

Meeting (No)

Time & Date

Location

Annual Meeting of the Council (1)

17th May 2016 at 6.00pm

Town Hall, High Street, Neston

Minutes

Present: Cllrs Shipman (Mayor), Carter, Chambers Fleetwood, Griffiths, Jilani, C Lloyd, Loch, Marlow, Pilley and Wilkie.

In attendance: Two members of the public: Mrs Shipman and Mr Kynaston (*from Election of Chairman nomination – see below*)

Absent: Cllr Kynaston

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

1 Election of Chairman

Cllr Shipman was nominated and seconded as Chairman.

Mr Kynaston arrived

Resolved: To elect Cllr Shipman as the Chairman of the Council for the ensuing year. The Chairman indicated that he would use the title Town Mayor. The Mayor's Declaration of Acceptance of Office was signed and received by the Clerk.

2 Apologies for absence

Resolved: To accept apologies from Cllrs Barker (business), Cox (personal) Cray (personal) and P Lloyd (personal).

3 Election of Vice Chairman

Cllr C Lloyd was nominated as Vice Chairman, this was seconded.

Resolved: To elect Cllr C Lloyd as the Vice Chairman for the ensuing year.

4 Co-option of members

Resolved: To co-opt Peter Eccleston to the Council as one of the representatives for Riverside Ward.

5 Code of Conduct

Resolved: To adopt the Code of Conduct for members under section 27 of the Localism Act 2011.

6 Declarations of Interest.

Cllr Shipman declared a pecuniary interest in item 23 Chairman's allowance.

7 Questions and comments from residents:

Neston Recycle Centre: Cllr Wilkie noted that CWaC had plans to downgrade the facility. A local consultation paper had been delivered to some residents, however, the Council were unaware of this proposal. A request for a CWaC officer to attend at the next FGP meeting was made, so that further discussions could take place.

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8 Licensing Application

Cllr Wilkie proposed 'that Council have no objection to this Licence on the basis that there are no valid grounds upon which to do so. Furthermore the Town Council would wish to actively support businesses prepared to invest and boost the local economy, and recognised the very positive impact that Elephant has had on the economy and regeneration of Neston and Parkgate.'

The proposal was seconded.

A named vote was requested.

In favour: Cllrs Shipman, Fleetwood, Griffiths, Jilani, C Lloyd, Loch, Marlow, Pilley and Wilkie.

Against: Cllrs Carter and Chambers.

Resolved: No objection to this Licence on the basis that there are no valid grounds upon which to do so. Furthermore the Town Council would wish to actively support businesses prepared to invest and boost the local economy, and recognised the very positive impact that Elephant has had on the economy and regeneration of Neston and Parkgate.

9 Minutes of the meeting 12th April 2016

Resolved: To approve the minutes of the meeting held on 12th April 2016 as a true and correct record. The Mayor signed the minutes.

10 Register of Interests

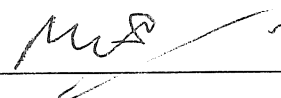
Members noted that they are required to keep their Register of Interest updated, copies of which are kept by CWaC's Monitoring Officer and must be displayed on the Town Council and CWaC's websites.

11 Standing Committees and Terms of Reference

Both members of the public left the meeting.

- A **Resolved:** That the Town Council's Committee Structure be approved and adopted, and
- B That the Committee Terms of Reference and Schemes of Delegation, for the Council's Committees be approved and adopted
- i) and that the following members be appointed to to serve on the under mentioned Standing Committees:
- Finance and General Purposes (F&GP)
Cllrs Carter, Jilani, C Lloyd, P Lloyd, Marlow and Shipman
 - Planning and Environment (P&E)
Cllrs Chambers, Cray, Griffiths, P Lloyd, Loch, Pilley and Wilkie
 - Society and Culture (S&C)
Cllrs Barker, Chambers, Cox, Cray, Fleetwood, Kynaston and Loch
 - Town Centre (TC)
Cllrs Cox, Fleetwood, Jilani, Kynaston, C Lloyd and Wilkie.

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ii) Chairman of the Council, Cllr Shipman, as a member of the Human Resources Committee

iii) Cllrs Fleetwood, C Lloyd, Marlow, and Pilley be appointed to serve on the Human Resources Committee, and

iv) and that Cllrs Barker, Fleetwood and C Lloyd continue in membership of the Project Partner (PP) committee;.

12 Appointment of Representatives and Delegates to any External Organisations

- A **Resolved:** that existing representatives continue as such until the first meeting of the reporting committee, and that reporting committees appoint the following representatives:

Organisation	No delegates Reporting to
Borderlands Steering Group	1 P&E Committee
CH64 Events Group	2 S&C Committee
CWaC s.106 Advisory Group	2 TC Committee
Neston Female Society	1 S&C Committee
Project Rural Matters	1 P&E Committee (S&C 2015/16)

B Representatives to attend ChALC Area Meetings

Cllrs Pilley, Shipman and Wilkie were nominated as the 3 Cllr representatives to attend ChALC Area Meetings. Meetings are held quarterly.

13 Standing Orders and Financial Regulations

- A **Resolved:** To approve the Standing Orders for Neston Town Council

- B **Resolved:** To approve the Financial Regulations for Neston Town Council

14 Assets

Resolved: That the Council's list of assets value of £65,555, including bunting at a cost of £1,700, was correct.

15 Insurance

Resolved: To continue the appointment of Zurich Insurance to act as the Town Council insurers.

16 Internal Auditor


Resolved: To renew appointment of JDH Services as the internal auditor.

17 Solicitor

Resolved: To renew appointment of Bowcock Cuerden to act as the Town Council's solicitors.

18 Banking Arrangements

- A **Resolved:** The continuation of appointment of the Co-op Bank and Unity Trust Bank as Neston Town Council's bankers

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- B **Resolved:** To authorise the core members of the Finance and General Purposes Committee and the Clerk/RFO to be the authorised signatories and sign the banker's mandate for the Neston Town Council accounts. This authority includes authorisation of internet banking payments, up to £10,000, as approved at the full council meeting 21.04.15.

19 Membership

Resolved: To approve the Council's membership:

- Cheshire Community Action 2015/16 - £100
- National Association of Local Councils 2015/16 - £1,306.50
- The National Association of British Market Authorities 2015/16 - £120
- Association of Town & City Management – associate membership 2015/16 - £100

20 Procedure for Planning Applications

- A **Resolved:** To approve recommendation for procedure for planning applications as outlined in report FC1/20.

- A weekly notice of all new applications to be emailed to councillors and displayed on Town Council noticeboards and website.
- Residents to be given five days to contact their local Neston Town Council ward councillor should they wish to raise any concerns (details provided on the notice).
- Councillors to be given one week from the date of issue of the notice to request that any applications on the list be considered by a planning applications sub-committee.

If no responses are received from councillors within seven days then this will result in a "no objection" comment being returned to CWaC.

- B That P&E Committee consider whether there are any categories of applications which are to be excluded, such as large-scale developments and make recommendation to Council.

21 Council's Policies, Codes of Practice and Procedures

- A Council reviewed and **Resolved:** to approve the Council's policies and procedures, as listed in the report FC1/21.

Resolved: That with the exception of the 'Training Statement of Intent', all other Policies would be approved in an election year only.

- B **Resolved:** That for an experimental period of six scheduled full council meetings, these be held sequentially at St Michael's Church (Little Neston), St Thomas's Church (Parkgate) and Town Hall (Neston) as part of its wishes to enhance its standing and relevance and to engage more effectively with the local community.

22 Diary of Neston Town council Meetings 2016 - 2017

Resolved: To approve the schedule of Council meetings year, and recommend to Council Committees an indicative schedule of meetings

23 Chairman's Allowance

Cllr Shipman left the meeting

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Resolved: That an allowance of £1,400 be awarded to the Chairman to defray the expenses of office in the ensuing year.

Cllr Shipman returned to the meeting

24 Civic protocol

Council agreed a protocol whereby the Chairman's chain of office may be worn by the Deputy Chairman on official engagements at which the Chairman is not in attendance, and that the Deputy Chairman's badge of office may be worn by the Chairman's consort on official engagements at which the Deputy Chairman is not in attendance, and by the Deputy Chairman's consort on engagements at which the Deputy Chairman is wearing the Chairman's chain of office.

25 Finance

- a) The additional expenditure & due payments to 31.03.16, £3,460.67 net, authorised by the Clerk under delegated authority was noted.
- b) **Resolved:** To approve the expenditure of £26,746.63 net
- c) The income of £231,859.60 was noted
- d) **Resolved:** To agree the reconciliation of the current account and fixed rated deposit account bank statements. The Mayor signed the balancing figures.

26 Annual Return for financial year 31 March 2016

- A **Resolved:** To approve section 1 – Accounting Statement 2015/16
- B **Resolved:** To approve section 2 – Annual Governance statement 2015/16

27 Minutes of Committees

The minutes of the meetings listed below were noted:

- a) Human Resources Committee 29.03.16
- b) Town Centre Committee 19.04.16
- c) Planning and Environment Committee 19.04.16
- d) Society & Culture Committee 13.05.16

28 Hip N Harmony grant application

- A An oral report of the correspondence received from Hip 'N' Harmony was given by the Clerk.
- B **Resolved:** To instruct a contractor for the installation and removal of the staging for Ladies Day Entertainment at a cost of £950 net.

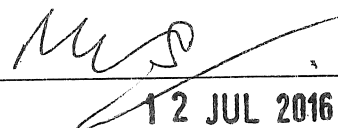
29 New Homes Bonus – Play areas

Resolved: To approve that the remaining New Homes Bonus play area earmarked reserve allocation £12,500 is provisionally designated for an improvement scheme at Sytchcroft play area and community space, as set out in the report FC1/29, subject to public consultation and a viable scheme being presented to Full Council.

30 HSBC closure meeting

Report FC1/30 on the closure meeting and the HSBC impact analysis report was received.

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31 Clerk's Report

Staging Installation Training: Cllr Carter confirmed he was willing to undertake installation training along with Cllr Barker.

The Clerk is to request if already not provided, the installation instructions from the contractor along with a method statement.

32 Any other Items: None.

33 Exclusion of the Press and Public

Resolved: To exclude public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

34 Recommendations from Committees

1 Human Resources 29.03.16

- A **Resolved:** That enhanced redundancy terms by removal of the statutory minimum cap where it was necessary to make payments would be offered (item 40.2)

2 Town Centre Committee 19.04.16

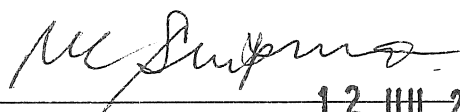
COMA Report –

Resolved:

- That authority be given to officers to enter into discussion with CWaC to extend the current management agreement by 2 years, to allow Neston Town Council adequate time to evaluate the deliverability of the COMA plan and the options within it.
- That a task and finish group be set up consisting of members of the Town Centre Committee, other Neston Town Council councillors and that other relevant professionals be co-opted or engaged onto the group if agreed by the group.

Meeting closed at 7.55pm

Chairman's signature and date: _____



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