

	<i>Meeting (No)</i>	Full Council Meeting (4)
	<i>Time & Date</i>	21st October 2025 at 6.00pm
	<i>Location</i>	Neston Town Hall
MINUTES		

Present: Cllrs: Davies (Chair), Adderley, Doughty, Griffiths, Halford, Jones, Kynaston, Marple, Swaffer, D. Ruscoe, N. Ruscoe, Wastell and Warner.

In attendance: Z. Dean (Locum Chief Officer), T. Godfrey (Finance Manager/RFO), 1 x member of the public.

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

49	Apologies for Absence It was RESOLVED: To accept the following apologies from councillors: Cllr Braithwaite – holiday Cllr Hudspeth – holiday
50	Declarations of Interest None received.
51	Minutes of the Meeting It was RESOLVED: To accept and sign the minutes from the Full Council meeting held on 15 th July 2025. The Chair signed the minutes. It was RESOLVED: To accept and sign the minutes from the Extraordinary Full Council meeting held on 19 th August 2025. Cllr Swaffer was added to the attendance list for this meeting by hand and this addition was initialled by the Chair.
52	Questions and Comments from Residents No members of the public wished to speak at the meeting.
53	Committee Minutes a) It was RESOLVED: To accept the minutes from the Community & Environment Committee meetings held on 27/07/25, 19/09/25 and 07/10/25. b) It was RESOLVED: To accept the minutes from the Market & Town Hall Committee held on 23/09/25. c) It was RESOLVED: To accept the minutes from the HR Committee held on 30/09/25. d) It was RESOLVED: To accept the minutes from the Finance & Administration Committee held on 30/09/25.
54	Co-Option No applications had been received for the vacancy in the Parkgate Ward. The Chair asked for this item to be left in abeyance.
55	Committee Structure It was RESOLVED: To appoint Cllr Halford to the Community & Environment Committee.
56	2024/2025 Full Council Year-End Financial Report

	<p>The RFO summarised the End of Year Report for members, the general financial position for the end of 2024/25 was a positive one, with the Council being underspent by a total of £37,000, which was £10,000 more than forecasted. Both and Market & Town Hall over-achieved on income by a combined total of £6,000. The underachievement in rent and service charge was due to the loss of Little Actors from the old Post Office area. There were extra charges under Asset Management business rates which had increased due to loss of rental space. The Council was underspent for gas and electric charges. Cleaning fees increased by 12.66%.</p> <p>It was RESOLVED: To move the £1,000 (EMR 323), which is no longer required, for lift maintenance work, to EMR 327 – Town Hall and Market.</p> <p>It was RESOLVED: To receive the 2024/2025 Full Council End Financial Year Report with the supporting financial breakdown.</p> <p>Council thanked the RFO for the hard work involved in preparing the report.</p>
57	<p>External Auditor’s Report 2024/2025</p> <p>It was RESOLVED: To receive the external auditor’s report for 2024/25, noting that there are no matters arising. Council thanked the RFO.</p>
58	<p>Full Council Budget & EMR Reports</p> <p>a) The RFO talked members through the budget report, noting that IHL has an additional charge from last year, the IT spend to date includes £2,300 from the website EMR and Health & Safety subs (contractual services) is not overspent. The Responsive Maintenance Budget is being managed by the Market & Town Hall Manager in conjunction with the RFO.</p> <p>A question was asked regarding electricity, the RFO noted that bills are paid monthly but these are always a month behind but they catch up by year end. A question was also asked about projections and it was noted that projections will go to the November committees.</p> <p>The RFO explained that some bills are received quarterly whilst others happen once a year, i.e. office rent and service charge, with this being a historical set up.</p> <p>It was RESOLVED: To receive the year-to-date Budget Reports for 2025/26.</p> <p>b) The RFO explained that the remaining funds in EMR 320 are now reserved for the website.</p> <p>It was RESOLVED: To receive report on the Full Council EMRs 2025/26.</p> <p>The Chair signed copies of the financial paperwork.</p>
59	<p>Christmas Closedown</p> <p>The Mayor stated that the closure was in line with public holidays and there is no need to open/heat the building for half days.</p> <p>It was NOTED: That the Town Council offices will be closed for the Christmas break from 23/12/2025 to 05/01/2026.</p>
60	<p>Locum Chief Officer’s Report</p> <p>Members thanked the Locum Chief Officer for a very full report.</p> <p>It was RESOLVED: To receive the report.</p>
61	<p>Date of next meeting</p> <p>The date of the next meeting is Tuesday 21st January 2026 to discuss the budget.</p>
62	<p>Exclusion of the Press and Public</p>

	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 considered in the absence of the press and public	
63	<p>Neston Town Hall</p> <p>Councillors discussed and debated the above item.</p> <p>It was RESOLVED:</p> <ul style="list-style-type: none"> i) To arrange to meet with senior leaders/property portfolio holders within Cheshire West & Chester Council to progress taking the building forward with a view to increasing the Town Council's stake in the asset by developing a future concept for Neston Town Hall and Neston library. ii) To state that Neston Town Council is willing to explore committing financially, to whatever development project may be desired, through a staged approach, and development of a five-year business plan for the Town Hall and library in partnership with Cheshire West. In the meantime, putting money aside in the 2026/27 budget to enable work to begin on a professional feasibility study.
64	<p>Recommendations from HR Committee (30/09/25)</p> <ul style="list-style-type: none"> a) It was RESOLVED: That the Locum Chief Officer is offered a permanent Chief Officer contract from 1st April 2026 as per the details as presented within the summary report. b) It was RESOLVED: That the Community & Environment Manager's SCP range is updated from 1st April 2026, as per the details presented within the summary report. c) It was RESOLVED: That the Finance Manager/RFO is placed on an SCP range from 1st April 2026, as per the details presented within the summary report.

Meeting closed at 19:15.

Signed: _____ **Dated:** _____