

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on 12th June 2025

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 12th June 2025](#)

Councillors Present: Robert Brittain (Mayor)

Mark Edwardson

Suzy Firkin

Emma Hall

Arabella Holland

Sally Ann Holland

Amanda Martin

Susan Mead

Heather Pearce

Heather Seddon

Richard Walton

Liz Wardlaw

Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer)

Serena Van Schepdael (RFO)

Number of Press: 0

Member of the Public: 0

1. Apologies for absence

Apologies were received from Councillors Akers Smith, Allen, Brown, Chadwick, Douglas, Moreton, Radcliffe and Wesley.

2. Minutes of Previous Meetings

CTC/07/2526 Resolved to sign and approve the minutes of the Council meeting held on 1st May 2025. (noted that Cllr Arabella Holland's name had been spelt incorrectly)

3. Declarations of Disclosable Pecuniary Interest

Were received from Cllrs Seddon, Wardlaw, Holland in matters relating to Cheshire East.

Cllr Willimas declared an interest in item 8.4 as Zurich Insurance are his former employers.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were none.

6. Town Mayor Announcements and Engagements

CTC/08/2526 Resolved to receive a list of the Mayor's engagements.

7. Minutes of the Planning Committee

CTC/09/2526 Resolved to approve the minutes of the Planning Committee held on the 24th April 2025

8. Minutes of the Finance and Policy Committee

CTC/10/2526 Resolved to approve and sign the minutes of the Community Committee meetings held on the 27th March 2025

8.1 Internal Audit Report for 2024-2025

CTC/11/2526 Resolved To note the Final Internal Audit report for the year ending 31st March 2025.

8.2 Annual Governance Accountability Report 2024-2025

CTC/12/2526 Resolved to approve:

1. Section 1 of the AGAR: The Annual Governance Statement 2024-2025.

CTC/13/2526 Resolved to approve:

2. Section 2 of the AGAR: The Accounting Statements 2024-2025.

8.3 Standing Orders, Financial Regulations and Code of Conduct Review

CTC/14/2526 Resolved to approve:

1. The updates to the Standing Orders and adopt into the constitution.
2. The updates to the Financial Regulations and adopt into the constitution.
3. That the current Standing Orders for Contracts remain in place.
4. That the current Code of Conduct is to remain in place.

8.4 Insurance and Fixed Asset Register Review

CTC/15/2526 Resolved to note:

1. The current Insurance Policy in place.

2. The updated Fixed Asset Register.

8.5 Outside Bodies Review

CTC/16/2526 Resolved to approve the external services for 2025-2026.

Action: To review the HR & HS services contract now that this sits within Cheshire East (was ANSA) and present to Council within 6 months.

8.6 Supplier Invoice Approval

CTC/17/2526 Resolved to approve payment of invoice 144676 to Four Oaks Nurseries.

8.7 Christmas Lights Contract Extension

CTC/18/2526 Resolved to approve:

1. An extension for the current supplier of the installation and removal of the Christmas Lights Scheme for 2025
2. The expenditure and approval to pay the invoice on arrival.

8.8 Review of Expenditure

CTC/19/2526 Resolved to review and note the Council expenditure.

9. Amendment to Councillor appointment on THAS Committee

CTC/20/2526 Resolved to approve that Cllr Edwardson steps down from Town Hall, Assets and Services Committee and that Cllr Robert Douglas is appointed as his replacement.

Meeting closed at 7.40 pm

Cllr Robert Brittain

(Chair)