

	<i>Meeting (No)</i>	Annual Meeting of the Council (1)
	<i>Time & Date</i>	19th May 2026 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 19th May at 6pm** for the purpose of transacting the business of the Council as set out below.

Date of notice: 13th May 2026

Zoë Dean
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 S. Davies and Cllr C. Braithwaite.	
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 C. Braithwaite, Cllr S. Adderley and Cllr D. Ruscoe and Cllr S. Wastell.	
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 17/03/2026.	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 2026/27	
	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.	
10	Banking Hub Application for Neston	
a)	To note there is a public meeting taking place on 26/05/26, and to urge councillors and residents to complete the online banking hub questionnaire.	FC1/10a
b)	To agree to work in partnership with NCYC to support an application for a Banking Hub in Neston.	

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 Station Adopters – Community & Environment Committee 2. 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 £110.00 • National Association of Local Councils via ChALC and annual subscription of £1,631.80 (no VAT) • National Association of Allotments [NAS], (renewal due in November 2026). • Society of Local Council Clerks £316.00 • The National Association of British Market Authorities (NABMA) and annual subscription fee of £509.00 (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 Procurement Policy.	FC1/15a
b)	To review and adopt the revised Council Mobile Phones Policy.	FC1/15b
c)	To review and adopt the revised IT Policy.	FC1/15c
d)	To review and adopt the revised Privacy Policy for NTC website.	FC1/15d
e)	To review and adopt the revised Publication Scheme.	FC1/15e
f)	To review and adopt the revised Publication Scheme – Information Guide.	FC1/15f
g)	To review and adopt the revised General Privacy Notice.	FC1/15g
h)	To review and adopt the revised Data Protection & Document Retention Policy.	FC1/15h

i)	To review and adopt the revised Subject Access Checklist and Policy.	FC1/15i
j)	To review adopt the revised Privacy Policy for Councillors, Staff & Role Holders.	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 Personal Data Complaints Policy.	FC1/15l
m)	To review and adopt the revised Social Media Policy.	FC1/15m
n)	To review and adopt the revised Cash Handling Policy.	FC1/15n
o)	To agree to continue to review the remaining policies on a rolling basis after the start of the new Council year.	
16	Diversity Champion	
	To appoint a councillor as the Council's Diversity Champion.	
17	To Approve the Minutes of the following Committee Meetings	
a)	Community & Environment held on 14/04/26 and 12/05/26.	FC1/17a
b)	Market & Town Hall held on 28/04/26.	FC1/17b
18	Finance	
a)	To approve current account expenditure of £100,678.60 net authorised by the RFO from 01/02/25 to 31/03/26 and Equals card payments of £374.74 net from 01/02/26 to 31/03/26.	FC1/18a
b)	To note the current account income of £11,536.14 Net from 01/02/26 to 31/03/26.	FC1/18b
c)	To agree the reconciliation of the Council's three bank accounts to 31/03/26.	FC1/18c
19	Ill Health Liability Insurance	
	To approve the payment of £1,863.46 for the Council's ill-health liability scheme for the period of 1 st April 2026 – 31 st March 2027.	FC1/19
20	Year End Internal Auditor's Reports	
	To receive the Year End Internal Auditor's Report 2025/2026, noting there are not outstanding actions.	FC1/20
21	Annual Return for Financial Year 31st March 2025 (AGAR)	
a)	To receive and approve – Annual Internal Audit Report to 31/03/26	FC1/21a
b)	To approve Section 1 – Annual Governance Statement 2025/26	FC1/21b
c)	To approve Section 2 – Accounting Statement 2025/26.	FC1/21c
22	Rialtas Account Package Invoice 2026/27	
a)	To approve the £735.60 payment for Omega Cashbook Annual Support and Maintenance Licence for 2026/27.	FC1/22
b)	To approve the £589.20 payment for Bookings Software Annual Support and Maintenance Licence for 2026/27.	
c)	To approve the £144.00 payment for Making Tax Digital for VAT Submission Annual Subscription for 2026/27.	
23	Noticeboard Monitors	
	To appoint councillors as monitors for the NTC noticeboards.	FC1/23

24	Christmas Light Switch On 2026	FC1/24
	To receive a recommendation from the Community & Environment Committee regarding details for the Christmas Lights Switch on Event.	[C&E12-121] FC1/17a
25	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	There is no confidential business.	

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.