316	CORWOODS	COR001	93.66	18.73	112.39	4205	101	93.66	Ext & Int Office Cleaning
13/05/2024	31595	2317	CORWOODS	COR001	69.56	13.91	83.47	4205	306	69.56	Ext & Int Hall Windows
13/05/2024	593225	2318	DIY MIDDLEWICH	MID001	26.60	5.32	31.92	4202	306	16.48	Toilet Seat / Latch Set - Hall
15/05/2024	70574827	2319	PHS	PHS	75.02	15.00	90.02	4108	101	10.12	Pruning Saw
18/05/2024	70581113	2320	PHS	PHS	2.77	0.55	3.32	4108	101	75.02	Cleaning Products
15/12/2023	0298005	2321	WHITTAKER, SIMON	WHI002	217.51	0.00	217.51	4163	301	2.77	Cleaning Product
01/05/2024	533069312	2322	ZURICH	ZUR001	5,762.14	0.00	5,762.14	4102	101	217.51	Over 70's Xmas Party Food
28/05/2024	419415	2323	WEAVER BUSINESS	WEA001	40.84	8.17	49.01	4110	101	5,762.14	Insurance 24/4/24-23/4/25
16/05/2024	MTC RM4 DEP	2324	MIDDLEWICH CARPETS	MID013	195.83	39.17	235.00	4202	101	40.84	Printing 28/5-27/6/24
23/05/2024	MTC RM4 BAL	2325	MIDDLEWICH CARPETS	MID013	195.00	39.00	234.00	4202	101	195.83	Carpet Deposit Rm 4
23/05/2024	UT11343	2326	CHRONOLOGIC LTD	CHR002	287.75	57.55	345.30	4199	101	195.00	Carpet Balance Rm 4
23/05/2024	UT11344	2327	CHRONOLOGIC LTD	CHR002	335.88	67.18	403.06	4122	101	287.75	Fingerprint Scanner, Cards
							19,124.77			18,806.99	

TOTAL INVOICES 18,806.99 317.78 19,124.77

VAT ANALYSISCODE E @ 0.00% 17,218.10 0.00 17,218.10

VAT ANALYSISCODE S @ 20.00% 1,588.89 317.78 1,906.67

TOTALS 18,806.99 317.78 19,124.77

Creditors for Month No 4

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
08/07/2024	31916	2385	CORWOODS	COR001	51.10	10.22	61.32	4205	101	51.10	Office Window Cleaning
08/07/2024	31915	2386	CORWOODS	COR001	46.25	9.25	55.50	4205	306	46.25	Hall Window Cleaning
27/03/2024	11700214827	2387	ANSA	ANA001	333.97	66.79	400.76	4134	101	333.97	Waste Collection 1/1-31/3/24
08/07/2024	1393	2388	COOPER ROOFING	COO001	3,980.00	796.00	4,776.00	4202	101	3,980.00	Roofing & Guttering Repairs
17/06/2024	49122	2389	GREENS	GRE001	420.00	84.00	504.00	4202	101	420.00	AIB Panel Repairs - Hall
04/06/2024	1250030	2390	JEWSON	JEW001	45.00	9.00	54.00	4251	320	45.00	Jerry Can for Rangers
24/06/2024	3672/00118259	2391	JEWSON	JEW001	531.47	106.29	637.76	4251	320	531.47	Backpack Leaf Blower
26/06/2024	738	2392	LETS GROWN	LET001	240.00	48.00	288.00	4136	101	240.00	12 Month Web Hosting
02/07/2024	24073359	2393	MIDDLEWICHAUTOS	MIDDAUTOID	264.48	52.90	317.38	4251	320	264.48	Van Service & Inspection
03/07/2024	030724	2394	SPARK LANE	SPA001	150.00	30.00	180.00	4336	320	150.00	Filled Hanging Baskets x 6
01/07/2024	MTC007	2395	RAJ THAKER	THA001	2,895.00	0.00	2,895.00	4123	101	2,895.00	June Consultancy Fees
27/07/2024	06103355	2396	WATERPLUS	WAT001	30.22	0.00	30.22	4106	101	30.22	Metered Sewerage 30/5-26/6/24
26/06/2024	419806	2397	WEAVER BUSINESS	WEA001	36.79	7.36	44.15	4110	101	36.79	Printing Charges 28/6-27/7/24
24/06/2024	2272	2398	WORKWEAR NATION	WOR001	7.36	1.48	8.84	4251	320	7.36	Gloves for Townrangers
24/06/2024	2425 CHALC	2399	CHALC	CHA001	1,551.66	0.00	1,551.66	4122	101	1,551.66	CHALC 24/25 Affiliation Fee
17/06/2024	503867	2400	RVT	RVT001	109.82	21.97	131.79	4251	320	109.82	Items for Town Rangers
09/07/2024	7279379	2401	SDEG	SDE001	633.08	126.62	759.70	4199	306	633.08	Hall Tables and Tablecloths
30/06/2024	596333	2402	DIY MIDDLEWICH	MID001	131.00	26.20	157.20	4251	405	14.96	Strimmer line / gloves
								4201	101	22.12	Keys / batteries
								4336	320	89.43	Brackets / weed control
								4108	101	4.49	Broom
27/03/2024	64003752	2403	NORTH WEST LEICESTER	NWL001	970.33	194.07	1,164.40	4123	101	970.33	Professional Advice
27/06/2024	20934	2404	SIMPLY SIGNS	SIM001	125.00	25.00	150.00	4300	301	125.00	Jazz & Blues Festival Banner
TOTAL INVOICES								12,552.53	1,615.15	14,167.68	12,552.53

Creditors for Month No 4

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description	
								A/C	Centre		Amount
			VAT ANALYSIS CODE E	@ 0.00%	4,476.88	0.00	4,476.88				
			VAT ANALYSIS CODE S	@ 20.00%	8,075.65	1,615.15	9,690.80				
TOTALS							12,552.53	1,615.15	14,167.68		

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors - Sales Ledger	1,535	
103	Sundry Debtors	156	
105	VAT Reclaimable	7,136	
110	Prepayments	1,893	
124	Bar Stock	731	
201	Barclays Current Account	167,110	
202	Barclays Premium Account	79,002	
204	Barclays Hall & Bar Accounts	4,686	
206	Bar Float	400	
	Total Current Assets		262,648
	<u>Current Liabilities</u>		
501	Creditors	41,194	
510	Accruals	2,360	
511	Pension Provision	56,376	
515	Receipts in Advance	50	
	Total Current Liabilities		99,980
	Net Current Assets		162,668
	Total Assets less Current Liabilities		162,668
	<u>Represented by :-</u>		
301	Current Year Fund	172,608	
310	General Reserves	(9,940)	
	Total Equity		162,668

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>General Administraion</u>							
Rent Income	0	1,000	10,000	9,000			
Room Hire Income	40	250	1,000	750			
Allotment Income	400	400	750	350			
Service Charge Income	0	900	6,000	5,100			
Grants Received	0	0	15,000	15,000			
Precept	0	305,000	610,000	305,000			
Interest Received	0	2	0	(2)			
General Administraion :- Income	440	307,552	642,750	335,198			0
Room Hire (DO NOT USE)	0	60	0	(60)		(60)	
Elections	0	13,351	26,000	12,649		12,649	
General Administraion :- Direct Expenditure	0	13,411	26,000	12,589	0	12,589	0
Wages & Salaries Gross	10,396	64,477	218,000	153,523		153,523	
National Insurance - Employer	812	4,285	15,000	10,715		10,715	
Redundancy costs	0	0	10,000	10,000		10,000	
Superannuation - Employer	1,268	4,762	40,000	35,238		35,238	
Payroll Services	0	823	2,000	1,177		1,177	
Recruitment	0	0	250	250		250	
Finance package	0	0	1,400	1,400		1,400	
Employer services	0	0	2,500	2,500		2,500	
Finance software	0	1,331	1,500	169		169	
Business Rates	928	3,350	10,000	6,650		6,650	
Insurance	0	5,762	6,000	238		238	
Audit Fees	0	0	15,000	15,000		15,000	
Bank & Credit card charges	36	87	500	413		413	
Office Supplies	0	0	750	750		750	
Water Charges	463	3,419	14,000	10,581		10,581	
Sanitation & Cleaning	0	78	400	322		322	
Shredding & Archiving	0	0	250	250		250	
Printing and Stationery	0	315	1,100	785		785	
Photocopy lease	0	152	750	598		598	
Telephones	294	833	2,500	1,667		1,667	
Postage	0	5	50	45		45	
Computer/IT Hardware	0	0	2,000	2,000		2,000	
Communications	0	0	500	500		500	
Expenses	0	0	300	300		300	
Travelling Expenses	0	0	200	200		200	
Training and Development	0	105	2,000	1,895		1,895	
Subscriptions	(99)	533	2,500	1,967		1,967	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Professional fees	2,895	12,255	15,000	2,745		2,745	
Neighbourhood Plan	0	0	1,000	1,000		1,000	
Health and Safety	0	266	9,000	8,734		8,734	
IT Support & Maintenance	988	2,228	7,200	4,972		4,972	
Accountancy Support	0	0	3,500	3,500		3,500	
Waste & Refuse Charges	0	0	1,600	1,600		1,600	
Website	0	0	1,000	1,000		1,000	
Chairmans Allowance	0	0	500	500		500	
Miscellaneous Costs	0	288	0	(288)		(288)	
Repairs & Maintenance	1,035	1,426	10,000	8,574		8,574	
Utility Bills	2,147	7,048	15,000	7,952		7,952	
Window Cleaning	0	94	400	306		306	
Marketing	0	0	5,000	5,000		5,000	
Events - General	139	139	0	(139)		(139)	
General Administration :- Indirect Expenditure	21,304	114,059	418,650	304,591	0	304,591	0
Net Income over Expenditure	(20,864)	180,081	198,100	18,019			
<u>Grants & Donations</u>							
Grants-Gen Power of Competence	0	1,274	3,000	1,726		1,726	
Events - Over 70's party	0	0	1,000	1,000		1,000	
Grants & Donations :- Indirect Expenditure	0	1,274	4,000	2,726	0	2,726	0
Net Expenditure	0	(1,274)	(4,000)	(2,726)			
<u>Events</u>							
Events - Over 70's party	0	218	0	(218)		(218)	
Events - General	0	125	500	375		375	
Events - Christmas	0	0	13,000	13,000		13,000	
Events - Licences/Premises	0	70	140	70		70	
Remembrance Event	0	0	1,500	1,500		1,500	
Special Event - Coronation	0	0	5,000	5,000		5,000	
Events :- Indirect Expenditure	0	413	20,140	19,727	0	19,727	0
Net Expenditure	0	(413)	(20,140)	(19,727)			
<u>Projects</u>							
Grants Received	0	4,702	0	(4,702)			
Projects :- Income	0	4,702	0	(4,702)			0
Town Centre Vitality	0	0	3,000	3,000		3,000	
Projects :- Direct Expenditure	0	0	3,000	3,000	0	3,000	0

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Financial Risks	0	0	24,000	24,000		24,000	
Youth Projects	0	0	11,000	11,000		11,000	
Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>4,702</u>	<u>(38,000)</u>	<u>(42,702)</u>			
<u>Victoria Hall</u>							
Hall Hire Income	1,560	6,470	22,500	16,030			
Victoria Hall :- Income	<u>1,560</u>	<u>6,470</u>	<u>22,500</u>	<u>16,030</u>			<u>0</u>
Business Rates	561	1,122	7,135	6,013		6,013	
Sanitation & Cleaning	0	0	400	400		400	
Repairs & Maintenance	0	24	5,000	4,976		4,976	
Utility Bills	27	80	19,900	19,820		19,820	
Window Cleaning	0	70	500	430		430	
Hall Expenses	0	0	1,000	1,000		1,000	
Hall broadband	50	150	0	(150)		(150)	
Events - Licences/Premises	0	0	200	200		200	
Capital Equipment Purchase	0	0	1,000	1,000		1,000	
Victoria Hall :- Indirect Expenditure	<u>638</u>	<u>1,446</u>	<u>35,135</u>	<u>33,689</u>	<u>0</u>	<u>33,689</u>	<u>0</u>
Net Income over Expenditure	<u>922</u>	<u>5,024</u>	<u>(12,635)</u>	<u>(17,659)</u>			
<u>Victoria Hall Bar</u>							
Bar receipts S	2,207	4,354	20,000	15,646			
Victoria Hall Bar :- Income	<u>2,207</u>	<u>4,354</u>	<u>20,000</u>	<u>15,646</u>			<u>0</u>
Wages & Salaries Gross	140	1,222	4,500	3,278		3,278	
Superannuation - Employer	0	484	0	(484)		(484)	
Bank & Credit card charges	1	30	216	186		186	
Window Cleaning	338	338	0	(338)		(338)	
Bar Stock Purchases	0	2,276	7,000	4,724		4,724	
Equipment (minor or hire)	0	0	1,000	1,000		1,000	
Victoria Hall Bar :- Indirect Expenditure	<u>478</u>	<u>4,350</u>	<u>12,716</u>	<u>8,366</u>	<u>0</u>	<u>8,366</u>	<u>0</u>
Net Income over Expenditure	<u>1,729</u>	<u>4</u>	<u>7,284</u>	<u>7,280</u>			
<u>Toilets and Street Cleaning</u>							
Sanitation & Cleaning	0	0	44,500	44,500		44,500	
Toilets and Street Cleaning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>44,500</u>	<u>44,500</u>	<u>0</u>	<u>44,500</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(44,500)</u>	<u>(44,500)</u>			

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Public Realm							
Miscellaneous Income	0	55	0	(55)			
Public Realm :- Income	<u>0</u>	<u>55</u>	<u>0</u>	<u>(55)</u>			<u>0</u>
Floriculture	1,584	1,584	2,500	916		916	
Public Realm :- Direct Expenditure	<u>1,584</u>	<u>1,584</u>	<u>2,500</u>	<u>916</u>	<u>0</u>	<u>916</u>	<u>0</u>
Community Safety	0	0	1,000	1,000		1,000	
CCTV	0	0	10,760	10,760		10,760	
Air Quality	0	0	500	500		500	
Christmas Lights	0	0	10,000	10,000		10,000	
Allotments Costs	0	0	500	500		500	
Youth Council	0	0	2,000	2,000		2,000	
Public Realm :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>24,760</u>	<u>24,760</u>	<u>0</u>	<u>24,760</u>	<u>0</u>
Net Income over Expenditure	<u>(1,584)</u>	<u>(1,529)</u>	<u>(27,260)</u>	<u>(25,731)</u>			
Town Ranger							
Wages & Salaries Gross	2,375	6,906	0	(6,906)		(6,906)	
National Insurance - Employer	223	639	0	(639)		(639)	
Superannuation - Employer	511	1,003	0	(1,003)		(1,003)	
Motor expenses	182	379	0	(379)		(379)	
Town ranger service	(402)	5,061	13,000	7,939		7,939	
Additional ranger costs	0	0	29,500	29,500		29,500	
Town Ranger :- Indirect Expenditure	<u>2,888</u>	<u>13,988</u>	<u>42,500</u>	<u>28,512</u>	<u>0</u>	<u>28,512</u>	<u>0</u>
Net Expenditure	<u>(2,888)</u>	<u>(13,988)</u>	<u>(42,500)</u>	<u>(28,512)</u>			
Grand Totals:- Income	<u>4,207</u>	<u>323,133</u>	<u>685,250</u>	<u>362,117</u>			
Expenditure	<u>26,891</u>	<u>150,524</u>	<u>668,901</u>	<u>518,377</u>	<u>0</u>	<u>518,377</u>	
Net Income over Expenditure	<u>(22,684)</u>	<u>172,608</u>	<u>16,349</u>	<u>(156,259)</u>			
Movement to/(from) Gen Reserve	<u>(22,684)</u>	<u>172,608</u>					

13:11

Detailed Profit and Loss Account - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Miscellaneous Income	0	55
1009	Rent Income	0	1,000
1013	Room Hire Income	40	250
1020	Allotment Income	400	400
1021	Bar receipts S	2,207	4,354
1029	Hall Hire Income	1,560	6,470
1033	Service Charge Income	0	900
1060	Grants Received	0	4,702
1176	Precept	0	305,000
1190	Interest Received	0	2
	Total Sales/Income	4,207	323,133

<u>Account</u>	<u>Direct Expenditure</u>		
4107	Room Hire (DO NOT USE)	0	60
4208	Elections	0	13,351
4336	Floriculture	1,584	1,584
	Total Direct Expenditure	1,584	14,995
	Gross Profit	2,623	308,137
	% Gross Profit to Sales	62.35%	95.36%

<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Wages & Salaries Gross	12,911	72,604
4005	National Insurance - Employer	1,035	4,924
4010	Superannuation - Employer	1,779	6,249
4011	Payroll Services	0	823
4018	Finance software	0	1,331
4101	Business Rates	1,489	4,472
4102	Insurance	0	5,762
4104	Bank & Credit card charges	37	117
4106	Water Charges	463	3,419
4108	Sanitation & Cleaning	0	78
4110	Printing and Stationery	0	315
4111	Photocopy lease	0	152
4112	Telephones	294	833
4113	Postage	0	5
4121	Training and Development	0	105
4122	Subscriptions	(99)	533
4123	Professional fees	2,895	12,255
4129	Health and Safety	0	266
4132	IT Support & Maintenance	988	2,228
4140	Motor expenses	182	379
4160	Grants-Gen Power of Competence	0	1,274
4163	Events - Over 70's party	0	218
4199	Miscellaneous Costs	0	288
4202	Repairs & Maintenance	1,035	1,450
4204	Utility Bills	2,173	7,128
4205	Window Cleaning	338	501
4209	Bar Stock Purchases	0	2,276
4214	Hall broadband	50	150

13:11

Detailed Profit and Loss Account - Excluding Stock Movement

Month 3 Date 30/06/2024

	<u>Month Actual</u>	<u>YTD Actual</u>
4251 Town ranger service	(402)	5,061
4300 Events - General	139	264
4308 Events - Licences/Premises	0	70
Total Indirect/Overhead Expenditure	25,307	135,529
Operating Profit	(22,684)	172,608
% Operating Profit	-539.25%	53.42%

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
101	Debtors - Sales Ledger			1,534.92	
103	Sundry Debtors			155.81	
105	VAT Reclaimable			7,136.40	
110	Prepayments			1,893.04	
124	Bar Stock			730.74	
201	Barclays Current Account			167,109.73	
202	Barclays Premium Account			79,001.94	
204	Barclays Hall & Bar Accounts			4,685.65	
206	Bar Float			400.00	
310	General Reserves			9,940.43	
501	Creditors				41,194.02
510	Accruals				2,360.00
511	Pension Provision				56,376.20
515	Receipts in Advance				50.00
1000	Miscellaneous Income	320	Public Realm		55.00
1009	Rent Income	101	General Administraion		1,000.00
1013	Room Hire Income	101	General Administraion		250.00
1020	Allotment Income	101	General Administraion		400.00
1021	Bar receipts S	307	Victoria Hall Bar		4,353.90
1029	Hall Hire Income	306	Victoria Hall		6,470.00
1033	Service Charge Income	101	General Administraion		900.00
1060	Grants Received	304	Projects		4,702.00
1176	Precept	101	General Administraion		305,000.00
1190	Interest Received	101	General Administraion		1.61
4000	Wages & Salaries Gross	101	General Administraion	64,476.79	
4000	Wages & Salaries Gross	307	Victoria Hall Bar	1,222.00	
4000	Wages & Salaries Gross	405	Town Ranger	6,905.65	
4005	National Insurance - Employer	101	General Administraion	4,284.86	
4005	National Insurance - Employer	405	Town Ranger	639.16	
4010	Superannuation - Employer	101	General Administraion	4,761.96	
4010	Superannuation - Employer	307	Victoria Hall Bar	483.81	
4010	Superannuation - Employer	405	Town Ranger	1,003.16	
4011	Payroll Services	101	General Administraion	823.00	
4018	Finance software	101	General Administraion	1,331.00	
4101	Business Rates	101	General Administraion	3,350.15	
4101	Business Rates	306	Victoria Hall	1,122.00	
4102	Insurance	101	General Administraion	5,762.14	
4104	Bank & Credit card charges	101	General Administraion	86.62	
4104	Bank & Credit card charges	307	Victoria Hall Bar	30.35	
4106	Water Charges	101	General Administraion	3,418.93	
4107	Room Hire (DO NOT USE)	101	General Administraion	60.00	
4108	Sanitation & Cleaning	101	General Administraion	77.79	
4110	Printing and Stationery	101	General Administraion	315.19	
4111	Photocopy lease	101	General Administraion	152.10	
4112	Telephones	101	General Administraion	833.30	
4113	Postage	101	General Administraion	4.60	
4121	Training and Development	101	General Administraion	105.00	
4122	Subscriptions	101	General Administraion	532.52	
4123	Professional fees	101	General Administraion	12,255.32	
4129	Health and Safety	101	General Administraion	265.98	
4132	IT Support & Maintenance	101	General Administraion	2,227.78	
4140	Motor expenses	405	Town Ranger	378.70	
4160	Grants-Gen Power of Competence	105	Grants & Donations	1,274.33	

Continued over page

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4163	Events - Over 70's party	301	Events	217.51	
4199	Miscellaneous Costs	101	General Administraion	287.75	
4202	Repairs & Maintenance	101	General Administraion	1,426.05	
4202	Repairs & Maintenance	306	Victoria Hall	24.35	
4204	Utility Bills	101	General Administraion	7,047.54	
4204	Utility Bills	306	Victoria Hall	80.01	
4205	Window Cleaning	101	General Administraion	93.66	
4205	Window Cleaning	306	Victoria Hall	69.56	
4205	Window Cleaning	307	Victoria Hall Bar	337.62	
4208	Elections	101	General Administraion	13,351.33	
4209	Bar Stock Purchases	307	Victoria Hall Bar	2,275.94	
4214	Hall broadband	306	Victoria Hall	149.70	
4251	Town ranger service	320	Public Realm		594.89
4251	Town ranger service	405	Town Ranger	5,655.85	
4300	Events - General	101	General Administraion	139.20	
4300	Events - General	301	Events	125.00	
4308	Events - Licences/Premises	301	Events	70.00	
4336	Floriculture	320	Public Realm	1,583.70	
Trial Balance Totals :				423,707.62	423,707.62
Difference				0.00	



Report to: Finance Committee

Report Ref: Submitted Public Questions

Meeting Date: 3rd June 2024

Agenda Item:

Prepared By: Acting Town Clerk

Subject: Pre-Submitted Public Questions

Questions pre-submitted.

What is the YE forecasted turnout and cash in the bank?

The actual YE overspend was just under £10,000. As per the balance sheet.

What has materially overspent and why?

The biggest overspend or unforeseen expenditure, was the redundancy cost of shutting down Vision and Heritage

Will residents be included in the budget exercise for 25-26?

The process will be the same as every year, with public participation via full council meetings and the public budget consultation open meeting.

Where are your internal audit results and updates?

No interim audit was done this year, I have no idea why, but I'm told it was due a lack of resources. As RFO I intend to ensure that we revert back to having interim audits as it's a vital part of the auditing and financial management process.

What are the results from the review of the professional consultant?

As acting Clerk, I am considering the staffing structure, manning levels, and performance requirements. I will consider the consultants' reports as part of that process.

Your risk register is flawed. Lots of disagreements with the ratings.

I am aware of this, and I have started a complete ground-up review of our assets, as you rightly say they are out of date, and seriously flawed.

Can the charges to community groups and events for the hall be revisited? They are too dear.

It's a matter of balance, we need the income to maintain the facility, which is losing money, but we are mindful that higher costs drive away business. Hire charges are under constant review by the finance committee who set the charges.

On Thu, 2 May 2024 at 06:21, Nigel Hancock <

> wrote:

Dear Nicola,, I would like to put forward a proposal to the Council members at Middlewich and hopefully include it on the agenda of their next Council meeting. .

I am promoting the game of chess and would ask the decision makers to consider installing 2 concrete chess tables and chairs in the grounds of the Park at Middlewich, There are many Parks and Gardens in England where these tables have been successfully installed. including Reading, Telford and Wolverhampton to name just a few. All are being well used, I have recently asked Alsager Town Council to consider the same and this has now been approved. The cost of the Tables and Chairs is about £5,000. This is for two tables and 4 chairs. .. I am sure that these tables will be a great asset to the area and well used by children and adults, They are very robust so will be used for decades to come

. The costs can be covered by CIL funding (Community Infrastructure Levy) which is funding from developers towards community infrastructure projects.

If approved the installation would be in the hands of ANSA. Please feel free to call me if you have any questions relating to my proposal, I am very much involved with local chess and play chess for Alsager Chess Club.

Yours sincerely,

Nigel Hancock

PS I think the only supplier of these tables is 'Concrete Sports Ltd' You can find their website and see the tables. They are based on the Wirral



Middlewich Town Council Grant Application Form

Please use this form to apply for a grant from Middlewich Town Council

Grants can be awarded to voluntary groups, not-for-profit organisations or charities within our local area. All grants are issued at the discretion of the Town Council's Finance Policy and Governance Committee.

Please read our Guidelines document before completing this form

1. ABOUT YOU AND YOUR ORGANISATION

NAME OF YOUR ORGANISATION	Middlewich Classic Car and Bike Show Committee
ADDRESS OF YOUR ORGANISATION (Use a home address if applicable)	
POSTCODE	
WEBSITE ADDRESS (if applicable)	

MAIN CONTACT The main contact should be a person who represents the organisation and has detailed knowledge of the project or scheme that funding is being applied for.
TELEPHONE NUMBER
EMAIL ADDRESS
SECONDARY CONTACT
TELEPHONE NUMBER
EMAIL ADDRESS

YOUR ORGANISATION STATUS (please insert a X in the applicable boxes)

REGISTERED CHARITY <input type="checkbox"/>	NOT FOR PROFIT <input checked="" type="checkbox"/>	COMMUNITY INTEREST COMPANY <input type="checkbox"/>	START UP <input type="checkbox"/>
OTHER <input type="checkbox"/>	If you ticked 'OTHER' please briefly explain:		
DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			

3. WHAT DOES YOUR ORGANISATION NEED A GRANT FOR?

Please briefly describe your project and/or service and what the money would be used for:

To offset core costs of running the event to enable free entry for the public. This includes hire of field, disposal of refuse (to ANSA), insurance, security, first aid, publicity, volunteer lunches, trophies, street signs, toilets etc.

If necessary, please provide more additional information on a separate A4 sheet.

4. WHAT IS THE TIMESCALE OF YOUR PROJECT AND/OR SERVICE?

Please include start dates and the expected completion date of your project (if applicable)

20th and 21st July 2024

If you have a work plan please attach this with your application

5. THE COST OF YOUR PROJECT - BRIEF OVERVIEW

TELL US ABOUT THREE BENEFICIAL THINGS THAT YOUR PROJECT AND/OR SERVICE WILL CONTRIBUTE TO OUR LOCAL AREA:

1

Improve the local economy = particularly small businesses and tourism. New businesses will be attracted to the town

2

Strengthen local voluntary organisations and encourage new supporters.

3

Improve community cohesion. Involve new residents.

7. HOW WILL YOU PUBLICISE YOUR PROJECT AND ANY AWARDED MTC GRANT?

Banners, leaflets, social media and press releases

8. HAS YOUR ORGANISATION RECEIVED AN MTC GRANT BEFORE? YES NO

If 'YES' please provide the date and the amount awarded and a brief explanation of what it was used for: June 2023 used for core expenses.

APPLICATION FORM FOR GRANTS TO VOLUNTARY ORGANISATIONS 2022/23.

Section A

Name of Organisation MIDDLEWICH FLOWERING MEADOWS

Contact ..

Address

E-Mail

Telepho

What is the purpose of your Organisation ?

TO ENHANCE THE LOOK OF MIDDLEWICH TOWN, AND TO ALLOW THE WILD LIFE TO FEED OFF THE WILD FLOWERS

Your project in relation to other local services:
 MY PROJECT IS WILD FLOWERS OTHER LOCAL SERVICES
 What similar projects exist? PLANT BULB'S ETC.
 THERE IS ANOTHER GROUP WHO PLANT BULB'S PLANTS
 I ONLY PLANT WILD FLOWERS
 How will your project work with others?
 IT WILL WORK ALONG SIDE OTHERS WITH
 WHATEVER THEY ARE PLANTING

AREAS WHICH WE SOUP
 BOOTH HIRE
 ELM RD
 LONG LANE
 SOUTH
 TRYKOW
 DRIVE
 CHESTER F

Describe the geographical area in which your Organisation works
 WE HAVE 5 GRASS AREAS AROUND TOWN BUT
 HOPING TO GAIN MORE IF WE CAN RAISE MORE
 MONEY

Grant requested...£500.....

Percentage of Total project costs. 80%.....

Has the Organisation applied previously to the Town Council for a Grant?

YES/NO

If yes, please give details

I HAVE APPLIED FOR A GRANT FOR THE PAST
 2 YEARS AND BEEN SUCCESSFUL

Does the Organisation receive any other Local Authority, Lottery or other funding? NOT AT THE MOMENT BUT WE ARE
 LOOKING AT OTHER ORGANISATIONS FOR
 YES/NO FUNDING

If yes, please give details



Section B

A summary of your project

Describe your project and what you would do with a Grant:

MY PROJECT IS TO ENHANCE MIDDLEWICH TOWN WITH WILD FLOWERS ALONG GRASS VERGYS FOR PEOPLE TO SEE WHEN THEY ARE GOING INTO TOWN AND GOING OUT OF TOWN

Tell us what are the main things your project is hoping to achieve:

- 1 TO ENHANCE THE LOOK OF THE TOWN
- 2 TO ENABLE THE WILD LIFE TO SURVIVE AND FEED OFF THE WILD FLOWERS
- 3 TO SUPPORT THE TOWN'S RESIDENTS TO TAKE PRIDE IN THEIR TOWN

Tell us about the number of people in Middlewich who will directly benefit from your project ie.

How many, age range, special needs, location:

EVERYONE WHO LIVES IN THE TOWN, AND ALSO VISITOR'S

If working with children (ie anyone under 18 years) please append a signed, written statement of your child protection/vetting procedures. Please indicate here whether this includes Police vetting request procedures

Monitoring your project: List 3 ways in which your project will make a difference:

- 1 THE PROJECT WILL BRIGHTEN THE GRASS VERGYS, FOR PEOPLE TO ADMIRE
- 2 TO KEEP THE WILD LIFE, BEES, INSECTS ETC FEEDING OF THE WILD FLOWER'S
- 3 IT WILL SAVE THE COUNCIL THE CUTTING OF THE GRASS WHERE THE WILD FLOWER'S ARE

If the Organisation were to be successful in securing a grant, to whom should the cheque be payable or please provide your bank details for BACS payment

Name... BARCLAYS BANK
Sort Code ..20-51-08.....
Account Number ..13938549.....

Address, if different from that stated overleaf

.....
.....

Signed... M. E. HANDE
.....

Position within the Organisation... CO FOUNDER OF R.F.M

On behalf of... MIDDLEWICH FLOWERING MEADOWS

Date... 22/2/24

Your application will be considered at the next available Meeting of the Internal Committee



Middlewich Town Council Grant Application Form

Please use this form to apply for a grant from Middlewich Town Council

Grants can be awarded to voluntary groups, not-for-profit organisations or charities within our local area. All grants are issued at the discretion of the Town Council's Finance Policy and Governance Committee.

Please read our Guidelines document before completing this form

1. ABOUT YOU AND YOUR ORGANISATION

NAME OF YOUR ORGANISATION

ADDRESS OF YOUR ORGANISATION
(Use a home address if applicable)

POSTCODE

WEBSITE ADDRESS (if applicable)

MAIN CONTACT

The main contact should be a person who represents the organisation and has detailed knowledge of the project or scheme that funding is being applied for.

TELEPHONE NUMBER

EMAIL ADDRESS

SECONDARY CONTACT

TELEPHONE NUMBER

EMAIL ADDRESS

YOUR ORGANISATION STATUS (please insert a X in the applicable boxes)

REGISTERED CHARITY NOT FOR PROFIT COMMUNITY INTEREST COMPANY START UP
OTHER If you ticked 'OTHER' please briefly explain:

DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT? YES NO

3. WHAT DOES YOUR ORGANISATION NEED A GRANT FOR?

Please briefly describe your project and/or service and what the money would be used for:

TO ALLOW US TO PROVIDE CHILDREN'S ENTERTAINMENT FREE OF CHARGE. TO PROMOTE AND ADVERTISE OUR ACTIVITIES. TO TRY TO ENCOURAGE ALL GENERATIONS TO USE THE PARK. TO PROVIDE REFRESHMENTS AT OUR EVENTS TO BUY REQUISITE MATERIALS FOR STAGING OF ACTIVITIES

If necessary, please provide more additional information on a separate A4 sheet.

4. WHAT IS THE TIMESCALE OF YOUR PROJECT AND/OR SERVICE?

Please include start dates and the expected completion date of your project (if applicable)

6th APRIL 2024 AND CONTINUING INDEFINITELY

If you have a work plan please attach this with your application

5. THE COST OF YOUR PROJECT - BRIEF OVERVIEW

TOTAL COST OF YOUR PROJECT	£ 1,000
OWN FUNDS TOWARDS THE PROJECT (IF ANY)	£ DONATIONS FR. MEMBERSHIP
TOTAL CONTRIBUTIONS FROM OTHER SOURCES	£ /
TOTAL VAT PAYABLE (WHICH CANNOT BE CLAIMED)	£ /
TOTAL PROJECT COST	£ 1,000
TOTAL OF GRANT REQUESTED FROM MTC	£ 1,000

PLEASE PROVIDE DETAILS OF CONTRIBUTIONS FROM OTHER SOURCES

Name OF ORGANISATION	LEVEL OF CONTRIBUTION
1.	£
2.	£
3.	£
4.	£
5.	£

Please provide a more detailed list of project costs, including any VAT incurred, and submit this with your application. This will help us to assess your application more effectively.



Your account statement

Issue date: 29 December 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

S
E
ff

J31DCU01E90MBA000038711001002 325 B 000



TREASURERS ACCOUNT FRIENDS OF FOUNTAIN FIELDS A COMMUNITY

Account summary

Balance On 01 Dec 2023	£757.25
Total Paid In	£136.50
Total Paid Out	£0.00
Balance On 20 Dec 2023	£893.75

Account activity

Date	Payment Type	Details	Paid In £	Paid Out £	Balance £
01 Dec 23		STATEMENT OPENING BALANCE			757.25
20 Dec 23	DEP	500004	136.50		893.75
20 Dec 23		STATEMENT CLOSING BALANCE	136.50	0.00	893.75

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of, our account only if that happened on a weekend or a Bank Holiday.

Payment types:

DEP - Deposit

PLLUONF53100000

M31DCUNG1AP D31DCUNG1AP

Page 1 of 4 / 028871 / 0174801

HANGING BASKETS – 2024

Costs:

60 Hanging Baskets	£1440	£288 VAT	£1728
6 Hanging Baskets	£150.00	£30 VAT	£180
Total:	£1,590.00	£318.00 VAT	£1,908.00

35 Baskets have been ordered / Total Charge **£990.00**

24 Baskets have been Paid to date (12/7) **£675.00**

11 Outstanding Payments for Baskets **£315.00**