

	<i>Meeting (No)</i>	<b>Annual Meeting of the Council (1)</b>
	<i>Time &amp; Date</i>	<b>17<sup>th</sup> May 2022 at 6.00pm</b>
	<i>Location</i>	<b>Neston Town Hall</b>
<b>Draft - Minutes</b>		

**Present:** Cllrs Kynaston (Mayor from item 1), Flockhart, Griffiths, Hinks, Hudspeth, Jackson, Marple, Samuels, Warner and Wastell and Mrs A Kunaj (Council Manager).

In attendance: A representative of the press.

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

**1 Election of Chairman**

The outgoing Mayor, Cllr Wastell welcomed members to the meeting and said "Firstly, I would like to thank Alison and the other members of staff for all their hard work and support. Also, I would like to thank my Deputy, Cllr Pat Kynaston, for her support and advice.

The first part of my year was affected by Covid restrictions, but the second saw the lifting of restrictions and a return to some sort of normality; we restarted face-face meetings and the town hall was being utilised again.

I am optimistic for the coming year, especially as we are starting our strategic review which should see the Council become more relevant to the local residents.

I would wish my successor, Pat, the very best of luck and I hope she has an enjoyable and successful year."

Cllr Wastell called for nominations for Mayor.

- a. **Resolved** to elect Cllr Kynaston as the Chairman of the Council for the ensuing year.

The Chairman confirmed that she wished to be referred to as the Town Mayor.

Cllr Kynaston expressed her thanks for the confidence shown in her, indicated by the other councillors in electing her as Mayor and to guide council through what will be a challenging year ahead. Members present were reminded that with the Council Plan, they had made a commitment, but had lots to look forward to.

- b. The Mayor signed the Declaration of Acceptance of office witnessed by the Council Manager.

**2 Apologies for absence**

**Resolved** to accept apologies from Cllrs Davies (personal), Jones (business) and Willis (business).

Absences: The absence of Cllrs Harper, Heritage and Townsend were noted.

**3 Election of Vice Chairman**

- a. **Resolved** to elect Cllr Jones as the Vice Chairman of the Council for the ensuing year.

- b. The Vice Chairman may be called Deputy Mayor.

**4 Questions and comments from residents:** The Mayor read out an email that she had received from a resident in support of the proposed speed bumps in Ness, item 20a.

**Mayor's initial and date**

<b>5</b>	<b>Minutes of the meeting</b>
	<b>Resolved</b> to approve the minutes of the meeting held on 5 <sup>th</sup> April 2022 as a true and correct record. The Mayor signed the minutes.
<b>6</b>	<b>Declarations of Interest:</b> None.
<b>7</b>	<b>Constitution and Terms of Reference for Standing Committees</b>
a	<b>Resolved</b> to approve and adopt the Town Council's Committee Structure of Council and four Standing Committees.
b	<p><b>Resolved</b> to approve and adopt the Committee Terms of Reference and Schemes of Delegation, for those four Standing Committees;</p> <ul style="list-style-type: none"> <li>• Community and Environment</li> <li>• Finance and Administration</li> <li>• Human Resources Committee</li> <li>• Market and Town Hall</li> </ul> <p>Members agreed that membership for each committee would not exceed 5, however, if going forward this was deemed by a committee to be unsatisfactory, then it would be revisited at the request of that committee.</p>
c	<p>Members were appointed to serve on the under mentioned Standing Committees.</p> <ul style="list-style-type: none"> <li>• Community and Environment Cllrs Davies, Griffiths, Marple, Samuels and Wastell.</li> <li>• Finance and Administration Cllrs Hudspeth, Jackson, Jones, Kynaston and Wastell.</li> <li>• Human Resources Committee Cllrs Hinks, Hudspeth, Kynaston and Samuels.</li> <li>• Market and Town Hall Cllrs Griffiths, Hudspeth, Jones, Marple and Samuels.</li> </ul>
d	<b>Resolved</b> to approve the minutes of the HR Sub-committee meetings 16.11.2021 and 15.02.2022 as true and accurate records. The Mayor signed the minutes.
e	Members considered the draft of the new style and the details of Human Resources Committee Terms of Reference, which could be adopted following the staff review. Different job titles referred to need to be clarified in order to make it clearer on what was being proposed.
f	Members were undecided about the new style of terms of reference for adoption at the present time.
g	Members noted that staff had adopted the lozenge style, which going forward is being implemented for all policies.
h	Members approved that the scheduled meetings for the Finance and Administration would take place during the morning of the scheduled date. For the HR committee, this meets on an ad hoc basis with present membership available during the day. HR members are to consider at their next meeting, if any specific meeting times need to be agreed for subsequent meetings.
<b>8</b>	<b>Review of Delegated arrangements</b>
<b>Mayor's initial and date</b>	

a	Banking Arrangements: <b>Resolved</b> to authorise the core members of the Finance and Administration Committee, the Council Manager and the Finance Manager to be the authorised signatories and sign the banker’s mandate for the Neston Town Council accounts.
b	Market and Town Hall: <b>Resolved</b> to approve delegated authority as detailed in paper FC1/8b, to Senior Market & Support Co-ordinator as extended to other officers during a time of absence.
c	Insurance: Members noted that under the Finance and Administration committee (F&A) Terms of Reference, the F&A committee will have delegated authority in which to deal with the council’s insurance requirements.
d	Pension Authorisation forms: <b>Resolved</b> to authorise the core members of the Human Resources Committee, the Council Manager and the Finance Manager to be the authorised signatories for all pension authorisation forms.
<b>9</b>	<b>Appointment of Representatives and Delegates to any External Organisations</b>
a	Members agreed that existing representatives would continue as such, until the first meeting of the reporting committee, each delegate to report to the appointed committee or Sub-committee.
b	Members agreed that they wished to have Council representation and for nomination of a minimum of one delegate to meet with the following organisations and report to the parent committee:  1. Neston Female Society - Community & Environment committee Cllr Kynaston  Nomination of representatives for the following organisations would be determined at the Community and Environment Committee and confirmed at the Transport sub-committee when established: -  1) Community Rail Partnership – Transport sub-committee  2) Neston Station Adopters – Transport sub-committee  3) Wrexham-Bidston Rail Users’ Association (WBRUA) - Transport Subcommittee.
c	<b>Representatives to attend ChALC Area Meetings</b> Members noted that the ChALC area meetings no longer took place and requested that ChALC advise if they held ChALC meetings at which our members could attend.
<b>10</b>	<b>Assets</b>
	<b>Resolved</b> to confirm and approve the list of the Council’s assets to 31.03.22.
<b>11</b>	<b>Data Protection Officer</b>
	<b>Resolved</b> to renew the services and costs by the current contractor JDH Services, as the Council’s DPO.
<b>Mayor’s initial and date</b>	

<b>12</b>	<b>Membership</b>
	<p><b>Resolved</b> to approve the Council's membership and associated costs for;</p> <ul style="list-style-type: none"> <li>• Cheshire Community Action</li> <li>• National Association of Local Councils via ChALC and annual subscription of £1,470.04 (no VAT).</li> <li>• Society of Local Council Clerks</li> <li>• The National Association of British Market Authorities (NABMA) and annual subscription fee of £384 (no VAT).</li> <li>• Wrexham-Bidston Rail Users' Association (WBRUA), and membership fee of £25 (no VAT).</li> </ul> <p>Member agreed that membership for the National Association of Allotments (NSALG) would be sent to the C&amp;E for further consideration and approval.</p>
<b>13</b>	<b>Policies and Procedures</b>
a	<p>Publication Scheme and Information Guide: Following a review Council</p> <p><b>Resolved</b> to adopt the Council's Publication Scheme V9 FC1/13a (i) and Information Guide V9 FC1/13a (ii).</p>
b	<p>Councillors Code of Conduct:</p> <p><b>Resolved</b> to adopt the Councillors Code of Conduct V2 FC1/13b, as adopted by Cheshire West and Cheshire Council in April 2022.</p>
c	<p>Quality Policy:</p> <p><b>Resolved</b> to adopt the Quality Policy V1 FC1/13c.</p>
d	<p>Performance Management Policy:</p> <p><b>Resolved</b> to adopt the Performance Management Policy V1 FC1/13d, with all references to 'Town Clerk' amended to 'Council Manager'.</p>
<b>14</b>	<b>Diary of Neston Town council Meetings 2022 - 2023</b>
a	<p><b>Resolved</b> to approve the schedule of meetings as drafted for first committee meeting dates.</p> <p><b>Resolved</b> to approve dates for Full Council; Budget meeting 24<sup>th</sup> January 2023, 28<sup>th</sup> June 2022, 26<sup>th</sup> July 2022, the Annual Town meeting 25<sup>th</sup> April 2023 and Annual Meeting of the Council 16<sup>th</sup> May 2023.</p> <p>At the 26<sup>th</sup> July meeting Council will consider the schedule of Council meeting for the remaining Council year.</p>
b	<p>Standing committees will agree their own schedule of meetings for the ensuing year. Draft committee dates are included in the draft schedule FC1/14a.</p>
<b>15</b>	<b>Chairman's Allowance</b>
	<p><b>Resolved</b> to approve an allowance of £1,000 to the Chairman to defray the expenses of office in the ensuing year.</p>
<b>Mayor's initial and date</b>	

<b>16</b>	<b>Finance</b>
1	<p>a) <b>Resolved</b> 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. The Mayor initialled the approved figures.</p> <p>A request was made to members that should they have any questions about the finance, that they should raise these with the Finance Manger prior to the meeting. Members asked if commentary on any excessive or unusual expenditure or income items if occurred, could be reported, along with the variances from one month to the next. The Council Manager said that monthly the income and expenditure reports may reveal what members wish to see.</p> <p>b) The income to 31.03.22 of £5,615.91 was noted by members.</p> <p>c) <b>Resolved</b> that bank reconciliations of the Council’s current account, Equals and savings account to the bank statements 31.03.22 balanced. The Mayor signed and dated the balancing figures.</p>
2	<b>Resolved</b> to retrospectively approve Annual Support and Maintenance from Rialtas at a cost of £395 +VAT for financial year 2022/23.
<b>17</b>	<b>Annual Return for financial year 31 March 2022</b>
a	Members received and <b>Resolved</b> to approve the Internal Audit report to 31.03.22.
b	<p>The Mayor completed with approval from Members the contents of section 1 of the Annual Governance Statement 2021/22.</p> <p><b>Resolved</b> to approve section 1 – Annual Governance Statement 2021/22. The Mayor and the Council Manger signed the document.</p>
c	<b>Resolved</b> to approve section 2 – Accounting Statement 2021/22. The Mayor signed the document.
<b>18</b>	<p><b>Council Manager’s Report</b> FC1/18 was received.</p> <p><i>Street Cleaning FC 05.04.2022 item 106:</i> CWaC confirmed that work had been scheduled as part of their cleansing schedule for the event dates as notified.</p> <p><i>Police and Crime Commissioner meeting for Town and Parish Councils:</i> Cllr Kynaston confirmed that she would attend the 24<sup>th</sup> May evening meeting.</p>
<b>19</b>	<b>To note the minutes of the committee meetings</b>
	The minutes of the committee meeting were noted.
a	<i>Resources and Policy 05.04.2022.</i>
b	<i>Community and Environment 01.03.2022, 12.04.2022, 04.05.22 and 10.05.22.</i>
<b>20</b>	<b>Recommendations from Committees/Subcommittee</b>
a	<p>Transport Subcommittee 05.04.2022:</p> <p><i>Traffic Calming Measures item 51, paper T6/51</i></p> <p><b>Resolved</b> to commit to support the proposed traffic calming scheme. It will consider making a financial contribution from the Council’s EMR 337, Community Infrastructure Levy funds, at future Council meeting, when the final cost is known.</p>
<b>Mayor’s initial and date</b>	

	Members noted that the overall cost of the proposed scheme is currently estimated to be £10,700; due to the proposed amendments to the scheme, the subcommittee were advised that this may become prohibitively expensive.
<b>21</b>	<b>Additional Policing in Neston</b>
	<p>Prior to the meeting, the proposal that Neston Town Council supports by way of a financial contribution to the police, to provide an increased police presence in Neston on Thursday 2<sup>nd</sup> June, was withdrawn, as police support had now become available.</p> <p>Members wished to record thanks to the police for getting an early resolution to this.</p>
<b>22</b>	<b>Council Plan - Situation Analysis Report</b>
	<p>The notes and recommendations of the Working Group Meeting held remotely on 4<sup>th</sup> May were considered.</p> <p><b>Resolved</b> to approve the Group's recommendations that;</p> <ol style="list-style-type: none"> <li>1. Council accepts the report as a helpful position statement and will use it as a road map by which to progress.</li> <li>2. Council agreed all of the recommendations in principle. Details and how to best progress each recommendation would be incorporated and considered as part of the Corporate Plan.</li> <li>3. Details to include a timetable on when to implement the recommendations within the proposed Delivery Plan would be incorporated and agreed as part of the Delivery Plan.</li> <li>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.</li> </ol> <p>Members were encouraged to contact the contractor directly, should they have any questions.</p>
<b>23</b>	<b>Co-option of Councillor for Parkgate Ward</b>
	No applications or nominations were made for the Parkgate ward councillor vacancy. Members requested for this item not to be tabled going forward, unless an application form is received.
<b>24</b>	<b>Any other Items</b>
	Draft Strategy Plan: It was noted that a meeting to discuss the draft Strategy Plan is being scheduled.
<i>The representative of the press left the meeting.</i>	
<b>25</b>	<b>Exclusion of the Press and Public</b>
<b>Mayor's initial and date</b>	

	<b>Resolved</b> 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.
<b>PART 2: Items considered in the absence of the press and public</b>	
<b>26</b>	<b>Council Plan - Situation Analysis for Neston Town Council</b>
	The Situation Analysis for Neston Town Council report and recommendations as outlined within the FC1/26 report were noted.

Meeting closed at 7.55pm

Signed \_\_\_\_\_ Date \_\_\_\_\_