

Meeting (No)

**Annual Meeting of the Council (1)**

Time & Date

**22nd May 2018 at 6pm**

Location

**Town Hall, High Street, Neston**

## Minutes

Prior to the meeting at 5.45pm the Junior Mayor's and Deputy Junior Mayor met with the Mayor and Councillors and received gifts of recognition for their contributions and participation at Civic events throughout the year.

**Present: Present:** Councillors Cllrs Kynaston (Mayor), Barker from item 2, Carter, Chapman from item 6, Clayton, Edwards, Griffiths, Lloyd from item 13, Marlow, Pilley, Roberts, Warner and Yarker and Mrs Kunaj (Council Manager).

**In attendance:** Nine residents

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

#### **1 Election of Chairman**

Nominations had been received and seconded for Cllr Kynaston as Chairman of the Council.

**Resolved** to elect Cllr Kynaston as Chairman of the Council for the ensuing year.

Cllr Kynaston expressed her wish to use the title of Town Mayor (Local Government Act 1972 s245 (6)).

Council witnessed the signing of the Mayor's Declaration of Acceptance of Office.

#### **2 Apologies for absence**

**Resolved** to accept apologies for absence from Cllr Cray (business) and Cllr Hine (business).

Absence: Cllrs Fleetwood and Howe

Cllr Barker arrived; seven of the eight members of the public present left.

#### **3 Election of Vice Chairman**

Nominations had been received and seconded for Cllr Carter as Vice Chairman of the Council.

**Resolved** to elect Cllr Carter as the Deputy Mayor of the Council for the ensuing year.

Council witnessed the signing of the Deputy Mayor's Declaration of Acceptance of Office.

#### **4 Declarations of Interest: None.**


#### **5 Questions and comments from residents**

A resident expressed that they were interested involvement with the Council and would be willing to assist and join as a Councillor and / or to join working groups of the Council.

#### **6 Minutes of the last meeting**

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a	<b>Resolved</b> to approve the minutes of the meeting held on 26.4.18. The minutes were signed by the Mayor.
	Cllr Chapman arrived
<b>7</b>	<b>Register of Interests</b>
	Members noted the requirement to keep their Register of Interest updated.
<b>8</b>	<b>Privacy Notices</b>
	Council received and agreed to adopt the Privacy Notices for all role holders (this includes volunteers, contractors, agents, and other role holders within the council including former councillors).
<b>9</b>	<b>Constitutions and Terms of Reference for Standing Committees</b>
a	<b>Resolved</b> to approve for 2018-19 the Committee Structure.
b	<b>Resolved</b> to approve the constitution and Terms of Reference for each Standing Committees: <ul style="list-style-type: none"> <li>• People</li> <li>• Places</li> <li>• Policy</li> <li>• Resources.</li> </ul>
<b>10</b>	<b>Election of Members to Standing Committees</b>
a	<b>Resolved</b> to elect Cllr Roberts as Chairman of the Policy Committee.
b	<b>Resolved</b> to appoint members to serve on the under mentioned Standing Committees: <ul style="list-style-type: none"> <li>• People Cllrs Barker, Carter, Clayton, Edwards, Griffiths and Yarker</li> <li>• Places Cllrs Chapman, Edwards, Griffiths, Roberts and Yarker</li> <li>• Resources Cllrs Carter, Chapman, Kynaston, Marlow, Pilley and Warner</li> </ul>
<b>11</b>	<b>Adjournment</b>
	<b>Resolved</b> to adjourn the meeting to allow the 3 committee meetings to elect their Chairmen.  Following election of Chairmen and Deputy Chairmen of the committees, the meeting was then reconvened.
<b>12</b>	<b>Election of Members to Standing Committees (continued)</b>
c	<b>Resolved</b> Cllrs Chapman, Lloyd and Pilley to serve as members of the Policy Committee in addition to the Chairman of the Council, the Policy Committee and Chairmen of the standing Committees for People, Places and Resources.
	Cllr Lloyd and the Chair of the Transport Working Group arrived
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**13 Appointment of Representatives and Delegates to any External Organisations**

- a Council agreed that existing representatives continue as such until the first meeting of the reporting committee, and to delegate to reporting committees the appointment of the following representatives:

Organisation	No delegates Reporting to
Borderlands Steering Group	1 Places Committee
CH64 Events Group	1 People Committee
Deeside Business Forum	1 Places Committee
Neston Female Society	1 People Committee
Neston Station Adopters	1 Places Committee
Project Rural Matters	1 People Committee
Wrexham-Bidston Rail Users' Association (WBRUA)	1 Places Committee

**b Representatives to attend ChALC Area Meetings**

Cllrs Marlow and Warner were nominated to attend ChALC Area Meetings.

Standing orders were suspended in order to receive and oral report from the Chair of the Transport Working Group.

The loss of the 272 bus services due to the poor route at irregular times was highlighted as a major factor in Neston not being able to meet the delivery of the Neston Transport Standard. This provides an opportunity to create a mechanism to get a bus service to Hooton Station. Station car parking fees have generated a huge income. A maximum bus fare of £1 each way from Neston to Hooton was suggested. Since 2015 many petitions have been signed, it was now time for some tangible action.

The meeting was reconvened.

**28 Complete withdrawal of all 272 bus services between Neston and Ellesmere Port. This item was carried forward to follow item 13 – see below**

**Resolved** for Council to:

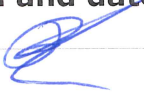
- call on Cheshire West and Chester Council to meet the Neston Public Transport Standard by ensuring that a regular bus service operates seven days a week between Hooton Station and Neston from 8.00am to 10.00pm with a maximum one-way fare of £1;
- assert that the money for the above scheme is available from the car park fees charged at Hooton Station, especially since the charge was increased by 25%;
- request an urgent meeting between Cheshire West and Chester Council officials and the Neston Transport Working Group to discuss the overall transport arrangements for Neston – to include buses, trains and road connections, consistent with the findings of the recent review of the Neston Neighbourhood Plan.

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	The Chair of the Transport Working Group left the meeting
<b>14</b>	<b>Standing Orders and Financial Regulations</b>
a	<b>Resolved</b> to adopt the Standing Orders for Neston Town Council as amended in report FC1/14a.
b	<b>Resolved</b> to adopt the Financial Regulations for Neston Town Council.
<b>15</b>	<b>Assets</b>
	<b>Resolved</b> that the Council's list of assets as prepared by the RFO was £68,858. The Mayor initialled the list.
<b>16</b>	<b>Insurance</b>
	<b>Resolved</b> to continue the appointment of Zurich Insurance to act as the Town Council insurers.
<b>17</b>	<b>Internal Auditor</b>
	<b>Resolved</b> to renew the appointment of JDH Services as the internal auditor.
<b>18</b>	<b>Solicitor</b>
	<b>Resolved</b> to renew the appointment of Bowcock Cuerden to act as the Town Council's solicitors.  This would be reviewed by the Policy committee before the 2019 annual meeting.
<b>19</b>	<b>Banking Arrangements</b>
a	<b>Resolved</b> to continue the appointments of Unity Trust Bank, Co-op bank and United Trust Bank and FairFX to provide banking facilities for Neston Town Council.
b	<b>Resolved</b> to authorise the core members of the Policy Committee, the Council Manager and the RFO to be the authorised signatories and sign the banker's mandate for the Neston Town Council accounts. <sup>1</sup>
<b>20</b>	<b>Membership</b>
	<b>Resolved</b> to approve the Council's membership: <ul style="list-style-type: none"> <li>• Cheshire Community Action</li> <li>• Deeside Business Forum</li> <li>• National Association of Local Councils via ChALC</li> <li>• Society of Local Council Clerks</li> <li>• The National Association of British Market Authorities (NABMA)</li> <li>• The National Allotment Society (NSALG).</li> <li>• Neston Station Adopters</li> <li>• Wrexham-Bidston Rail Users' Association (WBRUA)</li> </ul>
<b>21</b>	<b>Council's Policies, Codes of Practice and Procedures</b>
<p style="text-align: right;"><b>Mayor initial and date</b></p> <div style="display: flex; justify-content: space-between; align-items: center;">  <p><b>17 JUL 2018</b></p> </div>	

<sup>1</sup> An error which will be corrected at the next council meeting when the minutes will be approved, has occurred for item 19B, banking arrangements. The authorised signatories in accordance with the terms of reference for the committees should be that of the Resources committee not the Policy committee.

Council reviewed and the Council's procedures:

The Complaints Procedure was deferred for consideration by the Policy committee.

**Resolved** to approve the following procedures:

- a) Publication Scheme
- b) News Management Policy and Protocol
- c) Data Protection and Document Retention.

**22 Diary of Neston Town Council Meetings 2018/19**

a **Resolved** to agree the scheduled of Council meetings year.

b **Recommends** to the Council Committees, the indicative schedule of meetings.

**23 Chairman's Allowance**

**Resolved** to approve an allowance of £1,000 be awarded to the Chairman to defray the expenses of office in the ensuing year.

**24 Finance**

a) Council noted expenditure to 30.4.18 of £19059.23 net from the current account and £106.74 from the FairFX card as authorised by the RFO/Finance Manager.

b) Council noted the income to 31.03.18 of £26,173.28 net.

c) **Resolved** to agree the reconciliation of the Unity Bank current account and Co-op savings account and FairFX account bank statements.

The Mayor signed the balancing figures.

**25 Annual Return for financial year 31 March 2018**

a **Resolved** to approve section 1 – Annual Governance statement 2017/18.

b **Resolved** to approve section 2 – Accounting Statement 2017/18

**26 Minutes of Committee meetings**

a The minutes were noted:

- i. Places Committee 20.03.18 and 17.04.18
- ii. Policy Committee 03.04.18.

b **Resolved** to approve and sign the minutes of the following meetings:

- i. Resources Committee 10.04.18
- ii. People Committee 24.04.18
- iii. Places Committee 26.04.18
- iv. Policy Committee 01.05.18.

c Recommendations of Committees:

(i) Places Committee 17.04.18

Neighbourhood Plan monitoring: Cllr Kynaston was appointed as the portfolio-holding councillor with responsibilities for reporting compliance.

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	(ii) Policy Committee 01.05.18 Review – <b>Resolved</b> that a task & finish group with a remit as detailed in paper FC1/26c (ii) be established and that membership for the group be considered by the Policy committee.
<b>27</b>	<b>Strategic Objectives</b>  <b>Resolved</b> that the Neighbourhood Plan would be central to the decision making of the Council's strategic objectives via Policy committee.  <b>Resolved</b> that a Strategic Objectives task and finish group be established.  <b>Resolved</b> to defer to the Policy committee consideration of the membership of the task and finish group and for the task and finish group to consider the Strategic Objectives format and make recommendation back to Council via Policy committee for Council's agreed strategic objectives for 2018/19.
<b>28</b>	<b>Complete withdrawal of all 272 bus services between Neston and Ellesmere Port.</b> <i>This item was brought forward to follow item 13 – see above</i>
a-c	To consider paper FC1/28 and its proposals.
<b>29</b>	<b>Redecoration of Neston Recreation Centre Swimming Pool</b>  <b>Resolved</b> that subject to Brio Leisure's agreement Council provide match funding of £5,000 towards the cost of redecorating / retiling the Neston Recreation Centre swimming pool. Cost to be met from remaining New Homes Bonus funds; £3,000 from unallocated funds and re allocation of the remaining £2,000 for performing arts.
<b>30</b>	<b>Any other Items:</b> None.
	The remaining member of the public left the meeting
<b>31</b>	<b>Exclusion of the Press and Public</b>  <b>Resolved</b> to exclude members of 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.
<b>PART 2: Items considered in the absence of the press and public</b>	
<b>32</b>	<b>NJC pay award</b>  <b>Resolved</b> to implement the NJC 2018 pay award and backdate to 1 <sup>st</sup> April 2018.
<b>33</b>	<b>Staff resources</b>  <b>Resolved</b> retrospectively approve the decision of Policy Committee to provide temporary additional staffing at a maximum cost of £1,000 over a four week period.  Council noted that advice was sought from the Council's HR consultant on the implementation of this decision.

**Meeting closed at 8pm**

Signed  Dated 17 JUL 2018