



Meeting (No)

Time & Date

Place

Document

Finance & Administration Committee (1)

10am Tuesday 12th September 2023

Neston Town Hall

Minutes

Present: Cllrs Jones (Chair), Braithwaite, Edwards, Hudspeth, Kynaston & Wastell.

In attendance: Z. Dean (Locum Chief Officer)

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

When the meeting began the Chair asked for Election of Vice Chair to be added to the agenda, as this decision was deferred from the last meeting.

10	Public Participation
	No members of the public were present.
11	Apologies
	All members of the committee were present.
11a	Election of Vice Chair
	Cllr Edwards nominated himself, seconded by Cllr Braithwaite. Cllr Wastell nominated Cllr Kynaston, seconded by Cllr Jones. A vote was taken: Cllr Edwards, 2 votes. Cllr Kynaston, 2 votes. The Chair used his casting vote to select Cllr Kynaston. RESOLVED: to accept Cllr Kynaston as the Vice Chair for the committee.
12	Declarations of Interest
	None received.
13	Minutes of the Last Meeting
	RESOLVED: to accept the minutes from the meeting held on 13.06.23 as an accurate record of that meeting. The Chairman duly signed the minutes.
14	Committee Accounts Months 2 - 4
	The committee noted that the associated IT costs were high and requested a breakdown for the next meeting. The committee understands that there is a cost associated with every email sent to the IT provider. A suggestion was made to contact a Council officer first to report any issues with spam rather than members sending separate emails to IT support. The double payment for rates had already been queried and will be returned. RESOLVED: to approve the current accounts for Months 2 – 4. Noted: The committee requested that the RFO present a report on the financial costs regarding ICT matters at the next scheduled Finance meeting.
15	Finance
a	RESOLVED: to approve expenditure of £130,698.27 net from the Council's current account authorised by the RFO from 01.04.23 to 31.07.23, and Equals card payment of £733.55 net from 01.04.23 to 31.07.23.
b	RESOLVED: to note current account income of £423,864.40 net from 01.04.23 to 31.07.23.
c	RESOLVED: to agree the reconciliation of the Council's three bank accounts to 31.07.23.
16	Delivery Plan

a	The Chair noted that the Task & Finish Group was at the same stage as last time. This was due to the Council's summer recess and various delays. A councillor asked whether the Delivery Plan was worthwhile continuing with. Since the Council had spent time and money producing this large document, the committee felt that the community would hold the Council to account on completing it.
b	The Chair invited Cllr Edwards to join the Task & Finish Group, Cllr Edwards accepted, noting that he was there to ask awkward questions. RESOLVED: to break down the Delivery Plan into relevant, workable, segments that fall within this committee's Terms of Reference. 1 x Abstention.
17	Civic Hall Update
	Councillors attended an Open Forum meeting at Neston Civic Hall on 30.08.23, to receive an update on the recent roof leak, and the consequential temporary closure of the building. Since this event took place, Neston Town Council's original Civic Hall working group met over Zoom and requested a meeting with Cheshire West & Chester Council. This was for the Town Council to gauge a possible timeline for necessary work and to better understand the unitary Council's future plans for this asset, before a consideration to pledge any funding could be taken. The above meeting was scheduled to take place after the Finance & Administration committee. RESOLVED: to defer any decision-making on funding until after the meeting with Cheshire West Council had taken place.
18	Date of Next Meeting
	It was noted that the next scheduled meeting would held be on 14.11.23 at 10am.

The meeting closed at 10.20am.

Signed _____ Date _____