



Meeting (No)

Full Council Meeting (7)

Time & Date

29th November 2023 at 6.00pm

Location

Neston Town Hall

Minutes

Present: Cllrs Kynaston (Mayor), Cragg (from item 102), Davies, Flockhart, Griffiths, Hinks, Jones, Marple, Samuels, Warner and Wastell, A Kunaj (Council Manager).

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

95a Apologies for absence

Resolved to approve apologies from Cllrs Doughty (business), Hudspeth (personal), Townsend (personal).

Absences: Cllr Jackson's absence was noted.

95b Questions and comments from residents: None.

96 Minutes of the meeting

Resolved to approve the minutes of the meetings held on 4th October 2022 & 9th November 2022 as true and correct records. The Mayor signed the minutes.

97 Declarations of Interest: None.

98 Casual Vacancy for Little Neston

Members noted that the candidate for Little Neston Ward had not signed his declaration of acceptance and so had not officially take on the role. The two vacancies remain for Little Neston. Casual vacancies will not be advertised for the 6 months leading up to the May 2023 elections.

99 Mayor's Report

The Mayor's oral report was received.

The Mayor has attended at many events on NTC's behalf and will provide a full written report on these activities for the next meeting. The Remembrance Day parade was well attended and NTC was well represented at the Church.

100 Council Manager's report

The Council Manager's report FC7/100 was received.

Members noted and expressed their appreciation to the Council Manager who had taken action to ensure that all of the necessary paperwork and policies are in place to enable Council to submit their application to the Local Council Award Scheme, at an earlier timescale than had been anticipated or requested.

101 Officer Delegated Decisions and Exceptions report

- a Members considered the Delegated Decisions report FC7/101a.
- b Members noted the Exceptions report FC7/101b.

102 Budget (Financial Reporting)

Mayors' initial and date

24.01.23

The monthly budget report for whole Council FC7/102 was considered, noting that the number of households in receipt of benefits may have an effect on the overall precept request.

Members requested that the Finance and Admin Committee scrutinise the Council's current reserves when they consider the overall budget at their next meeting. No other concerns were raised.

Cllr Cragg arrived.

Members noted that the final decision regarding the Council's precept requirement would be recommended by the Finance & Admin Committee at their 13.12.2022 meeting, for consideration at the Council's Budget meeting, scheduled for 24th January 2023.

103 External Audit Report

a. **Resolved** to approve the final external audit report 2021/22.

b. As requested by PKF Littlejohn LLP; members noted their request to consider the 'other matters not affecting in their opinion but which is drawn to the attention of this authority' as follows;

"PKF Littlejohn LLP received challenge correspondence in relation to the 2021/22 AGAR which they considered before completing their work. The authority (NTC) has received an additional invoice totalling £355.00 in relation to this additional work".

104 Privacy Notices


Resolved to approve revised General, Staff, Councillor and Role holders and Website and Social Media Privacy Notices:

- a. General Privacy Notice.
- b. Staff, Councillor and Role holders Privacy Notice.
- c. Website & Social Media Policy.

105 Council Policies and Procedures

- a. *Health and Safety Policy*: **Resolved** to approve updated Health and Safety Policy as produced by NTC's H&S advisers, Terrain HR.
- b. *Disciplinary Policy*: **Resolved** to approve revised Disciplinary Policy and procedure.
- c. *Grievance Procedure*: **Resolved** to approve revised Grievance Procedure
- d. *Personal Data Complaints Policy*: **Resolved** to approve the Personal Data and Complaints Policy.

Members noted that there is a draft bill to change data protection legislation (both DPA 2018 and PECR). The draft policy reviews the main areas where this could impact on local councils. The draft bill incorporates a new vexatious clause for refusing a SAR and includes reasons to match with as to why a SAR is regarded as vexatious. No clear timetable as to if and when the draft bill becomes law as yet, but it has been through at least one reading of parliament. It is prudent therefore, to have the policy in place in preparation of the changes.

Mayors' initial and date  24.01.23

- e *Risk Management Policy*: **Resolved** to approve the Council's Risk Management scheme.

106 Minutes of the committee meetings

Members noted the minutes of the committee meetings.

- a *Finance and Admin 01.11.2022*
- b *Community and Environment 11.10.2022 & 08.11.2022*
- c *Market and Town Hall 18.10.2022 & 01.11.2022*

107 Recommendations from Committees/Subcommittee

1.1 *Finance and Admin Committee 01.11.22 item 38 a & b respectively*

- a. At its Council meeting 4th October 2022, item 82.4, Council approved its Strategic Plan 2022-25. Following on from this as recommended by the Finance and Administration Committee on 01.11.22, item 38, Council considered what it's action plan to the end of the year might be, bearing in mind that Council is more than half way through the year.
- b. Council considered as recommended, the following priority of projects to progress:
 - 1. Define and introduce a Ranger Service to work alongside CWAC.
 - 2. Support the continuance of significant public events, focusing of the Coronation of King Charles III.
 - 3. Neighbourhood Plan: To agree priorities to progress in 2023-24.
 - 4. Work to maintain and enhance the provision of allotments in the town. Marshlands allotment to take priority; extension to be investigated.
 - 5. The Digital Notice Board recommendation would be considered during future strategic planning and any budget considered accordingly.

1.2 Delivery Plan – Neston Town Council's Action Plan: Council approved the NTC Action Plan for current year as detailed in item 107 1.1 b (1-4).

2 *Community & Environment 11.10.2022*

Environmental Policy: **Resolved** to approve the Town Council's Environmental Policy.

108 Next Meeting

- a Council approved for an additional Full Council meeting to be held on Thursday 8th December at 6.30pm.
- b The date of the next scheduled meeting, the budget, 24.01.2023 was noted.

110 Any other Items: None

Meeting closed at 18:44.

Signed  Date 24.01.2023