

	<i>Meeting (No)</i>	<b>Full Council (2)</b>
	<i>Time &amp; Date</i>	<b>9<sup>th</sup> July 2024 at 6.00pm</b>
	<i>Location</i>	<b>Neston Town Hall</b>
<b>AGENDA</b>		

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 9<sup>th</sup> July at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 4<sup>th</sup> July 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
<b>24</b>	<b>Apologies for Absence</b> To receive and consider acceptance, and to note other absences.	
<b>25</b>	<b>Declarations of Interest</b> To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
<b>26</b>	<b>Minutes of the Meeting</b> To accept and sign the minutes of the Annual Council meeting held on 21/05/2024.	FC2/26
<b>27</b>	<b>Questions and Comments from Residents</b> 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	
<b>28</b>	<b>Committee Minutes</b> To approve minutes from the following committee meetings:	
a)	Community & Environment Committee held on 11/06/2024.	FC2/28a
b)	Finance & Administration Committee held on 18/06/2024.	FC2/28b

c)	Market & Town Hall Committee held on 25/06/2024.	FC2/28c
<b>29</b>	<b>Policies and Procedures</b>	
a)	To approve and adopt the revised Community Engagement Policy as recommended by the C&E Committee.	FC2/29a
b)	To approve and adopt the revised Environmental Policy as recommended by C&E Committee.	FC2/29b
c)	To review and adopt the revised Planning Protocol Policy as recommended by C&E Committee.	FC2/29c
d)	To approve and adopt the revised Disciplinary Policy as recommended by HR Committee.	FC2/29d
e)	To approve and adopt the revised Grievance Procedure Policy as recommended by the HR Committee.	FC2/29e
f)	To approve and adopt the revised Customer Care Policy.	FC2/29f
g)	To approve and adopt the revised Performance Management Policy.	FC2/29g
h)	To approve and adopt the revised Quality Policy.	FC2/29h
<b>30</b>	<b>Finance</b>	
a)	To approve current account expenditure of £65,281.96 net authorised by the RFO from 01/04/24 to 30/04/24 and Equals card payment of £310.15 net from 01/04/24 to 30/04/24.	FC2/30a
b)	To note the current account income of £442,295.86 Net from 01/04/24 to 30/04/24.	FC2/30b
c)	To agree the reconciliation of the Council's three bank accounts to 30/04/24.	FC2/30c
d)	To approve the current Full Council Committee budget/EMRs.	FC2/30d
<b>31</b>	<b>Office Mobile Phone</b>	
a)	To receive a report on the need for an Office Mobile Phone for use by the Town Council's Administration Team.	FC2/31a
b)	To approve the mobile phone monthly Direct Debit payment (excluding VAT).	
<b>32</b>	<b>Correction – Annual Return (AGAR)</b>	
	To approve the updated Accounting Statement, correcting a mis-type figure of £3.00, noting that the final figures for 2022/23 had already been confirmed.	FC2/32
<b>33</b>	<b>Committee Structure</b>	
	To confirm Cllr Davies' appointment to Market & Town Hall Committee resulting from a clerical error.	FC2/33
<b>34</b>	<b>Co-Option</b>	
a)	To receive and consider any candidates for Co-Option for the vacancy within the Little Neston Ward.	
b)	To receive and consider any candidates for Co-Option for the vacancies within the Neston Ward.	
<b>35</b>	<b>Locum Chief Officer's Report</b>	
	To receive a report.	FC2/35
<b>36</b>	<b>Exclusion of the Press and Public</b>	

	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.	
<b>PART 2: Items to be considered in the absence of the press and public</b>		
<b>37</b>	<b>Recommendations from HR Committee</b>	
a)	To approve a change of job title from Administration Assistant to Community Engagement Officer.	
b)	To approve the updated Job Description and Person Specification for the Community Engagement Officer role.	HR1/12d
c)	To approve the new starting salary SCP salary range for the updated role, backdated to 1 <sup>st</sup> April 2024.	
d)	To approve the updated Job Description for the Community & Environment Manager.	HR1/12e

*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.*