



Congleton Town Council

Title	Council
Date of Meeting Time	12 March 2026 7 pm
Status	Draft Minutes – to be ratified at the next Council meeting
Reference Documents	Agenda Papers for the Council -

Attendance

Committee Members	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr Dawn Allen Cllr Charles Booth Cllr David Brown Cllr Mark Edwardson Cllr Arabella Holland Cllr Amanda Martin Cllr Rob Moreton Cllr Shaun Radcliffe Cllr Heather Seddon Cllr Liz Wardlaw Cllr Kay Wesley Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Were received from Cllr Russell Chadwick, Cllr Robert Douglas, Cllr Emma Hall, Cllr Sally Ann Holland, Cllr Susan Mead, Cllr Heather Pearce, Cllr Richard Walton

2. Minutes of Previous Meetings

CTC/69/2526 resolved to approve and sign the minutes of the Council meeting held on the 22nd January 2026 as a correct record.

3. Declarations of Disclosable Pecuniary Interest

Declarations were received by Cllrs David Brown, Rob Moreton and Heather Seddon on matters relating to Cheshire East and Glen Williams re items relating to Eaton Bank (SID)

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/70/2526 resolved to receive the Town Mayors announcements and engagements

7. Finance and Policy

7.1 Financial Regulations and Supporting Policies Update FAP/56/2526

CTC/71/2526 resolved to approve the Financial Regulations and Supporting Policies update

7.2 Business Risk Assessment 2026-27

CTC/72/2526 resolved to approve the Business Risk Assessment.

7.3 CIL Monitoring report

CTC/73/2526 noted the report and the need to utilise the £304.24 allocation, which was received on the 10th June 2026.

8. Town Hall Assets and Services

CTC/74/2526 resolved to approve the installation of double glazing to the six second floor windows at the Town Hall – Cost £12,000 plus VAT

9. Neighbourhood Plan

CTC/75/2526 resolved to receive the update on the progress report for the Neighbourhood Plan

10. Speed Indication Device

CTC/76/2526 resolved to approve the procurement of an additional SID within a budget of £3,500

11. Resolution to Exclude the Public and Press from Items 12 &13

CTC/77/2526 resolved to exclude members of the press and public due to commercial sensitivities and personnel matters

12. Cheshire East Council Devolution

CTC/78/2526 resolved to receive the Devolution Report and for the Council to raise an Expression of Interest with Cheshire East Council with regards to Fellowship House as requested by Visyon

13. Retirement of the Chief Officer and process for replacement

CTC/79/2526 resolved to

1. Approve the updated Chief Officer Job description subject to alignment to NALC's Model Chief Officer / Clerks Job description
2. To approve the proposed process as outlined in appendix 2
3. That the Personnel Committee review the process for the interviewing and appointment of the Chief Officer