Neston Town Council	*Meeting (No)*	**Extraordinary Meeting of Full Council (2)**
	Time & Date	**20th June at 10am**
	Location	**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 20th June 2023 at 10am** for the purpose of transacting the business of the Council as set out below.

Date of notice: 8th June 2023

Zoë Dean
Locum Chief Officer
Neston Town Council

Locum Chief Officer

Digitally signed by Locum Chief Officer
DN: O=Neston Town Council, CN=Locum Chief Officer, E=council@nestontowncouncil.org.uk
Reason: I am the author of this document and I am approving this document with my legally binding signature
Location: Neston Town Hall
Date: 2023.06.07 15:47:12+01'00'
Foxit PDF Reader Version: 12.1.1

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
24	**Apologies for Absence** To receive and consider acceptance, and to note other absences.	
25	**Declarations of Interest** To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
26	**Minutes** To accept and sign the minutes of the Annual Council meeting held on 16th May 2023.	
27	**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.	
28	**Finance**	
a	To approve current account expenditure of £90,500.75 net authorised by the RFO from 01/02/23 to 31/03/23 and Equals card payment of £ 636.88 net from 01/02/23 to 31/03/23.	FC2/28a
b	To note the current account income of £7,553.15 Net from 01/02/23 to 31/03/23.	FC2/28b

c	To agree the reconciliation of the Council's three bank accounts to 31/03/23.	FC2/28c
29	**Annual Return for Financial year 31st March 2023**	
a	To receive and approve – Internal Audit Report to 31/03/23	FC2/29a
b	To approve Section 1 – Annual Governance Statement 2022/23	FC2/29b
c	To approve Section 2 – Accounting Statement 2022/23	FC2/29c
30	**Year End Internal Auditor's Report** To receive the Internal Auditor's Report and note that there are no actions for 2022/2023.	FC2/30
31	**To Approve the Minutes of the following Committee Meetings**	
a	Community & Environment Minutes: 06/06/2023.	FC2/31a
b	Finance & Administration Minutes: 13/06/2023	FC2/31b
32	**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)		
33	**Recommendations from HR Committee (30/05/23)**	
a	That Full Council be given the authority to appoint an administration assistant for 20 hours per week, with a degree of flexibility, to start 1st September 2023 (HR1/11).	
b	To, as set out in the negotiated terms of the report, extend the Locum Chief Officer's contract for a 9-month period with effect from 1st July 2023, with a 6-month break clause.	HR1/13
34	**Staff Model Contract**	
	To approve the final Model Contract document following additional amendment by HR Committee.	FC2/34
35	**Staff Job Descriptions**	
a	To approve the updated job description for the Community & Environment Manager	FC2/35a
b	To approve the updated job description for the Finance Manager	FC2/35b
c	To approve the updated job description for the Caretaker & Market Officer	FC2/35c
36	**Reversal of Previous Resolution Report** To receive a report on the reversal of HR Committee Minute no. HR1/12.	FC2/36
37	**Finance Manager & RFO** To approve an uplift in salary scale from SCP24 to SCP25.	

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.