

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 14th March 2024

****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 [Finance & Policy Committee – 14th March 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth – Vice Chair Cllr S Akers Smith Cllr R Brittain Cllr H Pearce Cllr L Wardlaw Cllr R Walton
	Ex- Officio	Cllr R Moreton -Mayor Cllr K Wesley -Deputy Mayor
	Non-Committee Members	None
	Also present:	
	Congleton Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO

1. Apologies for absence

Apologies were received from Cllr M Edwardson.

2. Minutes of Previous Meetings

FAP/41/2324 RESOLVED To note and approve the minutes of the Finance and Policy Committee held on 25th January 2024.

3. Declarations of Interest

Cllrs Moreton and Wardlaw declared an interest in any matters relating to CEC.

4. Outstanding Actions

4.1 ICT Policy was reviewed on Item 19.

5. Questions from Members of the Public

There were none.

6. Presentations to the committee

There were none.

7. Urgent Items

None raised.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/42/2324 RESOLVED To receive a statement showing the current position as at 29th February 2024.

11. New Applications for Financial Assistance

FAP/43/2324 RESOLVED to award:

11.1- Congleton Pride GR22– Application withdrawn by Applicant.

11.2- The Green Tree House GR23- £1,000

11.3- Marton and District CofE Primary School Parent Teacher Association – GR24- £1,000

11.4- Sol Theatre School GR25 - £730

11.5- Our Gang – Congleton Scout & Guide Gang Show GR26 - £800

11.6- Mossley Toddler Group GR27- £240

12. New Grant Activities Monitoring Forms

FAP/44/2324 RESOLVED to receive the grant monitoring forms:

12.1- Congleton Museum

12.2- Congleton Pride

13. Management Accounts including Budget Update

FAP/45/2324 RESOLVED to receive the management accounts to 31st January 2024.

14. Bank Reconciliation

FAP/46/2324 RESOLVED to receive and consider the bank reconciliation as at 31st January 2024.

15. Savings Account Balances

FAP/47/2324 RESOLVED to receive the Savings Account balances as at 31st January 2024.

16. List of Payments

FAP/48/2324 RESOLVED to receive and approve the List of payments from 1st November 2023 to 31st January 2024.

17. Internal Audit Report

FAP/49/2324 RESOLVED to receive the Second Interim Internal Audit Report.

18. Petty Cash Verification

FAP/50/2324 RESOLVED to note the Petty Cash verification by Internal Auditor on 31st January 2024.

19. ICT Policy Review

FAP/51/2324 RESOLVED to approve the Draft ICT Policy and recommended to Council for approval and adoption into the Constitution.

20. Document Retention Policy

FAP/52/2324 RESOLVED to approve the Draft Document Retention Policy and recommended to Council for approval and adoption into the Constitution.

21. CIL Report

FAP/53/2324 RESOLVED to receive the CIL report.

22. Internal Auditor & Accountant appointments

FAP/54/2324 RESOLVED to approve the services of DCK Accounting Solutions as the External Accounting and Auditing Solutions as the Internal Auditors for the financial year 2024-2025.

23. Business Risk Assessment

FAP/55/2324 RESOLVED which the below addition to approve the Business Risk Assessment 2024-2025 and to recommended to Council for Approval.

Addition: Add Staff and Councillor training to Section 4 under Management/Control of risk.

**Meeting closed at 8.05pm
Cllr Robert Douglas
(Chair)**