



Meeting (No)

Time & Date

Location

**Annual Meeting of the Council (1)**

**21<sup>st</sup> May 2019 at 6.00pm**

**Town Hall, High Street, Neston**

## **Minutes**

Present: Cllrs Roberts (Mayor from item 1), Bennoch, Carter (until election of Deputy Mayor for ensuing year, item 3), Davies, Flockhart (following item 1), Hudspeth, Hutt, Griffiths, Kynaston and Wastell and A Kunaj, Council Manager.

In attendance: Two members of the public

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

#### **1 Election of Chairman**

Cllr Kynaston, Mayor opened the meeting and welcomed Councillors.

Cllr Carter arrived

Nominations had been received and seconded for Cllr Roberts as Chairman of the Council.

**Resolved:** To elect Cllr Roberts as the Chairman of the Council for the ensuing year.

The Chairman's Declaration of Acceptance of Office was signed and witnessed by the Council Manager. The Chairman expressed his wish to be called Town Mayor (Local Government Act 1972 s245 (6)).

The Chain of Office was handed over by Cllr Kynaston and a photograph of the handover taken.

One member of the public left the meeting.

Cllr Flockhart arrived.

#### **2 Apologies for absence**

**Resolved:** To accept and approve absences from Cllr Edwards (personal), Jones (business) and Cllr Warner (attendance at a CWaC meeting)

#### **3 Election of Vice Chairman**

Nominations had been received and seconded for Cllr Warner as Vice Chairman of the Council.

**Resolved:** To elect Cllr Warner as the Deputy Chairman of the Council for the ensuing year.

Mr Carter left the Council table and took a seat amongst the residents.

#### **4 Declarations of Acceptance**

The Council Manager confirmed receipt of all Councillors declarations of acceptance forms. Deputy Mayor to sign her Deputy Mayor declaration before the next Council meeting.

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## 5 Questions and comments from residents

A resident spoke about how he at last week's Town meeting, provided to CWaC Cllr Barker is dossier of information; requests and suggestions for cost effective improved safety for roads in Neston; a right turn at Hinderton Road and linked lights for the A540. CWaC Cllr Barker advised the resident that he would take the dossier to CWaC for their consideration.

The resident then read out his new report and requested that; the report be taken by the Mayor, referred to and discussed at the Places committee and in future agendas in consultation with CWaC and for a public meeting with Neston Town Council with CWaC Council and their traffic experts in a consultation to discern residents thoughts for improved safety of the A540 and its junctions through Neston, along with feedback on these issues.

The Mayor thanked him for his report and advised that he would table the dossier that the resident had handed to him before the meeting at the Places committee. The Mayor advised that CWaC had reported that they had a small amount of funding approximately 10k allocated for this financial year (April 19/20) to develop feasibility options and costings for the junction of Raby Park Road. This would be a CWaC decision, and the Mayor asked councillors to encourage residents to speak to the Highways Authority about their concerns.

## 6 Co-option of members

- a. No applications were made for co-option to the Council for the Council wards.
- i. Little Neston (one vacancy)
  - ii. Neston (two vacancies)
  - iii. Parkgate (two vacancies)

Cllr Kynaston nominated for Co-option to Neston Ward, Chris Chapman (an ex-councillor). This was seconded and a vote took place.

**Resolved:** To Co-opt Chris Chapman as a Ward Councillor for Neston.

## 7 Election of the Policy committee Chair

**Resolved:** To elect Cllr Kynaston as the Chairman of the Policy committee for the ensuing year.


## 8 Minutes of the meeting

**Resolved:** To approve the minutes of the meeting held on 30<sup>th</sup> April 2019 as a true and correct record. The Mayor signed the minutes.

## 9 Declarations of Interest: None.

## 10 Constitution and Terms of Reference for Standing Committees

- a **Resolved:** To approve and adopt the Town Council's Committee Structure of Council and four Standing Committees.
- b Terms of Reference for Policy committee: An amendment was proposed to the draft ToR proposal for the Policy committee, to include the word 'preferably' in the sentence beginning 'In the event that a member is unable to attend a meeting of the Committee, 'preferably' that member's place at that meeting shall be taken ....'

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The amendment was carried.

**Resolved:** That the Policy committee Terms of Reference allow for their Chair to attend Civic Functions when requested by the Mayor or Deputy Mayor. And for the inclusion of the word 'preferably', as outlined in amendment above.

- c **Resolved:** To approve and adopt the Committee Terms of Reference and Schemes of Delegation, for the Council's Standing Committees.

i) **Resolved:** To appoint members to serve on the under mentioned Standing Committees:

- People

Cllrs Bennoch, Davies, Griffiths, Jones and Kynaston

- Places

Cllrs Davies, Edwards, Flockhart, Griffiths, Hutt, Kynaston and Wastell

- Resources

Cllrs Bennoch, Edwards, Hudspeth, Jones, Kynaston, Roberts and Warner

- c **Resolved:** To adjourn the meeting to allow the 3 committees to elect their Chairmen.

Following election of Chairmen of the committees, the meeting was then reconvened.

ii) **Resolved:** To appoint Cllrs Hudspeth and Warner as the two additional members to serve on the Policy committee

## 11 Standing Orders and Financial Regulations

The standing orders were suspended to allow ex-Cllr Carter to speak on the review of standing orders that he and Cllr Kynaston had put together. This was part of the ToR of the Review Group.

An overview of the paper was given, comparing the NALC model standing orders and Neston Town Council's current standing orders which include many council characteristics that the NALC model doesn't.

Council wish to record its thanks to ex-Cllr Carter for the work he had undertaken.

Ex-Cllr Carter left the meeting.

- a Council considered report FC1/11a and recommendations.

**Resolved:** To;

1. Retain as outlined in the report FC1/11a, sections 21, 22 and 28 sub sections a and b as identified as recommendations H I and M.
2. Adopt recommendations A-R as outlined in the report.
3. To appoint the Council Manager to undertake the work of the RFO when the RFO is absent.

- b Members noted that the Standing Orders as amended for Neston Town Council will be tabled for approval at a future Council meeting.

- c **Resolved:** To adopt the Financial Regulations as tabled for Neston Town Council.

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## 12 Review of Delegated arrangements

### i Banking Arrangements:

**Resolved:** To authorise the core members of the Resources Committee, The Council Manager and the Finance Manager / RFO to be the authorised signatories and sign the banker's mandate for the Neston Town Council accounts

### ii **Resolved:** To approve delegated authority to Markets, Asset & Admin Co-ordinator.

## 13 Appointment of Representatives and Delegates to any External Organisations

### a **Resolved:** That existing representatives if available to attend, continue as such until the first meeting of the reporting committee, and to delegate to reporting committees the appointment of the following representatives:

Organisation	No delegates <i>Reporting to</i>
Neston Female Society	1 People committee
Project Rural Matters	1 People committee
Borderlands Steering Group	1 Places committee
Deeside Business Forum	1 Places committee
Neston Station Adopters	1 Places committee
Wrexham-Bidston Rail Users' Association (WBRUA)	1 Places committee

### b **Representatives to attend ChALC Area Meetings**

**Resolved:** To nominate Cllrs Griffiths and Kynaston to attend ChALC Area Meetings.

Member Councils are entitled to appoint up to 3 representatives to attend the ChALC Area Meetings which are held quarterly. Members requested that this be tabled at the next Council meeting to secure a third member.

## 14 General power of competence

### a. **Resolved:** To formally record that Neston Town Council continues to meet the eligibility criteria to exercise the General Power of Competence as set out in the Parish Councils (Prescribed Conditions) Order 2012.

### b. **Resolved:** That Neston Town Council confirms its wish to exercise the General Power of Competence.

## 15 Assets

**Resolved:** That the Council's assets of £71,320 to 31.03.19 as tabled and compiled by the RFO, be accepted as correct.

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## 16 Data Protection Officer

**Resolved:** To renew the services by the current contractor as the Council's DPO.

## 17 Membership

**Resolved:** To approve the Council's membership of:

- Cheshire Community Action
- Deeside Business Forum
- National Association of Local Councils via ChALC
- National Association of Allotments (NSALG)
- Neston Station Adopters
- Society of Local Council Clerks
- The National Association of British Market Authorities (NABMA)
- Wrexham-Bidston Rail Users' Association (WBRUA)

## 18 Policies and Procedures

- a. Members noted that the Council's complaints procedure was reviewed and adopted by Council on 09.10.18 item 63.1. Council did not wish to review this again until the next Annual Meeting of the Council.
- b. **Resolved:** To adopt the Council's;
  - i. Data Protection Policy
  - ii. Publication Scheme
- c. **Resolved:** To adopt the Council's policy for dealing with the press/media.
- d. **Resolved:** To adopt the Council's employment policies;
  - i. Annual Leave
  - ii. Code of Conduct for staff
  - iii. Flexi-time
  - iv. Increment
  - v. Lone worker
  - vi. Sickness and Attendance

## 19 Diary of Neston Town council Meetings 2019 - 2020

- a **Resolved:** That Council and committees meetings would continue to take place on Tuesdays, and agreed the dates for Council meetings as per schedule.
- b Council recommend to its standing committees to adopt the draft scheduled meetings until the next Annual Meeting of the Council.
- c To note that publishing of agendas on Wednesdays, the date prior to any meeting will continue. *This item was withdrawn.*

## 20 Chairman's Allowance

**Resolved:** To approve that an allowance of £1,000 plus tax be awarded to the Chairman to defray the expenses of office in the ensuing year.

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*DR*  
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## 21 Finance

- a) **Resolved:** To approve current account expenditure to 31.03.19 for £31,430.32 net as authorised by the RFO, and FairFX card payment of £206.79 net to 31.03.19
- b) Council noted the income to 31.03.19 of £2,690.12
- c) **Resolved:** To agree the reconciliation of the Council's current account, FairFx and savings account to the bank statements 31.03.19. The Mayor signed the balancing figures.

Cllr Bennoch left the meeting

## 22 Annual Return for financial year 31 March 2019

- a) **Resolved:** To approve section 1 – Annual Governance statement 2018/19  
The Mayor and the Clerk signed the document.
- b) **Resolved:** To approve section 2 – Accounting Statement 2018/19  
The RFO and Mayor signed the document.

## 24 Council Manager's Report: None.

## 25 Recommendations from Committees

- a) *Resources 19.03.19 (item 113), item 122.1 deferred from Full Council meeting 30.04.19*

**Resolved:** To appoint Cllr Kynaston as a second designated person to attend should there be any emergency call outs at the town hall,

- b) *Places committee 26.03.19 (item 108b), item 122.2 deferred from Full Council meeting 30.04.19*
  - i. Agreed to appoint the Places committee chairman, Cllr Flockhart as a nominated Council representative to attend at the joint CCA meeting and deferred nomination of a second Councillor member to attend at the proposed Cheshire Community Action meeting to the Places committee
  - ii. Agreed that two members of the Neston Neighbourhood Plan Monitoring Group (NNPMG) members (subject to Cheshire Community Action)
  - iii. Agreed to nomination and request Ms Derraugh and Mr Hughes of NNPMG members to attend at the meeting.

## 26 Notification of Members Interests

Members noted their requirement to keep their Notification of Members Interest forms updated, and that copies of which are kept by CWaC's Monitoring Officer and are also displayed on the Town Council and CWaC's websites.

That the Council is required to keep a register of gifts and hospitality.

The Mayor made a request to Councillors that in addition to the above, they keep up to date their photos and biogs.

## 27 Consent Forms (GDPR – Photos)

A request was made by the Council Manager for all new Councillors to sign general consent forms for any future publication of photographs to cover Council's compliance should the Cllr leave office, this is not compulsory.

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## 28 Members of the Public

- a Councillors noted that members of the public do not have the right to have anything that they say on Council or committee agendas, nor in the minutes. Agenda items can only be taken forward and raised through current Council members. Historically, comprehensive notes have been recorded as a courtesy.
- b **Resolved:** To approve that going forward that, only relevant very brief salient points are recorded for the minutes.

## 29 Consultation on Traffic Commissioners

To receive and consider draft response for submission to consultation. A draft was not available.

Council requested for this to be considered by the Places committee.

## 30 Any other Items:

The Mayor asked Council to record his and their gratitude and thanks to Cllr Kynaston who has stood as Mayor over the last two years.

The Mayor would like to see the Council modernise and be more outwardly facing, with more engagement with our community. It is important for the Council to have an agreed purpose for its Officers to aspire to. A report for a Council vision and mission will be tabled.

The Mayor wishes to designate as its Mayoral charities, NCYC and Neston Nomads.

**Meeting closed at 7.20pm**

Signed



Dated

16 JUL 2019