

	<i>Meeting (No)</i>	Annual Meeting of the Council (1)
	<i>Time & Date</i>	21st May 2024 at 6.00pm
	<i>Location</i>	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 21st May at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 15th May 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
1	Election of Chairman	
a)	To elect the Chairman of the Council for the ensuing year, nominations have been received for Cllr Sion Jones.	
b)	To receive the Chairman's Declaration of Acceptance of Office. The Chairman is entitled to be called Town Mayor (Local Government Act 1972 s245 (6)). They cannot be compelled to use or prevented from using this title. Note: Only nominations and votes from those councillors who are present at the meeting are valid.	
2	Election of Vice Chairman	
a)	To elect the Vice Chairman, nominations have been received for Cllr Brenda Marple.	
b)	To receive the Vice Chairman's Declaration of Acceptance of Office. The Vice Chairman may wish to, dependant on the decision regarding the title of Mayor made by the newly elected Chair, be called Deputy Mayor (see item 1).	
3	Apologies for Absence	
	To receive and consider acceptance, and to note other absences.	

4	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	
5	Minutes of the Meeting	
a)	To accept and sign the minutes of the Full Council meeting held on 19/03/2024.	FC1/5a
b)	To accept and sign the minutes from the Extraordinary Full Council meeting held on 24/04/2024	FC1/5b
6	Declarations of Interest	
	To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
7	Constitution and Terms of Reference for Standing Committees	
a)	To approve and adopt the Town Council's Committee Structure.	FC1/7a
b)	To approve and adopt the Committee Terms of Reference and Schemes of Delegation for the following Standing Committees: <ul style="list-style-type: none"> Community and Environment Finance and Administration Human Resources Committee (HR) Market and Town Hall 	FC1/7b
c)	To appoint members to serve on the Standing Committees.	FC1/7c
8	Schedule of Council and Committee Meetings for 2024/25	
	To agree a schedule of Council and Standing Committee meetings for the current Council year.	FC1/8
9	Review of Delegated Arrangements	
a)	Banking Arrangements: To authorise the core members of the Finance and Administration Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories, agreeing to sign the banker's mandate for the Neston Town Council accounts.	
b)	Market and Town Hall: To approve delegated authority to the Market & Town Hall Manager as extended to other officers during a time of absence.	
c)	Insurance: To note that Finance and Administration Committee Terms of Reference provide delegated authority to deal with the Council's insurance requirements.	
d)	Pension Authorisation forms: To authorise the core members of the Human Resources Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories for all pension authorisation forms.	
11	Appointment of Representatives to External Organisations	
a)	To agree that existing representatives continue as such until the first meeting of the reporting committee, each delegate to report to the appointed committee or sub-committee.	

b)	<p>To agree that Council wish to have representatives and nominate members to meet with the following organisations:</p> <ol style="list-style-type: none"> 1. Neston Female Society – Community & Environment Committee 2. Neston Station Adopters – Community & Environment Committee 3. Wrexham-Bidston Rail Users’ Association (WBRUA) - Community & Environment committee. <p>A minimum of one delegate for each organisation to report to the parent committee.</p>	
c)	<p>Representatives to attend ChALC Area Meetings</p> <p>To nominate three Councillors to attend ChALC Area Meetings.</p> <p>(Member Councils are entitled to appoint up to three representatives to attend the ChALC Area Meetings which are held quarterly.)</p>	
12	Data Protection Officer	
	To confirm renewal of services and costs by the current contractor, JDH Services, as the Council’s DPO.	
13	Membership of outside Organisations	
	<p>To approve the Council’s membership of:</p> <ul style="list-style-type: none"> • Cheshire Community Action (membership packages due in June) • National Association of Local Councils via ChALC and annual subscription of £1551.66 (no VAT) • National Association of Allotments £66.00 (NAS), renewal due in November 2024. • Society of Local Council Clerks £298.00 • The National Association of British Market Authorities (NABMA) and annual subscription fee of £384.00 (no VAT) • Wrexham-Bidston Rail Users’ Association (WBRUA), and membership fee of £30.00 (no VAT) 	
14	Standing Orders and Financial Regulations	
a)	To review and adopt the updated Standing Orders for Neston Town Council.	FC1/14a
b)	To review and adopt the updated Standing Orders for Contracts for Neston Town Council	FC1/14b
c)	To review and adopt the updated Financial Regulations for Neston Town Council.	FC1/14c
15	Policies and Procedures	
a)	To review and adopt the revised Social Media Policy.	FC1/15a
b)	To review and adopt the revised Cash Handling Policy	FC1/15b
c)	To review and adopt the revised Approved Scheme of Delegation for the Market & Town Hall Manager	FC1/15c
d)	To review and adopt the revised Website and Social Media Privacy Notice	FC1/15d
e)	To review and adopt the revised IT Policy	FC1/15e
f)	To review and adopt the revised Cookie Policy	FC1/15f
g)	To review and adopt the revised Complaints Procedure, Complaints and Vexatious Policy	FC1/15g

h)	To review and adopt the revised General Privacy Notice	FC1/15h
i)	To review and adopt the revised Personal Data Complaints Policy	FC1/15i
j)	To review and adopt the revised Privacy Notice: Councillors, Staff and Role Holders	FC1/15j
k)	To review and adopt the revised Privacy Policy for NTC Website	FC1/15k
l)	To review and adopt the revised Data Breach Notification Policy	FC1/15l
m)	To review and adopt the revised Guest Wi-Fi Policy	FC1/15m
n)	To review and adopt the revised Council Mobile Phones Policy	FC1/15n
o)	To review and adopt the revised Publication Scheme Information Guide	FC1/15o
p)	To review and adopt the revised Recording & Photography at Council Meetings Policy	FC1/15p
q)	To review and adopt the revised Procurement Policy	FC1/15q
r)	To agree to continue to review the remaining policies after the start of the new Council year, as per the attached table.	FC1/15r
16	Chairman's Allowance	
	To confirm an allowance of £1,250 to the Chairman to defray the expenses of office in the ensuing year.	
17	To Approve the Minutes of the following Committee Meetings	
a)	Community & Environment: 09/04/24, 16/04/24, 07/05/24.	FC1/17a
b)	Finance & Administration: 16/04/24.	FC1/17b
c)	Market & Town Hall: 23/04/24.	FC1/17c
18	Finance	
a)	To approve current account expenditure of £68,647.89 net authorised by the RFO from 01/03/24 to 31/03/24 and Equals card payment of £159.44 net from 01/03/24 to 31/03/24.	FC1/18a
b)	To note the current account income of £2,003.10 Net from 01/03/24 to 31/03/24.	FC1/18b
c)	To agree the reconciliation of the Council's three bank accounts to 31/03/24.	FC1/18c
19	Annual Return for Financial Year 31st March 2024 (AGAR)	
a)	To receive and approve – Annual Internal Audit Report to 31/03/24	FC1/19a
b)	To approve Section 1 – Annual Governance Statement 2023/24	FC1/19b
c)	To approve Section 2 – Accounting Statement 2023/24	FC1/19c
20	Year End Internal Auditor's Report	
	To receive the Year End Internal Auditor's Report and note that there are no actions for 2023/2024.	FC1/20
21	Noticeboard Monitors	
	To appoint councillors as monitors for the NTC noticeboards.	FC1/21
22	Locum Chief Officer's Report	
	To receive a report.	FC1/22
23	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)		
	There is no confidential business	

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.