

	Meeting (No)	<b>Annual Council Meeting (1)</b>
	Time & Date	<b>16<sup>th</sup> May 2023 at 6.00pm</b>
	Location	<b>Neston Town Hall</b>
<b>MINUTES</b>		

**Present:** Cllrs: Kynaston (Retiring Mayor), Braithwaite, Cragg, Doughty, Edwards, Griffiths, Hardcastle, Hudspeth, Jones, Marple, Townsend and Wastell.

In attendance: Z. Dean (Locum Chief Officer)

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

The meeting was opened by retiring Mayor Cllr P. Kynaston who thanked members for their support over what had been a busy year in office.

<b>1</b>	<p><b>Election of Chairman</b></p> <p>a) Following a unanimous vote,</p> <p><b>It was RESOLVED:</b> To appoint Cllr Stephen Wastell as Chairman for the 2023/2024 Council Year.</p> <p>b) The newly elected Chairman of Neston Town Council signed the Mayoral Declaration of Acceptance of Office in the presence of members and the Proper Officer of the Council. Cllr Wastell thanked the retiring Chair and noted that he would use the title of Mayor.</p>
<b>2</b>	<p><b>Election of Vice Chairman</b></p> <p>a) <b>It was RESOLVED:</b> To appoint Cllr Brenda Marple as Vice Chairman for the 2023/2024 Council year. 1 x vote against, 1 x abstention.</p> <p>b) The newly elected Vice Chairman of Neston Town Council signed the Declaration of Acceptance of Office for the role of Vice Chairman (Deputy Mayor), in the presence of members and the Proper Officer of the Council.</p>
<b>3</b>	<p><b>Apologies for absence</b></p> <p><b>It was RESOLVED:</b> To accept the following apologies for absence:</p> <p>Cllr Davies – personal commitment</p> <p>Cllr Warner – work commitment</p>
<b>4</b>	<p><b>Declarations of Acceptance</b></p> <p>The Chairman noted that the Declarations of Acceptance of Office forms had been signed and received from all members.</p>
<b>5</b>	<p><b>Questions and Comments from Residents</b></p> <p>No members of the public were present.</p>
<b>6</b>	<p><b>Minutes of the Meeting</b></p> <p><b>It was RESOLVED:</b> To accept and sign the minutes from the Full Council meeting held on 21<sup>st</sup> March 2023.</p>
<b>7</b>	<p><b>Declarations of Interest</b></p> <p>Cllr P. Kynaston declared a personal interest in item 23 as a member of The Female Society.</p>
<b>8</b>	<p><b>Constitution and Terms of Reference for Standing Committees</b></p>

- a) **It was RESOLVED:** To approve and adopt the Town Council’s Committee Structure.
- b) **It was RESOLVED:** To approve and adopt the updated Committee Terms of Reference and Schemes of Delegation for the following Standing Committees: Community & Environment, Finance & Administration, Human Resources and Market & Town Hall.
- c) The Locum Chief Officer read out the changes to the document since it was issued, with Cllr Davies having been added to Market & Town Hall Committee, and Cllr Wastell filling the remaining vacancy on HR Committee as Chair of the Council.
- It was RESOLVED:** To accept the document in its entirety, leaving the two remaining vacancies for future co-opted members.

Committee	No. of Members	Membership
Finance & Administration	7	1. Sion Jones 2. Pat Kynaston 3. Shirley Hudspeth 4. John Edwards 5. Carol Braithwaite 6. Steve Wastell 7. <b>Vacancy</b>
Community & Environment	7	1. Simon Davies 2. Brenda Marple 3. Tracey Hardcastle 4. Janet Griffiths 5. Ellie Cragg 6. Andrew Townsend 7. Paul Doughty
Town Hall & Market	7	1. Sion Jones 2. Brenda Marple 3. Shirley Hudspeth 4. Tracey Hardcastle 5. Pat Kynaston 6. Simon Davies 7. <b>Vacancy</b>
HR	5	1. Sion Jones 2. Pat Kynaston 3. Shirley Hudspeth 4. Paul Doughty 5. Steve Wastell

**9 Schedule of Council and Committee Meetings for 2023/24**

**It was RESOLVED:** To accept the 2023/24 Meeting Schedule.

**10 Review of Delegated Arrangements**

- a) Banking Arrangements.  
**It was RESOLVED:** To authorise the core members of the Finance and Administration Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories, agreeing to sign the banker’s mandate for the Neston Town Council accounts.
- b) Market & Town Hall.  
**It was RESOLVED:** To approve delegated authority to the Corporate Support & Facilities Officer as extended to other officers during a time of absence.
- c) Insurance.

	<p><b>It was NOTED:</b> That the Finance and Administration Committee Terms of Reference provide delegated authority to deal with the Council's insurance requirements.</p> <p>d) Pension Authorisation forms.</p> <p><b>It was RESOLVED:</b> To authorise the core members of the Human Resources Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories for all pension authorisation forms.</p> <p>It was noted that officers would contact members when forms required signature.</p>
<b>11</b>	<b>The General Power of Competence</b>
	<p><b>It was RESOLVED:</b> To adopt the following resolution: "Neston Town Council hereby confirms it meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence."</p>
<b>12</b>	<b>Appointment of Representatives to External Organisations</b>
	<p>a) <b>It was RESOLVED:</b> That existing representatives continue, as such, until the first meeting of the reporting committee, with each delegate to report to the appointed committee or sub-committee.</p> <p>b) <b>It was RESOLVED:</b> To appoint representatives to the following organisations:</p> <p style="padding-left: 40px;">Cllr P. Kynaston – Neston Female Society</p> <p style="padding-left: 40px;">Cllr S. Davies – Neston Station Adopters</p> <p style="padding-left: 40px;">Cllr S. Wastell – Wrexham-Bidston Rail Users' Association (WBRUA)</p> <p>c) <b>It was NOTED:</b> That the CHALC Area Meetings no longer sits, it is now virtual.</p>
<b>13</b>	<b>Data Protection Officer</b>
	<p><b>It was RESOLVED:</b> To renew the services of JDH Services as the Council's DPO at a cost of £1062 (+VAT), fee fixed at the 2022/23 level.</p>
<b>14</b>	<b>Membership</b>
	<p><b>It was RESOLVED:</b> To approve the Council's membership of the following organisations:</p> <ul style="list-style-type: none"> <li>• Cheshire Community Action (fee TBC)</li> <li>• National Association of Local Councils via ChALC and annual subscription of £1,510.87 (no VAT)</li> <li>• National Association of Allotments £66.00 in 2022 (NAS), renewal due in November 2023</li> <li>• Society of Local Council Clerks £296 (membership can be transferred).</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 £30.00 (no VAT)</li> </ul>
<b>15</b>	<b>Standing Orders and Financial Regulations</b>
	<p>a) <b>It was RESOLVED:</b> To adopt the updated Standing Orders for Neston Town Council.</p> <p>b) <b>It was RESOLVED:</b> To adopt the updated Financial Regulations for Neston Town Council.</p>
<b>16</b>	<b>Policies and Procedures</b>

	<p>a) <b>It was RESOLVED:</b> To adopt the revised Equality, Diversity and Inclusion Policy, appointing Cllr C. Braithwaite as the Diversity Champion.</p> <p>b) <b>It was RESOLVED:</b> To review remaining policies as progress is made through the Council year. Members noted that all policies had been reviewed recently during the ChALC review.</p>
<b>17</b>	<p><b>Chairman's Allowance</b></p> <p><b>It was RESOLVED:</b> To approve an allowance of £1,100 to the Chairman to defray the expenses of office in the ensuing year.</p> <p>It was noted that the budget is the same as last year, the £100 offsets the split donation to the Neston Branch of the RBL, and the wreath laid by the Mayor at Remembrance Day.</p>
<b>18</b>	<p><b>To Approve the Minutes of the following Committee Meetings</b></p> <p>a) <b>It was RESOLVED:</b> To accept the minutes of the Community &amp; Environment Committee meetings held on 21/02/23, 18/04/23, 25/04/23 and 02/05/2023.</p> <p>b) <b>It was RESOLVED:</b> To accept the minutes of the Finance &amp; Administration Committee held on 07/03/23.</p> <p>c) <b>It was RESOLVED:</b> To accept the minutes of the Market &amp; Town Hall Committee held on 04/04/23.</p>
<b>19</b>	<p><b>Recommendations from Committee</b></p> <p>a) The split of the Mayor's allowance for the Poppy Appeal Donation (£50) and Mayor's Wreath (£50) was noted, as discussed under the previous item.</p> <p>b) <b>It was RESOLVED:</b> To appoint the following councillor noticeboard monitors:</p> <p>Little Neston Village – Cllr P. Kynaston</p> <p>Ness – Cllr S. Jones</p> <p>Parkgate – Cllr P. Doughty, the keys for which are to be handed over.</p> <p>West Vale – Cllr S. Wastell</p>
<b>20</b>	<p><b>Co-option of Councillors for Neston and Little Neston Wards</b></p> <p><b>It was RESOLVED:</b> To exercise the Power of Co-Option, to fill the remaining vacancies in the Neston Ward and Little Neston Ward left unfilled by the recent election.</p>
<b>21</b>	<p><b>Locum Chief Officer's Report</b></p> <p><b>It was RESOLVED:</b> To receive the report.</p>
<b>22</b>	<p><b>Additional Meeting in June 2023</b></p> <p><b>It was NOTED:</b> That an additional meeting of Full Council would be called in June for the approval of Financial Matters and the AGAR. It was agreed that suitable dates would be circulated to members.</p>
<b>23</b>	<p><b>The Female Society Annual Event</b></p> <p>Cllr Kynaston provided some background information on the Ladies Day event which had been left without entertainment following the unavailability of Hip &amp; Harmony. The Locum Chief Officer updated Council with advice received from the Council's insurance providers – if the Council was to organise an event with more than 500 people in attendance then additional costs and liability would be involved. It was not usually custom and practice for Neston Town Council to act as the</p>

	<p>organiser for Ladies Day. Members noted that in 2022 Neston Town Council donated £3,600 for entertainment for this event.</p> <p><b>It was RESOLVED:</b> That Neston Town Council would not act as the Event Organiser for Ladies Day, but donate up to £2,000 to support entertainment costs (not including music) by paying invoices made out to Neston Town Council from budget 303/4363.</p> <p><b>Recorded vote:</b> 9 x For. 1 x against. 2 x abstentions.</p>
	<p><b>Exclusion of the Press and Public</b></p>
	<p>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.</p>
<p><b>PART 2: Items considered in the absence of the press and public</b></p>	
	<p><b>There was no confidential business to consider.</b></p>

**Meeting closed at 18:40**

**Signed**\_\_\_\_\_ **Dated**\_\_\_\_\_