



Meeting (No) **RESOURCES & POLICY COMMITTEE (3)**
Time & Date **6pm Tuesday 27th July 2021**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllr Kynaston (Chair), Hudspeth, Jones and Wastell

In attendance: Miss A Duncan (Governance & Operations Manager) and Cllr Smith

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

27 Questions and comments from residents

There were no questions or comments from residents.

28 Apologies for absence

Apologies were received from Cllrs Hinks (personal) and Warner (business).

RESOLVED to approve the reasons for absence.

29 Declarations of Interest

No declarations of interest were received.

30 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meetings held on 08.06.21. The Chair signed the minutes.

31 Governance & Operations Manager's report

The Committee received the Governance & Operations Manager's report and noted in particular that the Town Council's greening contractor had done some tidying work without charge to improve the look of the Town Hall exterior and Market Square. The Committee requested that written thanks be sent to the contractor.

32 Budgets

- a Budgets/EMR were considered. No changes were made.
- b The RFO's report on Town Council gas & electricity costs was received and it was noted that there was a reduction in cost in 20/21 compared to 19/20 as a result of COVID.

33 IT expenditure

RESOLVED to purchase a laptop at a maximum cost of £500+VAT from EMR 330 (IT/website) for use by the RFO.

34 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.06.21.
- b Market iZettle fees to 30.06.21 were noted.
- c **RESOLVED** to approve expenditure of £41.57 gross authorised under delegated authority (and extended to other officers – minute 80, 27.04.21) from 01.02.21 to 30.06.21.
- d **RESOLVED** to approve a breakdown of agency worker hours/costs from 01.02.21 to 30.06.21.

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- e **RESOLVED** to approve expenditure of £19,900.28 net from the Council's current account authorised by the RFO from 01.05.21 to 31.05.21, and Equals card payment of £0.00 net from 01.05.21 to 31.05.21.
- f The Committee noted the current account income of £5,634.57 net from 01.05.21 to 31.05.21.
- g **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.05.21.

35 Update on Covid restrictions

The Committee noted report RP3/35 on the guidance received following the Government announcement on 19.07.21.

36 HR Sub-committee

- a Minutes of the Sub-committee meeting held on 08.06.21 were noted.
- b The Committee considered the Sub-committee's recommendation (item 14.1a) relating to the Local Living Wage.

The Committee considered the implications and potential financial impact for NTC to pay Local Living Wage to any agency staff used by NTC and requested that the RFO investigate the business case for this and provide figures for Committee to consider.

It was agreed that this matter would be revisited once the RFO's report was available and, if a decision was in favour of paying Local Living Wage to agency staff, a committee recommendation would be made to Full Council so that the decision could be implemented and become standard Neston Town Council policy.

37 Risk assessment reviews

- a **RESOLVED** to approve the revised general risk assessment for council and staff.
- b **RESOLVED** to approve the revised general risk assessment for town hall users.

38 Market Square seating and High Street planters


- a The Committee received report RP3/38 and **RESOLVED** to provide delegated authority to the G&O Manager to arrange for 10 replacement recycled plastic benches for Market Square at a maximum cost of £4,030+VAT and delivery from S106 EMR 331.
- b The Committee discussed use of any funds remaining in EMR 331 once the installation of the benches was complete. It was agreed to explore the possibility of installing self-watering hanging baskets in High Street and explore options in association with CWaC to expand the street planting scheme. It was agreed these options would be considered at a future meeting following installation of Market Square benches.

39 Civic board

RESOLVED to provide delegated authority to the Council Manager to update the civic board on an annual basis to ensure that the list of mayors remained accurate.

RESOLVED that budget 4102 be renamed Civic Regalia/Civic Board. It was agreed that a virement to this budget would be made at a future meeting once the annual cost of updating the board was confirmed.

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40 Town Hall storage charges for hirers

- a The Committee noted that a review of storage charges was being undertaken and that recommendations would be considered at the next meeting.
- b The Committee requested that storage charges for hirers be considered as part of the current storage charge review.

RESOLVED to approve a request from a hirer to store items in the kitchen storage cupboard at the Town Hall. Approval to be for a period of three months commencing September 2021 and the hirer to be informed that storage charges may be implemented following this three-month period.

41 Town Hall hirers – key deposits from regular hirers

Report RP3/41 was considered and it was noted that there were currently two key holders who had paid deposits of £20 each.

RESOLVED that

- key deposits would continue for regular hirers;
- the amount would remain at £20 per set of keys;
- officers would be given delegated authority to refund deposits when keys were returned and that any amounts refunded would be reported to the next committee meeting.

42 Market & Town Centre Working Group

- a The Committee was informed that the Market & Town Centre Working Group would report to the next meeting.
- b The Committee noted that a review of pitch fees would be undertaken and a recommendation brought to the next committee meeting.

43 Letter of complaint (follow up to minute 21, 08.06.21)

The Committee noted that, in response to the Council's reply to the complainant, the complainant had informed the Council Manager that they had contacted the Equality and Human Rights Commission to seek advice. A copy of the letter had been provided.

44 Date of next meeting

The date of the next scheduled meeting was noted as 19 October 2021 at 6pm.

45 Exclusion of the Press and Public

RESOLVED 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 paragraph 1 (information relating to any individual).

Cllr Smith left the meeting.

PART 2: Items considered in the absence of the press and public

46 Formal Complaint

- a Receipt of a complaint by a market trader was noted.
- b Report RP3/46b on the actions taken was noted.

The meeting closed at 7pm.

Signed  Date 19/10/21