

	Meeting (No)	Full Council (7)
	Time & Date	19th March 2024 at 6pm
	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 19th March 2024 at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 13th March 2024

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
81	Apologies for Absence To receive and consider acceptance, and to note other absences.	
82	Declarations of Interest To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
83	Minutes To accept and sign the minutes of the Full Council meeting held on 23 rd January 2024.	FC7/83
84	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.	
85	Committee Minutes To approve minutes from the following committee meetings:	
a)	Community & Environment held on 06/02/2024	FC7/85a
b)	Community & Environment held on 13/02/2024	FC7/85b
c)	Market & Town Hall held on 13/02/2024	FC7/85c
d)	Finance & Administration held on 20/02/24	FC7/85d
e)	HR held on 27/02/24	FC7/85e

86	Pest Control recommendation from M&TH Committee 13/02/24	
	To accept the following recommendation from M&TH Committee: To appoint Defender Pest Control to be paid £150 quarterly by Direct Debit from budget 4417 (Responsive Maintenance).	
87	Council Risk Assessment 2023/24	
	To approve the Town Council Risk Assessments 2023/24.	FC7/87
88	Assets and Insurance	
a)	To approve the Fixed Asset List up to 31/03/24.	FC7/88a
b)	To agree selected items to meet Neston Town Council's insurance requirements.	FC7/88b
89	Interim Internal Audit Report	
	To receive the Town Council's Interim Internal Audit report.	FC7/89
90	Locum Chief Officer's Report	
	To receive a report.	FC7/90
91	Date of the Next Meeting	
	To note that the date of the next Full Council meeting is 21 st May 2024.	
92	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)		
93	Recommendations from HR Committee 27/02/24	
	To accept the following recommendations from HR Committee: <ol style="list-style-type: none"> 1. To approve three staff members' incremental pay rises with effect from 1st April 2024, in accordance with their contracts and corresponding SCP grade following the completed appraisals. 2. To re-evaluate the job description for the Administration Assistant and select a title reflective of 'Officer'. 3. To initially increase the salary to SCP 3, upon reaching the end of the 6-month probationary period, with a further review to take place once the (above) role had been evaluated. 4. To review the Community & Environment Manager's Job Description, evaluating it with point 2. 5. To change the Corporate Support & Facilities Officer job title to Market & Town Hall Manager. 6. To extend the Locum Chief Officer's contract of employment for a further six months to 30th September 2024, and that consideration 	

	be given to any further increment after completion of a performance appraisal.	
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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.