



Meeting (No)	Annual Meeting of the Council (1)
Time & Date	4th May 2021 at 6.00pm
Location	Remote meeting held via zoom

Minutes

Present: Cllrs Wastell (Mayor), Bolderson, Davies (following item 2), Flockhart, Griffiths, Hudspeth, Jones, Kynaston, Marple (following item 2), Samuel, Townsend, Warner, and Mrs A Kunaj (Council Manager).

In attendance: A representative of AMA (local press), following item 2.

PART 1: Items considered in the presence of the press and public

The Mayor, Cllr Warner opened the meeting and called for nominations for the election of the Chair.


1	<p>Election of Chairman</p> <p>Resolved to elect Cllr Wastell as the Chairman of the Council for the ensuing year.</p> <p>The Chairman signed his declaration of acceptance of office witnessed by councillors and the Council Manager via zoom. The Council Manager at a later date will receive and sign the Chairman's signed and witnessed Declaration of Acceptance of Office.</p> <p>The Chairman wished to be called Town Mayor (Local Government Act 1972 s245 (6)).</p> <p>Cllr Wastell gave thanks to Cllr Warner and her incredible effort throughout her Mayoral year; keeping the market open; Ladies Day and the Christmas Lights event.</p> <p>Cllr Warner wished the new Mayor her very best for the ensuing year.</p>
2	<p>Apologies for absence: None.</p> <p>The absence of Cllr Hutt was noted.</p> <p>Members were advised of that Cllrs Lynch and Roberts were no longer councillors (See Council Manager's report below item 18)</p>


Cllrs Davies and Marple and the AMA representative arrived

3	<p>Election of Vice Chairman</p> <p>Resolved to elect Cllr Kynaston as Vice Chairman of the Council for the ensuing year.</p> <p>The Vice Chairman signed her declaration of acceptance of office witnessed by Councillors and the Council Manager via zoom. The Council Manager at a later date will receive and sign the Chairman's signed and witnessed Declaration of Acceptance of Office to sign: <i>SHO</i></p> <p>The Vice Chairman took the title of Deputy Mayor (see item 1)</p> <p>Cllr Kynaston thanked her fellow councillors for the confidence that they had in her and for electing her as Deputy Chair, the first time she has held this position. Cllr Kynaston said that she would support Cllr Wastell to the best of her ability.</p>
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4	Questions and comments from residents: None.
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5	Minutes of the meeting Resolved to approve the minutes of the meeting held on 23 rd March 2021 as a true and correct record. The minutes will be signed at the next face to face meeting.
6	Declarations of Interest: None
7	Constitution and Terms of Reference for Standing Committees
a	Resolved to approve and adopt the Town Council's Committee Structure of Council and two Standing Committees.
b	Resolved to approve and adopt the Committee Terms of Reference and Schemes of Delegation, for the Council's Standing Committees; i) Resolved to appoint a minimum of five members and no more than nine members to serve on the under mentioned Standing Committees: <ul style="list-style-type: none"> Community and Environment: Cllrs Davies, Griffiths, Hinks, Kynaston, Marple, Samuels and Wastell. Resources and Policy: Cllrs Hinks, Husdspeth, Jones, Kynaston, Marple, Warner and Wastell.
8	Standing Orders and Financial Regulations <i>As recommended by the task & finish group via the Resources and Policy committee 27.04.21 item 81</i>
a	Resolved to approve and adopt the Council's Standing Orders for Neston Town Council
b	Resolved to approve and adopt the Financial Regulations for Neston Town Council
9	Review of Delegated arrangements
i	Banking Arrangements: Resolved to authorise the core members of the Resources and Policy Committee, The Council Manager and the Finance Manager / RFO to be the authorised signatories and sign the banker's mandate for the Neston Town Council accounts.
ii	Resolved to approve delegated authority to Senior Market & Support Co-ordinator as outlined in paper FC1/9ii and that this be as extended to other Managers (R&P 27.04.21 item 80)
iii	Members noted that under the R&P committee ToR they have been provided with delegated authority in which to deal with the council's insurance requirements.
10	Appointment of Representatives and Delegates to any External Organisations
a	i. Council agreed that the existing representatives should continue as such until the first meeting of the reporting committee, each delegate to report to the appointed committee. ii. Council agreed that it wished to have representatives who would meet on their behalf with the following organisations:
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	<p>Organisations:</p> <p>One delegate for each organisation, reporting to and chosen by the Community and Environment committee</p> <p>1..Neston Female Society</p> <p>2. Community Rail Partnership</p> <p>3. Deeside Business Forum</p> <p>4. Neston Station Adopters</p> <p>5. Wrexham-Bidston Rail Users' Association (WBRUA)</p>	
b	<p>Representatives to attend ChALC Area Meetings</p> <p>Cllrs Griffiths, Kynaston and Samuels were nominated as the 3 Cllrs to attend ChALC Area Meetings. Members agreed that should any of the 3 nominated Cllrs be unable to attend, Cllr Warner would attend in their place and should the ChALC meetings continue via zoom, then Cllr Marple would be able to substitute</p> <p>Member Councils are entitled to appoint up to 3 representatives to attend the ChALC Area Meetings which are held quarterly.</p>	
11	Assets	
	Resolved to approve the Council's assets to 31.03.21	
12	Data Protection Officer	
	Resolved to renew the services provided by the current contractor JDH Services and for them to continue as the council's DPO.	
13	Membership	
	<p>Resolved to approve the Council's membership as listed below and to authorise the WBRU £25 membership fee.</p> <ul style="list-style-type: none"> • Cheshire Community Action • Deeside Business Forum • National Association of Local Councils via ChALC • National Association of Allotments (NSALG) • Neston Station Adopters • Society of Local Council Clerks • The National Association of British Market Authorities (NABMA) • Wrexham-Bidston Rail Users' Association (WBRUA) 	
14	Policies and Procedures	
a.	<p>The Council's complaints procedure was reviewed no amendments were proposed.</p> <p>Resolved to approve the Council's complaints procedure.</p>	
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b.	The following policies were reviewed and adopted; i. Data Protection Policy (approved by R&P committee 23.02.2021). ii. Publication Scheme
c.	The Council's policy for dealing with the press/media was reviewed and adopted.
d.	Members noted that a review and of the following Council's employment policies will be undertaken at a future date by the HR sub-committee following its formation by the R&P committee. i. Annual Leave ii. Code of Conduct for staff iii. Flexi-time (reviewed by R&P committee 04.03.2021) iv. Increment v. Lone worker vi. Sickness and Attendance
15	Diary of Neston Town council Meetings 2021 - 2022
a	Resolved to approve the schedule of meetings for Full Council and first committee meeting. The Annual Town Meeting date is to be confirmed.
b	Members noted that the standing committees will agree their own schedule of meetings for the ensuing year.
16	Chairman's Allowance
	Resolved to approve an allowance of £1,000 to the Chairman to defray the expenses of office in the ensuing year.
17	Finance
	a) Resolved to approve current account expenditure to 31.03.21 for £41,014.80 net as authorised by the RFO, and Equals card payment of £36.31 net to 31.03.21 b) The income to 31.03.21 of £15,138.46 was noted. c) Resolved to agree and approve the reconciliation of the Council's current account, Equals and savings account to the bank statements 31.03.21. The Mayor will send an email confirmation as evidence to the RFO.
18	Council Manager's Report
	<i>Councillor Membership:</i> Cllr Lynch has not attended at meetings for over six months and is now disbarred. Cllr Roberts has resigned. <i>Temporary Post:</i> A temporary admin post is being advertised.
19	The minutes of the committee meetings were noted.
a	<i>Community and Environment 13.04.2021</i>
b	<i>Resources and Policy 27.04.2021</i>
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20	Recommendations from Committees
a	<p><i>HR sub-committee via Resources and Policy committee 27.04.2021;</i></p> <p>Resolved to provide delegated authority to the Council Manager to employ a member of staff on a temporary basis for 5 hours per week.</p> <p>Thanks were given to Cllr Hinks for her invaluable support in providing recruitment papers for the temporary post which without this support, deadlines could not have been met.</p>
21	Notification of Members Interests
	<p>Members noted that all Councillors are required to keep their Notification of Members Interest forms updated, copies of which are kept by CWaC's Monitoring Officer and must be displayed on the Town Council and CWaC's websites.</p> <p>The Council is required to keep a register of gifts and hospitality.</p>
22	Any other Items: None.
Exclusion of the Press and Public	
	<p>Resolved that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p>
The AMA representative left the meeting	
PART 2: Items considered in the absence of the press and public	
23	Council Manager Annual Appraisal
	<p>a. Members noted Standing Order 19.3 regarding 'Handling of Staff Matters'</p> <p>b. Resolved to override on this occasion, Standing Order 19.3 and approve for Cllrs Kynaston and Warner to undertake the Council Manager's formal appraisal.</p>

Meeting closed at 19:00

Signed _____



Dated _____

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