



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

Date 15th May 2026

Dear Councillor

Annual Council Meeting (Mayor Making)

You are summoned to attend the Annual Meeting of the Town Council, to be held in the Grand Hall at Congleton Town Hall on **Thursday, 21st May 2025 at 7.00 p.m.**

You are cordially invited to bring your partner along on this civic occasion and refreshments will be served at the end of the meeting, the preferred dress code is smart.

Yours sincerely

David McGifford
Chief Officer



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



Agenda

1. Election of the Town Mayor for the Ensuing Year

2. Vote of Thanks for the Retiring Town Mayor

2.1 Presentation of the Former Town Mayor's Medallion

2.2 Presentation of the Retiring Town Mayor's Cadet Medallion

2.3 Town Mayor's Cadet Scheme & Appointment of the Town Mayor's Cadet

3. Apologies for Absence

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

4. Election of Deputy Town Mayor for the Ensuing Year

5. Council Committees and quantity of members

To appoint the following Committees for the municipal year 2026/27

	Committee	Members
5.1	Community	10
5.2	Environment	10
5.3	Finance and Policy	10
5.4	Personnel	10
5.5	Planning Committee	10
5.6	Town Hall Assets and Services	10

6. Appointment of Chairs and Vice-Chairs of Committees

To appoint Committee Chairs and Vice-Chairs for the Municipal year 2026/27

	Committee	Chair	Vice Chair
6.1	Community		
6.2	Environment		
6.3	Finance and Policy		
6.4	Personnel		
6.5	Planning		
6.6	Town Hall Assets & Services		

7. Appointment of Working Groups

To appoint the following Working Groups for the Municipal Year 2026/27:

	Working Group	Reporting to:
7.1	Community Safety	Community Committee
7.2	Congleton In Bloom	Community Committee
7.3	Regeneration and Town Centre	Finance and Policy Committee
7.4	White Ribbon	Community Committee
7.5	Strategy working group	Council

8. To appoint Councillors for the Municipal year 2026/27 as listed for the following:

8.1 Committee Members

Committee	Qty	Councillors 2026-27
Community		
Environment		
Finance and Policy		
Personnel		
Planning Committee		
Town Hall Assets and Services		

8.2 Working Groups

Working Group	Councillors
Community Safety	
Congleton In Bloom	
Regeneration & Town Centre	
White Ribbon	
Strategy	

8.3 Appointment of Representatives to Outside Bodies

Outside Bodies	Qty	Councillors
Astbury Mere Trust	1	
CHALC	1	
Cheshire East Liaison	6	
Congleton Museum Trust	1	
Congleton Partnership Oversight Group	2	
Hilary Avenue Allotment Association	1	
Congleton Community Projects	1	
Bromley Farm Hub	1	

8.4 Civic

CIVIC	Qty	Councillors
Macebearer	1	
Deputy Macebearer	1	
PANELS AND SIGNATORIES		
Complaints Panel	7	
Selection Panel for co-option	7	
Cheque Signatories	6	

9. Council Meeting Calendar 2026-2027 (Enclosed)

To receive the meeting Calendar for 2026-2027

10. Civic Service and Sunday Parade

To receive details from the Town Mayor with regard to the Civic Service for the Municipal year 2026/27.

To All Members of the Council

CC: Town Burgess (5), Congleton Information Centre,
Congleton Library, MP and Press (3)

MEETING DATES 2026-27

7 pm Unless otherwise stated

May 2026

- 7 Council Meeting
- 12 Informal meeting
- 14 Annual Town Meeting
- 21 Mayor Making
- 28 Planning

June 2026

- 4 Finance & Policy
- 11 Council
- 18 Community
- 25 Planning

July 2026

- 2 Town Hall Assets & Services
- 9 Environment
- 16 *Date Reserved*
- 23 *Date Reserved*
- 30 Planning

August 2026

- 6 *Date Reserved*
- 13 *Date Reserved*
- 20 *Date Reserved*
- 27 *Date Reserved*

September 2026

- 3 Planning
- 10 Finance & Policy
- 17 Community
- 24 Council

October 2026

- 1 Environment
- 8 Planning
- 15 Town Hall Assets & Services
- 22 *Date Reserved*
- 29 *Date Reserved*

November 2026

- 5 Finance & Policy
- 12 Planning
- 19 Council
- 26 Community

December 2026

- 3 Town Hall Assets & Services
- 10 Environment
- 17 Planning

January 2027

- 7 Planning
- 14 Finance & Policy
- 21 Community
- 28 Council

February 2027

- 4 Town Hall Assets & Services
- 11 Environment
- 18 *Date Reserved*
- 25 Planning

March 2027

- 4 Finance & Policy
- 11 Council
- 18 *Date Reserved*
- 25 Planning

April 2027

- 1 *Date Reserved*
- 8 Community
- 15 Town Hall Assets & Services
- 22 Planning
- 29 Environment

May 2027

- 6 Council Meeting
- 11 Informal Meeting (*Tues*)
- 12 *Date Reserved (Wed)*
- 13 Annual Town Meeting
- 20 Mayor Making

****Meetings of the Personnel Committee and Strategy Working Group will be convened as business dictates. All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.**

Papers will be emailed to Councillors and published on the Town Council's website at least three clear working days before each committee meeting – not including the date of the committee or weekends.



Congleton Town Council

Town Hall, High Street,
Congleton, CW12 1BN
Tel: 01260 270350 *option 1*

Information for Members 2026-27

Email: info@congleton-tc.gov.uk

Chief Officer: David McGifford

Email: david.mcgifford@congleton-tc.gov.uk

Mobile : 07974 600898