



<i>Meeting (No)</i>	<b>Full Council Meeting (2)</b>
<i>Time &amp; Date</i>	<b>9<sup>th</sup> July 2024 at 6pm</b>
<i>Location</i>	<b>Neston Town Hall</b>
<b>MINUTES</b>	

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

In attendance: Z. Dean (Locum Chief Officer)

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

The Mayor of Neston read out the following statement at the start of the meeting: "You may notice this evening that the set up for Full Council has been altered slightly, this is to move councillors' seating arrangements closer together in the hope that this will improve the acoustics and sound quality within the Main Hall. Please can I also remind councillors to speak loudly and clearly during the meeting to ensure that all contributions can be heard going forwards. Thank you."

<b>24</b>	<b>Apologies for Absence</b> <b>It was RESOLVED:</b> To accept the following apologies for absence: Cllr J. Griffiths – personal reasons Cllr P. Kynaston – personal reasons Cllr C. Warner – work commitments
<b>25</b>	<b>Declarations of Interest</b> No declarations of interest were received from members.
<b>26</b>	<b>Minutes</b> <b>It was RESOLVED:</b> To accept and sign the minutes from the Annual Council meeting held on 21 <sup>st</sup> May 2024.
<b>27</b>	<b>Questions and Comments from Residents</b> No members of the public were present.
<b>28</b>	<b>Committee Minutes</b> a) <b>It was RESOLVED:</b> To approve the minutes from the Community & Environment Committee held on 11/06/2024. b) <b>It was RESOLVED:</b> To approve the minutes from the Finance & Administration Committee held on 18/06/2024. c) <b>It was RESOLVED:</b> To approve the minutes from the Market & Town Hall Committee held on 25/06/2024.
<b>29</b>	<b>Policies &amp; Procedures</b> a) <b>It was RESOLVED:</b> To approve the revised Community Engagement Policy, as recommended by Community & Environment Committee. b) <b>It was RESOLVED:</b> To approve the revised Environmental Policy, as recommended by the Community & Environment Committee. c) <b>It was RESOLVED:</b> To approve the revised Planning Protocol Policy, as recommended by the Community & Environment Committee. d) <b>It was RESOLVED:</b> To approve the revised Disciplinary Policy, as recommended by the HR Committee.

e)	<b>It was RESOLVED:</b> To approve the revised Grievance Policy, as recommended by the HR Committee.
f)	<b>It was RESOLVED:</b> To approve the revised Customer Care Policy.
g)	<b>It was RESOLVED:</b> To approve the revised Performance Management Policy.
h)	<b>It was RESOLVED:</b> To approve the revised Quality Policy.
<b>30</b>	<b>Finance</b>
a)	<b>It was RESOLVED:</b> To approve the 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.
b)	<b>It was RESOLVED:</b> To note the current account income of £442,295.86 Net from 01/04/24 to 30/04/24.
c)	<b>It was RESOLVED:</b> To agree the reconciliation of the Council's three bank accounts to 30/04/24.
d)	<b>It was RESOLVED:</b> To approve the current Full Council Committee budget/EMRs.
<b>31</b>	<b>Office Mobile Phone</b>
a)	Council asked the Locum Chief Officer to clarify the reasonings behind the request for a Council mobile phone, as detailed in the report. Council noted that staff should not have to use their personal mobile phones for business use. Members concurred that the purchase of a new Council mobile phone would enhance health and safety measures when individual staff members are off-site. The phone is guaranteed for the duration of the contract.  It was requested that clarification is sought on the insurance implications. <b>It was RESOLVED:</b> To accept the report.
b)	<b>It was RESOLVED:</b> To approve the direct debit required for a Council mobile phone, authorising delegated authority for expenditure of up to £25.00 per month to cover any price rises.
<b>32</b>	<b>Correction – Annual Return (AGAR)</b>
	A correction to the AGAR was required due to a mis-type of the figure in Section 2, item 3 of the Accounting Statement (£73,956). Council noted that these were last year's figures which had already been approved, and the correct figures had been sent to the auditor. <b>It was RESOLVED:</b> To approve the corrected AGAR.
<b>33</b>	<b>Committee Structure</b>
	<b>It was RESOLVED:</b> To appoint Cllr Davies to Market & Town Hall Committee.
<b>34</b>	<b>Co-Option</b>
a)	Council noted that no applications had been received for the vacancy in the Little Neston Ward.
b)	Council noted that no applications had been received for the Neston Ward vacancies.
<b>35</b>	<b>Locum Chief Officer's Report</b>
	The Locum Chief Officer summarised the impending roof work updates, which Council noted had been long-awaited. <b>It was RESOLVED:</b> To receive the Locum Chief Officer's Report.
<b>36</b>	<b>Exclusion of the Public and Press</b>

Mayor's Initial & Date:

**It was RESOLVED:** 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 considered in the absence of the Press and Public**

**37 Recommendations from HR Committee**

- a) **It was RESOLVED:** To approve the change in job title from the Administration Assistant to Community Engagement Officer.
- b) **It was RESOLVED:** To approve the updated Job Description and Person Specification for the Community Engagement Officer role.
- c) **It was RESOLVED:** To approve the new starting salary of SCP8 and salary range for the updated role, backdated to 1<sup>st</sup> April 2024
- d) **It was RESOLVED:** To approve the updated Job Description for the Community & Environment Manager.

**Meeting closed at 18:20.**

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