

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 9th June 2022

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 9th June 2022.](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Jean Parry
Cllr James Smith
Cllr Paul Duffy
Cllr George Hayes
Cllr Margaret Gartside (Town Mayor – Ex Officio)

Non-Committee member: Cllr Suzy Firkin

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- 1 member of the public

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 Russell Chadwick (Vice Chair)
Cllr Suzie Akers Smith
Cllr Duncan Amies
Cllr David Brown
Cllr Denis Murphy
Cllr Rob Moreton (Deputy Mayor – Ex Officio)

2. Minutes of Previous Meetings

FAP/01/2223 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 23rd March 2022.](#)

3. Declarations of Interest

Cllr George Hayes declared a non-pecuniary interest on any matters relating to Cheshire East Council and item 21. Cllr Robert Douglas declared a pecuniary interest in item 9.3. Cllr Paul Duffy declared a pecuniary interest in item 8.4. Cllr Suzy Firkin declared a non-pecuniary interest in item 8.1.

4. Outstanding Actions

An update to the Financial Regulations was discussed in item 18.

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/02/2223 RESOLVED to receive the statement showing carry forward balances from 2021-22 and the current position as at 1st April 2022.

8. New Applications for Financial Assistance

FAP/03/2223 RESOLVED to award the following grants:

- 8.1 Grant Ref 01/2223 Congleton Partnership – Approved for £250.
- 8.2 Grant Ref 02/2223 Congleton Harriers – Approved for £750.
- 8.3 Grant Ref 03/2223 Congleton Community Projects – Approved for £250.
- 8.4 Grant Ref 04/2223 Company Corner – Approved up to a maximum of £300, final amount delegated to Chief Officer and Responsible Financial Officer (RFO).
- 8.5 Grant Ref 05/2223 Congleton Heritage and Antiques Festival – Approved up to £500, delegated to Chief Officer and Responsible Financial Officer (RFO).

9. New Grant Activities Monitoring Forms

FAP/04/2223 RESOLVED to receive the New Grant Activities Monitoring Forms from:

- 9.1 Rotary Club of Congleton.
- 9.2 Congleton Harriers.
- 9.3 Mossley Old School Trust (Letter of Thanks).

10. Management Accounts

FAP/05/2223 RESOLVED to receive and approve Management Accounts as at 31st March 2022.

11. Bank Reconciliation

FAP/06/2223 RESOLVED to receive the bank reconciliation as at 31st March 2022.

12. Savings Account Balances

FAP/07/2223 RESOLVED to receive the Savings Account balances as at 31st March 2022.

13. List of Payments

FAP/08/2223 RESOLVED to receive and approve the Payments lists between 1st February and 31st March 2022.

14. Fixed Asset Register

FAP/09/2223 RESOLVED to receive the Fixed Asset Register as at 31st March 2022.

15. Unaudited Financial Statements

FAP/10/2223 RESOLVED to withdraw the item from the agenda and present to Council on 22nd June 2022.

16. Internal Audit Report

FAP/11/2223 RESOLVED to receive the final Internal Audit report for year ending 31st March 2022 and recommend to Council on 22nd June 2022 for approval.

17. Annual Governance and Accountability Return (AGAR)

FAP/12/2223 RESOLVED to withdraw the item from the agenda and present to Council on 22nd June 2022.

18. Update to Financial Regulations

FAP/13/2223 RESOLVED to accept the addition to the Financial Regulations and to recommend to Council for approval and adoption into the Constitution.

19. Staff Drug & Alcohol Testing Policy

FAP/14/2223 RESOLVED that after an initial discussion it was agreed to withdraw the report.

20. Approval of Invoices

FAP/15/2223 RESOLVED to approve payment of 2 invoices to The Police and Crime Commissioner for Cheshire for allocation of PCSOs, relating to the financial year 2021-2022. Payment to be made from budget line 4162-303, Crime Reduction, allocation of funds has been carried forward from 2021-2022 budgets.

- 20.1 Invoice 110720003697 £8,320 for Quarter 3 2021-2022.
- 20.2 Invoice 110720004301 £8,320 for Quarter 4 2021-2022.

21. Winter Gritting 2023/24

FAP/16/2223 RESOLVED to approve **Option A**: No action – Cheshire East Highways is responsible for gritting and the Town Council is not looking to finance additional gritting. Cllr George Hayes abstained from the vote on this item.

22. FAP/17/2223 RESOLVED to exclude members of the press and public from item 23 due to private staff process matters.

23. Cash Handling Policy

FAP/18/2223 RESOLVED to approve the draft Cash Handling Policy and to recommend to Council for approval and adoption into the Constitution.

**Cllr Robert Douglas
(Chair)**