

## **Congleton Town Council**

### **Minutes of the Council Meeting held at Congleton Town Hall on 13<sup>th</sup> June 2024**

For the papers discussed at the meeting, please see the  
[Meeting Agenda of the 13<sup>th</sup> June 2024](#)

**Councillors Present:** Charles Booth  
Robert Brittain (Deputy Mayor)  
Russell Chadwick  
Mark Edwardson  
Emma Hall  
Sall Ann Holland  
Amanda Martin  
Susan Mead  
Rob Morton  
Shaun Radcliffe  
Heather Seddon  
Liz Wardlaw  
Kay Wesley (Mayor)  
Glen Williams

**Congleton Town Council Officers:** David McGifford (Chief Officer) and Jackie MacArthur (Deputy Chief Officer and Marketing and Communities Manager) Serena Van Schepdael (Finance Manager/RFO)

**Number of Press:** 0

**Member of the Public:** 1

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

Apologies for absence were received from Suzie Akers Smith, David Brown, Robert Douglas, Suzy Firkin, Arabella Holland, Heather Peace, and Richard Walton.

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

**CTC/07/2425 Resolved** to approve and sign the [minutes of the Council meeting held on the 4<sup>th</sup> April 2024 and 16<sup>th</sup> May 2024 \(Mayor Making\)](#)

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

Non-pecuniary declarations of interest were declared by Cllrs Russell Chadwick, Emma Hall, Sally Holland, Rob Moreton, Heather Seddon and Liz Wardlaw with regards to Cheshire East Council.

Non-pecuniary declaration from Cllr Glen Williams in regards to agenda item 10.5.

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

There were no questions from members of the public.

**5. Urgent Items**

There were none.

**6. Minutes of the Planning Committee**

**CTC/08/2425 Resolved** to receive the minutes of the Planning Committee meetings held on the 18th January, 15th February, 21st March and 25th April 2024.

**7. Minutes of the Community Committee**

**CTC/09/2425 Resolved** to receive the minutes of the Community Committee meeting held on the 4th January 2024.

**8. Minutes of the Town Hall and Assets Committee**

**CTC/10/2425 Resolved** to receive the minutes of the Town Hall and Assets Committee meeting held on the 1st February 2024.

**9. Minutes of the Environment Committee**

**CTC/11/2425 Resolved** to receive the minutes of the Environment Committee meeting held on the 11th January 2024.

**10. Minutes of Finance & Policy Committee**

**CTC/12/2425 Resolved** to receive the minutes of the Finance and Policy Committee meeting held on the 25th January 2024.

**10.1 Annual Governance and Accountability Return (AGAR) 2023-2024**

**CTC/13/2425 Resolved** to approve Section 1 of the AGAR: The Annual Governance Statement 2023-2024.

**CTC/14/2425 Resolved** to approve Section 2 of the AGAR: The Accounting Statements 2023-2024.

#### **10.2 Budget update: Earmarked Reserves**

**CTC/15/2425 Resolved** to approve the use of Earmarked Reserves for Training and Legal & Professional throughout 2024-2025.

#### **10.3 Fixed Asset Register 31st March 2024**

**CTC/16/2425 Resolved** to note the updated Fixed Asset Register as of 31st March 2024.

#### **10.4 Internal Audit Report – Final Audit for 2023-24**

**CTC/17/2425** Received the Final Internal Audit report for the year ending 31st March 2024.

#### **10.5 Insurance Review 2024**

**CTC/18/2425 Resolved** to approve the renewal of the Town Council Insurance.

### **11. Minutes of the Personnel Committee**

**CTC/19/2425 Resolved** to receive minutes of the Personnel Committee meeting held on 21st December 2023.

### **12. Town Hall Decarbonisation Project Management**

**CTC/20/2425 Resolved** to approve the appointment of Pearsons Surveyors Ltd to Project Manage Phase 1 of the Town Hall Decarbonisation programme.

**Action Jackie M** to ensure the appointment is promoted on the Town Council website

### **13. Congleton Town Council Website Contract**

To note the report from the Website Development Working Group regarding the appointment of Thrive to develop the website.

**CTC/21/2425 Resolved** to approve the proposal to reinstate the Website Development working group until the end of the project.

**Action Jackie M** – Add to the website as a working group.

**14. Amendments to councillor appointments to Committees, Macebearer and Deputy Macebearer.**

**14.1 To appoint a Deputy Macebearer**

**CTC/22/2425 Resolved** to appoint a Cllr Susan Mead as deputy Macebearer

**14.2 To appoint a councillor to the Finance and Policy Committee and THAS committee.**

**CTC/23/2425 Resolved** to appoint Cllr Rob Morton to the Finance and Policy Committee and remove Cllr Emma Hall.

**CTC/24/2425 Resolved** to remove Cllr Rob Morton from THAS committee and appoint Cllr Sally Ann Holland.

**15. Resolution to Exclude the Public and Press from Item 16**

**CTC/25/ 2425 Resolved** to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to commercial sensitivities.

**16. Provision of public toilets**

**CTC/26/2425 Resolved to** approve the recommendation to request the transfer of the lease for the Capital Walk toilets from Cheshire East Council to Congleton Town Council and pursue an agreement with Cheshire East Council for the public use of the Library toilets.

**Cllr Kay Wesley  
Town Mayor**

Meeting closed: 8:09pm