

Actions Log

Date of Meeting	Item/Resolution	Details of Action 2025-2026	By who	By When?	Latest Update	Progress
27 March 2025	FAP/82/2425	Standing Orders and Financial Regs reviewed and approved, but still to review Procurement Policy and Standing Orders for Contracts.	RFO	Feb-26	Will be updated at September 25 FAP meeting, ready for final approval in October 25 by Council. 06NOV25 will no go to normal annual review. 20NOV25 Update: To be reviewed by FAP in February 2026 ready for final approval by Council. 4MAR2026: See below FAP/56/2526	Suspended
05 June 2025	FAP/11/2526	Approval of DD/BACS, to go to Council for approval.	RFO	23 October 2025	Report ready for October Meeting. Complete CTC/30/2526	Complete
25 September 2025	FAP/20/2526	CLlr Chadwick to be added as a signatory	RFO	23 October 2025	Report to go to council 23OCT to add Cllrs Chadwick and Wesley. Complete CTC/29/2526	Complete
25 September 2025	FAP/21/2526	Investment policy and strategy to go to Council for final approval & adoption to constitution.	RFO	23 October 2025	Report to go to Council 23OCT25. Complete CTC/27/2526	Complete
25 September 2025	FAP/23/2525	Salary virement paper withdrawn: to clarify new allocation, SEE BELOW DUE TO NEW RESOLUTION	RFO	20 November 2025	To go back to FAP in November.	Complete
25 September 2025	FAP/24/2526	AGAR to go to Council for final noting of conclusion of audit for 24-25	RFO	23 October 2025	Report to go to Council 23OCT25. 20NOV25 Update: Complete, Council approved CTC/32/2526	Complete
25 September 2025	FAP/21/2525	To re-look at possible mid-year investment	RFO	.	Will be fed back to FAP.	In Progress
20 November 2025	FAP/36/2526	Resolved to approve the virement of salaries due to the revaluation of staffing structure and recommend this to Council on 11th December 2025 for approval.	RFO	11 December 2025	20NOV25 Update: FAP approved FAP/36/2526, will be presented to Council on 11DEC25. 08JAN25 Approved by Council ref CTC/45/2526. COMPLETE	Complete
20 November 2025	FAP/37/2526	Flag Flying Policy: resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption in to the Constitution. 1: In section The Union Flag-Flag Flying Days section, delete Date for 2020 can be seen in Appendix A	RFO	11 December 2025	Council will be requested to approve and adopt into constitution. 08JAN25: Complete- Policies approved by Council ref CTC/44/2526	Complete
20 November 2025	FAP/38/2526	ICT and Cyber Security Policy: resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption in to the Constitution. 1:Section 10: Correct spelling of 'of' to 'or' 2:Section 11: remove references to social media names 3:Section 12: Add a reference to scams awareness	RFO	11 December 2025		Complete
20 November 2025	FAP/39/2526	SAR Complaints Policy: resolved to approve the draft policy and recommend this to Council for approval and adoption in to the Constitution.	RFO	11 December 2025		Complete
20 November 2025	FAP/40/2526	Compliments, Suggestions and Complaints Policy: resolved to approve the draft policy and recommend this to Council for approval and adoption in to the Constitution.	RFO	11 December 2025		Complete
26 February 2026	FAP/56/2526	Resolved to approve the updates to the Financial Regulations and corresponding sections in The Standing Orders and recommend to Council for approval and adoption into the Constitution subject to the removal of Financial Regulations reference Section 5 section showing "Updated item 16.5 from £3,000 to - £5,000."	RFO	12 March 2026	Approved at Council 12th March 2026.	Complete
26 February 2026	FAP/57/2526	Resolved to approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the Constitution. Consideration may need to be given to review security breach at the museum.	RFO	12 March 2026	Approved at Council 12th March 2026, although awaiting clarification on queries on wording/terminology from Councillor who raised them.	In Progress
26 February 2026	FAP/58/2526	Resolved to approve the DBS Handling Certificate noting that information that is provided by individuals is not kept on files.	RFO	07 May 2026		In Progress
26 February 2026	FAP/29/2526	Resolved to approve the policy as proposed on the basis that in addition to this policy – •A separate schedule needs to be referred to within the policy on the use of social media including which channels that should be used, by officers and councillors (these lists may differ slightly). •In Section 9, replace the words "local election" with "all elections involving Congleton" •Guidance is given to councillors and officers ahead of election period on media use. •On the last line of page 6 between the words "Councillors" and "the public" replace "of" with "or". •Develop a separate policy for the use of AI for council reports and noting on the reports that AI was used.	RFO	07 May 2026		In Progress