

	<i>Meeting (No)</i>	Annual Meeting of the Council (1)
	<i>Time & Date</i>	16 May 2023 at 6.00pm
	<i>Location</i>	Neston Town Hall
AGENDA		

TO: ALL MEMBERS OF THE COUNCIL

Dear Members,

You are hereby summoned to attend a meeting of the Council to be held at **Neston Town Hall** on **Tuesday 16th May at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 10th May 2023

Zoë Dean
Locum Chief Officer
Neston Town Council

The meeting is held in public and members of the public and the press are encouraged to attend. Occasionally, confidential items pertaining to contractual or staffing matters have to be discussed in "Part 2" where only Councillors and reporting officers can 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, nominations have been received for Cllr Steve Wastell. b. To receive the Chairman's Declaration of Acceptance of Office. The Chairman is entitled to be called Town Mayor (Local Government Act 1972 s245 (6)). They cannot be compelled to use or prevented from using this title. <p><i>Note:</i> Only nominations and votes from those councillors who are present at the meeting are valid.</p>	
2	Election of Vice Chairman	
	<ul style="list-style-type: none"> a. To elect the Vice Chairman, nominations have been received for Cllr Brenda Marple. b. To receive the Vice Chairman's Declaration of Acceptance of Office. 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). 	
3	Apologies for Absence	
	To receive and consider acceptance, and to note other absences.	
4	Declarations of Acceptance	

	To confirm receipt of declarations of acceptance of office from all councillors.	
5	Questions and Comments from Residents To receive representation of a maximum of 3 minutes per person and an overall limit of 30 minutes on any item of business included on the agenda	
6	Minutes of the Meeting	
	To consider and approve the minutes of the last meeting held on 21/3/23.	FC1/6
7	Declarations of Interest	
	To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
8	Constitution and Terms of Reference for Standing Committees	
a	To approve and adopt the Town Council's Committee Structure.	FC1/8a
b	To approve and adopt the updated Committee Terms of Reference and Schemes of Delegation for the following Standing Committees: <ul style="list-style-type: none"> • Community and Environment • Finance and Administration • Human Resources Committee • Market and Town Hall 	FC1/8b
c	To appoint members to serve on the Standing Committees.	FC1/8c
9	Schedule of Council and Committee Meetings for 2023/24	
	To agree a schedule of Council and Standing Committee meetings for the current Council year.	FC1/9
10	Review of Delegated Arrangements	
a	Banking Arrangements: 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 and Town Hall: To approve delegated authority to the Corporate Support & Facilities Officer as extended to other officers during a time of absence.	FC1/10b
c	Insurance: To note that Finance and Administration Committee Terms of Reference provide delegated authority to deal with the Council's insurance requirements.	
d	Pension Authorisation forms: 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.	
11	The General Power of Competence	
	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.”	
12	Appointment of Representatives to 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. Neston Station Adopters – Community & Environment Committee 3. Wrexham-Bidston Rail Users’ Association (WBRUA) - 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 three Councillors to attend ChALC Area Meetings.</p> <p>(Member Councils are entitled to appoint up to three representatives to attend the ChALC Area Meetings which are held quarterly.)</p>	
13	Data Protection Officer	
	To confirm renewal of services and costs by the current contractor, JDH Services, as the Council’s DPO.	
14	Membership	
	<p>To approve the Council’s membership of:</p> <ul style="list-style-type: none"> • Cheshire Community Action • National Association of Local Councils via ChALC and annual subscription of £1,510.87 (no VAT) • National Association of Allotments £66.00 in 2022 (NAS), renewal due in November 2023 • Society of Local Council Clerks £296 (membership can be transferred). • The National Association of British Market Authorities (NABMA) and annual subscription fee of £384 (no VAT) • Wrexham-Bidston Rail Users’ Association (WBRUA), and membership fee of £30.00 (no VAT) 	
15	Standing Orders and Financial Regulations	
a	To review and adopt the updated Standing Orders for Neston Town Council.	FC1/15a
b	To review and adopt the updated Financial Regulations for Neston Town Council.	FC1/15b
16	Policies and Procedures	
a	To review and adopt the revised Equality, Diversity and Inclusion Policy, appointing a Diversity Champion as required by the Policy.	FC1/16a
b	To agree to review less urgent policies after the start of the new Council year, as per the attached table.	FC1/16b

	Note: all policies were recently updated during ChALC review.	
17	Chairman's Allowance	
	To approve an allowance of £1,100 to the Chairman to defray the expenses of office in the ensuing year.	
18	To Approve the Minutes of the following Committee Meetings	
a	Community & Environment: 21/02/23, 18/04/23, 25/4/23 & 2/5/23	FC1/18a
b	Finance & Administration: 07/03/23.	FC1/18b
c	Market & Town Hall: 04/04/23.	FC1/18c
19	Recommendations from Committees	
a	To note that the split for the poppy appeal donation (£50 to Neston RBL for the Mayor's wreath for Remembrance Service and £50 to the poppy appeal) is to be paid from the Chairman's allowance (item 16) which has been adjusted accordingly.	
b	To appoint councillors as monitors for the NTC noticeboards.	FC1/19b
20	Co-option of Councillors for Neston and Little Neston Wards	
	To agree to fill the remaining vacancies, left unfilled by the recent election, by co-option, advertising accordingly.	
21	Locum Chief Officer's Report	
	To receive a report.	FC1/21
22	Additional Meeting in June 2023	
	To note that an extraordinary meeting of Full Council will be called in June for approval of Financial Matters and the AGAR, date to be confirmed.	
23	The Female Society Annual Event	
	To determine a way forward for the organisation of the Female Society's Annual Event on 1 st June 2023.	FC1/22
	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 (if any)		

Neston Town Council Mission:

We are helping to create an environmentally sustainable and thriving market town for Neston's residents, businesses and visitors by fostering a strong community spirit and improving and increasing the range of locally run services.