



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Date 15th May 2025

Dear Councillor

Annual Council Meeting (Mayor Making)

You are summoned to attend the Annual Meeting of the Town Council, to be held in the Grand Hall at Congleton Town Hall on **Thursday, 22nd May 2025 at 7.00 p.m.**

You are cordially invited to bring your partner along on this civic occasion and refreshments will be served at the end of the meeting, the preferred dress code is smart.

Yours sincerely

David McGifford
Chief Officer



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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Agenda

1. Election of the Town Mayor for the Ensuing Year

2. Vote of Thanks for the Retiring Town Mayor

2.1 Presentation of the Former Town Mayor's Medallion

2.2 Presentation of the Retiring Town Mayor's Cadet Medallion

2.3 Town Mayor's Cadet Scheme & Appointment of the Town Mayor's Cadet

3. Apologies for Absence

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

4. Election of Deputy Town Mayor for the Ensuing Year

5. Council Committees and quantity of members

To appoint the following Committees for the municipal year 2025/26 Committee Members

	Committee	Members
5.1	Community	10
5.2	Environment	10
5.3	Finance and Policy	10
5.4	Personnel	10
5.5	Planning Committee	10
5.6	Town Hall Assets and Services	10

6. Appointment of Chairs and Vice-Chairs of Committees

To appoint Committee Chairs and Vice-Chairs for the Municipal year 2025/26:

	Committee	Chair	Vice Chair
6.1	Community		
6.2	Environment		
6.3	Finance and Policy		
6.4	Personnel		
6.5	Planning		
6.6	Town Hall Assets & Services		

7. Appointment of Working Groups

To appoint the following Working Groups for the Municipal Year 2025/26:

	Working Group	Reporting to:
7.1	Community Safety	Community Committee
7.2	Congleton In Bloom	Community Committee
7.3	Health and Wellbeing	Community Committee
7.4	Neighbourhood Plan Development	Planning Committee
7.5	Regeneration and Town Centre	Finance and Policy Committee
7.6	White Ribbon	Community Committee
7.7	Strategy working group	Council

8. Appointment of Representatives to Outside Bodies, other offices and panels

To appoint the following for the Municipal Year 2025/26:

	Outside Bodies	Number
8.1	Astbury Mere Trust	1
8.2	CHALC	1
8.3	Cheshire East Liaison	6
8.4	Congleton Museum Trust	1
8.5	Congleton Partnership Oversight Group	2
8.6	Hilary Avenue Allotment Association	1
8.7	Congleton Community Projects	1

	CIVIC	Number
8.8	Macebearer	1
8.9	Deputy Macebearer	1
	PANELS AND SIGNATORIES	
8.10	Complaints Panel	7
8.11	Selection Panel for co-option	7
8.12	Cheque Signatories	6

9. Civic Service and Sunday Parade

To receive details from the Town Mayor with regards to the Civic Service for the Municipal year 2025/26.

The Town Mayor will then declare the Meeting closed.

To All Members of the Council

CC: Town Burgess (5), Congleton Information Centre,
Congleton Library, MP and Press (3)