



Meeting (No) **RESOURCES & POLICY COMMITTEE (8)**
Time & Date **6pm Tuesday 5 April 2022**
Place **Neston Town Hall**
Document **Minutes**

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

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

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

127 Questions and comments from residents

There were no questions or comments.

128 Apologies for absence

Apologies were received from Cllr Warner (business).

RESOLVED to accept the reason for absence.

129 Declarations of Interest

No declarations of interest were received.

130 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meeting held on 08.02.22. The Chair signed the minutes.

131 Budgets

Committee budget and earmarked reserves were considered. A request was made for the RFO to annotate future budget reports with explanations of any significant variance between budgeted and actual expenditure. It was agreed to add an item to the next agenda to consider the gas and electricity budget for 22/23 given the increasing energy costs.

132 Finance internal control procedure

RESOLVED to approve the finance internal control procedure as detailed in report RP8/132.

133 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.03.22.
- b The market iZettle fees to 31.03.22 were noted.
- c **RESOLVED** to approve expenditure of £107.21 gross authorised by the Senior Market & Support Co-ordinator under delegated authority between 01.02.22 and 31.03.22.
- d **RESOLVED** to approve a breakdown of HRGO costs from 01.02.22 to 31.03.21.
- e **RESOLVED** to approve expenditure of £70,801.81 net from the Council's current account authorised by the RFO from 01.12.21 to 28.02.22, and Equals card payment of £296.70 net from 01.12.21 to 28.02.22. The Chair signed the expenditure records.
- f The Committee noted the current account income of £11,635.07 net from 01.12.21 to 28.02.22. The Chair signed the income records.

Chairman's initials and date:

28 JUN 2022

- g **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 28.02.22. The Chair signed the reconciliation records.

134 Annual list of regular payments

RESOLVED to authorise an annual list of regular payments as per Financial Regulation 5.6.

135 Internal audit mid-year report

The internal auditor's report was considered and it was noted that agenda items 136 and 139 addressed two of the recommendations contained within the report.

136 Additional Equals payment card

RESOLVED to provide an Equals payment card for use by the G&O Manager for purchases approved directly by a committee or for expenditure delegated by committee to the G&O Manager. A record of Equals payment card expenditure to be submitted to the Finance & Administration Committee at each scheduled meeting.

137 COVID risk assessment

RESOLVED to approve a COVID risk assessment carried out on 16.03.22.

138 Town Hall cleaning hirers risk assessment

- a The Committee considered a risk assessment dated 01.04.22 to share with hall hirers and made two amendments to page four "controlling common areas to avoid infection": (i) bullet point one to read "Cleaning/sanitiser provided for all access and exist control points." (ii) bullet point four to read "Kitchen surfaces should be cleaned by users before and after every use. Signage displayed".

RESOLVED to approve the risk assessment dated 01.04.22 as amended.

- b It was noted that the Town Council's Health & Safety Consultant had confirmed that the Health & Safety Executive no longer required all businesses to consider COVID-19 in their risk assessments or to have specific measures in place but that ACAS advised keeping the workplace clean and well ventilated.

RESOLVED that from 5 April 2022 the Town Council would adopt standard cleaning practices by reverting to the procedures that were in place prior to March 2020 but that best practice would be implemented in terms of keeping rooms well ventilated and providing the products necessary for sanitising hands and disinfecting surfaces.

139 IT support contract

The Committee agreed to recommend to Council that, as per Financial Regulation 11.1(d), financial regulations relating to contracts be waived in relation to the IT/website support services to enable a price to be negotiated with the current contractor. The reason for this recommendation was continuity and security of a vital service for the functioning of Town Council.

140 GDPR action plan

The Committee reviewed Neston Town Council's GDPR action plan. No changes were made.

141 Annual Report

RESOLVED to publish the 21/22 Annual Report on About My Area at a cost of £45+VAT.

Chairman's initials and date:



28 JUN 2022

142 HR Sub-committee

- a Minutes of the HR Sub-committee meeting held on 15.02.22 were received.
- b It was noted that the HR Sub-committee recommendation (minute 52b) was approved by Full Council on 15 February 2022 (minute 96).

143 Market & Town Centre Working Group

- a Notes of the working group meeting held on 07.03.22 were considered.
- b Market trader refuse

RESOLVED to implement a Market & Town Centre Working Group recommendation that market staff should continue to provide traders with black bin bags free of charge and these bin bags must be removed from site and disposed of by the traders.

- c Market trader licence terms and conditions

The Committee considered a Market & Town Centre Working Group recommendation that from 06.04.22 licence terms and conditions be amended as set out in paper RP8/143c. The Committee made two further amendments:

- delete all but the first sentence of 5.5.4;
- section J "The Rights" – clarify that activity outside of the stated trading hours was only for loading/unloading, erecting/dismantling by adding "for the sole purpose".

RESOLVED to approve the market trader licence terms and conditions as amended.

- d Trading from vehicles

The Committee considered a Market & Town Centre Working Group recommendation that a policy be adopted for trading from vehicles as detailed in paper RP8/143d.

RESOLVED to adopt the Trading from Vehicles Policy.

- e Trading from vehicles risk assessment

RESOLVED to approve a trading from vehicles risk assessment dated 10.03.22.

- f Town Hall & Market risk assessment

RESOLVED to update the Town Hall & Market risk assessment as detailed in paper RP8/143f.

144 Storage Charges Task & Finish Group

It was noted that the group established on 19.10.21 (minute 64) had yet to meet but would report to a future meeting.

145 Platinum Jubilee market

- a The SM&S Co-ordinator informed the Committee that the fun fair would be operating on the Chester Road car park throughout the day on 3 June and that this would need to be managed as there could be a lot of children around Market Square during market closedown.

RESOLVED to:

- hold a Jubilee market on Friday 3 June;
- approve a maximum Jubilee market budget of £500 from budget 4140 (marketing & promotion) with the expenditure to be authorised by the SM&S Co-ordinator under delegated authority.

Chairman's initials and date:



28 JUN 2022

- b **RESOLVED** to produce 500 Jubilee cotton shopping bags for distribution at the 3 June market (budget 4140 – marketing & promotion). The choice of supplier was delegated to the SM&S Co-ordinator and it was noted that the maximum cost based on the three quotations supplied in report RP8/145b would be £415+VAT and delivery but that this might increase due to current fluctuations in prices.

RESOLVED to approve the logo design as detailed in paper RP8/145b: "Neston market celebrates The Queen's Platinum Jubilee 2022".

146 Agency staff pay rates

The Committee acknowledged the aspiration to work towards paying the local living wage and that this should be considered as part of the 23/24 budget setting process.

147 Additional agency staff

RESOLVED to approve that two agency staff would work at the market for the first two weeks following the start date of the new Caretaker & Market Officer and that one member of the agency staff would be paid at supervisory rate during this two-week period.

148 Health and safety equipment

RESOLVED to provide delegated authority to the SM&S Co-ordinator to purchase safety boots for use by the Caretaker & Market Officer at a maximum cost of £60+VAT and delivery from budget 4063 (stationery).

149 Town Hall room hire rates

RESOLVED to implement new Town Hall room hire rates from 01.05.22:

- hall (community use) £19.00
- hall (charity rate) £15.00
- hall (frequent user rate) £17.00
- hall (commercial use) £22.00
- kitchen £11.00
- kitchen (charity rate) £9.00
- kitchen (frequent user rate) £10.00
- side rooms £11.00
- side rooms (charity rate) £9.00
- side rooms (frequent user) £10.00.

150 Town Hall improvements

The Committee considered report RP8/150 and requested that the Caretaker & Market Officer be asked to advise whether the dishwasher could be repaired.

151 Date of next meeting

It was noted that the date of the next meeting would be agreed at the Annual Meeting of the Council on 17 May 2022.

152 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 involved 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 – paragraph 3 (financial or business affairs of any particular person).

Chairman's initials and date:




28 JUN 2022

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

153 Asset Management Agreement

It was noted that the current Asset Management Agreement ended on 31.03.22 and that a draft Agreement had been requested from CWaC's Property Services.

The meeting closed at 7.25pm.

Signed  Date 28 JUN 2022

28 JUN 2022