

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 25th November 2021**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 25th November 2021](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton
Cllr S Akers Smith
Cllr D Amies
Cllr D Brown
Cllr M Gartside (Deputy Mayor – Ex Officio)

Non-committee member/s:

Cllr K Wesley
Cllr S Firkin
Cllr M Amies

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)

1. Apologies

Members of each committee are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Apologies were received from:

Committee members: Cllr R Chadwick (Vice Chair)
Cllr G Hayes
Cllr P Duffy

2. Minutes of Previous Meetings

FAP/38/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 30th September 2021](#).

3. Declarations of Interest

Cllrs D Brown, R Moreton and, S Akers Smith declared a non-pecuniary interest on any matters relating to Cheshire East Council.

The below Councillors declared a non-pecuniary interest in item 8, New Applications for Financial Assistance:

Cllrs D Amies & S Akers Smith application GR08/2122

Cllr J Smith applications GR09/2122 and GR10/2122

Cllr R Douglas application GR10/2122

Cllr M Gartside application GR10/2122

4. Outstanding Actions

Review of Grants and Funding Policy –This item is scheduled for the Finance and Policy Committee on 27th January 2022

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Grant Approvals and Commitments 2021/22

FAP/39/2122 RESOLVED to receive the statement showing the current position as at 31st October 2021.

8. New Applications for Financial Assistance

FAP/40/2122 RESOLVED to award the following grants:

- **Grant Ref 07/2122 St Peter's Church Parish of Congleton** - £256 in respect of the Clock Maintenance to be paid from the Committed Grants budget, and £750 for the replacement flagpole to be paid from the Community Grants budget.
- **Grant Ref 08/2122 Congleton Rotary Club** - £450 to be paid from the Community Grants budget, with the added requirement that the funds raised by Rotary are to be awarded to Congleton based clubs only.
- **Grant Ref 09/2122 Cheshire Police/PCSO** – Delegate £1000 award to Chief Officer after making further enquiries on costs and distribution quantities for Congleton.
- **Grant Ref 10/2122 3rd Congleton Brownies and 2nd Congleton West Rainbows** - £225 for transport costs to be paid from the Community Grant budget.

9. New Grant Activities Monitoring Forms

FAP/41/2122 RESOLVED to receive the New Grant Activities Monitoring Form from Congleton Live CIC Ltd (Congleton Jazz and Blues).

10. Management Accounts

FAP/42/2122 RESOLVED to receive the Management Accounts as at 30th September 2021.

11. Bank Reconciliation

FAP/43/2122 RESOLVED to receive the bank reconciliation as at 30th September 2021.

12. Savings Account Balances

FAP/44/2122 RESOLVED to:

- 1: Note the update of re-investment.
- 2: Receive the Savings Accounts balances to 30th September 2021.

Action: To bring the investment policy to the Finance and Policy Committee in January 2022 for review.

13. List of Payments

FAP/45/2122 RESOLVED to receive and approve the Payments lists between 1st August and 30th September 2021.

14. Review of Financial Regulations

FAP/46/2122 RESOLVED to approve the updates as presented and in addition the below items, and to recommend these updates to Council for approval and to adopt the updated Financial Regulations to be adopted into the Constitution:

- Remove item 6.8
- Update Credit card 6.16 to state: Details of the Credit Card must not be stored or saved in online trading/purchasing accounts.
- Include in 6.9: Evidence of the 2 signatories must be retained.
- New Point in section 6: Salaries are to be paid by bank transfer and the payment summary approved by the Chair of Finance and one other signatory.

15. Budget and Precept 2022-23

FAP/47/2122 RESOLVED to:

- 1: To approve the budget and precept requirement of £996,333 for 2022/23 and to recommend this to Council on 9th December 2021 for approval.
- 2: To approve the Ear Marked Reserve Movements and proposed spends and to recommend this to Council on 9th December 2021 for approval.

**Cllr Robert Douglas
(Chair)**