

CONGLETON TOWN COUNCIL

POLICY DECISIONS

The key policy decisions of the Town Council are listed below for reference purposes. Where policy decisions have become obsolete because they were time limited or have been superseded by a later minute, they have not generally been included.

<u>Date of Meeting</u>	<u>Minute No</u>	<u>Details of Decision Made</u>
4 th November 1980 (1 st Annual Meeting of Congleton Parish Council)	3	The Parish of Congleton shall have the status of a Town
	6(b)	Congleton BC be informed that the Town Council wishes to be notified of planning applications relating to development within the Town of Congleton
	12	Approval of application to Home Office for an Order in Council to enable the Town Council to use the Coat of Arms of the former Borough of Congleton
4 th December 1980	22	Deferred a decision on the promotion of a local lottery
5 th March 1981	80	A "short account" be opened with the Congleton Branch of Nat West Bank Ltd.
29 th April 1981	111	William and Glyn's Bank Ltd. Be appointed as the Council's Treasurer
	115	CBC be advised of the Town Council's strongest objection to the old weights and scales being exhibited other than at Congleton and the BC be asked to return such relics to the Town Hall, Congleton
15 th October 1981	79	CBC had agreed to transfer by way of gift to the Town Council all items of Civic Insignia formerly belonging to the Borough Council, as listed at the meeting held on 10 th September 1981
29 th October 1981	87	The Town Clerk was instructed to proceed with the transfer to the Town Council of the Arms, granted to the former Borough of Congleton`
9 th December 1981	125	Town Mayor's allowance be introduced following a recommendation from a Working Party
23 rd December 1981	134	Notes of a meeting held on 25 th November 1981 were noted,viz:- a) Mayor's Parlour in Town Hall would be retained for use by the Borough Mayor. b) Town Clerk's Office could be re-located to the Old Police Station. c) Town Council could use Council Chamber for its meetings on payment of expenses, and adjacent changing room for robing and chaining of the town Mayor. d) Town Council could gain access to the Town Hall's strong room.

	144	Formal approval was given to the 8 surviving former Mayor's of the Old Borough of Congleton to wear and display their Past Mayor's medallions incorporating the Arms of the Town Council.
18 th March 1982	185	Agreement to the development of a Community Education Service in Cheshire
1 st April 1982	205	Approval was given to the provision of a permanent office for the Town Clerk in Market Square Chambers
29 th April 1982	225	Representations made to CBC to bring Paddling Pool back into operation which had remained out of use since September 1980
17 th June 1982	10	Order made on 18 th May 1982 giving the Town Council the right to bear and use the armorial bearings (SI 1982 No.708)
	13	Temporary works executed by CBC at Paddling Pool and now back in use
1 st July 1982	34	Three year lease agreed for tenancy of Market Square Chambers
4 th November 1982	111	First Co-opted Member appointed by Town Council to fill casual vacancy-Coun. J.S. Pollard
16 th December 1982	156	Objections made to proposal by Stoke City Council for All-Purpose Authority covering North Staffs and South East Cheshire
27 th January 1983	179	Recommendation made to CBC that consideration be given to the provision of a suitable memorial to the late Mr Horace Lawton in the Town of Congleton
20 th April 1983	240	The establishment of a Town Museum was first muted
20 th April 1983	245	Noted that the whole Membership of the Town Council was subject to re-election for the first time on 5 th May 1983
18 th May 1983	10	Details of the new Council elected on 5 th May 1983
16 th June 1983	41	The idea of establishing a Committee system was first muted
30 th June 1983	48	The feasibility of holding an exhibition of the Town Treasures was first muted
28 th July 1983	67	Introduction of Committee system rejected. Policy of appointing Working Parties in respect of specific proposals to be continued, but not to the total exclusion of the appointment of Sub Committees as and when required
	70	The provision of a Medallion for Past Mayors first muted
31 st August 1983	86	Policy agreed for grants towards maintenance of Church Clocks in the Town
22 nd September 1983	98	District Audit arrangements agreed for a period of 5 years
13 th October 1983	110	Noted that there was to be a review of consultation arrangements between CBC and all Town/Parish Councils
	114	Grant to Congleton Chamber of Trade approved for the first time towards the cost of Christmas Illuminations and policy established for grants in future years

	122	CBC advised that Town Council was in favour of the introduction of a pilot scheme for Bottle Banks
5 th January 1984	152	Financial support agreed to Daneside Theatre Trust
26 th January 1984	163	The introduction of a Committee system was raised again and investigations authorised
22 nd March 1984	188	No action to be taken on the introduction of a Committee system
13 th June 1984	40	Proposals approved for increasing the attendance of Members of the general public at Town Council Meetings. Publicity, advertisements etc.
	41	Pressure was to be exerted on the Borough Council for the provision of a lorry park in the Town at an early date
5 th July 1984	48	Various measures adopted to deal with problems faced by disabled persons in the Town, including finance in the 85/86 budget towards assisting the disabled
	49	Appointment of Mr. Van Elsacker as volunteer and unpaid Town Mayor's Attendant
29 th November 1984	138	Appointment of Working Party to consider capital grants for specific projects in the 85/86 budget
13 th December 1984	147	Policy established to press CBC for the payment of the proportionate amount of RSG due to the Town of Congleton
	149	That in future, Members requiring the Town Clerk to place items on the agenda for a meeting shall submit such items to the Town Clerk 7 clear days before dispatch of the agenda (14 days before the meeting)
10 th January 1985	159	Annual grant to Chamber of Trade for Christmas illuminations to increase to £100
8 th May 1985	6	Policy & Resource Committee constituted, vested with duties of all former sub-committees & working Parties. 9 Members
18 th July 1985	PR1	Staff establishment increased by the addition of a part-time Admin Assistant, 6hrs/week
	PR3	For Town Council Meetings, Publicity by distributing "shop window" type notices to be discontinued & that an approach be made to local newspapers
28 th November 1985	109	CBC be advised the Council is opposed to the introduction of car parking charges, but ask CBC to regulate all day parking by workers, by other methods
9 th January 1986	136	CTC to provide £3k for disabled toilets at Bus Station
26 th February 1986	147	CTC is strongly opposed to any movement to dispense with Congleton Petty Sessions Division, but would consider the whole being moved either to Macclesfield Division or Crewe Division
6 th March 1986	155	CTC support a local organisation volunteering to organise a Britain in Bloom competition for the Town
1 st May 1986	175	CTC to send a representative to a meeting with Congleton Chamber of Trade for the provision of Christmas illuminations
29 th June 1986	PR24	CBC be approached for approval for photographs of Town

		<p>Mayors to be hung in Council Chamber of Town Hall</p> <p>Mayor's Protocol:</p> <p>(a) Town Mayor and Deputy be called upon to wear their chain of office at all future Council Meetings</p> <p>(b) The Mace be present at all meetings of Council</p> <p>(d) Town Mayor's Civic Sunday Parade and Service be fixed annually for 3rd Sunday in June</p> <p>(e) Where Town Mayor attends civic function where he/she requests, should be accompanied by an attendant and where appropriate, the Mace Bearer with the Town's Mace</p> <p>(f) At future Town Mayor's Civic Sundays, for volunteers to be engaged so that the Catchpole Mace & 2 Pikes are present in the parade</p>
31 st July 1986	43	P&R Agenda be circulated to all councillors for information
	46	Council voluntarily adopt the provisions of the Local Government (Access to Information) Act 1985 as recommended in Para 22 of Circular 1/86 of the National Association of Local Councils
5 th November 1986	96	CTC to ask CBC to hand over its allotment holdings in the Town
27 th November 1986	111	CTC support House Watch Schemes in Town
19 th February 1987	153	CTC to appoint member to serve on Congleton Heritage Centre & Museum Board of Managers
2 nd April 1987	183	Council purchase a "Domesday Plaque" subject to CBC agreeing to it being fixed in the Town Hall
9 th July 1987	45	Joint funding with CBC agreed for the preservation of photographs of past mayors of the former Borough of Congleton
21 st January 1988	147	CTC in favour of maintaining Congleton War Memorial Hospital
16 th June 1988	33	Continue Membership of Cheshire Association of Parish Councils
7 th July 1988	42	Policy & Resource Committee to be re-named Finance and Policy and Resources Committee
8 th September 1988	71	Town Council support Cheshire CC Rural Strategy for Cheshire
13 th July 1988	F&P&R 12	Grant to Biddulph and Crewe CABs
20 th October 1988	90	Grant to Congleton Christmas Street Lights Committee Grant to Macclesfield CAB
13 th April 1989	202	Salutation – The motions that the Mayor should be addressed as "Your Worship" or a woman as "Madam Mayor" were lost
27 th April 1989	210	Decision to accept quotation for an honours Board in the Town Hall following agreement by CBC
7 th September 1989	77	To include fidelity guarantee insurance to the Policy

		which the Council has
19 th October 1989	100	Confirmed recommendation by F& P &R Committee that a Grant for maintenance of St Peter's Church Clock be re-instated
28 th February 1990	169	Contribution to new public conveniences at Congleton Park as recommended to F&P&R Committee
14 th June 1990	30	New Town Mayor's chain of office ordered
29 th November 1990	122	On recommendation from F&P&R Committee, to give grant towards CBC for re-statement of two statues to the front fenestration of Town Hall Provision made in budget for funding safety surfaces to childrens playground, establishment of Congleton CAB and provision of museum
6 th February 1991	167	Council agreed to a reduced scheme of refurbishment of the Paddling Pool and to contribute £10k over 3 financial years
27 th February 1991	172	On the recommendation of F&P&R Committee, to establish a high interest account at the Bank
25 th September 1991	101	Minute 21 of F&P&R be approved, withdrawing membership from Association of Local Council and joining the Association of Larger Council's
16 th January 1992	181	To urge CBC to start work on refurbishment of the Paddling Pool and not to consider selling the land
2 nd July 1992	42	Decision in principle to the creation of the "Honorary Burgess" title
4 th November 1992	103	Draft response to the Local Government Review Team on the role of parish councils be submitted, listing additional power for town and parish councils
6 th January 1993	141	Representation be made to Cheshire County Council regarding bus service between the Town Centre and Railway Station and introduction of mini-buses in the area
28 th January 1993	151	Approved Minute 42 F&P&R to transfer insurance cover from Municipal Mutual to Zurich Insurance
2 nd September 1993	74	Council welcome the Manchester Airport 2 nd runway and the prosperity it well being to the area
18 th May 1994	19	Insurance cover to be extended for proposed junior section of Environmental Working Party
8 th June 1994	24	Borough Council be asked to consider transferring ownership of Paddling Pool to Town Council
8 th September 1994/21 st September 1994	F&P&R 23/99	Funding towards cost of producing the Town Tapestry be approved
2 nd November 1994	124	Town Council's wholehearted support for development of the Park
12 th April 1995/19 th April 1995	F&P&R 51/235	Maintenance contract with CBC for Paddling Pool
8 th June 1995	26	Cllr D.A.Parker be appointed Honorary Curator of the Town Treasures
20 th July 1995	55	Approval for signing of lease for Paddling Pool
25 ^h January 1996	179	Introduction of New Town Clerk

6 th June 1996	33	To open discussions with CBC for Town Clerk's office to be located in refurbished Town Hall premises
18 th July 1996	75	Authorisation to sign lease Agreement with CBC for Paddling Pool
	81	CTC expressed to CBC interest in Town Centre Management
	66	Revised Committee Structure including Planning Committee and a six weekly Council cycle
5 th September 1996	87	Temporary lease on offices at Riverside
11 th February 1998	269	Concern expressed to CBC over lack of employment development sites in the Town
26 th March 1998	279	Council advised CBC that it did not wish to pursue offer of Town Hall 1 st floor store-room area as potential offices because of location and the lack of disabled access
25 th March 1999	15	CTCs priorities for Cheshire Local Transport Plan were on Congleton By-Pass and public transport
29 th September 1999	24	Agreement with Museum Trust for display of Town Treasurers
13 th January 2000/3 rd February 2000	F&P&R 35/76	Agreement to Purchase past Mayor's medallions
	36	Introduction of outstanding service scrolls
16 th March 2000	93	CBC Area Committee Supported
15 th June 2000/5 th July 2000	Amen 4/134	Paddling Pool Attendants be provided with distinguishing shirts
21 st February 2001/15 th March 2001	Amen 25/219	Purchase of litter collectors approved
8 th August 2001	17	Congleton V C Memorial (Sgt G H Eardley) fund be established
6 th September 2001/27 th September 2001	Amen 13/22	Agreement to Fol Hollow Allotment Site
27 th February 2002/14 th March 2002	F&P&R 41/79	Town Guide should not be distributed to households but made available through TIC and other place of business in the Town
24 th April 2002	107	CTC adopt the Parish Councils Model of Code of Conduct 2001
23 rd May 2002/6 th June 2002	F&P&R 6/5	R B S appointed as Internal Auditor
17 th October 2002/7 th November 2002	Amen 23/49	V C Memorial site confirmed as the corner of the Lawton Street
11 th December 2002	65	Support to be given to Lawton Street HERS Scheme
19 th February 2003	87	CTC does not support holding a referendum on Regional government for the North-west area
3 rd July 2003/16 th July 2003	F&P&R 15/14	Record of attendance/apologies sheet be introduced
16 th July 2003	23	Council do not support a Regional Assembles but support merger of Congleton & Macclesfield as a unitary council
17 th September 2003/1 st October	F&P&R 25/34	Clarified the position over the status and right of Honorary Town Burgesses at Meetings

2003		
18 th March 2004	96	Agreement on establishing Council Website
31 st March 2004/21 st April 2004	Amen 43/107	Decision on sale/restoration of Northcote Paintings
8 th April 2004/21 st April 2004	F&P&R44/108	Strategy Working Group established
3 rd June 2004	6	Cheshire Replacement Waste Local Plan- 1 st Deposit Draft. Council support incineration policies and support arguments against proposed sites in Town
	7	Burgess Bernard Alkin be offered appointment of official Mace Bearer
9 th September 2004/29 th September 2004	Amen 18/33	Congleton Tidy Team be formally recognised as an arm of the Council & that a partnership with Congleton in Bloom be recognised
15 th September 2004/29 th September 2004	F&P&R 23	Budget made available for Town Mayor's robes
	F&P&R24	The Flag design depicting the Town Crest superimposed on the flag of St George be adopted
29 th September 2004	43	Council supports detailed investigation into feasibility of constructing a new M6 Express Way Toll Road as an alternative to widening. Council be involved in the Committee to represent Parishes on M6 matters
17 th November 2004	73	Support for Street Alcohol Ban but would like to see whole Town area included
22 nd December 2004	76	Cooption of a Town Councillor
20 th April 2005	131	Council join the Local Compact and the Statement of Intent be completed
26 th May 2005/8 th June 2005	F&P&R 4 /Min 4	A list of organisations sending letters of thanks be advised to Committee
	F&P&R 6	Council approve in principle involvement as a partner in Macclesfield Canal Project
	F&P&R 7	Market Towns Initiative Working Group be given authority to finalise employment arrangements for Project Coordinator through SECC & Town Council to conduct finance for the Initiative
8 th June 2005	6	Council register as Member of Cheshire Rural Partnership
13 th July 2005	21	Annual Report 2004/5 be approved subject to councillor land line telephone numbers only unless a particular councillor requests a mobile number, with no addresses being shown
10 th August 2005	34	Council confirm its serious interest in possible transfer of Town Hall control and management, and to communicate its interest in accepting the transfer of a number of other services.
14 th September 2005/28 th September 2005	F&P&R 42/Min 4	Any other business be included on committee, but not council agenda (accepting that it could not be used for substantial decisions)
2 nd November 2005/16 th December	F&P&R 56/Min 5	CTC to approach CBC about operating the Propagation Unit for a further year in Partnership

2005		
16 th November 2005	7	Council resolved in principle to become a quality Council
	5	Minutes of Strategy Working Group be approved, including adoption of a Quality Management System
	17	Council to compile and publish a Constitution Council adopt the Complaint Procedure as set out Council agrees the Document Retention Policy as set out
	19	Council establish a Personnel Committee & approve terms of reference/ delegation Council adopt local authority Green Book Conditions (but not pensions) Staff leaving be paid for untaken leave for current year only
	20	Council agree principle of Member Development Programme Business Plans be developed as part of Quality Management System which is externally assessed
	21	Service level agreement with SECE for Market Town Initiative be approved
8 th December 2005/21 st December 2005	F&P&R 60/Min 7	Agreed principle of establishing a Market Town Partnership
	F&P&R 63/Min 7	Council become a member of Congleton Chamber of Commerce
12 th December 2005/21 st December 2005	PERs 7/Min 16	Employee Handbook & Personnel Policies adopted
21 st December 2005	3 7	Request to CBC for CTC be consulted on Licensing Act applications Council adopt "ADEPT" quality Management System & set up a small working group as recommended by Strategy Working Group
	7	Congleton Community Partnership be advise that the Christmas lights belong to them
	18	Officers Code of Conduct adopted Equality Policy adopted Pension arrangements approvedl
23 rd January 2006/2 nd February 2006	PERs 4/10	Model Contract of Employment approved
2 nd February 2006	5	Council support option D in the "Making It Better" NHS consultation document which retains 24 hour in-patient paediatric & maternity service at Macclesfield Hospital
2 nd February 2006	11	Publication Scheme adopted
16 th February 2006/16 th March 2006	Amen 48/8	Council pass the appropriate resolution supporting Fair trade
1 st March 2006/16 th March 2006	F&P 81/9	Approved use of digital mailing system
16 th March 2006	5	No objections to proposals for new strategic health

		<p>authority arrangements</p> <p>Support 2 new PCTs for Cheshire</p> <p>Do not support reconfiguration of NHS Ambulance trusts</p> <p>Support Option 1 which maximises facilities at Congleton War Memorial Hospital in Future Healthcare</p> <p>In East.Cheshire Consultation</p>
	16	Support be given to Fair Trade Council to make its application to Fair Trade Foundation
6 th April 2006/19 th April 2006	F&P&R 99/12	Establish two mayor's Bank Accounts and provide a working float of £1000 each
12 th April 2006/19 th April 2006	PERs 6/7	A Safety Policy approved
19 th April 2006	4	Corporate Strategy adopted
	5	<p>Terms of reference/delegation approved for:-</p> <p>Council</p> <p>Finance and Policy</p> <p>Amenities and Services Committee</p> <p>Communities and Environment Council</p> <p>Planning Committee</p> <p>Strategy Working Group</p>
	6	<p>Standing Orders adopted</p> <p>Finance Regulations adopted</p> <p>Standing Orders for Contracts adopted</p>
	8	<p>Constitution: Summary and Explanation adopted</p> <p>Environmental Policy adopted</p>
	9	<p>Members Code of Conduct adopted</p> <p>Member-officer Protocol adopted</p>
14 th June 2006/12 th July 2006	CAE 5/24	Council support 4 Police Community Support Officers
14 th June 2006/12 th July 2006	AAS 9/23	Handy Person Service be introduced
28 th June 2006/12 th July 2006	FAP 12/25	Decision in principle to purchase allotment site at Hilliary Avenue
26 th July 2006	42	Pay staff salaries through auto pay
23 rd August 2006	PERs 9	New post of Communications and Marketing Officer and admin assistant hours increased
7 th September 2006/26 th September 2006	CAE 8/47	Young Councillor Scheme agreed
7 th September 2006/26 th September 2006	AAS 15/46	Council join National Society of Allotment and Leisure Gardens
	AAS 22/46	Approach be made to previous owner of Fol Hollow to buy back site
4 th October 2006	PLN 31	Response to CBC LDF Consultation
9 th November 2006	62	Purchase of medium Panel Van authorised
	65	<p>ICT Policy approved</p> <p>Grants and Funding Policy approved</p> <p>Mayor's allowance scheme approved</p>
	67	Information and Data Protection Policy adopted

21 st November 2006/21 st December 2006	CAE 6/78	Council agree to enter community pride competition 2007
21 st December 2006	83	Quality Policy Statement adopted
11 th January 2007/1 st February 2007	AAS 26/93	Approval for grant submission for 2 nd floor of Town Hall
18 th January 2007/1 st February 2007	CAE 20/94	Christmas Lights and Victoria Fayre event to be held again in 2007
24 th January 2007/1 st February 2007	FAP 66/95	Agenda papers and reports to be sent electronically & paper provided to enable Members to print copies as necessary
1 st February 2007	96	2007/8 Budget and Precept adopted Investment Policy adopted
	97	Medium Term Financial Forecast approved
	101	Officer Code of Conduct amended Document Retention Policy amended Terms of Reference amended for:- Council Amenities and Services Committee Community and Environment Committee
	105	A Policy Statement on Unitary local government in Cheshire be adopted
	107	CTCs long term aim of taking on the management of Congleton Park be re-affirmed. In the meantime they are prepared to enter into a full managing partnership with CBC for Park a Propagation Unit
15 th February 2007/15 th March 2007	CAE 27/110	Consultants Brief and select Tender for Town Plan
28 th February 2007/15 th March 2007	FAP 78/111	Confirm agreement to UHY Hacker Young continuing as external auditor
15 th March 2007	112	Customer Care Policy adopted
	116	Community and Social Policy adopted
	117	Corporate Strategy key decisions updated
	120	Town Clerk and Change Management Consultant appointed
27 th March 2007	PERs 13	Finance Officer post approved
	PERs 16	Senior Paddling Pool Attendant approved
28 th March 2007	CAE 34	Child & Vulnerable Adult Protection Policy approved
	CAE 36	No further action be taken to register a trade mark for Congleton Town
4 th April 2007	FAP 87	Business Plan 2007/8 approved
	FAP 89	The sum of £100 be paid towards the cost of official photographs of the Town Mayor
21 st May 2007	CTC 1	Cllr. D Parker elected Mayor
	CTC 4	Cllr. N Bagley elected Leader, Cllr. Mrs L Beard, deputy
	CTC 10	Cllr. N Bagley, D Brown, D Parker, Mrs J Whitehurst authorised cheque book signatures
	CTC 12	J S Pollard & Mrs M M Williams appointed

		Hon.Burgesses
30 th May 2007 11 th July 2007	SWG 2 CTC 18	Policy decision “ to deliver services where they can be operated more efficiently or effectively at local level”
13 th June 2007 27 th June 2007 11 th July 2007	AAS 7, FAP 15,CTC 15	Supplementary Town Hall Business Plans approved. Delegated authority to Town Clerk in consultation, to approve tender for 2 nd floor conversion.
13 th June 2007 11 th July 2007	CAE 2, CTC 15	Town Council accept ownership of new Town signs
13 th July 2007	CAE 8	4 Councillors appointed for liaison meetings with Police
21 st July 2007	SWG 5	Submission on local Government Review under delegated authority
27 th June 2007 11 th July 2007	FAP 9 CTC 17	Revised Terms of Reference for internal audit
27 th June 2007 11 th July 2007	FAP 9 CTC 17	Agendas revert to paper form, to be reviewed when new web site operational
11 th July 2007	CTC 21	Procurement Policy approved
9 th August 2007 22 nd August 2007	FAP 22 CTC 28	Final Accounts approved
9 th August 2007 22 nd August 2007	FAP 23 CTC 26	Budget holders added to delegation
9 th August 2007 22 nd August 2007	FAP 24 CTC 26	Public question time introduced at full Council
22 nd August 2007	CTC 29	Annual Return – Statement of Assurance
22 nd August 2007	CTC 33	SAS Daniels approved as Solicitor
22 nd August 2007	CTC 34	Various Policy Decisions for Town Hall including any Budget under spend to capital reserve
6 th September 2007	CAE 7	Recommendation on Crime and Disorder Audit(see 17)
6 th September 2007	CAE 8	Town Council to support CBC in Emergency Planning
6 th September 2007 25 th September 2007	AAS 10 CTC 36	Hilary Avenue Allotment Scheme approved
25 th September 2007	CTC 41	Member Code of Conduct adopted
27 th September 2007	PLN 22	Response to LDF Site Allocation, Revised Preferred Options
24 th October 2007	FAP 42	Contract for new Web Site approved
24 th October,2007	FAP 43	Expenditure incurred in entertaining civic guests including cost of neighbouring civic heads attending Mayor’s Ball be met from Civic hospitality account
8 th November 2007	CTC 53	Member Development Programme for 2007/8 approved
8 th November 2007	CTC 55	Members to give reasons for apologies
8 th November 2007	CTC 57	Order to refurbish Mayoral Robe
14 th November 2007 31 st January 2008	PERS 3 CTC 79	Gender Equality Scheme approved
14 th November 2007 31 st January 2008	PERS 4 CTC 79	Age discrimination statement approved
14 th November 2007 31 st January 2008	PERS 6	Smoke Free Policy approved

	CTC 79	
14 th November 2007 31 st January 2008	PERS 7 CTC 79	Amendment to Equalities Policy
22 nd November 2007 20 th December 2007	AAS 26 CTC 60	Town Hall Heads of Terms, 10 year Maintenance Programme and DDA works approved
22 nd November 2007 20 th December 2007	CAE 22 CTC 61	“Congleton Renaissance” Borough Economic Strategy be supported
22 nd November 2007/ 20 th December 2007	CAE 23 CTC 61	Town Centre Management approved
6 th December 2007 20 th December 2007	FAP 49 CTC 62	Internal Audit Plan approved
20 ^h December 2007	CTC 69	Authority to apply for borrowing approved for Town Hall and Town Hall Transfer Sub Committee approved
20 th December 2007	CTC 71	New staffing structure approved
10 th January 2008	PERS 17	Job Description/conditions for new posts
10 th January 2008 31 st January 2008	PERS 19 CTC 79	Revised Pension arrangements
17 th January 2008	CAE 33	Training Programme for employees in retail and leisure section
31 st January 2008	CTC 80	Revisions to Document Retention Policy approved
31 st January 2008	CTC 82	Protocol for working with new Principal Authority approved
31 st January 2008	CTC 83	Budget, Precept, Investment Policy approved
31 st January 2008	CTC 84	Medium Term Financial Strategy approved
6 th February 2008	PLN 33	Response to LDF Core Strategy
14 th February 2008	CAE 39	Funding of speaker on CCTV Camera approved
14 th February 2008	CAE 40	Priorities for developing Congleton Partnership be approved
28 th February 2008	THS 1	Authority to exchange contract on Town Hall
13 th March 2008	CTC 94	Revised objectives for Corporate Strategy
3 rd April 2008	FAP 79	Business Plan for 2008/9 approved
17 th April 2008	CTC 107	Revised ICT Policy adopted
17 th April 2008.	CTC 108	Revised Communications & Marketing Policy adopted
17 th April 2008	CTC 109	Constitution updated including Summary & Explanation; Standing Orders; Financial Regulations; Grants & Funding Policy.
17 th April 2008	CTC 110	Terms of Reference & Delegation amended for Council & Committees with exception of Amenities & Services
17 th April 2008	CTC 112	Approval to begin the process of registering a trade mark for Congleton Town and that a brief be submitted to C&E Committee.
15 th May 2008	CTC 1	Cllr D Murphy elected Mayor
15 th May 2008	CTC 2	Cllr E Clarke appointed Deputy Mayor
15 th May 2008	CTC 5	Terms of Reference/delegation for Amenities & Services

		Committee and Town Hall Committee approved
15 th May 2008	CTC 6	Constitution & Terms of Reference for Youth Committee
15 th May 2008	CTC 7 & 8	Committee Membership and Chairmen/Vice Chairmen
15 th May 2008	CTC 9 & 10	Appointment of Member to other offices/ outside bodies
21 st May 2008	THC1	Project Plan progress to be reported to each TH Committee & Bar Stocktaking at lease quarterly
21 st May 2008	THC5	Car Parking Policy be developed based on report
5 th June 2008	THC12	Approach to Cleaning Schedules be approved
17 th July 2008	CTC13	Mrs M Williamson be appointed member of Committee
12 th June 2008	CAE 4	Appointment of Councillors to attend quarterly meetings with Police
12 th June 2008	CAE 5	Review of Environmental Audit & Project Plan 2008/9 be approved
12 th June 2008	CAE 6	Chairman appointed to represent Council on Business Group
12 th June 2008	AAS 2	Chairman, Vice Chairman and Town Clerk be authorised to agree outstanding devolved management issues for allotments
17 th July 2008	CTC 13	Agreed C Nield as an Appointed Member
3 rd July 2008	FAP 8	Increase Internal Audit time to 3 days to test Town Hall control system
3 rd July 2008	FAP 11	“Archangel Project” be supported by Council
10 th July 2008	CAE 7	Community Partnership be requested to take over servicing of combined Railway Station Working Party
17 th July 2008	CTC 13	Non councillors appointed to Committee be not given voting powers and Standing Orders be amended accordingly
17 th July 2008	CTC 25	Final Internal Audit Report
17 th July 2008	CTC 26 & 27	Final account 2007/8 approved Statement of Assurance
17 th July 2008	CTC 28	Annual Report received
7 th August 2008	THC 16	Security Survey recommendations agreed
4 th September 2008	CAE 15	Agreed Guidelines for Management of PCSOs
4 th September 2008	CAE 16	Crime and Disorder Audit be adopted
4 th September 2008	CAE 21	Council supported Mayor’s evidence on Cheshire First Responders
4 th September 2008	CAE 22	Guidelines on illegal highways signs be supported
4 th September 2008	CAE 23	Dog Control Orders be supported
4 th September 2008	AAS 5	Agree siteing and standard of WC for Allotment
4 th September 2008	AAS 6	Agree funding for public access adjacent to Allotments
4 th September 2008	AAS 7	Agree Capital Works for highway dropped kerbs
4 th September 2008	AAS 8	Approve allotments tenancy agreements and Association Constitution
25 th September 2008		Noted Council had attained Quality Status
25 th September 2008	CTC 40	Appointment of representatives to Congleton Town Trust and Allotment Association
25 th September 2008	CTC 43	Urgency arrangements for Town Hall endorsed
16 th October 2008	THC 28	Authorisation for capital maintenance and DDA Works Established Project Panel

6 th November 2008	CTC 54/58	Investment Policy revised
6 th November 2008	CTC 52	Appointment to Cheshire Quality Forum
6 th November 2008	CTC 59	Architectural Consultant Contract
20 th November 2008	CAE 33	Priorities identified in Feng Shui Survey be endorsed for inclusion in Regeneration Strategy
20 th November 2008	AAS 19	Cheshire County's report on switching off street lights be noted
10 th December 2008	THC 34 and CTC ...	Town Hall Letting Policy recommended
10 th December 2008	THC 38 and CTC 68	Banner Policy for Town Hall recommended
18 th December 2008	CTC 76	Revised Model Publication Scheme approved
18 th December 2008	CTC 78	Revised Staffing Structure agreed
28 th January 2009	THC 43	Agreed to become a registered wedding venue
28 th January 2009	THC 44	Renamed Town Hall rooms
29 th January 2009	CTC 101	Business Continuity Plan approved
29 th January 2009	CTC 103	Precept and 2009/10 Budget approved
29 th January 2009	CTC 104	Medium Tern Financial Strategy approved
29 th January 2009		Principles of voluntary redundancy approved
12 th February 2009	AAS 29	Representation be made Cheshire East Council that any proposed parking charges be delayed by 2 years
12 th February 2009	AAS 31	Authorisation to complete sale of Fol Hollow
12 th February 2009	CAE 48	Approval for support of East Cheshire Hospice Appeal
10 th March 2009	PERS 15	Model Contract of Employment approved
10 th March 2009	PERS 16	Employee Handbook and Personnel Policies approved
12 th March 2009	CTC 117	Approval in principle to become eligible to use power of well being
12 th March 2009	CTC 119	Authority to make representations to Unitary Authority for Congleton Town to retain 6 wards and CE BC to have 81 members
12 th March 2009	CTC 123	Future arrangements for Change Mgt Consultant
26 th March 2009	CAE 53	Mayor's Cadet Scheme
26 th March 2009	AAS 33	In principle decision for refreshment franchise for Paddling Pool for 2009
6 th April 2009	CTC 126	Appointed Co-opted Member
6 th April 2009	CTC 129	Branding design agreed
6 th April 2009	CTC 130	New letter heading approved
6 th April 2009	CTC 132	Display of Mayoral Photographer approved in principle. Town Hall committee have delegated authority to decide position
6 th April 2009	CTC 136	Town Clerk Job Description/Person Spec approved
6 th April 2009	FAP 61	Corporate Business Plan 2009/10 approved
23 rd April 2009	CTC 147	Publication Scheme Information Guide approved

23 rd April 2009	CTC151	Commercial Partner Contract approved subject to Panel agreeing outstanding issue
14 th May 2009	CTC 1	Cllr E Clarke elected Mayor
14 th May 2009	CTC 3	Cllr D Brown appointed Deputy Mayor
14 th May 2009	CTC 12	Amendments to Constitution, Financial Regulations, Standing Orders for Contracts and Terms of Reference
14 th May 2009	CTC 5 & 6	Committee Membership and Chairmen/Vice Chairmen
14 th May 2009	CTC 7 & 8	Appointment of Members to other offices/ outside bodies
14 th May 2009	CTC 4	Appointment of Leader & Deputy Leader
21 st May 2009	PLN 3	No objection to civic parking enforcement powers for CEBC subject to a 2 year delay in parking changes for the Town
28 th May 2009	THC 5	Town Hall Car Parking Policy agreed subject to clarification on unclamping fees
28 th May 2009	THC 6	Formal commercial partner contract be noted
4 th June 2009	CAE 2	Regeneration Strategy "Congleton in Transition adopted
25 th June 2009	CTC 16	
4 th June 2009	CAE 3	Town Centre Plan delivery strategy adopted
25 th June 2009	CTC 16	
4 th June 2009	CAE 6	Congleton Town Guide – recommendations for future
11 th June 2009	FAP 3	Final Internal Audit Report 2008/9 adopted
25 th June 2009	CTC27	
11 th June 2009	FAP 5	Final Account 2008/9 approved & adopted
25 th June 2009	CTC 28	
11 th June 2009	FAP 9	Effectiveness of Internal Audit Report approved and Terms of Reference for 2009/10
11 th June 2009	FAP 10	5 year agreement with Zurich Municipal for the Council's insurances at a discount rate of 10%
18 th June 2009	PLN 7	Revised method of dealing with Development Control agreed
25 th June 2009	CTC 22	Town Council badges approved
25 th June 2009	CTC 23	Electoral Review of Cheshire East, Boundary Committee be informed that Town Council is content with the boundaries of the existing 6 Town Wards & 2 Unitary Council Wards, and current representatives per ward
25 th June 2009	CTC 25	Annual Report 2008/9 approved
25 th June 2009	CTC 29	Annual Return, Governance Statement 2008/9 be approved
20 th August 2009	CTC 33	C Nield appointed to fill Casual vacancy
20 th August 2009	CTC 42	Amendment to Standing Orders to allow public speaking at Planning Committee
20 th August 2009	CTC 43	Response to CEBC on Car Parking Charges
20 th August 2009	CTC 45	Appointment of B Hogan as Town Clerk
3 rd September 2009	CAE 12	Business Training agreed for retail and leisure sector
3 rd September 2009	CAE 14	Council to sign up to Nottingham Declaration
24 th September 2009	CTC 49	
3 rd September 2009	CAE 15	Council support Sustainability Group to deliver Sustainability Project from "Congleton in Transition"

3 rd September 2009 24 th September 2009	CAE 14 CTC 49	Statement from Mayor in response to public question that committee do not believe there is any reason for council to consider amending the Regeneration Strategy
3 rd September 2009 24 th September 2009	CAE 25 CTC 49	Council accept position that ownership of Congleton War Memorial Hospital lies with Eastern Cheshire NHS Trust
10 th September 2009 24 th September 2009	FAP 19 CTC 57	Annual Audit noted
15 th September 2009	THC 9	Variations in capital works contract approval
15 th September 2009	THC 17	Contracts for Town Hall improvements awarded
15 th September 2009 24 th September 2009	THC 18 CTC 52	Approval to extend current loan consent and apply for additional loan consent and apply to PWLB for a loan up to £390k
24 th September 2009	CTC 48	Approval for further meeting with CEBC Leader to pursue issues in accordance with Report
24 th September 2009	CTC 55	Revised Constitution for Youth Committee approved
8 th October 2009	AAS 15	Anti vandal measures approved, including CCTV if necessary & prosecution against offenders
8 th October 2009 3 rd November 2009	CAE 27 CTC 65	Council to continue to fund PCSOS for further 3 years
8 th October 2009	CAE 29	Recommendation of Environmental Audit be approved
14 th October 2009	PERS 10	H&S Risk assessment at TH be approved
14 th October 2009	PERS 11	National Pay Award 2009/10 be implemented
14 th October 2009	PERS 12	Details for Communities Officer & Assistant Communities Officer be approved
14 th October 2009	PERS 13	Support Manager be RFO
3 rd November 2009	CTC 63	Mr M Carey be appointed to full casual vacancy
3 rd November 2009	CTC 64	Volunteer Policy approved
3 rd November 2009	CTC 75	Renewal of Fair Trade status
3 rd November 2009	CTC 78	Staffing arrangements approved
19 th November 2009	CAE 33	Council to sign up to 1010 UK
19 th November 2009	AAS 23	Representations to CEBC on "A" Boards
19 th November 2009	AAS 26	Action Plan to improve storage of and access to ancient records agreed
19 th November 2009	AAS 28	Operational changes for Handy Person be approved & purchase of tools & equipment from capital reserve
19 th November 2009 10 th December 2009	AAS 29 CTC 83	Principle of taking over floral displays from Congleton in Bloom be agreed
10 th December 2009	CTC 89	That the increase in numbers of Members of the Youth Committee from 10 to 12 be approved
10 th December 2009	CTC 93	Revised Information & Data Protection Policy be approved
10 th December 2009	CTC 96	The recommendations contained in the report of the change of Status of De Lacey's Cafe be approved
16 th December 2009 14 th January 2010	THC 35 CTC 98	Revised Town Hall Lettings Policy, Revised changes for 2010 and revised Hire conditions approved

14 th January 2010	CTC 102	Council request Cheshire East to agree a moratorium on car parking charges for 2 years
14 th January 2010	CTC 103	Not to review Regeneration Strategy but to review after Employment Land Review
14 th January 2010	CTC 104	Budget 2010/11 approved
14 th January 2010	CTC 105	Precept for 2010/11 set
4 th February 2010	SWG 11	Agendas & associated papers be e-mailed to members who choose this method
11 th February 2010	AAS 34	3 most fragile books be stored at Museum in a controlled environment Remaining 4 charters be stored at Museum F&P to purchase a storage cabinet for Museum to store ancient records If 1 st Floor Museum extension goes ahead, records & charters to be permanently displayed there
11 th February 2010 11 th March 2010	AAS 39 CTC 112	Authorised continuing negotiation on devolved services with CEBC
11 th February 2010 11 th March 2010	CAE 44 CTC 111	New SLA with Police for PCSO's be approved
25 th February 2010	FAP 41	Corporate Business Plan 2010/11 approved
11 th March 2010	CTC 108	The Town Council fully support the aims & objectives of Team Congleton (Congleton celebrations for the Olympics)
11 th March 2010	CTC 119	The Trade marks for Congleton Town be registered
18 th March 2010	THC 41	Further amendments to Hire Charges
25 th March 2010	CAE 60	Town Council support the notion of holding a Summer Ball
1 st April 2010	FAP 56	Review of Internal Audit approved and Terms of Reference for 2010/11
8 th April 2010	AAS 42	Allotments Lease Heads of Terms approve as Town Clerk delegated to conclude lease with Allotment Association
8 th April 2010	AAS 47	Council to adopt both Red Telephone Kiosks
8 th April 2010	PLN36	Observation on Bridgestones Shopping Centre to CEBC
22 nd April 2010	CTC 128	Youth Council allowance to spend or charges to Constitution
22 April 2010	CTC132	Observation of Task & Finish Working Group on Jameson proposal for Town Centre be sent to CEBC
22 nd April 2010	CTC135	Communication & Marketing Strategy 2010-11 adopted
22 nd April 2010	CTC138	Town Council support VISYON proposal for the future of Fellowship House
22 nd April 2010	CTC139	Town Council fully support City Markets continuing to manage Congleton Market
13 th May 2010	CTC 1	D.T.Brown elected Town Mayor
13 th May 2010	CTC 3	D.Marion appointed Deputy Manager
13 th May 2010	CTC 4	N. Bagley elected Leader & Mrs S A Holland Deputy Leader
13 th May 2010	CTC 5	Membership of Committee & Working Group
13 th May 2010	CTC 6	Chairman & Vice Chairman of Committees
13 th May 2010	CTC 7	Appointment of Members to other offices
13 th May 2010	CTC 8	Appointment of Members to Outside Bodies

13 th May 2010	CTC 9	Annual Report approved
3 rd June 2010	THC 4	Approve Museum seeking Heritage Lottery grant for feasibility on extension.
3 rd June 2010	THC 5	Marketing Manager given delegated authority to design promotion pack for Town Hall.
3 rd June 2010	THC 6	Paintings be renovated & relocated back to Bridestones Suite
3 rd June 2010	CTC16	Final Internal Audit Report received.
3 rd June 2010	CTC 17	2009-10 Final Accounts approved
3 rd June 2010	CTC 18	Annual Return Governance Statement approved.
3 rd June 2010	CTC20	Amendment to Constitution, Standing Orders, Standing Orders for Contracts, Financial Regulations, Committee Terms of Reference, Community & Social Policy & Delegated functions.
10 th June 2010	FAP 15	Asset Register approved
24 th June 2010	CAE 7	Town Partnership Pilot approved in principle
19 th August 2010 23 rd September 2010	PERS 4 CTC 30	Volunteers Policy be adopted
19 th August 2010 23 rd September 2010	PERS 5 CTC 30	Child & Vulnerable Adult Policy be adopted
19 th August 2010 23 rd September 2010	PERS 6 CTC 30	Revised Health & Safety Policy be adopted
19 th August 2010 23 rd September	PERS 7 CTC 30	Pension Discretion Policy approved
19 th August 2010 23 rd September 2010	PERS 8 CTC 30	Local Government National Pay Award 2011/12 be adopted
16 th September 2010 23 rd September 2010	FAP 20 CTC 47	External Audit Report received.
16 th September 2010	FAP 25	Budget provided for hosting the Mercian Regiment.
21 st October 2010	FAP 36	Revised Grants & Funding Policy
4 th November 2010	CTC 63	Constitution. New Clause 94 be added to Standing Orders
18 th November 2010	CAE	The Town Council to support Bear Mania initiative.
2 nd December 2010	PLN 21	Observations on LDF Care Strategy.
9 th December 2010	CTC 71	Approved Youth Committee Minutes of 30 th November 2010 to open Youth Committee Bank Account.
9 th December 2010	CTC 77	Approved Revenue & Capital Budget and Precept for 2011/12
9 th December 2010	CTC 78	Agreed Medium Term Financial Strategy.
6 th January 2011 13 th January 2011	FAP54 CTC 81	Revised Grants Policy approved.
13 th January 2011	CTC 87	Cllr. E Clarke appointed as a Trustee of Congleton Community Project.
10 th February 2011	CAE 35	To decide Town Council representative to LAP after May election.
10 TH February 2011	CAE 38	Environmental Audit approved.
24 th February 2011 10 th March 2011	FAP 65 CTC 90	New website approved.
24 th February 2011 10 th March 2011	FAP 67 CTC 90	Jeanne Whitehurst Fellowship agreed.

24 th February 2011 10 th March 2011	FAP 70 CTC 90	Revised Customer Care Policy be approved.
17 th March 2011	THC37	Town Hall Hire charges for 2011-12 agreed.
21 st April 2011	PERS 19 CTC118	New Equality Policy approved
21 st April 2011	PERS 19	Amendment to employment contracts to delete 65 yrs default age Agreed changes to Employee Handbook/ Personnel policies
21 st April 2011	CTC 108	Agreed amended Environmental Policy
21 st April 2011	CTC 109	Agreed amendments to Constitution
21 st April 2011	CTC 110	Agreed Corporate Business Plan 2011-12
8 th December 2011	CTC 56	Agreed to co-opt non committee members where the Finance and Policy Committee is not quorate.
8 th March 2012	CTC 74	Agreed to amalgamate Amenities Services and Community and Environment into one committee
8 th March 2012	CTC 74	Agreed to increase committee membership from 8 to 10 for F&P, Personnel, Community, Environment & Services and Town Hall Committees
8 th March 2012	CTC 74	Agreed to transfer approval of payment of accounts from the Town Council to Finance and Policy Committee & amendments to Finance & Policy Committee
8 th March 2012	CTC 75	Agreed amendments to Information and Data Protection Policy
8 th March 2012	CTC 74	Agreed amendments to Committee Structure
15 th March 2012	THC 16	Agreed increase hire charges from 1 st April, 2012
31 st May 2012	FAP 13	Asset Register & Inventory
19 th April 2012	CTC 94	Agreed amendments to Youth Council Constitution
21 st June 2012	CTC 21	Agreed to make Mr E Clarke an Honorary Burgess
21 st June 2012	CTC 22	Agreed to adopt section 27 of the Localism Act 2011 and adopt a New Code of Conduct
23 rd August 2012	CTC 29	New Code of Conduct approved
23 rd August 2012	CTC 34	Agreed Town Strategy
29 th August 2012	FAP 21	Agreed to purchase outdoor display unit
4 th September 2012	CTC 36	Agreed indicative route for the Northern Link Road and its inclusion in the Town Strategy
4 th September 2012	CTC 37	Agreed Festival Square as the first project of the Public Realm Strategy and CTC Contribution of £k50 towards the project
18 th October 2012	FAP 32	Agreed Internal Audit Report
18 th October 2012	FAP 33	Agreed amendments to Grant Funding Policy clauses 11 & 17
1 st November 2012	CTC 51	Agreed amendments to Constitution to provide a 10 min public question time at Council meetings
1 st November 2012	CTC 53	Agreed to increase the Mayor's allowance and remove the Deputy Mayor's allowance
25 th November 2012	FAP 39	Agreed funding of £k15 for CAB for 2013-14
25 th November 2012	FAP 41	Approved expenditure for replacement of new tables and

		chairs in the Grand Hall
25 th November 2012	FAP 43	Approved updated Business Plan for 2012-13
25 th November 2012	FAP 45	Approved recommendation to Council for 2013-14 budget and precept
6 th December 2012	CTC 61	Approved accounts and payments
6 th December 2012	CTC 63	Approved declaration of casual vacancy in West Ward
6 th December 2012	CTC 65	Approved new wording for Constitution to accommodate public question time
6 th December 2012	CTC 68	Approved dispensation for councillors to vote on the precept until May 2015
6 th December 2012	CTC 70	Approved the precept and budget 2013-14 in principle
3 rd January 2013	FAP 52	Use of the Working Chain for the Deputy Mayor, purchase a new pendant for the Deputy Mayor to go with the Working Chain and purchase a pendant for the Mayor's Consort and Deputy Mayor's Consort.
10 th January 2013	CTC 72	Approved accounts and payments
10 th January 2013	CTC 73	Approved revenue and capital budget 2013-14 and precept
7 th February 2013	CES 31	Ring fence £1500 to support Love Local Life
7 th February 2013	CES 34	Support the Responsible Dog Scheme pilot at Bromley Farm.
7 th February 2013	CES 35	Support the refurbishment of the war memorial.
14 th February 2013	FAP 58	Bad debt of £918 be written off .
14 th February 2013	FAP 59	£750 agreed to fund Cheshire Community Foundation function.
14 th February 2013	FAP 61	Approved Medium Term Strategy 2013-17
7 th March 2013	FAP 80	Approved increase in cost of Town Digital Display Unit
7 th March 2013	FAP 81	Agreed not to fund CCTC in Congleton
7 th March 2013	FAP 83	Approved Business Plan and Risk Assessment 2013-14
7 th March 2013	FAP 84	Amendments to constitution <ul style="list-style-type: none"> • Contents • Standing Orders • Investment policy • ICT Policy • Mayor's Allowance • Town Hall Letting Policy • Marketing and Communication policy
21 st March 2013	CES 39	Transfer access to Love Local Life website to Town Traders. Town Council to provide a grant of £500 for training in website use to selected Town Traders.
21 st March 2013	CES 40	Endorse Cheshire East enforcement notice for Boat on Rover Dane.
21 st March 2013	CES 41	Approve reduced speed limit on Newcastle and Manchester Roads.
21 st March 2013	CES 45	Cllr G Williams be elected representative along with Town Clerk to discuss CCTV issue and Peter Hartwell.
28 th March 2013	FAP 67	Approved Virements
28 th March 2013	FAP 68	Approved Internal Audit Report
18 th April 2013	CTC 90	Approved accounts and payments.

18 th April 2013	CTC 94	Oppose potential closure of Mountview Care Home
18 th April 2013	CTC 95	Approved Town Council and Committee meetings for 2013-14.
14 th March 2013	THC 12	Approve Licence Agreement 5 High Street; approach 9 High Street for similar agreement.
14 th March 2013	THC 13	Approve repairs to the Town Hall ancillary roof.
14 th March 2013	THC 14	Approve further amendment to Town Hall Letting Policy to remove the paragraph relating to rental income from TIC and Museum.
14 th March 2013	THC 15	Consider recovering PPL additional costs from hirers.
14 th March 2013	THC 18	Approved Town Hall Trading Account. The account to be no longer considered a Part 2 item. A trend analysis of Town Hall income to be produced.
9 th May 2013	CTC 3	Appointment of Deputy Mayor.
9 th May 2013	CTC4	Appointment of Leader of the Council.
9 th May 2013	CTC 5	Appointment of Committee and Working Group members.
9 th May 2013	CTC 6	Appointment of Chairman and Vice Chairman of Committees and Working Groups.
9 th May 2013	CTC 7	Appointment of Members to Other Offices.
9 th May 2013	CTC 8	Appointment of Members to Outside Bodies.
30 th May 2013	FAP 03	Approved Annual Governance Statement and Annual Accounts 2012-13.
30 th May 2013	FAP 04	Approved Internal Audit Report 2013-13 and recommendation R4 noted for action.
30 th May 2013	FAP 05	Approved Insurance Renewal.
30 th May 2013	FAP 06	Approved Fixed Asset and Inventory Register. Revaluation of Mace, Sword Donated by Princess Irene Brigade, Mayoral Chain and any recordable valuable held in the safe to be registered and valued.
30 th May 2013	CTC 12	Approved Annual Governance Statement 2012-13 and Annual Accounts year ended 31 st March 2013.
30 th May 2013	CTC 13	Approved the adoption of the General Power of Competence Localism (Act 2011 s1)(1)
6 th June 2013	CES 03	Approved Cheshire East action to Boat on River Dane.
6 th June 2013	CES 05	Review proposed CCTV provision.
6 th June 2013	CES 06	Eaton bank students be invited to discuss global warming issues with selected Town Councillors and youth committee members.
6 th June 2013	CES 07	Town Council to provide refreshments to Mercian Regiment after March. To forge a link with Quievrain.
6 th June 2013	CES 09	PCSO Service level Agreement to be updated to include Congleton town Council.
6 th June 2013	CES 10	Town Council to register the land on which the War memorial is located and surrounding land.
13 th June 2013	THC 02	Invoice for Licence Access Agreement to be issued to the owner of the property at the rear of the Town hall.
13 th June 2013	THC 03	Tender documents to be produced to repair the smaller

		and main Town Hall roofs.
13 th June 2013	THC 05	Task and finish group to be formed.
13 th June 2013	THC 06	Survey of competitor's lettings charges to be produced by Town Clerk.
4 th July 2013	CTC 19	Approved accounts and payments.
4 th July 2013	CTC 20	Appointed Councillors to Police Liaison Committee or other appropriate Cheshire Police Committee.
8 th August 2013	PERS 02	A 1% increase to pay scales for all staff be approved, effective from 1 st April 2013.
8 th August 2013	PERS 03	A new Clause 4 to be added to the Pensions Discretion Policy to cover the choice of early payment of pension.
8 th August 2013	PERS 05	Approved the Town Councils' Equality Act 2010 as meeting the requirements set out by NALC.
29 th August 2013	CES 14	Approve and adopt the Finance Agreement to lease the propagation unit.
29 th August 2013	CES 27	A small group to be set up with the three Medical Practices, representatives of the Town Council and MP to examine the funding for ECCCCG.
29 th August 2013	FAP 09	New Christmas lights for the Town to be purchased outright.
19 th September 2013	CTC 29	The Business Plan for the Devolution of Streetscape and Grounds Maintenance Services from Cheshire East to the Town Council be approved.
3 rd October 2013	CES 31	Cheshire East be requested to conduct a speed survey of vehicles passing down Peel Lane. Request that the route via Peel Lane be removed from Sat Nav systems.
3 rd October 2013	CES 35	The Town Council borrow a Speed Indicator Device from Cheshire East Council to evaluate its effectiveness. Evaluate the matter again at the next CES meeting planned for 6 th Feb 2014.
3 rd October 2013	CES 36	Local schools to be invited to suggest names for the 3 new streets. Councillors to consider producing a name bank for future use.
3 rd October 2013	CES 37	Accept the notion of the Town Council taking over the lease of the Public Square.
10 th October 2013	THC 09	The Town Clerk and Chairman to conclude the terms of the licence agreement with 3 High Street.
10 th October 2013	THC 10	A D Booth & Sons Ltd be appointed as the Town Hall roofing contractor.
10 th October 2013	THC 12	That the formal notice of renewal from Posh Nosh Parties Ltd subject to agreement on terms be received. A Task and Finish Group be set up consisting of Cllrs D A Parker, Mrs D Allen and Mrs J Parry to consider appropriate contract terms.
17 th October 2013	FAP 13	The internal audit report be received and approved. To include the relevant power in the minutes for the approval of grants.
17 th October 2013	FAP 14	To receive and approve the Annual Governance statement.

		Increase Fidelity Guarantee and include additional item on the asset register.
17 th October 2013	FAP 15	To underwrite any potential losses on the Rotary Bonfire Event to a maximum value of £5,000.
31 st October 2013	CTC 37	Committee meeting minutes to be approved by the relevant committee before going to the Town Council for adoption.
31 st October 2013	CTC 38	Cllrs D Murphy, Cllr D A Parker and Mrs M Williamson be endorsed as trustees for Congleton Town Trust.
14 th November 2013	THC 19	Town Hall Roofs –Additional cost of repairs to the roofs to be authorised. The Town Clerk and Cllrs L Barker to contact the previous contractor to seek recompense for the inferior quality of the work carried out.
14 th November 2013	THC 20	Devolved Services – A recommendation to go forward to Full Council proposing that Streetscape & Grounds Maintenance Services issues to be assigned to C,E & S Committee and any personnel issues arising would be dealt with by the Personnel Committee.
21 st November 2013	CES 42	The Town Clerk to confirm the Councils’ support for the Peel Bridge Scheme by Highways and Railtrack. The Town Clerk to contact Astbury Parish Council seeking their support.
21 st November 2013	CES 44	A working group consisting of Cllr G Hayes and Cllr G Williams be set up to complete the questionnaire from Cheshire Fire Authority regarding Making Cheshire Safer.
21 st November 2013	CES 45	Cllr Hayes to set up a small working group to consider the town twinning with Quievrain and to make the appropriate recommendations.
21 st November 2013	CES 47	The Town Clerk to raise the matter of a parking sign not to park at Mereside with Alan Lawson so that he can discuss this matter at the highways meeting of the LAP.
21 st November 2013	CES 48	Fellowship House conditions of hire to be approved and signed by the Town Clerk
21 st November 2013	CES 51	Cllr G Williams to set up a Task and finish Group to consider the Vehicle Allocation Scheme and produce a report for Full Council on 5 th December 2013
28 th November 2013	FAP 20	£14, 800 to be ring fenced for the 2014-15 budget to fund CCTV monitoring.
28 th November 2013	FAP 21	Purchase and installation of a new network server for the Town Hall I.T system be approved at a cost of £2,337.65.
28 th November 2013	FAP 22	Draft Budget 2014-15 <ol style="list-style-type: none"> 1. A precept of £656,714 be recommended to go forward to Full Town Council meeting for approval. 2. CAB, Community Projects and Congleton Community Partnerships to be requested to make a presentation to councillors on the value they provide.

		3. Budget 2014-15 to be presented to the Town Council meeting in early January 2014 for approval.
5 th December 2013	CTC 42	The Streetscape function will report to the Community, Environment and Services Committee.
5 th December 2013	CTC 45	1. A precept level of £656,714. 2. The budget requires some minor alterations and is to be re-presented to the Town Council at the meeting on 16 th January 2014.
16 th January 2014	CTC 51	The Town Council will fund the entry fees for the British Youth Council Scheme.
16 th January 2014	CTC 54	1. Agree the revenue and capital budget for 2014-15. 2. To approve the budget expenditure powers.
23 rd January 2014	THC 24	The Town Hall roof work to be awarded to the lowest tender provided by A.D Booth: a. Bridestones roof £16,020 + VAT b. Roof over main staircase £2,450 + VAT c. Repair to Museum, guttering and fascia boards £11,700 + VAT
23 rd January 2014	THC 25	The terms of agreement with Posh Nosh Parties: 1. The new terms of the agreement recommended by the working group be approved. 2. The Town Clerk to arrange to have a new agreement drawn up by our own solicitors.
23 rd January 2014	THC 25	1. The Town Clerk to contact Cllr Roland Domleo to seek advice on the acoustic problems in the Grand Hall. 2. The Town Clerk to contact Cheshire east Council to advise them that we are working on the acoustic problem.
31 st January 2014	PERS 07	The contract of employment for the Communities Officer be renewed for a further 2 years ending on 31 st March 2016.
31 st January 2014	PERS 08	1. An office junior be recruited. 2. Job description to be circulated to members for comment.
31 st January 2014	PERS 10	1. Holiday entitlement to be harmonised to 30 days annual leave. 2. Qualification for the additional weeks holiday for new and recent starters to be based on 1 additional day of leave for each year of service (maximum 5 days).
		1. The post of Facilities Manager to become LC2 above substantive, starting at Grade 35 with a

31 st January 2014	PERS 11	<p>range of 35-38.</p> <p>2. The post of Town Clerk to become LC5 substantive, starting at Grade 57 (1 Grade for CiLCA) with a range of 57-60.</p>
6 th February 2014	CES 56	<p>CCTV</p> <p>1. That the report be received and an early meeting with Cheshire East Borough Council to consider CCTV provision be requested.</p> <p>2. The notion of acquiring a portable CCTV Van Unit to be pursued in conjunction with Cheshire Police.</p>
6 th February 2014	CES 57	<p>Streetscape Services</p> <p>1. The cost of equipment purchased to be depreciated over 5 years.(via an EMR)</p> <p>2. Ancillary equipment required amounting to circa £16,000, to be approved subject to agreement by the Finance and Policy Committee.</p> <p>3. Consideration on whether to purchase a new or second-hand Ride on Mower to be passed to the Finance and Policy Committee.</p>
6 th February 2014	CES 58	<p>Mechanical Sweeping</p> <p>1. The Town Clerk and Council Leader to raise the matter with the Chief Executive of Cheshire East Borough Council.</p> <p>2. Cllr D Brown to raise the matter formally on behalf of the Town Council with Cheshire East Borough Council.</p>
6 th February 2014	CES 61	<p>Dog Fouling</p> <p>1. Cllr G Williams to be congratulated on his initiative.</p> <p>2. To encourage the support of the setting up of similar action groups in other parts of the Town.</p>

20 th February 2014	FAP 31	Treasure Management Policy Investment funds to remain with the RBS Bank and that the Town Clerk in conjunction with the Chairman make such investments as required to implement the strategy.
20 th February 2014	FAP 32	The Medium Term Financial Strategy be received and its assumptions noted.
20 th February 2014	FAP 36	The following recommendations from the Town Hall Committee be approved: THC/24/1314 RESOLVED that the following work be awarded to the lowest tender provided by AD Booth: <ul style="list-style-type: none"> a. Bridestones Roof - £16,020 + VAT. b. Roof over the main staircase - £2,450 + VAT. c. Repairs to the Museum, guttering and fascia boards - £11,700 + VAT. FAP/37/1314 RESOLVED that the following recommendations from the Community, Environment and Services Committee be approved, but section b to be amended to:- <ul style="list-style-type: none"> I. Approval to purchase a second hand ride on mower up to a value of £20,000 + VAT, with 500 hours or less on the clock. II. If a suitable machine is not found within 4 weeks the Chairman and Town Clerk have delegated power to purchase a new machine. CES/57/1314 RESOLVED that:- <ul style="list-style-type: none"> a. Ancillary equipment to be purchased at a cost of circa £16,000. b. Finance and Policy Committee to determine whether or not to purchase a new ride on mower at a cost of £35,000 or a second hand ride on mower at a cost of circa £20,000.
13 th March 2014	THC 29	The Town Clerk to pursue the notion of parking in front of the Museum with Cheshire East Council.
20 th March 2014	CES 66	A formal request be made to Cheshire East Borough Council to transfer the Community Garden to the Town Council
		1. Streetscape will monitor and report on any problems identified with footpaths.

20 th March 2014	CES 67	<ol style="list-style-type: none"> 2. Cllr Williams will circulate information to all Councillors on Public Rights of Way and the Schedule of Inspection. 3. Cllr J S Crowther will coordinate data on the 3 monthly inspections and monitoring. 4.
20 th March 2014	CES 69	<p>Mechanical Sweeping</p> <ol style="list-style-type: none"> 1. The service level to be carefully monitored. 2. A contingency plan to be prepared if service levels fall.
20 th March 2014	CES 70	<p>Propagation Unit Licence</p> <ol style="list-style-type: none"> 1. The Town Clerk to conclude the outstanding anomalies identified with the license agreement which can then be signed, if satisfactory. 2. To ensure all relevant organisations can be involved with the Unit. 3. Proposed Growzone Association Agreement to be presented to the next Committee meeting.
27 th March 2014	FAP 43	<p>Internal Audit Report 2013-14</p> <ol style="list-style-type: none"> 1. The report be received and noted. 2. The Support Manager and her Team to be congratulated for the work they put in ensuring effective internal controls and documentation are in place.
27 th March 2014	FAP 44	<p>Corporate Business Plan 2014-15</p> <ol style="list-style-type: none"> 1. The report be received and approved. 2. Consideration of harmonisation of the terms and conditions of employment of the Handymen and Streetscape Operatives to be considered at the next meeting of the Personnel Committee.
17 th April 2014	CTC 67	The amendment to the Youth Committee Constitution be approved.
17 th April 2014	CTC 69	Zurich be appointed to be the provider of insurance cover

		for the Town Council for the 3 year period 2014-17 at an annual cost of £17,149.69 per annum.
17 th April 2014	CTC 71	Cllr G Brittain be granted a 3 month period of absence.
17 th April 2014	CTC 73	The Constitution be provided electronically via a data stick. Those Councillors who require a hard copy advise the Town Clerk accordingly.
15 th May 2014	CTC/1/1415	Appointment of Town Mayor – Denis Murphy
15 th May 2014	CTC/3/1415	Appointment of Deputy Mayor – Mrs Elizabeth Wardlaw
15 th May 2014	CTC/4/1415	Appointment of Leader of the Council – G R Edwards Appointment of Deputy Leader of the Council – D T Brown
15 th May 2014	CTC/5/1415	Appointment of Committee and Working Group members.
15 th May 2014	CTC/6/1415	Appointment of Chairman and Vice Chairman of Committees and Working Groups.
15 th May 2014	CTC/7/1415	Appointment of Members to other offices
15 th May 2014	CTC/8/1415	Appointment of Members to outside bodies
29 th May 2014	CTC/11/1415	Approved Fixed Asset Register and Inventory
29 th May 2014	CTC/12/1415	Approved Annual Report for 2013-14
29 th May 2014	CTC/13/1415	Approved Annual Governance Statement for 2013-14 Approved Annual Accounts
29 th May 2014	FAP/03/1415	<p>1. GR 1/1415 – Port Vale Community Trust</p> <p>A grant of £250 be approved.</p> <p>2. GR 2/1415 – Macclesfield & Congleton District Scouts</p> <p>A grant of £250 be approved to be used to fund the trip.</p> <p>3. GR 3/1415 – Congleton Harriers</p> <p>A grant of £250 be approved with the proviso that the Town Council can nominate a charity.</p> <p>4. GR 4/1415 – Congleton Jazz and Blues Festival</p> <p>A grant of £500 be approved.</p> <p>5. GR 5/1415 – Cheshire & Shropshire Immediate Care Group (CSI Basics)</p> <p>A grant of £1000 be approved.</p> <p>6. GR 6/1415 – Congleton Carnival and Fun Day</p> <p>Approved that the Town Council underwrite any shortfall in funding up to a maximum value of £7,500</p>

29 th May 2014	FAP/05/1415	<p>Safeguarding Public Money</p> <p>1. The Town Council to be issued with a credit card for use by the Town Clerk and RFO (Responsible Financial Officer) only.</p> <p>2. Changes to Financial Regulations to accommodate this are approved as stated below:</p> <p>5.5 <i>When ordering goods on the internet, a Council credit card can be used by the Town Clerk or RFO (Responsible Financial Officer) only. Such purchases are limited to £200 in any one transaction. Purchases in excess of £200 can only be made in the presence of a Councillor signatory who will countersign the purchase order printed off.</i></p> <p>5.6 <i>The Council credit card will have a limit of £1,000 in a calendar month, with balances being cleared at the end of each month. Credit card statement to be countersigned by two Councillor Signatories.</i></p> <p>Bank reconciliation document to be presented to the Committee in the future for approval.</p>
29 th May 2014	FAP/06/1415	<p>1. The Asset Register be approved.</p> <p>2. Staff to be congratulated for producing a very comprehensive document.</p>
29 th May 2014	FAP/07/1415	<p>1. The Annual Governance Statement for 2013-14 be approved.</p> <p>2. The Annual Accounts for the year ended 31st March 2014 be approved.</p>
5 th June 2014	CES/04/1415	<p>Disposal of Council Owned Vehicle</p> <p>Peugeot van DE05 CFF be disposed of by offering it for sale internally at a value of circa £1,500.</p>
5 th June 2014	CES/06/1415	Approved the propagation unit licence.
5 th June 2014	CES/07/1415	The letter of understanding for the provision and contribution towards the cost of CCTV in the Town be approved.
5 th June 2014	CES/10/1415	Approve the arrangement for the Town Council Streetscape Service to be empty the litter bins at Astbury Mere.

5 th June 2014	CES/10/1415	<p>Report on Streetscape</p> <ol style="list-style-type: none"> 1. The report be received. 2. Hire temporary staff when there is a peak demand, if required. 3. Consider coming to an arrangement with other organisations in the Town who undertake similar tasks to Streetscape.
12 th June 2014	THC/02/1415	The Access Licence for 3 High Street, Congleton be approved and noted.
12 th June 2014	THC/03/1415	Town Hall Roof – The tender be awarded to A D Booth at a cost of £155,000 + VAT.
12 th June 2014	THC/04/1415	Posh Nosh Parties Ltd – The Agreement to provide catering service at the Town Hall be approved.
10 th July 2014	CTC/18/1415	<p>Internal Audit Report</p> <ol style="list-style-type: none"> 1. The Internal report of 2013-14 be received and noted that there were no corrective actions identified. 2. Auditing Solutions Ltd to be re-appointed as the Town Council Auditors for 2014-15.
10 th July 2014	CTC/22/1415	<p>Neighbourhood Plan</p> <ol style="list-style-type: none"> 1. That the Town Council start to examine the notion of whether or not to produce a Neighbourhood Plan. 2. A meeting of the Strategy Working Group to be called urgently to discuss the notion of a Neighbourhood Plan in more detail.
7 th August 2014	PERS/03/1415	<p>Cheshire Pension Fund</p> <p>The valuation be received and notice of employer pension contributions noted.</p>
7 th August 2014	PERS/04/1415	The amendments to the Pension Discretion Policy be approved.
7 th August 2014	PERS/06/1415	The creation of a post for an internal supervisor responsible for the operation of the Town Hall and Paddling Pool be approved.
7 th August 2014	PERS/07/1415	<p>An apprentice Streetscape Operative be recruited immediately.</p> <p>ii. Consideration to be given in the next financial year to recruiting a second apprentice.</p>

7 th August 2014	PERS/08/1415	Streetscape & Town Hall Staffing Option 2 be adopted.
28 th August 2014	CES/23/1415	Traveller encampments 1. Cheshire East Borough Council be requested to introduce a suitable bye law to speed up the removal of unauthorised encampments. 2. Request information from Cheshire East Borough Council on the provision of authorised sites. 1. Request Police and Crime Commissioner and Chief Constable of Cheshire Police to restore the position of having a dedicated officer looking after such problems. 2. Cheshire East Borough Council to be requested to look at proactive solutions to keep out unlawful encampments.
28 th August 2014	FAP/15/1415	A grant of £10,000 be approved as part of the match funding requirement to refurbish the Cenotaph and Community Garden.
28 th August 2014	FAP/16/1415	1. Combining Streetscape and Handyman budgets be approved. 2. Virement of the £3,000 grant previously provided to St Peter's Church to Streetscape be approved.
28 th August 2014	FAP/17/1415	Digital Display Unit 1. The report be received. 2. The Town Clerk to identify the actual status of the Company involved and take appropriate action.
18th September 2014	CTC/29/1415	1. The Town Council will fly a flag on Commonwealth Day 9 th March 2015. 2. The Town Council will purchase a Commonwealth Flag.
18th September 2014	CTC/31/1415	Cllrs Mrs D S Allen act as a Deputy to Cllr D. Murphy when he is unable to attend this Committee.
18th September 2014	CTC/32/1415	The Town Council to produce a Neighbourhood Plan.
18th September 2014	CTC/33/1415	The Banners, A-Boards and Signage policy be approved and adopted.

25 th September 2014	THC/08/1415	<p>Town Hall Roof</p> <p>1.The report be received.</p> <p>2. Replacing the guttering on the Grand Hall roof be approved at a cost of £3920 + VAT.</p>
2 nd October 2014	CES/28/1415	<p>1. To support the installation of cyclist dismount signage.</p> <p>2. Publicise good cycling behaviour through the Town Council website, Bear Necessities and through cycling groups.</p>
2 nd October 2014	CES/28/1415	<p>Highways Liaison</p> <p>1. Highways related matters of concern to be reported to and progressed via Cheshire East Borough Council Ward Councillors.</p> <p>2. If no progress is being made, the exceptions to be then raised at the Community, Environment and Services Committee.</p>
23 rd October 2014	FAP/24/1415	<p>External Audit Report</p> <p>1. The report be received.</p> <p>2. The action required on ensuring minutes were signed was noted.</p>
23 rd October 2014	FAP/25/1415	<p>Internal Audit Report</p> <p>The report be received.</p>
23 rd October 2014	FAP/26/1415	<p>Town Hall Roof</p> <p>The expenditure of £3920 + VAT for replacement guttering on the Town hall roof recommended by the Town Hall Committee be approved.</p>
23 rd October 2014	FAP/27/1415	<p>Rotary Bonfire</p> <p>The Town Council underwrite any potential losses on the event up to a maximum value of £5000.</p>
23 rd October 2014	FAP/30/1415	<p>Digital Display Unit</p> <p>A small working party should be set up to ensure that when such an order for equipment is made in the future, there is a set of procedures in place to be included in the Financial Regulations.</p>

23rd October 2014	FAP/31/1415	<p>Budget 2015-16</p> <ol style="list-style-type: none"> 1. The reports from the CAB, The Congleton Partnership, Congleton Community Projects and Streetscape be received. 2. The CAB, The Congleton Partnership, and Congleton Community Projects be requested to attend the next meeting of the Finance and Policy Committee to provide a short presentation.
13 th November 2014	CES /39/1415	<p>CCTV in Congleton</p> <ol style="list-style-type: none"> 1. An agreement for Cheshire East Borough Council to provide CCTV for 3 years be approved. 2. Contribution cost to be £9,250 which is index linked.
13 th November 2014	CES/45/1415	<p>Vale Allotments</p> <ol style="list-style-type: none"> 1. This matter is referred to the next meeting of the Finance & Policy Committee. 2. The cost of acquiring the land to be identified.
13 th November 2014	CES/46/1415	<p>Congleton Water Treatment Works</p> <p>United Utilities to be requested to monitor any smells emanating from the works over a reasonable amount of time and to provide feedback to the Town Council on their findings.</p>
27 th November 2014	FAP/39/1415	<p>Vale Allotments</p> <p>Town Council support the aspirations of the group and encourage them to request group support for the project from the Town Council.</p>
27 th November 2014	FAP/40/1415	<p>Budget 2015-16</p> <p>The budget be recommended for approval in the Town Council meeting with the following amendments:-</p> <ol style="list-style-type: none"> 1. £15,676 to be absorbed into efficiency savings in the budget. 2. Precept payable by rate payers to be kept to a zero increase.

4 th December 2014	CTC/47/1415	<p>Precept 2015-16</p> <ol style="list-style-type: none"> 1. That the revenue and capital budget for 2015-16 as set out in Appendix 1 of the Budget report, be approved. 2. That the budget expenditure powers be approved. 3. A precept of £665,630 be approved for 2015-16.
8 th January 2015	FAP\47\1415	Amendment of the Financial Regulations which included additional clauses 12.4 to 12.7 be approved and be recommended to Full Council for adoption as part of the Constitution.
8 th January 2015	FAP\48\1415	<p>Digital Display Unit</p> <p>The Town Clerk seek legal advice to determine whether an act of fraud has been committed by SimNet in not supplying the Unit. In the first instance Cllr L Barker will be contacted to ascertain whether he can provide such advice directly or through his network</p>
8 th January 2015	FAP\50\1415	<p>Town Council Website</p> <p>The proposal be approved in principle, but, the costs and intended supplier, when known, would need to be approved by the Committee.</p>
8 th January 2015	FAP\51\1415	The Corporate Business Plan and Risk Assessment for 2015-16 be approved and be recommended to Full Council for adoption as part of the Constitution.
8 th January 2015	FAP\52\1415	The Medium Term Financial Strategy for the 2015-19 be approved.
8 th January 2015	FAP\53\1415	The Business Risk Assessment for 2015 be approved.
15 th January 2015	CTC\52\1415	Auditing Solutions Ltd be appointed as the Internal Auditors for 2015-16.

15 th January 2015	CTC\53\1415	<p>Neighbourhood Plan</p> <ol style="list-style-type: none"> 1. A grant of £8,500 be approved. 2. Expenditure to be reported to the Finance and Policy Committee.
15 th January 2015	CTC\54\1415	<p>Public Realm Strategy</p> <p>The following Councillors to form the Public Realm Support Group:</p> <p>Cllrs.</p> <ul style="list-style-type: none"> • Mrs D. S Allen ▪ P.Bates ▪ G. R Edwards ▪ Mrs A. M Martin ▪ Mrs J.D Parry ▪ N T Price <p>Cllr Mrs S.A Holland to confirm whether she is able to join the team.</p>
29 th January 2015	PERS\09\1415	<p>Streetscape Ill Health Early Retirement</p> <p>Option 3 be approved.</p>
5 th February 2015	CTC\56\1415	<p>Community Garden Lease</p> <p>The report regarding the revised lease be received.</p>
5 th February 2015	CTC\61\1415	<p>The Parks Strategy be received and has the full support of the Council.</p>
5 th February 2015	CTC\62\1415	<p>Speed Limit Moss Road and Peel Lane</p> <p>The Committee support and approve the order to reduce the speed limit to 40 MPH on Moss Road and Peel Lane</p>
5 th February 2015	CTC\64\1415	<p>Parish Footpath report</p> <p>The Town Clerk:-</p> <ol style="list-style-type: none"> 1. Send a letter of thanks to Congleton ramblers for producing the report. 2. Write to the Public Rights of Way Team, Cheshire East Council, to support the need to resolve the 9 actions identified in the report quickly.

5 th February 2015	CTC\65\1415	<p>Parking Outside Schools</p> <p>2 Councillors to liaise with Congleton Education Community partnership and the LAP to produce a list of priorities to present to Cheshire East Council on parking problems at schools.</p>
5 th February 2015	CTC\67\1415	<p>Signage for Rood Lane Methodist Church</p> <p>Cllr D Topping and Cheshire East Highways be contacted to request signage to be installed.</p>
5 th February 2015	CTC\68\1415	<p>Speed Restriction Manchester Road</p> <ol style="list-style-type: none"> 1. Cheshire East Council be requested to install a Speed Indicator Device in the area. 2. The Police be requested to undertake speed monitoring with radar guns.
5 th February 2015	CTC\69\1415	<p>Dropped Curbs</p> <p>Cheshire East Council Traffic Wardens to be requested to suspend parking ticketing until the H-bar marking is introduced.</p>
5 th February 2015	CTC\70\1415	<p>Tesco Express</p> <p>The Town Clerk contact the regional Director of Tesco to express our concern and to point out that the Town Council will request Cheshire East Council to impose delivery restrictions on the store of the problems are not resolved.</p>
5 th February 2015	CTC\72\1415	<p>Streetscape and Staffing Update</p> <ol style="list-style-type: none"> 1. The report be received. 2. Approval to recruit a Streetscape Operative to replace the employee about to retire.

10 th February 2015	CTC\56\1415	<p>SimNet</p> <ol style="list-style-type: none"> 1. The Town Clerk to provide a copy of the latest set of accounts for SimNet. 2. Undertake a financial investigation of the Directors of the company. 3. Prepare a cost estimate of potential court action for the Finance and Policy Committee to consider.
19 th February 2015	FAP\60\1415	<p>SimNet</p> <ol style="list-style-type: none"> i. To accept what has happened and close the issue relating to SimNet and the purchase of a Digital Display System. ii. To issue a report on the purchase of the Digital Display System including an apology. iii. Report to be produced once the findings of the External Auditor are known.
19 th February 2015	FAP\62\1415	<p>Vehicle Tracking</p> <p>The matter be referred back to the next meeting of the Finance & policy Committee so that a comparison of performance and benefits of the various systems be produced for further consideration.</p>
19 th February 2015	FAP\63\1415	<p>Lease Vehicle</p> <p>The matter be referred back to the next meeting of the Finance and Policy Committee so that vehicle mileages can be produced and a comparison of excess mileage charges from the potential suppliers considered.</p>
19 th February 2015	FAP\64\1415	<p>Portable Camera</p> <ol style="list-style-type: none"> i. One trial unit be purchased. ii. Siting of the camera to be conducted by the Police so that appropriate surveillance procedures are adhered to. iii. Report on the effectiveness of the unit to be produced.

19 th February 2015	FAP\65\1415	<p>Complaints Policy</p> <p>The revised Complaints Policy be approved and be recommended to Full Council for adoption as part of the Constitution.</p>
5 th March 2015	CTC\62\1415	The new Complaints Policy be approved and adopted into its Constitution.
5 th March 2015	CTC\63\1415	The decision to adopt the amendments to the Financial Regulations be deferred until the outcome of the External Auditors report on the purchase of the Digital Display System is available.
5 th March 2015	CTC\64\1415	The Town Council to reject the Preferred Route proposed by Cheshire East Council and suggest the Purple Route is adopted.
12 th March 2015	THC\12\1415	<p>Town Hall Prices</p> <ol style="list-style-type: none"> 1. General hire prices to remain the same for 2015-16. 2. The 25% premium on Sundays and Bank Holidays to be removed from 1st April 2015. 3. Ceremony only weddings on the Grand hall to be increased to £550 from 1st April 2015. 4. The cost of wedding package venue hire to be increased to £550 from 1st April 2015.
12 th March 2015	THC\13\1415	<p>Congleton Town Hall's 150th Anniversary</p> <ol style="list-style-type: none"> 1. The Town Centre Manager to produce proposals to celebrate 150 years. 2. To include research on the event which took place when it opened in 1866 and to include this in any celebrations. <p>Cllr D A Parker was thanked by the members for his many years of service for the Town Council which included being chairman of the Town Hall Committee.</p>
19 th March 2015	CTC\66\1415	The petition to rescind resolution CTC/63/1415 be approved.

19 th March 2015	CTC\67\1415	Town Council support and endorse the Preferred Route for the Link Road proposed by Cheshire East Council.
19 th March 2015	CES\81\1415	<p>Cheshire East Council be requested to enforce the following regulations on travellers that residents and visitors to the town have to comply with:</p> <ol style="list-style-type: none"> 1. i) Car Parking charges ii) No fly tipping iii) To install barriers where appropriate to prevent illegal entry. <ol style="list-style-type: none"> 2. Police to be requested to enforce the law if travellers are found to be driving vehicles which are not road worthy in any manner. 3. Cheshire East Council be requested to provide a legal site for travellers to use.
19 th March 2015	CES\82\1415	<p>Boat on River Dane</p> <ol style="list-style-type: none"> 1. Congleton Town Council support the notion that the S215 notice has been complied with subject to confirmation that any outstanding minor issues have been completed including the removal of the herring fencing. 2. To request the Enforcement Officer to keep a regular check on the condition of the boat bearing in mind its poor history.
19 th March 2015	CES\83\415	<p>Vehicles in pedestrian Area</p> <ol style="list-style-type: none"> 1. The Police to be requested to enforce the access into the area except for loading and unloading. 2. The Public Realm Project Team to be asked to consider the notion of installing automatic bollards.
26 th March 2015	FAP\72\1415	<p>Insurance Review 2015-16</p> <p>To approve the insurance review and note that there will be no cost increase other than for information built into the contract.</p>

26 th March 2015	FAP\73\1415	G Force to be approved as the supplier of the Tracking System at an annual cost of £2,358.72
26 th March 2015	FAP\74\1415	West Wallasey to be approved as the suppliers of the new lease vehicle at a monthly cost of £389.90
26 th March 2015	FAP\75\1415	The internal audit report be received and approved and noted that there were no corrective actions required.
26 th March 2015	FAP\76\1415	<p>Town Council Website</p> <p>1) A working party consisting of Cllr D.T Brown, Cllr Mrs S A Holland, Cllr Mrs J Parry, Mrs J MacArthur and Mrs S Trow be formed.</p> <p>2) The working party to be given delegated powers to approve the capital expenditure of the project and purchase of the new website up to an approval level of £9,999.</p>
26 th March 2015	FAP\77\1415	<p>Public Realm</p> <p>1. A contribution of £20,000 be approved to go towards the first phase of the Public Realm Project.</p> <p>2. £10,000 to be ear marked immediately from current reserves to go towards the contribution.</p> <p>3. Status of finances in October 2015 to be reviewed again to determine when best to ear mark reserves for the other £10,000 required to make the full contribution of £20,000.</p>
16 th April 2015	CTC\73\1415	To approve and adopt the Disaster Recovery and Business Continuity Plan.
16 th April 2015	CTC\75\1415	<p>Neighbourhood Plan</p> <p>1. That the report be received.</p> <p>2. Expenditure of £5,560 be approved.</p>
16 th April 2015	CTC\76\1415	<p>Link Road</p> <p>The Town Council support and endorse the Preferred Route of the Link Road, conditional upon there being no negative impact in respect of noise and air pollution had the purple route been selected.</p>

16 th April 2015	CTC\77\1415	<p>Honorary Burgess</p> <ol style="list-style-type: none"> 1. The Council approve of conferring the title of Honorary Burgess on Mr D A Parker upon his retirement from the Town Council. 2. To invite Mr D A Parker to become a member of the Town Hall and Assets Committee as a lay member, which confers no voting rights.
4 th June 2015	FAP\07\1516	The Internal Audit Report be received and approved
4 th June 2015	FAP\08\1516	The Asset register be approved and signed by the Chairman
4 th June 2015	FAP\09\1516	<p>Simnet</p> <ol style="list-style-type: none"> 1. The correspondence be received and noted. 2. Cllr Mrs J D Parry and the Town Clerk will attend the Creditors Meeting.
11 th June 2015	CTC/16/1516	The Council adopt the General Power of Competence.
11 th June 2015	CTC/17/1516	<p>Honorary Burgess</p> <ol style="list-style-type: none"> 1. The Council approve of conferring the title of Honorary Burgess on Mr G Baxendale. 2. To invite Mr G Baxendale to become a member of the Community, Environment & Services Committee as a lay member which confers no voting rights.
11 th June 2015	CTC/18/1516	<p>Neighborhood Plan Steering Group</p> <p>Cllrs P Bates, D Brown, G R Edwards and Mrs A M Martin be elected to represent the Council on the Steering Group.</p>
16 th June 2015	PERS/02/1516	The proposed amendments to the Employee Handbook be approved and adopted.

16 th June 2015	PERS/03/1516	<p>Office Apprentice</p> <ol style="list-style-type: none"> 1. The Office Apprentice be offered a permanent role effective 1st September 2015. 2. A job evaluation of similar posts be undertaken to establish a suitable rate for the job. 3. The individual to be encouraged to obtain further employment related qualifications.
16 th June 2015	PERS/04/1516	<p>Town Clerk Retirement</p> <ol style="list-style-type: none"> 1. The role should be called Chief Officer. 2. Salary scale SCP 56-60. 3. Advertise in Chalc, SLCC and other media to be advised. 4. Recruitment panel is the Town Mayor, Chairman and Deputy Chairman of the Personnel Committee, Leader of the Council and Town Clerk, observer Cllr Mrs S Akers Smith.
16 th June 2015	PERS/06/1516	<p>Town Centre Marketing Manager</p> <ol style="list-style-type: none"> 1. The Town Centre and Marketing Manager role be approved as a full time role encompassing a 37 hour week. 2. The post holder to be encouraged to join the pension scheme immediately.
18 th June 2015	THC/04/1516	<p>Congleton Town Hall's 150th Anniversary Celebrations</p> <ol style="list-style-type: none"> 1. The report be received. 2. A working party to be set up to co-ordinate the anniversary celebrations to consist of Councillors and Mr. D A Parker. 3. The Town Clerk to circulate to members of the Council to request volunteers to form the Working Group.

18 th June 2015	THC/05/1516	<p>Alarm System</p> <p>The alarm system be upgraded to meet the approved standards at a cost of £1,827.44.</p>
25 th June 2015	CES/45/1516	<p>Pearl Izumi Tour Series Cycle Race</p> <ol style="list-style-type: none"> 1. Congleton Town Council to approach Cheshire East Council to see if they are prepared to apply to hold the race in 2016. 2. The Police to be consulted about the feasibility of the road closure.
25 th June 2015	CES/07/1516	<p>Dirty Dogs</p> <ol style="list-style-type: none"> 1. Dog waste disposal bags be provided in key areas. 2. Set up a Task and Finish Group to examine the problem and to prepare appropriate remedies. Members to include Cllrs Mrs S A Holland, Mrs S Akers Smith and Mrs A E Morrison.
25 th June 2015	CES/08/1516	<p>PFRA Agreement</p> <p>The Committee welcome the introduction of control on “Chuggers” operating in the Town.</p>
9 th July 2015	PERS/10/1516	<p>Ill Health Early Retirement</p> <ol style="list-style-type: none"> 1. A formal request must be provided by the employee. 2. Once a request is received, the Cheshire Pension Fund will be informed and requests made to the employee’s doctor for medical information. 3. The employee will be requested to attend an assessment to be held by the Council’s Occupational Health Advisor. 4. When all documentation is received, the matter will be referred back to the Personnel Committee for consideration. 5. To recruit a temporary Streetscape employee (Agency) for a 10 week period.

9 th July 2015	CTC/23/1516	The External Auditors' Report and recommendations produced by BDO be received and approved.
9 th July 2015	CTC/24/1516	The statement relating to the Digital Display System and accompanying apology be approved.
9 th July 2015	CTC/25/1516	The report concerning the receivership of Simnet Ltd be received.
9 th July 2015	CTC/26/1516	The amendments proposed to the Financial Regulations regarding payments under contracts and Capital Purchases be approved and adopted and adopted into the Constitution.
9 th July 2015	CTC/27/1516	Councillor Mrs S Akers Smith be appointed to the Town Trust.
30 th July 2015	THC/08/1516	<p>Posh Nosh Parties Ltd</p> <ol style="list-style-type: none"> 1. The notice from Posh Nosh Parties Ltd terminating the agreement with the Town Council at the end of January 2016 was accepted. 2. A working party be set up to determine the way forward for the provision of catering services in the Town Hall. This will consist of Cllr P Bates, Cllr G R Edwards, Cllr G P Hayes, Cllr Mrs E Wardlaw and Mrs Jackie MacArthur.
27 th August 2015	CES/13/1516	<p>Parking Eye</p> <ol style="list-style-type: none"> 1. The Town Clerk to write to Fiona Bruce MP offering the Town Council's full support in her endeavours to raise this issue in Parliament. 2. The Town Clerk to write to East Cheshire NHS Trust to express concern at the introduction of Parking Eye at the War Memorial Hospital and to seek assurance that the 4 hours of free parking will remain a permanent feature.

10 th September 2015	FAP/12/1516	<p>New Applications for Financial Assistance</p> <ol style="list-style-type: none"> 1. GR 6/1516 – Beartown Patchwork & Quilters A grant of £100 be approved. 2. GR 7/1516 – Congleton Musical Theatre A grant of £500 be approved. 3. GR 8/1516 – St Peters Bell Ringers A grant of £165.55 be approved. 4. GR 9/1516 – Congleton Market Trader Group Refused, but the applicant to be requested to re-submit the application by providing more detail, it was also suggested that they should liaise and seek support from Cheshire East Council and raise the age limit of their scheme to 25 years of age. 5. GR 10/1516 – Congleton Community Projects Refused because of concern relating to where the container would be located. It was suggested that the applicant should contact local businesses to ascertain whether they have suitable storage facilities they could make available.
10 th September 2015	FAP/16/1516	<p>External Audit Report</p> <ol style="list-style-type: none"> 1. The report be received. 2. The action required on ensuring that the Mayor’s signature was appended in the appropriate place was noted.
17 th September 2015	CTC/32/1516	<p>Local Council Award Scheme</p> <p>The matter be deferred to the next meeting of the Town Council. When it is raised again the names of the lead members on quality will be provided.</p>

1 st October 2015	CES/21/1516	<p>Buglawton Post Office</p> <ol style="list-style-type: none"> 1. The Town Clerk to write to the Post Office welcoming the improvements. 2. Point out the concern at the withdrawal of cheque cashing facilities.
1 st October 2015	CES/22/1516	<p>Luncheon Club</p> <p>The Town Council employ on Assistant Cook to complement the staff at the Luncheon Club at a cost of about £4,000 per annum.</p>
22 nd October 2015	FAP/19/1516	<p>New Applications for Financial Assistance</p> <ol style="list-style-type: none"> 1. GR 11/1516 – Congleton Gang Show A grant of £500 be approved. 2. GR 12/1516 – St Peter’s Church A grant of £258 be approved.
22 nd October 2015	FAP/25/1516	<p>Margaret Williamson Trust Fund</p> <ol style="list-style-type: none"> 1. The Town Council would provide match funding of the Partnership of £5,000, coming from the grants budget. 2. The funding for the Memorial Trust would be reviewed in 2016-17 if it doesn’t reach its target of £100,000.
22 nd October 2015	FAP/26/1516	<p>Congleton Rotary Bonfire Event</p> <p>The Town Council underwrite any potential losses on the event up to a maximum value of £5000.</p>
22 nd October 2015	FAP/27/1516	<p>Bad Debt</p> <p>Room at the Top placed an advert in the Town Council Christmas Brochure at a cost of £90, but failed to pay and the business no longer exists. The bad debt of £90 to be written off.</p>

22 nd October 2015	FAP/28/1516	<p>Grants & Funding Policy</p> <p>The following new clause to be added to the Grants & Funding Policy</p> <ul style="list-style-type: none"> • Whenever possible, grant applicants and the organisations they represent, should consider what options are available to support the wider community by volunteering for activities such as Congleton in Bloom, litter picking and other activities in the Town requiring volunteer support.
27 th October 2015	PERS/12/1516	<p>Resignation of a Caretaker</p> <ol style="list-style-type: none"> 1. The letter of resignation be received. 2. Recruitment of a replacement caretaker be approved.
27 th October 2015	PERS/14/1516	<p>Recruitment of Chief Officer</p> <ol style="list-style-type: none"> 1. The report is received. 2. David McGifford is recommended for the role of Chief Officer to the next meeting of the Town Council.
27 th October 2015	PERS/15/1516	<p>Ill Health Early Retirement</p> <ol style="list-style-type: none"> 1. Full payment of sickness pay be extended until the end of November 2015. 2. The employee concerned to be assessed by the Town Council's Occupational Health Specialist.
29 th October 2015	CTC/38/1516	<p>Local Council Award Scheme</p> <p>The Town Council seek accreditation at the Gold level of the Local Council Award Scheme.</p>

5 th November 2015	THC/16/1516	<p>Fire Alarm System</p> <ol style="list-style-type: none"> 1. The verbal report be received. 2. The additional expenditure of £1,800 be approved and noted.
12 th November 2015	CES/27/1516	The Town Clerk write to the Chief Executive requesting an explanation of why Parking Eye was selected as the operator of car parking at the hospital rather than using their own resources.
12 th November 2015	CES/28/1516	<p>Cheshire Fire Authority</p> <ol style="list-style-type: none"> 1. The Town Clerk to complete a response on the proposals. 2. The Fire Authority to be requested to consider providing advance warning when conducting safety calls.
12 th November 2015	CES/31/1516	<p>Country Park Landscape</p> <p>A suitable letter of support be presented on behalf of the Town Council and forwarded to Cllr Mrs S Akers Smith.</p>
12 th November 2015	PERS/18/1516	<p>Ill Health Early Retirement</p> <ol style="list-style-type: none"> 1. Sickness benefit at the 50% rate to be extended for 6 months. 2. The Town Council to provide any help and support possible to the individual concerned to assist him with his current problems. 3. The Personnel Committee to review the matter in April 2016.

26 th November 2015	FAP/31/1516	<p>New Applications for Financial Assistance</p> <p>1. GR 13/1516 – Cheshire Border County Girlguiding</p> <p>It was determined that this application did not meet the criteria to receive a grant, but, the applicant was to be encouraged to contact other organisations in the Town such as the Town trust to seek funding.</p> <p>2. GR 14/1516 – Congleton Pantomime</p> <p>A grant of £400 be approved towards other production costs.</p>
26 th November 2015	FAP/36/1516	<p>Budget 2016-17</p> <p>The Town Clerk presented the draft budget report for 2016-17 and pointed out that the Council Tax Support Grant had now been removed entirely which has significant impact on the Town Council budget.</p> <p>The budget be recommended for approval at the Town Council meeting which will take place on Thursday 3rd December 2015.</p>
26 th November 2015	FAP/37/1516	<p>Pressure Washer</p> <ol style="list-style-type: none"> 1. Determine whether a secondhand or new pressure washer has the capability of removing chewing gum. 2. If, both have the capability, purchase a secondhand unit at a cost of circa £2,500. 3. If the new unit can provide this capability, but not a secondhand unit, purchase a new unit at a cost of circa £6,500. 4. Liaise with the Chairman and Deputy Chairman of the Finance and Policy Committee before making a purchase.
26 th November 2015	FAP/38/1516	<p>Treasury Management Policy</p> <p>The policy and recommendation be approved but, the Town Clerk will investigate the rates provided by Carter Allen with the assistance of Cllr Baggott</p>

26 th November 2015	FAP/39/1516	<p>Internet Banking</p> <p>The application to apply for RBS Bankline be approved along with the proposed safeguards.</p>
26 th November 2015	FAP/41/1516	<p>To Approve Expenditure from other Committees</p> <ol style="list-style-type: none"> 1. Expenditure from both committees be approved. 2. The Assistant Cook to be offered a 12 month contract. 3. In 12 months' time the value derived from the Luncheon Club to be reviewed.
3 rd December 2016	CTC//48/1516	<p>Budget Expenditure Powers 2016-17</p> <ol style="list-style-type: none"> 1. That the revenue and capital budget for 2016-17 as set out in Appendix 1 of the Budget report, be approved. 2. That the budget expenditure powers be approved. 3. A precept of £784,342 be approved for 2016-17.