

## Congleton Town Council

### Minutes of the Emergency Council Meeting held at Congleton Town Hall on 4<sup>th</sup> April 2024

**Please note – These are draft minutes and will not be ratified until the next meeting of the Council.**

For the papers discussed at the meeting, please see the  
[Meeting Agenda of the Emergency Council 4<sup>th</sup> April 2024](#)

#### **Councillors Present:**

Dawn Allen  
Robert Brittain  
David Brown  
Russell Chadwick  
Robert Douglas  
Mark Edwardson  
Suzy Firkin  
Amanda Martin  
Rob Morton (Mayor)  
Heather Peace  
Kay Wesley (Deputy Mayor)  
Glen Williams

**Congleton Town Council Officers:** David McGifford (Chief Officer) and Jackie MacArthur (Deputy Chief Officer and Marketing and Communities Manager)

**Number of Press:** None

**Member of the public:** One

#### **1. Apologies for absence**

Apologies for absence were received from Cllrs Suzie Akers Smith, Emma Hall, Susan Mead Shaun Radcliffe, Heather Seddon, Richard Walton and Liz Wardlaw

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

**CTC/92/2324 Resolved** to approve and sign the [minutes of the Council meeting held on the 22<sup>nd</sup> February 2024](#)

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#### **3. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests**

Non-pecuniary declarations of interest were declared by Cllrs Russell Chadwick, Rob Moreton and David Brown with regards to Cheshire East Council.

#### 4. Questions from Members of the Public

There were no questions from members of the public

#### 5. Urgent Items

There were no urgent items raised.

#### 6. Town Hall Decarbonisation Grant Offer

##### **CTC/93/2324 Resolved**

1. That the Council approves the signing of the Grant Offer as per Appendix 1 of the report
2. That the Chief Officer creates the required Project Board with the membership and powers as stated within the report

Thanks were given to Cllr Suzy Firkin, Chair of the Environment Committee for her hard work on this project – along with the Chief Officer and Mark Worthington the Town Hall Manager.

A request was made that we receive a commitment from the conservation team at Cheshire East to receive timely responses.

**Action:** A good news press release to be issued about the grant offer.

#### 7. Finance and Policy matters

**CTC/94/2324 Resolved** to approve the updated IT Policy and adopt it into the constitution

**CTC/95/2324 Resolved** to approve the updated Document Retention Policy and adopt it into the constitution

**CTC/96/2324 Resolved** to approve the Business Risk Assessment for 2024-2025

**Action:** A future check on how a move towards paperless meetings may impact the IT Policy

#### 8. Commercial Partner

**CTC/97/2324 Resolved** that the Council approve the trial of an initial 3-month sub-let of Bluey's

**Action:** Issue a good news press release welcoming Yamahiya

## **9. Website Development**

### **CTC/98/2324 Resolved**

1. To give delegated authority to the Chief Officer following a review of the applications by the Congleton Web Development Group to appoint a company to develop version 4 of the town council website. The chosen company will be from those who have submitted a bid, within the Ear Marked Reserve budget and using the criteria as approved in the bid document.
2. To authorise the Deputy Chief Officer to notify the 16 companies least able to meet our specifications that they have not been successful.
3. Request for Council to approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project, funds to be transferred to revenue budget line 102-4035 (Council Website).

## **10. Meeting calendar for 24-25**

**CTC/97/2324 Resolved** to accept the proposed meeting calendar for 2024/25 with the following amendments

1. Mayor Making to be moved from the 22 May to the 15 May 2025
2. The Annual Town Meeting be added to the calendar for the 8<sup>th</sup> May 2025

**Cllr Robert Moreton**

**Town Mayor**

Meeting closed 8.01pm