



Meeting (No)

**Extraordinary Full Council Meeting (2)**

Time & Date

**20<sup>th</sup> June 2023 at 10am**

Location

**Neston Town Hall**

## **MINUTES**

**Present:** Cllrs: Wastell (Mayor), Edwards, Griffiths, Hudspeth, Kynaston, Marple, and Davies.

In attendance: Z. Dean (Locum Chief Officer), T. Godfrey (Finance Manager): Item 28.

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

#### **24 Apologies for Absence**

**It was RESOLVED:** To accept the following apologies for absence:

Cllr Braithwaite – Work commitment

Cllr Jones – Work commitment

Cllr Hardcastle – Personal commitment

Cllr Warner – Work commitment

To note cllrs: Cragg, Doughty Townsend were absent.

#### **25 Declarations of Interest**

No declarations of interest were received from members.

#### **26 Minutes**

A question was asked about item 23 – expenditure for Ladies Day 2023 which was answered by the Cllr appointed as the society's representative.

The Chairman noted that a breakdown of costs associated with the Ladies Day grant 2023 would be sent out to members via email, following the meeting.

**It was RESOLVED:** To accept and sign the minutes from the Annual Meeting held on 16<sup>th</sup> May 2023. 1 x abstention.

#### **27 Questions and Comments from Residents**

No members of the public were present.

#### **28 Finance**

The Council's Finance Manager, T. Godfrey, attended the meeting for this item.

a) A question was asked regarding the reference to MRK = Market.

Members noted that the expenditure from 01/02/23 to 31/03/23 was high. The Finance Manager explained that the past two months of accounts included funding redundancy costs, £20K Christmas lights, plus substantial IT, landscaping, HMRC and Cheshire Pension costs for two months. Members also noted that associated police cleaning costs form part of the management agreement, provided through Qwest (£3.9K for three quarters).

b) **It was RESOLVED:** To approve the 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.

c) The Chair signed the reports.

**It was RESOLVED:** To note the current account income of £7,553.15 Net from 01/02/23 to 31/03/23. The Chair signed the report.

**It was RESOLVED:** To approve the reconciliation of the Council's three bank accounts to 31/03/23. The Chair signed the report.

Mayor's Initial & Date:

*Edw* 11/7/23<sup>1</sup>

## 29 Annual Return for Financial Year 31<sup>st</sup> March 2023

- a) **It was RESOLVED:** To receive and approve the Annual Internal Audit Report to 31/03/23.
- b) All of the individual statements were read out by the Proper Officer and each agreed by Council.

**It was RESOLVED:** To approve Section 1 of the Annual Governance Statement 2022/23. The report was signed by the Chair and the Proper Officer of the Council.

- c) **It was RESOLVED:** To approve Section 2 of the Annual Accounting Statement 2022/23. The report was signed by the Chair.

## 30 Year End Internal Auditor's Report

Council noted that the Year End Internal Auditor's Report was very good, with no actions for 2022/23.

**It was RESOLVED:** To receive the Year End Internal Auditor's Report 2022/23.

## 31 To Approve the Minutes of the following Committee Meetings

- a) **It was RESOLVED:** To approve and note the Minutes from the Community & Environment meeting held on 06/06/2023.
- b) **It was RESOLVED:** To approve and note the Minutes from the Finance & Administration Committee meeting held on 13/06/2023.

## 32 Exclusion of the Press and Public

**It was 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

### 33 Recommendations from HR Committee

- a) **It was RESOLVED:** That Full Council be given the authority to appoint an administration assistant for 20 hours per week, with a degree of flexibility, to start from September 2023 (HR1/11).
- b) **It was RESOLVED:** 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 1<sup>st</sup> July 2023, with a six-month break clause.

**It was RECOMMENDED:** To hold a review in the autumn to assess how both parties feel going forward.

### 34 Staff Model Contract

**It was RESOLVED:** To approve the final Model Contract document following additional amendment by HR Committee.

Council noted that staff had been consulted on the document at multiple stages throughout the process.

### 35 Staff Job Descriptions

- a) **It was RESOLVED:** To approve the updated Job Description for the Community & Environment Manager.

Mayor's Initial & Date:

*Sff Wadell* 21/1/23<sup>2</sup>

- b) **It was RESOLVED:** To approve the updated Job Description for the Finance Manager.
- c) **It was RESOLVED:** To approve the updated Job Description for the Caretaker & Market Officer.

**36 Reversal of Previous Resolution Report**

**It was RESOLVED:** To accept the recommendation made in the report, reversing resolution HR1/12.

**37 Finance Manager & RFO**

A verbal report was received on this matter.

**It was RESOLVED:** To increase the salary of the Finance Manager & RFO to SCP25, backdating this to 1<sup>st</sup> April 2023.

**Meeting closed at 10.56**

Signed \_\_\_\_\_ *S. J. [Signature]* \_\_\_\_\_ Dated 11/7/23