



## Congleton Town Council

<b>Title</b>	<b>Council</b>
Date of Meeting Time	7th May 2026 7 pm
Status	<b>Final Minutes</b>
Reference Documents	<a href="#">Agenda Papers for the Council – 07.05.26</a>

### Attendance

<b>Committee Members</b>	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr Suzie Akers Smith Cllr Russell Chadwick Cllr Robert Douglas Cllr Mark Edwardson Cllr Sally Ann Holland Cllr Amanda Martin Cllr Susan Mead Cllr Rob Moreton Cllr Heather Pearce Cllr Shaun Radcliffe Cllr Heather Seddon Cllr Richard Walton Cllr Liz Wardlaw Cllr Kay Wesley Cllr Glen Williams
<b>Officers</b>	David McGifford (Chief Officer) Serena Vanschepdael
<b>Members of the Press</b>	0
<b>Burgess</b>	1 Bob Edwards
<b>Members of the Public</b>	2

#### 1. Apologies for Absence

Were received from Cllr David Brown, Cllr Charles Booth and Cllr Arabella Holland

#### 2. Minutes of Previous Meetings

**CTC/80/2526 resolved** to approve and sign the minutes of the Council meeting held on the 12<sup>th</sup> March 2026, once the correction to minute Item 7.3 CIL Monitoring Report, because the CIL monies of £ 304.26 were received on 10th June 2021 (not 2026).

### **3. Declarations of Disclosable Pecuniary Interest**

Declarations were received by Cllrs Russell Chadwick, Sally Ann Holland, Rob Moreton, Heather Seddon and Liz Wardlaw on matters relating to Cheshire East Council.

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

There were no questions from members of the public

### **5. Urgent Items**

There were no urgent items

### **6. Town Mayor Announcements and Engagements**

**CTC/81/2526 resolved** to receive the Town Mayor's announcements and engagements

### **7. Minutes of the Finance and Policy Committee**

**CTC/82/2526 resolved** to approve and [sign the minutes of the Finance and Policy Committee held on the 20<sup>th</sup> November 2025 and 26<sup>th</sup> February 2026.](#)

#### **7.1 Policy Review Report**

**CTC/83/2526 resolved** to approve the DBS Certificate Handling & Social Media policies and adopt them into the Constitution, subject to the following amendments:

- Change with to without consent in the vulnerable child section
- Change to officer titles rather than names

#### **7.2 Approval of Internal Auditor for 2026-2027**

**CTC/84/2526 resolved** to approve the services of Auditing Solutions for the financial year 2026-2027.

#### **7.3 Approval of Outside Bodies Support**

**CTC/85/2526 resolved** to approve the external services for the accounting year 2026-2027

#### **7.4 Earmarked Reserves**

**CTC/86/2526 resolved** to approve the Earmarked Reserves movement and project spending.

#### **7.5 Streetscape Vehicles**

**CTC/87/2526 resolved** to approve the virement of £7,900 from Town Hall Business Rates to the Streetscape Vehicle Lease.

#### **7.6 Community Infrastructure Levy Report**

**CTC/88/2526 resolved** to approve the use of £917 from CIL EMR for Public Toilets to cover the costs of clearing the site.

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

**CTC/89/2526 resolved** to approve and [sign the minutes of Town Hall Assets and Services committee meetings held on 6<sup>th</sup> November 2025 and 12<sup>th</sup> February 2026.](#)

#### **8.1 Review of Town Hall Hire Charges** (Enclosed)

**CTC/90/2526 resolved** To approve changes to the booking policy and Town Hall room hire charges, subject to the following:

- Take back to committee for clarification Terms and Conditions 6.5C and 13.9

Suggested that it needs to reference that it is a damage deposit of £500 on all events, subject to the officer's risk assessment. And the Terms and Conditions need to specifically state the penal hourly rate for each individual hour spent on additional cleaning as a result of spillages.

- Suggested change of name of ground floor from the Brasserie to the Godwin Suite (Edward William Godwin being the architect of the Town Hall)

### **9. Minutes of the Planning Committee**

**CTC/91/2526 resolved** to approve and [sign the Minutes of the Planning Committee meetings held on the 8<sup>th</sup> January, 19<sup>th</sup> February and 19<sup>th</sup> March 2026.](#)

#### **9.1 Congleton Neighbourhood Plan**

Councillors noted the update to members on the progress of the Congleton Neighbourhood Plan.

### **10 Minutes of the Community Committee**

**CTC/92/2526 resolved** to approve and [sign the minutes of the Community Committee meeting held on the 27<sup>th</sup> November 2025 and 29<sup>th</sup> January 2026.](#)

**11. Minutes of the Environment Committee**

**CTC/93/2526 resolved** to approve and [sign the minutes of the Environment Committee meeting held on the 4<sup>th</sup> December 2025 and 5<sup>th</sup> February 2026.](#)

**12. Minutes of the Personnel Committee**

**CTC/94/2526 resolved** To approve and [sign the minutes of the Personnel Committee meeting held on 4<sup>th</sup> December 2025.](#)

**13. Civility and Respect Pledge**

**CTC/95/2526 resolved** to approve the signing of the Civility and Respect Pledge and commit to working towards achieving the Gold Award in the Local Government Award Scheme.

**14. Filming and Recording of Meetings**

**CTC/95/2526 resolved** to acknowledge that the Model Standing Orders allows individuals and organisations to record meetings in line with the following:-

- *Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present*
- *A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission*
- *The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

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

**CTC/96/2526 resolved** to pass resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to commercial sensitivities and private staffing matters.

**16. Congleton Community Projects SLA)**

**CTC/97/2526 resolved** to approve the Service Level Agreement for Congleton Community Projects **Action** for the Chief Officer to forward a written breakdown for the projects being supported and ensure the stated quarterly meetings take place.

**17. Chief Officer Recruitment**

The Chief Officer updated the Council on the progress of recruiting his replacement.

**Meeting Ended: 9:30 pm**

**Chair – Cllr Robert Brittain**