



Meeting (No)	Annual Meeting of the Council (1)
Time & Date	16th May 2017 at 6.10pm Following the installation of Junior Mayor and Deputies at 6pm
Location	Town Hall, High Street, Neston
Draft Minutes	

Prior to the meeting at 6pm the installation of the first Junior Grace Jones and Deputy Junior Mayors Cameron McPhail and Luca Quayle took place, welcomed and overseen by Town Mayor, Cllr Shipman.

Present: Councillors Cllrs Shipman, Barker, Carter, Chambers, Clayton, Cray, Fleetwood, Griffiths, Loch, Lloyd, Marlow and Pilley Mrs Kunaj (Council Manager)
In attendance: Four members of the public

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

1	Election of Chairman
	<p>Cllr Shipman opened the meeting and took the Chair until item 3 following the election of the Vice Chairman.</p> <p>Cllr Kynaston, although absent, was nominated and seconded for the election of the Chair of the Council.</p> <p>Resolved: To elect Cllr Kynaston as the Chairman of the Council for the ensuing year.</p> <p>Council noted that the signing of the Chairman’s Declaration of Acceptance of Office would follow. The Cllr Kynaston had indicated to the Council Manger that should she be elected as Chair, she would wish to use the title of Town Mayor (Local Government Act 1972 s245 (6)).</p>
2	Apologies for absence
	<p>Resolved: To accept apologies from Cllr Kynaston (business).</p> <p>Absent: Cllr Cray.</p>
3	Election of Vice Chairman
	<p>Nominations has been received and seconded for Cllr Carter as Vice Chairman of the Council.</p> <p>Resolved: To elect Cllr Carter as the Deputy Mayor.</p> <p>Cllr Carter signed his Deputy Mayor’s Declaration of Acceptance of Office.</p> <p>Resolved: To elect Cllr Carter to chair the meeting for the remaining items.</p> <p><i>One member of the public left the meeting</i></p>
4	Co-option of members
	<p>Members considered the application made for co-option to the Council for Riverside Ward from Caroline E Howe. No other nominations were received.</p> <p>Resolved: To co-opt Caroline E Howe to the Council as one of the representatives for Riverside Ward.</p> <p>Cllr Howe joined council members at the meeting table.</p>
5	Declarations of Interest
	No declaration of interest were received.

Signed _____ **Dated** _____

6	Questions and comments from residents Dr Ward on behalf of the residents of Neston thanked the Council for all of their hard work and to the outgoing Mayor for his two year service.
7	Minutes of the meeting
	Resolved: To approve the minutes of the meeting held on 4 th April 2017 as a true and correct record. The Deputy Mayor signed the minutes.
8	Register of Interests
	Councillors noted their requirement to keep their Notification of Members Interests form up to date.
9	Constitutions and Terms of Reference for Standing Committees
A	Resolved: To approve for 2017-18 the Committee Structure as agreed at its meeting on 28 th March 2017 (FC10/162).
B	The constitution and Terms of Reference as agreed at its meeting on 28 th March 2017 of each of its Standing Committees was considered. <ul style="list-style-type: none"> • Policy - A request for amendment was made. The formal wording to be brought to the next Council meeting for consideration. <p><i>Cllr Shipman handed a letter of resignation addressed to the Town Mayor to the residing Chair and then left the meeting.</i></p> <ul style="list-style-type: none"> • People - A request for amendment was made. The formal wording to be brought to the next Council meeting for consideration. • Places • Resources <p>Resolved: To approve the constitution and Terms of Reference as agreed at its meeting on 28th March 2017 of each of its Standing Committees.</p> <p><i>Cllr Barker left the meeting</i></p>
10	Election of Members to Standing Committees
A	Resolved: To elect Cllr Marlow as Chairman of the Policy Committee. <i>One member of the public left the meeting</i>
B	Nominations to Standing Committees Resolved: That the following members be appointed to serve on the under mentioned Standing Committees: <ul style="list-style-type: none"> • People Councillors Barker, Clayton, Griffiths, Fleetwood, Lloyd, Loch and Cray • Places Councillors Barker, Chambers, Cray, Griffiths, Kynaston, Loch and Roberts • Resources – a vote took place <p>Resolved: To appoint councillors Barker, Carter, Chambers, Clayton, Kynaston, Marlow and Pilley to serve on the Resources committee.</p>

Signed _____ Dated _____

11	Adjournment															
	Resolved: To adjourn the meeting to allow the 3 committee meetings to elect their Chairmen.															
12	Election of Members to Standing Committees <i>(continued)</i>															
C	To elect no more than two Members to serve as members of the Policy Committee in addition to the Chairman of the Committee and Chairmen of the standing Committees on People, Places and Resources. – <i>This item was deferred to the next Council meeting.</i>															
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:															
	<table border="1"> <thead> <tr> <th>Organisation</th> <th>No delegates Reporting to</th> </tr> </thead> <tbody> <tr> <td>Borderlands Steering Group</td> <td>1 Places Committee</td> </tr> <tr> <td>CH64 Events Group</td> <td>1 People Committee</td> </tr> <tr> <td>CWaC's section 106 Advisory Group</td> <td>2 Places Committee</td> </tr> <tr> <td>Neston Female Society</td> <td>1 People Committee</td> </tr> <tr> <td>Project Rural Matters</td> <td>1 Places Committee</td> </tr> <tr> <td>Wrexham-Bidston Rail Users' Association (WBRUA)</td> <td>1 Places Committee</td> </tr> </tbody> </table>	Organisation	No delegates Reporting to	Borderlands Steering Group	1 Places Committee	CH64 Events Group	1 People Committee	CWaC's section 106 Advisory Group	2 Places Committee	Neston Female Society	1 People Committee	Project Rural Matters	1 Places Committee	Wrexham-Bidston Rail Users' Association (WBRUA)	1 Places Committee	
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B	Representatives to attend ChALC Area Meetings Council nominated Cllrs Lloyd and Pilley to attend ChALC Area Meetings (Now called Parish Forums).															
14	Standing Orders and Financial Regulations															
	Following a review of the Standing Orders and Financial Regulations															
A	Resolved: To adopt the draft Standing Orders for Neston Town Council															
B	Resolved: To adopt the draft Financial Regulations for Neston Town Council															
15	Assets															
	Resolved: To agree the list of the Council's assets as prepared by the RFO. The Deputy Mayor initialled the list.															
16	Insurance															
	Resolved: To renew the appointment of Zurich Insurance to act as the Town Council insurers.															
17	Internal Auditor															
	Resolved: To continue the appointment of JDH Services as the Council's internal auditor.															
18	Solicitor															

Signed _____ Dated _____

	Resolved: To renew the appointment of Bowcock Cuerden to act as the Town Council's solicitors.
19	Banking Arrangements ¹
A	Resolved: To continue and approve the appointments of Unity Trust Bank, Co-op bank and United Trust Bank and FairFX to provide banking facilities for Neston Town Council.
B	Resolved: That 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.
20	Membership
	Resolved: To approve the Council's membership: <ul style="list-style-type: none"> • Cheshire Community Action • National Association of Local Councils • The National Association of British Market Authorities (NABMA) • Wrexham-Bidston Rail Users' Association (WBRUA)
21	Council's Policies, Codes of Practice and Procedures
A	Following a review. Resolved: To approved the following procedures: <ul style="list-style-type: none"> • Complaints Procedure • Publication Scheme • News Management and Policy and Protocol
22	Diary of Neston Town Council Meetings 2017 - 2018
A	The scheduled of Council meetings year was agreed.
B	Council recommend to the Council's Standing Committees an indicative schedule of meetings.
23	Chairman's Allowance
	Resolved: To approve that an allowance of £1,000 be awarded to the Council Chairman to defray the expenses of office in the ensuing year.
24	Internal Audit
	Council reviewed the internal auditors report and recommendations and agreed the following actions: <ul style="list-style-type: none"> • <i>The recording of quotations in the minutes.</i> The number of quotations received would in future be recorded in the minutes. • <i>Financial Regulations.</i> The regulations have been amended accordingly (deletion of item 5.5d 'that the Council Manger and RFO shall have authority to authorise any payment due in March each year') • <i>An end of year accrual.</i> This will be noted for budget monitoring and for the end of year 2017/18 accounts.

¹ 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.

Signed _____ **Dated** _____

25	Finance	
	<p>a) The additional expenditure to 31.03.16; £15,520.06 net from the current account, £1,073.25 from the FairFX card and from 01.04.17 to 09.05.17 £39,595.85 net, as authorised by the RFO/Finance Manager was noted.</p> <p>b) Resolved: To approve the expenditure of £4,854.52 net</p> <p>c) The income to 31.03.17 of £10,111.90 net was noted.</p> <p>d) Resolved: That the reconciliation of the Unity Bank current account and Co-op savings account and FairFX account bank statements agreed. The Deputy Mayor signed the balancing figures.</p>	
26	Annual Return for financial year 31 March 2017	
A	Resolved: To approve section 1 – Annual Governance statement 2016/17	
B	Resolved: To approve section 2 – Accounting Statement 2016/17	
C	The Internal Audit report 2016/17 on the Annual Return was noted.	
27	Local Government Boundary Commission	
A	The appointed Task & Finish Group’s report FC1/27 and draft submission to the Local Government Boundary Commission for England on its review of electoral arrangements in Cheshire West and Chester was received and considered.	
B	<p>Resolved: To agree the Council’s submission to the Commission as outlined in the report FC1/27, endorsing ‘B’ as the preferred representation.</p> <p>A unanimous vote of thanks was given to Councillor Shipman for the efforts that he had put in as part of the Task and Finish group assessing the issues raised by the boundary changes, and in providing the evidence base for the draft submission, which Council had just agreed.</p>	
28	Wales and Borders rail franchise consultation	
	<p>The response from the WBRUA FC1/28 of which the Council is a corporate member, was considered.</p> <p>Resolved: That Council fully endorses the comments and submission made by Transport for Wales contained in the FC1/28 report.</p>	
29	Sytchcroft Park	
	<p>The reports FC1/29(i) and CWaC report FC1/29(ii) were considered.</p> <p>The motion contained in the report FC1/29(i) ‘That Neston Town Council supports the use of the remaining s.106 funds of approx. £90K for the Sytchcroft Park improvement scheme and that the s.106 Group Town Council representative votes in favour of this request at their next s.106 meeting’ was tabled.</p> <p><i>An amendment to the motion was proposed. ‘That Neston Town Council supports the use of the remaining s.106 funds of approx. £90K for the Sytchcroft Park improvement scheme.’ The amendment was carried.</i></p> <p>Resolved: To approve the motion as amended.</p>	

Signed _____ Dated _____

30	Minutes of Committees	
A	The minutes Society & Culture Committee 20.03.17 and Planning and Environment Committee 04.04.17 were noted.	
B	<p>Resolved: To approve the minutes of the following meetings;</p> <p>a) Human Resources Committee 07.02.17</p> <p>b) Society & Culture Committee 18.04.17</p> <p>c) Planning and Environment Committee 02.05.17</p> <p>d) Town Centre Committee 25.04.17</p> <p>The Deputy Mayor signed the minutes.</p>	
C	Recommendations of Committees were considered.	
	<p><i>Town Centre committee 14.03.17, noted by Council 28.03.17</i></p> <p>The Committee referred to Council for them to agree:</p> <ul style="list-style-type: none"> • nomination of a councillor representative for the S106 Marketing Sub-Group. <p>Resolved: To nominate Cllr Barker</p> <ul style="list-style-type: none"> • arrangements to meet with Chamber of Trade members regarding recent communications with a view to understanding concerns and helping to resolve them. Letter dated 3rd February 2017. <p>Resolved: To take no further action.</p> <ul style="list-style-type: none"> • nomination of a councillor representative for Neston's Economic Plan Delivery Group. <p>Resolved: To nominate Cllr Chambers</p>	
31	Council Manager's Report	
	<p><i>Police & Crime Commissioner David Kean</i> is hosting a Road Safety Conference on Thursday 29th June at Cheshire Police HQ Winsford at 9.30am.</p> <p><i>Parish Forums</i> are to replace the ChALC 'Area Meetings'. The first meeting is to take place on 13th June in Middlewich and will focus on Police issues with a presentation from David Keane, Police and Crime Commissioner for Cheshire.</p>	
32	Responsible Finance Officer	
A	Resolved: That the Policy Committee be authorised to appoint a Finance Manager on behalf of the Council, following due process of interview and recommendation by an interview panel.	
B	Resolved: That the Council Manager be appointed as the acting RFO until such time as a replacement Finance Manager is appointed.	
33	Any other Items: None.	

Meeting closed at 7.40pm

Signed _____ **Dated** _____