



<i>Meeting (No)</i>	<b>Finance &amp; Administration Committee (5)</b>
<i>Time &amp; Date</i>	<b>6pm – Tuesday 18<sup>th</sup> February 2025</b>
<i>Place</i>	<b>Neston Town Hall</b>
<i>Document</i>	<b>Minutes</b>

**Present:** Cllrs Kynaston (Chair), Hudspeth, Jones, D Ruscoe and Wastell

**In attendance:** A Duncan (Community & Environment Manager)

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

**40 Apologies for Absence**

The Committee received apologies from Cllr Braithwaite (personal) and **RESOLVED** to accept the reason for absence. The absence of Cllr Adderley was noted.

**41 Public Participation**

There were no comments from members of the public.

**42 Declarations of Interest**

No declarations were received.

**43 Minutes of the Last Meeting**

The Committee confirmed that the first sentence of minute 37 referred to principal authorities and the Chair corrected and initialled a minor typographical error within this sentence for the purpose of clarity. **RESOLVED** to accept the minutes as amended from the Finance & Administration Committee meeting held on 10/12/2024.

**44 Committee Accounts Month 9**

**RESOLVED** to approve the current F&A Committee budget and earmarked reserves.

**45 Finance**

- a **RESOLVED** to approve expenditure of £98,406.46 net from the Council's current account authorised by the RFO from 01/10/24 to 31/12/24, and Equals card payment of £1,228.48 net from 01/10/24 to 31/12/24. The Chair signed the expenditure records.
- b The Committee noted the current account income of £28,484.71 net from 01/10/24 to 31/12/24. The Chair signed the income records.
- c **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31/12/24. The Chair signed the reconciliation records.

**46 Breakdown of ICT Costs**

The Committee received a breakdown of ICT costs from September 2024 to January 2025.

**47 Delivery Plan – Committee Objectives**

- a The Committee received a final status report relating to the 2024/25 objectives.
- b **RESOLVED** to agree objectives and intended outcomes for 2025/26 as detailed below.

**OBJECTIVE ONE: ECONOMIC PROSPERITY & A TOWN TO WORK IN**

Be instrumental in instigating a business forum and use the provisions of the Town Hall to facilitate business networking and job fairs.

Chair's initials and date:

Intended outcomes:

- A great town to work in with good employment opportunities and networking facilities. Promotion of Town Hall to increase service delivery.
- Aim to keep as much business as possible in Neston and encourage others to shop locally and support current retailers. Both within Council and encourage residents to "use it or lose it" with regards to local businesses and services.

OBJECTIVE TWO: GOVERNANCE

Moving towards a medium-term financial business plan to ensure best value, ensuring we build up resources to deliver Strategy.

Intended outcome:

- An effective process to ensure governance is kept up to date in a timely manner which is scheduled throughout the coming year.

OBJECTIVE THREE: A COUNCIL IN TRANSFORMATION – CUSTOMER SERVICE

Maintain high quality customer services.

Intended outcomes:

- Ensure the Council does the best possible job for its residents and businesses.
- Continue to maintain the Town Hall to a good standard and lobby CW&C for repairs and extended lease agreement.

**48 Date of Next Meeting**

It was noted that the next scheduled meeting would held be on 15/04/25 at 6pm.

**49 Exclusion of the Press and Public**

**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 involved 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 (paragraph 3: information relating to the financial or business affairs of any particular person – including the authority holding that information).

**PART 2: Items considered in the absence of the press and public**

**50 ICT SLA**

The Committee considered a draft SLA for the financial year 25/26.

It was confirmed that on 28.06.22 Council passed a resolution (minute 43a) waiving financial regulations relating to contracts when making arrangements for IT/website services so that a price could be negotiated with the current contractor without the need for obtaining three quotations. The reason for this decision was continuity and security of a service considered vital for the functioning of the Council.

The C&E Manager advised that the draft SLA included an increase in the annual webhosting fee and an hourly rate increase in line with inflation.

**RESOLVED** to approve the draft ICT SLA with effect from 1<sup>st</sup> April 2025 with an addition to 5.1.7 formalising the existing procedure that major security patches must be implemented as a priority and that licence upgrades would be agreed and implemented in consultation with Neston Town Council officers.

The meeting closed at 6.55pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_