

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Wednesday 23<sup>rd</sup> March 2022**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 23<sup>rd</sup> March 2022](#).

**PRESENT      Committee members:**

Cllr Robert Douglas (Chair)  
Cllr Jean Parry  
Cllr R Moreton  
Cllr D Amies  
Cllr D Brown

**Also present:**

**Congleton Town Council Officers:**

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- Press
- 6 members of the public (3 left the meeting at 7.14pm and 3 left at 7:18pm)

#### **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 member:      Cllr Russell Chadwick  
   Cllr J Smith  
   Cllr S Akers Smith  
   Cllr D Murphy (Mayor – Ex Officio)  
   Cllr M Gartside (Deputy Mayor – Ex Officio)

#### **2. Minutes of Previous Meetings**

**FAP/62/2122 RESOLVED** to approve the [minutes of the Finance & Policy Committee held on 27<sup>th</sup> January 2022](#).

### **3. Declarations of Interest**

Cllrs David Brown and Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council. Cllr Robert Douglas declared a pecuniary interest in item 8 16/2122 and stated he would leave the room during that item.

### **4. Outstanding Actions**

Review of Grants and Funding Policy, which was discussed in item 16.

### **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/63/2122 RESOLVED** to receive the statement showing the current position as at 31<sup>st</sup> January 2022.

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

**FAP/64/2122 RESOLVED** to award the following grants:

(Prior to Grant application **16/2122** it was resolved that Cllr Jean Parry Chair this application, Cllr Robert Douglas left the room at 7:15pm Cllr Jean Parry took over as Chair. After discussion and resolution Cllr Robert Douglas returned to the room as Chair at 7:18pm)

- **Grant Ref 12/2122 Congleton Live CIC Ltd - £500**
- **Grant Ref 13/2122 Parents /Guardians of Smallwood School Academy - £500**
- **Grant Ref 14/2122 Friends for Leisure - £1,000**
- **Grant Ref 15/2122 Congleton Pride - £500**
- **Grant Ref 16/2122 Mossley Old School Trust –£1,000**
- **Grant Ref 17/2122 Beartown Patchwork & Quilters - £400**

### **9. New Grant Activities Monitoring Forms**

**FAP/65/2122 RESOLVED** to receive the New Grant Activities Monitoring Form from 3rd Congleton Brownies and 2nd Congleton West Rainbows.

### **10. Management Accounts**

**FAP/66/2122 RESOLVED** to receive the Management Accounts as at 31<sup>st</sup> January 2022.

**11. Bank Reconciliation**

**FAP/67/2122 RESOLVED to** receive the bank reconciliation as at 31<sup>st</sup> January 2022.

**12. Savings Account Balances**

**FAP/68/2122 RESOLVED to** receive the Savings Account balances as at 31<sup>st</sup> January 2022.

**13. List of Payments**

**FAP/69/2122 RESOLVED to** receive and approve the Payments lists between 1<sup>st</sup> December 2021 and 31<sup>st</sup> January 2022.

**14. Annual Review of the Business Risk Assessment**

**FAP/70/2122 RESOLVED to** approve the presented updates to the draft Business Risk Assessment for 2022/23 and before recommendation to Council for adoption, discuss and include additional actions for the Paddling Pool.

**15. Second Interim Internal Audit Report 2021/22**

**FAP/71/2122 RESOLVED to** receive the Second interim Audit for 2021-2022.

**16. Amendments to the Grants and Funding Policy**

**FAP/72/2122 RESOLVED to** approve the amendments to the Grants and Funding Policy and recommended this to Council for adoption into the Constitution.

**17. Annual Pay Agreement 2021/22**

**FAP/73/2122 RESOLVED to:**

To note: 1 - Annual Pay Agreement award of 1.75%.  
2 - To note that the back pay due from 1<sup>st</sup> April 2021 was paid in March 2022 salaries.

**18. Petty Cash Verification**

**FAP/74/2122 RESOLVED to** receive the verification of the Town Council's Petty Cash Account balance.

**19. Community Infrastructure Levy (CIL)**

**FAP/75/2122 RESOLVED to** receive the Community Infrastructure Levy report.

**Cllr Robert Douglas  
(Chair)**