

Title	Council
Date of Meeting Time	23 rd October 2025 7 pm
Status	Draft Minutes – to be ratified at the next Council meeting
Reference Documents	Agenda & Papers for the Council – 23 October 2025

Attendance

Committee Members	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr Suzie Akers Smith <i>left at 8:36 pm</i> Cllr Dawn Allen Cllr Charles Booth Cllr David Brown Cllr Robert Douglas Cllr Mark Edwardson Cllr Emma Hall Cllr Sally Ann Holland <i>arrived at 7.36 pm</i> Cllr Amanda Martin Cllr Susan Mead Cllr Rob Moreton Cllr Heather Peace Cllr Heather Seddon Cllr Richard Walton Cllr Liz Wardlaw Cllr Kay Wesley Cllr Glen Williams
Officers	David McGifford (Chief Officer) Cathy Dean (Communities Manager)
Members of the Press	1
Members of the Public	1

1. Apologies for Absence

Apologies were received from Councillors Russell Chadwick and Shaun Radcliffe.

2. Minutes of Previous Meetings

CTC/21/2526 resolved to approve and sign the Council minutes held on 22nd May and 12th June 2025 as a correct record.

3. Declarations of Disclosable Pecuniary Interest

Non-pecuniary declarations of interest were received by Cllrs Williams & Firkin for Item 13 as members of Congleton Partnership. Cllrs Moreton, Brown, Seddon, Wardlaw, Hall and Holland in matters relating to Cheshire East. And Cllr Holland on item 9.5 Annual Pay Report.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

No urgent items.

6. Congleton Train Station Sunday Service

CTC/22/2526 resolved for the Chief Officer, on behalf of the Town Council, to contact senior executives at Northern Rail and request an urgent meeting to discuss the need to establish a suitably robust train service from Congleton Station on a Sunday.

2. For the Town Council to publicise this petition on its website, in social media and in Bear Necessities.

7. Town Mayor Announcements and Agreements

CTC/23/2526 resolved to receive a list of the Mayor's engagements.

8. Minutes of the Planning Committee

CTC/24/2526 resolved to approve and sign the minutes of the Planning Committee meetings held on the 29th May, 10th July, 7th August and 4th September 2025.

8.1 Tree Policy

CTC/25/2526 resolved that Council adopts Tree Guidance when considering planning applications and as a guide to our residents, highlighting the significant contribution trees and shrubs bring to our environment and thereby encourage best practice to maximise the number of suitable trees and shrubs in our community.

9. Minutes of the Finance and Policy Committee

CTC/26/2526 resolved to approve and sign the minutes of the Finance and Policy Committee held on the 5th June 2025.

9.1 Investment Policy and Strategy Report

CTC/27/2526 resolved to 1) To approve updates to the Investment Strategy. 2) To approve the Investment Policy for 2025. 3) To approve to renew and reinvest for 12 months of the Cambridge and Counties 1-year investment (Subject to clause 4 of the Investment Strategy).

9.2 Budget Update Report

CTC/28/2526 resolved to approve: 1) The overspends as noted in the report. 2) The use of EMR as noted in the report.

9.3 Finance and Policy Signatory

CTC/29/2526 resolved to approve Cllr Kay Wesley is reinstated as a signatory, and Cllr Russell Chadwick is added as a signatory.

9.4 Direct Debit and BACS Report

CTC/30/2526 resolved to 1) note the Direct Debit list. 2) Approve that Direct Debit payments continue for relevant suppliers. 3) To approve that payments by BACS transfer to pay suppliers continue.

9.5 Annual Pay Report

CTC/31/2526 resolved to 1) note the Annual Pay Agreement award for 2025-26 in accordance with the National Joint Council (NJC) agreement. 2) To note that the back pay due from 1st April 2025 to 30th July 2025 was implemented and paid in the August 2025 payroll.

9.6 Notice of Conclusion of Audit

CTC/32/2526 resolved to note the Conclusion of the Audit for the year ending 31st March 2025. And that Council records its appreciation to the Finance Department for their excellent work.

10. Minutes of the Environment Committee

CTC/33/2526 resolved to approve and sign the minutes of the Environment Committee held on the 3rd April and 3rd July 2025.

11. Minutes of the Community Committee

CTC/34/2526 resolved to approve and sign the minutes of the Community Committee held on the 17th April and 17th July 2025.

11.1 Town Centre Code of Conduct

CTC/35/2526 resolved that the Code of Conduct be returned to the Working Group for revision, taking into account Council's suggested changes and improving the overall positivity of the guidelines. And a plan for how this would be promoted/communicated to the public.

12. Minutes of the Town Hall Assets and Services Committee

CTC/36/2526 resolved to approve and sign the minutes of the Town Hall Assets and Services Committee held on the 10th April and 26th June 2025.

13. Congleton Partnership Reserves

CTC/37/2526 resolved that Council approves the transfer of the £10,000 from EMR 326 [EMR Congleton Partnership] into available funds to enable Congleton Partnership to continue delivering its core activities and maintain support for community and environmental initiatives during 2026/27 and 2027/28.

14. Speed Indication Device

CTC/38/2526 resolved to 1) Agree to purchase a SID for £3052.74, which includes a 24-month 4G contract from Ear Marked Reserve 324 Crime Prevention/Traffic Calming. 2) Pay a yearly licence fee to Cheshire East Council, currently £115. 3) To note that Congleton Town Council would be responsible for any maintenance costs outside of the warranty on the device and that Streetscape Operatives would be tasked with moving the device between locations.

Action – confirm the warranty period on the device.