



Congleton Town Council

Title	Finance and Policy Committee
Date of Meeting Time	25 th September 2025 7 pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for Finance & Policy – 25 September 2025

Attendance

Committee Members	Cllr Robert Douglas (Chair) Cllr Dawn Allen Cllr Russell Chadwick Cllr Arabella Holland
Ex Officio	
Non-Committee Members	
Officers	David McGifford (Chief Officer) Serena Van Schepdael – Finance Manager/Responsible Financial Officer Doug Christie- Streetscape Development Manager
Members of the Press	None
Members of the Public	2: Grant applicants

1. Apologies for absence

Apologies were received from Cllrs Edwardson, Firkin (Deputy Mayor), Booth, Brittain (Mayor), and Wardlaw.

2. Minutes of Previous Meetings

FAP/12/2526 RESOLVED to approve and [sign the minutes of the Finance and Policy Committee held on 5th June 2025.](#)

3. Declarations of Interest

Declarations were received from Cllr Chadwick in any matters relating to Cheshire East.

4. Outstanding Actions

FAP/13/2526 RESOLVED to receive updated Action log summary.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

Chief Officer made the Committee aware of emergency expenditure of £5,127 for repairs to the control panel for the boilers/heating system, expenditure approved in line with Financial Regulations item 5.3.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/14/2526 RESOLVED to receive a statement showing the current position as of 31st July 2025.

11. New Applications for Financial Assistance

FAP/15/2526 RESOLVED to approve grant applications:

11.1- The Green Tree House- £1,000

11.2- Congleton Talking Newspaper- £1,000

11.3- Electric Picture House Artists Co-operative- £550

11.4- No Tier Snooker- £1,000

12. New Grant Activities Monitoring Forms

FAP/16/2526 RESOLVED to receive the Grant Monitoring Forms:

12.1- Wild Salt GR09-2425

12.2- RSPCA GR07-2526

13. Management Accounts 2025-2026

FAP/17/2526 RESOLVED to receive the management accounts for the financial year to 31st July 2025.

14. Bank Reconciliations

FAP/18/2526 RESOLVED to receive the bank reconciliation as at 31st July 2025.

15. Savings Account Balances

FAP/19/2526 RESOLVED to receive the Savings Account balances as at 31st July 2025.

Action: To consider a mid-year new investment, dependent on CCLA interest rates.

16. List of Payments

FAP/20/2526 RESOLVED to receive and approve the List of Payments for 1st May to 31st July 2025.

Action: Cllr Chadwick to be added to the signatory list.

17. Investment Strategy and Policy Review

FAP/21/2526 RESOLVED to:

1. Approve updates to the Investment Strategy and recommend to Council for approval and adoption into the Constitution.
2. Approve the Investment Policy for 2025-2026 and recommend to Council for approval and adoption into the Constitution.
3. Approve to renew and reinvest for 12 months of the Cambridge and Counties 1-year investment (Subject to clause 4 of the Investment Strategy) and recommend this to Council on 23rd October 2025.

18. Petty Cash Verification

FAP/22/2526 RESOLVED to note verification of Petty Cash.

19. Virement of Salary Budgets

FAP/23/2526 RESOLVED to withdraw the item due to clarification and further re-allocation of salaries, item to be presented at the November 2025 Finance and Policy meeting.

20. Annual Governance & Accountability Return

FAP/24/2526 RESOLVED to receive the update on the Notice of Conclusion for the Annual Return for 2024-2025.

**Meeting Closed at 8.06pm
Cllr R Douglas
Chair of Finance**