



<i>Meeting (No)</i>	<b>Full Council Meeting (7)</b>
<i>Time &amp; Date</i>	<b>19<sup>th</sup> March 2024 at 6pm</b>
<i>Location</i>	<b>Neston Town Hall</b>

**MINUTES**

**Present:** Cllrs: Wastell (Mayor), Braithwaite, Davies, Doughty, Edwards, Griffiths, Hudspeth, Jones, Kynaston, Marple, Townsend and Warner.

In attendance: Z. Dean (Locum Chief Officer)

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

<b>81</b>	<b>Apologies for Absence</b> <b>It was RESOLVED:</b> To accept the following apologies for absence: Cllr Hardcastle – Health reasons
<b>82</b>	<b>Declarations of Interest</b> No declarations of interest were received from members.
<b>83</b>	<b>Minutes</b> <b>It was RESOLVED:</b> To accept and sign the minutes from the Full Council meeting held on 24 <sup>th</sup> October 2023.
<b>84</b>	<b>Questions and Comments from Residents</b> No members of the public were present.
<b>85</b>	<b>Committee Minutes</b> a) Council noted that an amendment was required for item 110 to read “25”. <b>It was RESOLVED:</b> To approve the minutes from the Community & Environment Committee held on 06/02/2024. b) <b>It was RESOLVED:</b> To approve the minutes from the Community & Environment Committee held on 13/02/2024. c) Council noted that an amendment was required for item 62 to read “an”. <b>It was RESOLVED:</b> To approve the minutes from the Market & Town Hall Committee held on 13/02/2024. d) <b>It was RESOLVED:</b> To approve the minutes from the Finance & Administration Committee held on 20/02/2024. e) <b>It was RESOLVED:</b> To approve the minutes from the HR Committee held on 27/02/2024.
<b>86</b>	<b>Pest Control Recommendation from the M&amp;TH Committee 13/02/24</b> <b>It was RESOLVED:</b> To appoint Defender Pest Control to be paid £150 quarterly by Direct Debit from budget 4417 (Responsive Maintenance).
<b>87</b>	<b>Council Risk Assessment 2023/24</b> <b>It was RESOLVED:</b> To approve the Town Council Risk Assessments for 2023/2024 in its entirety.
<b>88</b>	<b>Assets &amp; Insurance</b> a) <b>It was RESOLVED:</b> To approve the Fixed Asset List up to 31/03/2024. b) <b>It was RESOLVED:</b> To agree selected items to meet Neston Town Council’s insurance requirements.

	A question was asked whether the value of the Mayor's Chain and Deputy Mayor's Chain could be spilt going forward.
<b>90</b>	<b>Interim Internal Audit Report</b>
	The Locum Chief Officer summarised the report, noting that the RFO had highlighted the two issues raised by the auditor. Cllr Edwards had already volunteered to undertake bi-monthly checks on all income. <b>It was RESOLVED:</b> To receive the Interim Internal Audit Report.
<b>90</b>	<b>Locum Chief Officer's Report</b>
	Members queried the Lower Community Office rental arrangements, noting that, once let, income is received through the Asset Management Agreement. Council asked for an update on the Town Hall roof which was provided: some outstanding repairs are still to be completed by CW&C to the upstairs office ceiling. The Locum Chief Officer agreed to chase CW&C officers for an update on the Asset Management agreement extension. <b>It was RESOLVED:</b> To receive the Locum Chief Officer's Report.
<b>91</b>	<b>Date of the Next Meeting</b>
	The date of the next meeting will be 21 <sup>st</sup> May 2024 for the Annual Meeting of the Council.
<b>92</b>	<b>Exclusion of the Public and Press</b>
	<b>It was RESOLVED:</b> 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.
<b>PART 2: Items considered in the absence of the Press and Public</b>	
<b>93</b>	<b>Recommendations from HR Committee 27/02/24</b>
1.	<b>It was RESOLVED:</b> To approve three staff members' incremental pay rises with effect from 1 <sup>st</sup> April 2024, in accordance with their contracts and corresponding SCP grade following the completed appraisals.
2.	<b>It was RESOLVED:</b> To re-evaluate the job description for the Administration Assistant and select a title reflective of 'Officer'.
3.	<b>It was RESOLVED:</b> 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.	<b>It was RESOLVED:</b> To review the Community & Environment Manager's Job Description, evaluating it with point 2.
5.	<b>It was RESOLVED:</b> To change the Corporate Support & Facilities Officer job title to Market & Town Hall Manager.
6.	<b>It was RESOLVED:</b> To extend the Locum Chief Officer's Contract for a further 9 months until 31 <sup>st</sup> December 2024, with a general review, to include a salary review, to take place after 6 months. Current contract terms to be extended.

Mayor's Initial & Date:

**Meeting closed at 18:56.**

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_