

	Meeting (No)	Annual Meeting of the Council (1)
	Time & Date	17th May 2022 at 6.00pm
	Location	Neston Town Hall
AGENDA		

Notice is hereby given that –

A meeting of Neston Town Council will be held at **Neston Town Hall** on **Tuesday 17th May at 6pm** for the purpose of transacting the business set out on the agenda below.

Yours sincerely

Alison Kunaj

Mrs A Kunaj
Proper Officer of the Council
Council Manager 11.05.2022

Digitally signed by Alison Kunaj
DN: CN=Alison Kunaj, C=UK, OU=Neston Town Council, O=Neston Town Council, E=alison.kunaj@nestontowncouncil.org.uk
Reason: I am the author of this document
Location:
Date: 2022-05-11 12:28:35

Members of the public and the press are welcome to attend except for any “Part 2” items in which confidential information will be discussed and only Councillors and reporting officers may be present.

AGENDA

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

		Document reference
1	Election of Chairman	
	<ul style="list-style-type: none"> a. To elect the Chairman of the Council for the ensuing year. b. To receive the Chairman to Declaration of Acceptance of office. The Chairman is entitled to be called Town Mayor (Local Government Act 1972 s245 (6)). She/he cannot be compelled to use or prevented from using this title. c. Nominations have been received and seconded for Cllr Kynaston. <p><i>Note:</i> Only nominations and votes from those councillors who are present at the meeting are valid.</p>	
2	Apologies for absence	
	To receive and consider acceptance, and to note other absences.	
3	Election of Vice Chairman	
	<ul style="list-style-type: none"> a. To elect the Vice Chairman. b. The Vice Chairman may wish to, dependant on the decision regarding the title of Mayor made by the newly elected Chair, be called Deputy Mayor (see item 1) c. Nominations have been received and seconded for Cllr Jones. 	
4	Questions and comments from residents or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes	

a	on any item of business included in the agenda	
b	with the Chairman's permission to seek information from the Council about matters of particular significance to the people of Neston	
5	Minutes of the meeting	
	To consider and approve the minutes of the meetings held on 5 th April 2022.	FC1/5
6	Declarations of Interest	
	Members are invited to declare non-pecuniary and pecuniary interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is non-pecuniary or pecuniary.	
7	Constitution and Terms of Reference for Standing Committees	
a	To approve and adopt the Town Council's Committee Structure of Council and four Standing Committees and;	FC1/7a
b	To approve and adopt the Committee Terms of Reference and Schemes of Delegation, for those four Standing Committees; <ul style="list-style-type: none"> • Community and Environment • Finance and Administration • Human Resources Committee • Market and Town Hall 	FC1/7b
c	To appoint members to serve on the under mentioned Standing Committees. The number of members as determined by their Terms of Reference.	FC1/7c
d	To approve the minutes of the HR Sub-committee meetings 16.11.2021 & 15.02.2022. The Mayor is to sign the minutes.	FC1/7d
e	To consider the draft of the new style and the details of Human Resources Committee Terms of Reference, which could be adopted following the staff review.	FC1/7e
f	To consider if this style of terms of reference is acceptable and if moving forward council would prefer that the new style be adopted for Council, all of its committees and sub-committees.	
g	To note that the lozenge style has been adopted and is being implemented going forward, by staff for all policies.	
h	To approve that when the schedules of meetings for the Finance and Administration and the HR committee are agreed, that these meetings will take place during the morning of that date.	
8	Review of Delegated arrangements	
a	Banking Arrangements: To authorise the core members of the Finance and Administration 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.	

b	Market and Town Hall: To approve delegated authority to Senior Market & Support Co-ordinator as extended to other officers during a time of absence.	FC1/8b
c	Insurance: To note that under the Finance and Administration committee Terms of Reference, this committee will have delegated authority in which to deal with the council's insurance requirements.	
d	Pension Authorisation forms: To authorise the core members of the Human Resources Committee, the Council Manager and the Finance Manager / RFO to be the authorised signatories for all pension authorisation forms.	
9	Appointment of Representatives and Delegates to any External Organisations	
a	To agree that existing representatives continue as such until the first meeting of the reporting committee, each delegate to report to the appointed committee or Sub-committee.	
b	<p>To agree that Council wish to have representatives and nominate members to meet with the following organisations:</p> <ol style="list-style-type: none"> 1. Neston Female Society - Community & Environment committee 2. Community Rail Partnership – Transport sub-committee 3. Deeside Business Forum – Transport sub-committee 4. Neston Station Adopters – Transport sub-committee 5. Wrexham-Bidston Rail Users' Association (WBRUA) - Transport Subcommittee or Community & Environment committee. <p>A minimum of one delegate for each organisation to report to the parent committee.</p>	
c	<p>Representatives to attend ChALC Area Meetings</p> <p>To nominate 3 Cllrs to attend ChALC Area Meetings.</p> <p>Member Councils are entitled to appoint up to 3 representatives to attend the ChALC Area Meetings which are held quarterly.</p>	
10	Assets	
	To confirm the Council's assets to 31.03.22.	FC1/10
11	Data Protection Officer	
	To confirm renewal of services and costs by the current contractor JDH Services, as the Council's DPO.	
12	Membership	
	<p>To approve the Council's membership:</p> <ul style="list-style-type: none"> • Cheshire Community Action • National Association of Local Councils via ChALC and annual subscription of £1,470.04 (no VAT) • National Association of Allotments (NSALG) • Society of Local Council Clerks • The National Association of British Market Authorities (NABMA) and annual subscription fee of £384 (no VAT) 	

	<ul style="list-style-type: none"> Wrexham-Bidston Rail Users' Association (WBRUA), and membership fee of £25 (no VAT) 	
13	Policies and Procedures	
a.	Publication Scheme and Information Guide: To reviewed and adopt the Council's Publication Scheme FC1/13a(i) and Information Guide FC1/13a(ii).	FC1/13a(i) & FC1/13a(ii)
b.	Councillors Code of Conduct: To consider adoption of draft Councillors Code of Conduct FC1/13b, as adopted by Cheshire West and Cheshire Council in April 2022.	FC1/13b
c	Quality Policy: To consider adoption of the Quality Policy FC1/13c.	FC1/13c
d	Performance Management Policy: To consider adoption of the new Performance Management Policy FC1/13d.	FC1/13d
14	Diary of Neston Town council Meetings 2022 - 2023	
a	To approve the schedule of meetings for Full Council and first committee meetings.	FC1/14a
b	To note that the standing committees will agree their own schedule of meetings for the ensuing year, draft dates have been included.	
15	Chairman's Allowance	
	To approve an allowance of £1,000 to the Chairman to defray the expenses of office in the ensuing year.	
16	Finance	
1	a) To approve current account expenditure to 31.03.22 for £21,558.71 net as authorised by the RFO, and Equals card payment of £177.27 net to 31.03.22.	FC1/16a
	b) To note the income to 31.03.22 of £5,615.91.	FC1/16b
	c) To agree the reconciliation of the Council's current account, Equals and savings account to the bank statements 31.03.22.	FC1/16c
2	To retrospectively approve Annual Support and Maintenance from Rialtas at a cost of £395 +VAT for financial year 2022/23.	
17	Annual Return for financial year 31 March 2022	
a	To receive and approve - Internal Audit report to 31.03.22	FC1/17a
b	To approve section 1 – Annual Governance Statement 2021/22	FC1/17b
c	To approve section 2 – Accounting Statement 2021/22	FC1/17c
18	Council Manager's Report	
	Questions to, and comments by, the Council Manager relating to progress of items decided at the last meeting of the Council.	FC1/18
19	To note the minutes of the committee meetings	
a	<i>Resources and Policy 05.04.2022.</i>	FC1/19a
b	<i>Community and Environment 01.03.2022, 12.04.2022, 04.05.22 and 10.05.22.</i>	FC1/19b

20	Recommendations from Committees/Subcommittee	
a	<p>Transport Subcommittee 05.04.2022:</p> <p><i>Traffic Calming Measures item 51, paper T6/51</i></p> <p>The Transport Sub-committee recommend that Council makes a financial contribution from EMR 337 (CIL) towards the cost of the proposed traffic calming scheme in Ness and suggested that a smaller size of Scan Kerb should be installed to avoid drainage issues and prevent cyclists from being pushed into the highway.</p> <p>The overall cost of the proposed scheme is currently estimated to be £10,700; due to the proposed amendments by the Transport subcommittee to the scheme, the subcommittee were advised that this may become prohibitively expensive.</p>	T6/51 FC1/20a
21	Additional Policing in Neston (Cllr Kynaston)	
	<p>Proposal FC1/21: That Neston Town Council support an increased police presence in Neston on Thursday 2nd June so that the evening can be enjoyed by residents and visitors with minimum disruption. Recommended support of £350 to be taken from the Jubilee funds EMR 339 and paid directly to the police.</p>	FC1/21
22	Council Plan - Situation Analysis Report	
	<p>To consider the notes of the Working Group Meeting held remotely on 4th May, and the Group's recommendations that;</p> <ol style="list-style-type: none"> 1. Council accepts the report as a helpful position statement and use it as a road map by which to progress. 2. Council agrees all recommendations in principle, and to consider each in detail and consider how best to progress them. 3. Council includes a timetable to implement the recommendations within the proposed Delivery Plan. 4. In order to allow staff to prioritise the strategic priorities which directly benefit the Town's communities, to delegate Finance and Administration Committee to identify funding to enable assistance to be engaged to help with the "one off work" which can be more efficiently undertaken by specialists. 	FC1/22
23	Co-option of Councillor for Parkgate Ward	
	To consider applications received or nominations made for the Parkgate ward councillor vacancy.	
24	Any other Items	
	That the Chairman determines are urgent for discussion, or noting for the next agenda	
25	Exclusion of the Press and Public	

	To consider 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.	
PART 2: Items to be considered in the absence of the press and public		
26	Council Plan - Situation Analysis for Neston Town Council	
	To consider the Situation Analysis for Neston Town Council report and recommendations as outlined within the FC1/26 report.	FC1/26

"We are creating a sustainable market town with a vibrant centre for Neston, its residents, businesses and visitors by fostering a strong community spirit."