

	<i>Meeting (No)</i>	Annual Meeting of the Council (1)
	<i>Time & Date</i>	20th May 2025 at 6.00pm
	<i>Location</i>	Neston Town Hall
AGENDA		

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 20th May at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 14th May 2025

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
1	Election of Chairman	
a)	To elect the Chairman of the Council for the ensuing year, nominations have been received for Cllr Davies.	
b)	To receive the Chairman's Declaration of Acceptance of Office. The Chairman is entitled to be called Town Mayor (Local Government Act 1972 s245 (6)). They cannot be compelled to use or prevented from using this title. Note: Only nominations and votes from those councillors who are present at the meeting are valid.	
2	Election of Vice Chairman	
a)	To elect the Vice Chairman of the Council for the ensuing year, nominations have been received for Cllr Braithwaite.	
b)	To receive the Vice Chairman's Declaration of Acceptance of Office. The Vice Chairman may wish to, dependant on the decision regarding the title of Mayor made by the newly elected Chair, be called Deputy Mayor (see item 1).	
3	Apologies for Absence	
	To receive and consider acceptance, and to note other absences.	

4	Questions and Comments from Residents	
	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.	
5	Minutes of the Last Meeting	
	To accept and sign the minutes of the Full Council meeting held on 18/03/2025.	FC1/5
6	Declarations of Interest	
	To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any items on the agenda for this meeting.	
7	Constitution and Terms of Reference for Standing Committees	
a)	To approve and adopt the Town Council's Committee Structure.	FC1/7a
b)	To approve and adopt the Committee Terms of Reference and Schemes of Delegation for the following Standing Committees: i. Community and Environment Committee ii. Finance and Administration Committee iii. Human Resources Committee (HR) iv. Market and Town Hall Committee	FC1/7b (i. – iv.)
c)	To appoint members to serve on the Standing Committees.	FC1/7c
8	Schedule of Council and Committee Meetings for 2025/26	
	To agree a schedule of Council and Standing Committee meetings for the current Council year.	FC1/8
9	Review of Delegated Arrangements	
a)	Banking Arrangements: To authorise the core members of the Finance and Administration Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories, agreeing to sign the banker's mandate for the Neston Town Council accounts.	
b)	Market and Town Hall: To approve delegated authority to the Market & Town Hall Manager as extended to other officers during a time of absence.	
c)	Insurance: To note that Finance and Administration Committee Terms of Reference provide delegated authority to deal with the Council's insurance requirements.	
d)	Pension Authorisation forms: To authorise the core members of the Human Resources Committee, the Chief Officer and the Finance Manager/RFO to be the authorised signatories for all pension authorisation forms.	
11	Appointment of Representatives to External Organisations	
a)	To agree that existing representatives continue as such until the first meeting of the reporting committee, each delegate to report to any appointed committee or sub-committee.	

b)	<p>To agree that Council wish to have representatives and nominate members to meet with the following organisations:</p> <ol style="list-style-type: none"> 1. Neston Female Society – Community & Environment Committee 2. Neston Station Adopters – Community & Environment Committee 3. Wrexham-Bidston Rail Users’ Association (WBRUA) - Community & Environment committee. <p>A minimum of one delegate for each organisation to report to the parent committee.</p>	
12	Data Protection Officer	
	To confirm renewal of services and costs by the current contractor, JDH Services, as the Council’s DPO.	
13	Membership of outside Organisations	
	<p>To approve the Council’s membership of:</p> <ul style="list-style-type: none"> • Cheshire Community Action (membership packages due in June) • National Association of Local Councils via ChALC and annual subscription of £1,592.00 (no VAT) • National Association of Allotments [NAS], (renewal due in November 2025). • Society of Local Council Clerks £300.00 • The National Association of British Market Authorities (NABMA) and annual subscription fee of £484.00 (no VAT) • Wrexham-Bidston Rail Users’ Association (WBRUA), and membership fee of £30.00 (no VAT) 	
14	Standing Orders and Financial Regulations	
a)	To review and adopt the updated Standing Orders for Neston Town Council.	FC1/14a
b)	To review and adopt the updated Standing Orders for Contracts for Neston Town Council	FC1/14b
c)	To review and adopt the updated Financial Regulations for Neston Town Council.	FC1/14c
15	Policies and Procedures	
a)	To review and adopt the revised Allotment Policy	FC1/15a
b)	To review and adopt the revised Code of Conduct for Members	FC1/15b
c)	To review and adopt the revised Code of Conduct for Officers	FC1/15c
d)	To review and adopt the revised Council Property Policy	FC1/15d
e)	To review and adopt the revised Complaints Procedure and Vexatious Policy	FC1/15e
f)	To review and adopt the revised Grants Policy	FC1/15f
g)	To review and adopt the revised Health & Safety Policy and Handbook	FC1/15g
h)	To review and adopt the new Loyalty Card Scheme Policy	FC1/15h
i)	To review and adopt the revised Procurement Policy	FC1/15i
j)	To review adopt the new Risk Management Policy	FC1/15j
k)	To review and adopt the revised Scheme of Delegation for the Market & Town Hall Manager.	FC1/15k

l)	To review and adopt the revised Trading from Vehicles Policy	FC1/15l
m)	To review and adopt the revised Website Accessibility Statement.	FC1/15m
n)	To review and adopt the revised Cookie Policy.	FC1/15n
o)	To agree to continue to review the remaining policies after the start of the new Council year, as per the attached table.	FC1/15o
16	Diversity Champion	
	To appoint a councillor as the Council's Diversity Champion.	
17	Chairman's Allowance	
	To confirm an allowance of £1,250 to the Chairman to defray the expenses of office for the ensuing Civic year.	
18	To Approve the Minutes of the following Committee Meetings	
a)	Community & Environment held on 08/04/25 and 02/05/25.	FC1/18a
b)	Market & Town Hall held on 01/04/25.	FC1/18c
c)	Finance & Administration held on 15/04/25.	FC1/18b
19	Finance	
a)	To approve current account expenditure of £60,104.32 net authorised by the RFO from 01/03/25 to 31/03/25 and Equals card payments of £325.35 net from 01/03/25 to 31/03/25.	FC1/19a
b)	To note the current account income of £7,623.53 Net from 01/03/25 to 31/03/25.	FC1/19b
c)	To agree the reconciliation of the Council's three bank accounts to 31/03/24.	FC1/19c
20	Ill Health Liability Insurance	
	To approve payment of £1,864.81 for the Council's ill-health liability scheme for the period of 1 st April 2025 – 31 st March 2026.	FC1/20
21	Year End Internal Auditor's Reports	
a)	To receive the interim Internal Auditor's Report 2024/2025 and to note any actions.	FC1/21a
b)	To receive the Year End Internal Auditor's Report and to note any actions for 2024/2025.	FC1/21b
22	Annual Return for Financial Year 31st March 2024 (AGAR)	
a)	To receive and approve – Annual Internal Audit Report to 31/03/25	FC1/22a
b)	To approve Section 1 – Annual Governance Statement 2024/25	FC1/22b
c)	To approve Section 2 – Accounting Statement 2024/25	FC1/22c
23	Noticeboard Monitors	
	To appoint councillors as monitors for the NTC noticeboards.	FC1/23
24	Mostyn Square Telephone Kiosk, Parkgate	FC1/24
	To adopt the Mostyn Square telephone kiosk, in order to protect it from removal by BT, preserving the conservation area of Parkgate.	
25	Locum Chief Officer's Report	
	To receive a report.	FC1/25

26	Exclusion of the Press and Public	
	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.	
PART 2: Items to be considered in the absence of the press and public (if any)		
27	HR Matter	
	To determine if the Town Council can offer support through a facilitative loan via Access to Work.	FC1/27

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.