

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	26th February 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	19 Policy Review		
Background	Congleton Town Council have adopted Polices to support the running and the operations of the Town Council. It is best practice to have these reviewed from time to time, and the introduction of new polices should best practice requirements indicate as such.		
Updates	There are 2 polices for review in this agenda item, both of which are new.		
Policy	New/Review	Information	
DBS Handling Certificate Policy	New	A policy on how we handle these certificates would cover GDPR/Data Protection and staffing records. Information for policy wording has been taken from other Council Policies and legislation.	
Social Media Policy	New	We do not currently hold a Social Media Policy, and with the higher reliance on the use of messaging services such as WhatsApp and the use of Social media sites, this would be beneficial. New policy adapted from other Town Councils polices plus internet searches for examples and information and has been checked against the NALC (Parish & Town Council Governing Body) model guidance.	
Financial	No requirements/implications for this decision.		
Environmental	No implications for this decision.		
Equality and Diversity	No implications for this decision.		
Decision Request	To discuss and approve the polices and recommend them to Council for approval and adoption into the Constitution.		