

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on the 15th June 2023

For the papers discussed at the meeting, please see the [Meeting Agenda of the 15th June 2023](#)

In attendance

Councillors:

- Suzie Akers Smith
- Robert Brittain
- Russell Chadwick
- Robert Douglas
- Mark Edwardson
- Suzy Firkin
- Emma Louise Hall
- Arabella Holland
- Sally Ann Holland
- Amanda Martin
- Susan Mead
- Rob Moreton
- Heather Pearce
- Shaun Radcliffe
- Heather Seddon
- Richard Walton
- Kay Wesley
- Glen Williams

Others present:

- 2 members of the public from the commencement of the meeting
- 1 member of the public from item 20
- 1 Burgess
- 3 Officers D McGifford, J MacArthur S V Shepdael

1. Apologies for absence

Apologies were received from Cllrs Dawn Allen, David Brown, Charles Booth and Liz Wardlaw

2. Minutes of Previous Meetings

CTC/10/2223 RESOLVED to approve and sign the [Minutes of the Council](#) 27th April and the [Annual Council meeting/Mayor Making ceremony meeting held on the 25th May 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Councillors Suzie Akers Smith, Emma Hall, Sally Ann Holland, Rob Moreton (Mayor) Heather Seddon all declared a non-pecuniary interest in any matters relating to Cheshire East Council. Cllr Glen Williams for agenda item 17

4. Questions from Members of the Public

There was one member of the public asking questions about the following:

- Who is qualified to look after Congleton Town Centre green spaces?
- Are green spaces CTC / Streetscape responsibility or In Bloom and are other volunteer groups responsible for looking after, Congleton Library green space, Fairground Car Park Garden, Capitol Walk garden? Mountbatten Way Car Park green spaces with pear trees?
- Will CTC look at those areas and other areas in a professional way and make it a must to care for those areas with respect to wildlife nature and the best environmentally friendly horticultural practices?

The council's responses were given to the resident in attendance.

5. Urgent Items

None

6. Town Mayor's Announcements

The Town Mayor drew attention to the various engagements that she had fulfilled.

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Community and Environment Committee

CTC/11/2324 RESOLVED to receive the minutes of the Community and Environment Committee meeting held on [16th February 2023](#)

9. Finance and Policy Committee

CTC/12/2324 RESOLVED to receive the [minutes of the Finance and Policy Committee meeting held on 23rd March 2023.](#)

10. Planning Committee

CTC/13/2324 RESOLVED to receive the [minutes of the Planning Committee meetings held on the 20th April 2023.](#)

11. Town Hall Assets and Services Committee

CTC/14/2324 RESOLVED to receive the [minutes of the Town Hall Assets and Services Committee held on the 9th March 2023](#)

12. Personnel Committee

CTC/15/2324 RESOLVED to receive the [minutes of the Personnel Committee held on the 1st December 2022](#)

13. Cheshire East Councillors' Reports To Suspend Standing Orders to allow Councillors from the principal authority to report on matters relating to or impacting on Congleton.

- A member raised awareness of the forthcoming Cheshire East consultation with regards to proposed reduction in the opening hours of their libraries

14. Review of Standing Orders and Financial Regulations

CTC/16/2324 RESOLVED to

- a) Review and adopt the current Standing Orders
- b) Review and adopt the current Financial Regulations

15. Internal Audit Report

CTC/17/2324 RESOLVED to receive and approve the final Internal Audit report for year ending 31st March 2023.

16. Annual Governance and Accountability Return (AGAR)

CTC/18/2324 RESOLVED to approve

- a) Section 1 of the AGAR: The Annual Governance Statement 22/23.
- b) Section 2 of the AGAR: The Accounting Statements 22/23.

17. Approval of Annual Insurance Invoice

CTC/19/2324 RESOLVED to

- a) Note cover is provided by Zurich Municipal.
- b) Approve the renewal extension for 2023-2024.
- c) Approve payment of invoice 524083348 for £23,406.68 for insurance cover from 1st June 2023 to 31st May 2024.

18. Approval of Purchase Invoices

CTC/20/2324 RESOLVED to

1. Approve payment of the invoice from Congleton Community projects for £16,000, to be allocated to nominal code 107-4709 (Grants- CCP Grant)
2. To note payment of £15,750 has been made to Soft Surfaces on 16th May 2023.
3. To approve payment of invoice 127852 to Four Oaks Nurseries Ltd for £8,738.59 (£7,282.16 plus £1,456.43 VAT)

19. External Support Services

CTC/21/2324 RESOLVED to approve:-

- i. ANSA Environmental Services [HR Department] as HR and HS Support
- ii. SAS Daniels LLP for Legal Support
- iii. DCK Accounting Solutions Ltd for finance and accountancy support
- iv. DJH Mitten Clark for Payroll Services
- v. Auditing Solutions Ltd as the Internal Auditor for 2023-2024

20. Review of Council Expenditure

CTC/22/2324 RESOLVED to review and note Council expenditure as presented.

21. Review of Data Privacy Policy, Equality and Inclusion Policy and Volunteering Policy

CTC/23/2324 RESOLVED to review and adopt our current :-

- a. Data Privacy Notice
- b. Equality and Inclusion policy
- c. Volunteering Policy

22. Fixed Asset Register

CTC/24/ 324 RESOLVED to note the updated Fixed Asset Register balances as at 31st March 2023.

23. To approve the proposed Terms of References for Committees

CTC/25/2324 RESOLVED to approve the following Terms of References

23.1 – Council	Approved without amendment
23.2 – Community	Approved subject to review where Heritage is aligned to a Committee
23.3 - Environment	Approved subject to review of Streetscape reporting
23.4 - Finance and Policy	Approved subject to inclusion of Regeneration working group
23.5 - Town Hall Assets and Services	Approved subject to review of Streetscape reporting
23.6 – Planning	Approve subject to removing line 15
23.7 - Personnel	Approved without amendment

Reviews to be undertaken through a meeting with the relevant chairs of committees

24. Delay in signing the Declaration of Acceptance of Office To note the delay of signing the Declaration of Acceptance of Office by a Councillor due to ill health

CTC/26/2324 RESOLVED to note the delay

25. Meeting dates for 2023/24 To approve the meeting dates for the Council and Committee meetings 2023/24

CTC/27/2324 RESOLVED to approve the meeting dates as presented

**Robert Moreton
(Town Mayor)**