



Meeting (No)

**Full Council Meeting (5)**

Time & Date

**4<sup>th</sup> October 2022 at 6.00pm**

Location

**Neston Town Hall**

## **Minutes**

**Present:** Cllrs Kynaston (Mayor), Doughty, Flockhart, Griffiths, Hudspeth, Marple, Warner and Wastell, A Kunaj (Council Manager) and Pete Cooper (Council's Consultant).

In attendance: Two members of the public

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

#### **70 Apologies for absence**

**Resolved** to approve apologies from Cllrs Davies (personal), Hinks (personal), Jones (business) and Samuels (personal).

Absences: The absences of Cllrs Jackson and Townsend were noted.

#### **71 Questions and comments from residents**

The Ward candidate for Neston spoke and said that she wished to join the Council as she is involved in lots of local events. She sees the Council as a good place for her to make her contribution.

#### **72 Minutes of the meeting**

**Resolved** to approve the minutes of the meetings held on 23<sup>rd</sup> August 2022 as a true and correct record. The Mayor signed the minutes.

#### **73 Declarations of Interest:** None.

#### **74 Casual Vacancy**

Members considered the applications made for co-option to the Council for the wards of Neston and Little Neston. No other nominations were made.

**Resolved** to appoint Mr P A Eccleston to the Ward of Little Neston.

**Resolved** to appoint Ellie Cragg to the Ward of Neston.

#### **75 Mayor's Report**

The Mayor's report FC5/75 was received.

The Mayor, along with Cllr Warner had attended the CWaC Legal Service, at which all Crown officials affirm their loyalty to the Crown.

#### **76 Council Manager's report**

The Council Manager's report FC5/76 was received.

The Council Manager confirmed that the External Audit had been received and this is being displayed in accordance to the regulations.

#### **77 Officer Delegated Decisions and Exceptions report**

**a** The Delegated Decisions report FC5/77a was considered, members liked the way that the report clearly outlined the outcome of the decisions taken.

**b** The Exceptions report FC5/77b was considered.

#### **78 Budget (Financial Reporting)**

**Mayor's initial and date**

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The monthly budget report for Council FC5/78 was received.

It was noted that the two agreed £5K contributions (FC 28.8.22 items 66 & 68) had not been taken from the CiL EMR.

Members noted that the recommendation going forward (2022/23) from the situation analysis report, was for the general reserve to be set at around 3 months of the net rather than gross expenditure. This potentially would free up £16-17K of last years general reserve. JPAG advises that council income streams have to be taken into account when the general reserve amount is considered. During Covid, income was uncertain, and as a sensible measure, the gross figure had been used in the calculations.

#### **79 Internal Audit Report**

**Resolved** to approve the final internal audit report 2021/22, FC5/79 and that Council are satisfied with the follow-up actions.

The RFO, in respect of the council's general reserve policy and in the light of the general JPAG recommendations, will submit a report to the next F&A committee.

#### **80 Small Authorities Audit Appointment (SAAA)**

Following receipt of report FC5/80, Council

**Resolved** for NTC to remain opted into the SAAA scheme as recommended by the Council Manager and Finance Manager.

#### **81 Neston Town Council Standing Orders, Financial Regulations and supporting Policies**

- 1 Members considered report FC5/81.1 and the adoption of the recommended Standing Orders, Standing Orders for Contracts, Financial Regulations, Treasure Management Policy and Procurement Policy (a-e), below.

**Resolved** to adopt items listed 81.1 (a-e);

- a. Neston Town Council Standing Orders (following these and the approved amendments, the Standing Orders will be re-numbered).
- b. Neston Town Council Standing Orders for contracts.
- c. Neston Town Council Financial Regulations, to include as part of these procedures, that the Council's G&OM is an authorised signatory for the Council's accounts.
- d. Treasure Management Policy.
- e. Procurement Policy.

#### **2 Civic Protocol Policy**

Members noted this is covered on the Constitution – see item 81.5 below.

#### **3 Officers Code of Conduct**

**Resolved** to adopt the draft Officers Code of Conduct FC5/81.3.

#### **4 Staff and Members Training Policy**

**Resolved** to adopt the Staff and Member's Training Policy FC5/81.4

An annual training plan will be developed.

**Mayor's initial and date**



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## 5 Constitution

**Resolved** to adopt the draft constitution FC5/81.5.

### 82 Council Plan Consultation

Pete Cooper took the lead on these items.

- 1 Members received report FC5/82.1 (Appendix A & B) on the Council Plan consultation results. It was reported that 108 responses were received. As a benchmark, if above 100 responses were received this was deemed to be a good response. The consultation had been widely advertised, with interested parties given every opportunity to respond.
- 2 An oral report from Pete Cooper on behalf of the Strategy Working Group, of which all Councillor members are members, was given. In reaction to the consultation responses, some changes which were discussed at the meeting, were made. Results indicating low priorities were removed and some additional wording as a result of high priority, were added to the strategy.
- 3 Members considered the revised draft Strategy Plan (Appendix C).
- 4 **Resolved** to approve recommendations as set out in item FC5/82.1;
  1. The final Strategy Plan 2022-2025 FC5/82.1 Appendix C
  2. To authorise the Council Manager to update data in the "Context" boxes of the Strategy, from the 2021 Census or other sources as they become available.
  3. To authorise the Council Manager in consultation with the Mayor, to add the foreword.
  4. To set out priority actions, timescales and lead responsibilities in an annual Delivery Plan and to delegate this to the Finance and Administration Committee.

It was noted that six months of the year remained and as such the Delivery Plan, for the remainder of the year would be a 'practice run'. A whole year Plan would start in April 2023. Council expressed that they wished to move forward with 2 – 3 projects at a time from the Plan.

### 83 HR Services contract

**Resolved** to approve specification FC5/83 for HR service requirements.

### 84 To note the minutes of the committee meetings

The following committee minutes were noted:

- a *Finance and Admin 20.09.2022.*
- b *Community and Environment 23.08.2022.*
- c Market and Town Hall 23.08.2022 & 27.09.2022

### 85 Defibrillators contribution (Cllr Kynaston)

Members considered proposal to make a donation to the Harp Inn of £600. Following receipt of the contribution by CWaC, this would be at no NET cost to NTC.

**Resolved** that following receipt of £600 by NTC, from CWaC Cllr Gittins Members budget for the defibrillator purchase by the Harp Inn, NTC would donate £600 to the Harp Inn.

**Mayor's initial and date**



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**86 Next Meeting**

The next scheduled meeting date, 29.11.2022, was noted.

**87 Any other Items:** None.

The two members of the public left the meeting.

**88 Exclusion of the Press and Public**

**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.

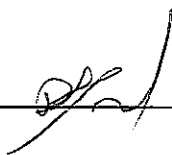
**PART 2: Items considered in the absence of the press and public**

**89 HR Services contract**

**Resolved** to approve extension of contract with current provider, Elcons HR for a period of six months.

**Meeting closed at 19:05**

Signed \_\_\_\_\_



Dated \_\_\_\_\_

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