



Meeting (No) **RESOURCES & POLICY COMMITTEE (5)**
Time & Date **6pm Tuesday 19 October 2021**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Kynaston (Chair), Jones, Hinks, Hudspeth and Wastell

In attendance: Miss A Duncan (Governance & Operations Manager) and Mrs N McMahon (Senior Markets and Support Co-ordinator)

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

51 Questions and comments from residents

There were no questions or comments.

52 Apologies for absence

Apologies were received from Cllr Warner (personal).

RESOLVED to approve the reason for absence.

53 Declarations of Interest

No declarations of interest were received.

54 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meetings held on 27.07.21 and 14.09.21. The Chair signed the minutes.

55 Governance & Operations Manager's report

The Governance & Operations Manager's report was received and the Committee noted the action taken following the R&P meeting held on 27.07.21:

Civic board (minute 39)

The civic board had been updated at a total cost of £40+VAT.

Market Square seating (minute 38a)

Permission had been received from CWaC to remove the CWaC benches and to use S106 EMR 331 to purchase replacements.

Ten replacement benches and fixing kits had been ordered at a total cost of £1,890+VAT.

Three companies had been approached to provide quotations for removal/disposal of old benches, assembly and installation of new benches and making good the brickwork. One quotation had been received and accepted. Installation scheduled for the last week of November at a cost of £1,580+VAT.


Cost of two Neston Town Council plaques would not exceed £60+VAT.

Total project cost anticipated to be no more than £3,530+VAT.

56 Budgets

- a The committee budget and earmarked reserves were considered. A request was made for the RFO to confirm what was included in 4060 (contractual services).
- b **RESOLVED** to make a virement of £50 to budget 4102 (civic regalia/civic board) from budget 4072 (office equipment) to cover the cost of updating the civic board.

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- c **RESOLVED** to establish a 2022/23 precept task & finish group of three members to report back to R&P on 14.12.21 and appointed Cllrs Kynaston (lead), Warner and Wastell as members of the group.

Item 58 was brought forward by common consent.

58 Town Council plan 2021-23

- a A draft Council Plan (report RP5/58) covering the current Councillors' term of office was considered. It was agreed that sustainability should underpin all Council activities and that formulation of a resilience plan should be considered.
- b A task & finish group was established comprising Cllrs Hudspeth, Hinks and Kynaston with a remit to review the draft plan and report findings to a future meeting of the Resources & Policy Committee.

The meeting then continued the agenda from item 56d.

- d The Committee requested that the Precept Task & Finish Group be made aware that Resources & Policy Committee's main priorities for 2022/23 would be markets, Market Square and Town Hall.

57 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.09.21.
- b The Committee noted Market iZettle fees of £134.90 from 01.07.21 to 30.09.21.
- c **RESOLVED** to approve expenditure of £42.89 gross authorised under delegated authority from 01.07.21 to 30.09.21.
- d **RESOLVED** to approve a breakdown of HRGO costs from 01.07.21 to 30.09.21.
- e **RESOLVED** to approve expenditure of £59,151.49 net from the Council's current account authorised by the RFO from 01.06.21 to 31.08.21, and Equals card payment of £48.32 net from 01.06.21 to 31.08.21. The Chair signed the expenditure records.
- f The Committee noted the current account income of £11,329.99 net from 01.06.21 to 31.08.21. The Chair signed the income record.
- g **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.08.21. The Chair signed the reconciliation records.

58 Town Council plan 2021-23

This agenda item was considered earlier following 56c.

59 HR Sub-committee

Minutes of the 27.07.21 and 14.09.21 HR Sub-committee meetings were received.


60 End of year accounts

- a **RESOLVED** to approve that the Council's 21/22 end of year accounts be completed, and the closedown procedures conducted, by RBS at a cost of £600+VAT (code 4060).
- b The Committee requested the RFO to obtain three quotations for this service prior to the end of the financial year 22/23.

61 Use of Town Hall – retrospective approval

- a **RESOLVED** to provide retrospective approval for use of the Town Hall without charge for the funeral reception for Cllr R Chrimes (decision taken in consultation with the Mayor).

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- b **RESOLVED** to provide retrospective approval for Neston Karate to use the Town Hall without charge for a charity event. It was noted that a precedent existed not to charge for this annual event.

62 Town Hall hire

- a Report RP5/62a was considered and the Committee noted the number of hirers that could be accommodated under the current cleaning regime.

It was noted that enquiries regarding the provision of ad-hoc or an additional cleaning contract had been made with CWaC and that a response was awaited.

- b Report RP5/62b regarding the hiring of one-hour slots to potential hirers was considered.

The Committee acknowledged the summary points set out in report RP5/62b but agreed that the Council should continue to investigate alternative options with relevant bodies.

The recommendations contained in report RP5/62b were considered and the Committee agreed put on hold the introduction of a £25 hourly hire rate and associated advertising.

RESOLVED to approve expenditure costs up to a maximum of £28.34 for two hours cleaning in order to provide cleaning by the CWaC contracted cleaners in cases where the hire cost exceeded the cost of cleaning. It was acknowledged that this decision would have an impact on the overall income generated for the town hall.

- c Report RP5/62c was received and the comparison of hirers before and after COVID was noted.
- d No further action was agreed in relation to Town Hall hire.

63 Conditions of hire

The Committee considered report RP5/63 (revised special conditions of hire form) and agreed two amendments:

SC6 – the final sentence to be advisory rather than obligatory.

SC10 – final sentence to be replaced by "Please take all rubbish away with you when you leave the hall".

RESOLVED to approve the revised special conditions of hire form detailed in report RP5/63 with the inclusion of the above amendments to SC6 and SC10.

64 Town hall/market storage charges for hirers

RESOLVED to establish a task & finish group to review town hall/market storage charges and report findings to a future R&P meeting. Cllrs Hudspeth, Jones (lead) and Warner appointed to the group.

65 Town Hall general and fire risk assessments

- a Item 65a (approval of the annual general risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.21) was deferred until the next scheduled meeting.
- b Item 65b (approval of the annual fire risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.21) was deferred until the next scheduled meeting.

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66 SM&S Co-ordinator's delegated authority

It was noted that since the last meeting incentives totalling £14 had been authorised by the SM&S Co-ordinator. The SM&S Co-ordinator advised that no further incentives would be given for the foreseeable future.

67 NABMA/SLCC update

The Committee received report RP5/67 about the "Markets, the High Street Recovery and Local Councils" seminar held on 02.09.21. The Committee noted the seminar had stressed that the value of a market was more than just the income it created because it was a key area of community development which had the potential to promote the town, increase footfall and encourage a vibrant town centre.

68 Halloween market

Report RP5/68 about plans for a Halloween market was considered.

RESOLVED to approve a maximum budget of £160 for the Halloween market (budget line 4140 marketing & promotions).

69 Markets during the Christmas period

Report RP5/69 about plans for markets during December was considered.

RESOLVED to approve:

- holding a market on Tuesday 21st December in substitution for the Friday 24th market;
- maximum budget of £30 for markets (budget 4140 Marketing & Promotions);
- advertising the Christmas market dates on About My Area at a cost of £45+VAT (budget 4140 marketing & promotion).

70 Trader of the Year award

- a **RESOLVED** to purchase a trader of the year trophy at a maximum cost of £30+VAT/delivery from budget 4140 (marketing & promotion).
- b **RESOLVED** to provide delegated authority to the SM&S Co-ordinator in liaison with the Committee Chair to decide the 2021 trader of the year.

71 Market & Town Centre (M&TC) Working Group

- a Notes of the M&TC meeting held on 25.08.21 were received.
- b M&TC Working Group terms of reference were reviewed. No changes were made.
- c Current M&TC Working Group membership was confirmed as Cllrs Jones, Hudspeth, Kynaston, Warner and Wastell (appointed by R&P 05.05.21).

It was decided that no further members would be appointed at the current time.

- d It was noted that Facebook boosts would be made to advertise the market on a monthly basis from September to December at a maximum cost of £25 per month from budget 4140 (marketing & promotion).


72 M&TC recommendation - pitch fees

Report RP5/72 (current and proposed pitch fees) was considered.

RESOLVED to increase electricity charges £3.00 per day with effect from 01.11.21.

It was agreed that all charges would be reviewed at a future meeting with the aim of implementing a revised charging schedule from 01.04.22.

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73 M&TC recommendation – town hall basement

RESOLVED that the town hall basement should no longer be used for market trading except in exceptional circumstances which would be considered by Committee on a case-by-case basis.

74 Market Square benches and floral arrangements

Consideration of report RP5/74 was deferred until a future meeting pending receipt of additional information.

75 Date of next meeting

The date of the next scheduled meeting was noted as 14 December 2021 at 6pm.

The meeting closed at 7.57pm.

Signed  Date 14/12/21