

Meeting (No) **RESOURCES & POLICY COMMITTEE (7)**
Time & Date **6pm Tuesday 8 February 2022**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllr Kynaston (Chair), Hudspeth and Wastell

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

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

102 Questions and comments from residents

There were no questions or comments.

103 Apologies for absence

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

RESOLVED to accept the reasons for absence.

The absence of Cllr Jones was noted.

104 Declarations of Interest

No declarations of interest were received.

105 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meeting held on 14.12.21. The Chair signed the minutes.

106 Governance & Operations Manager's report

The Governance & Operations Manager's report was received and it was noted that:

Noticeboards

The West Vale noticeboard had been repaired at a cost of £70.80 (delegated authority provided to G&O Manager by R&P Committee on 27/04/21).

Market Square access

CWaC had decided not to grant right of access through the pedestrian gate proposed by the developer of the former Gittins warehouse as it would impinge on the future ability to operate the Square for the market and events. Similarly, CWaC would not support that the developer be given access over Market Square for construction/demolition traffic.

107 Budgets

Committee budgets and earmarked reserves were considered. The G&O Manager stated that, as the 22/23 precept request had been agreed, the "projected" column of the 21/22 budgets should act as a guide to the amount available to spend for the remainder of the financial year.

RESOLVED to earmark £2,000 from budget 4401 to be used for a staff review.

108 Risk Management

RESOLVED to approve the Resources & Policy Committee risk assessment. The Chair signed the action plan.

Chairman's initials and date:

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109 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.01.22.
- b Market iZettle fees from 01.12.21 to 31.01.22 were noted.
- c **RESOLVED** to approve expenditure of £60.76 gross authorised under delegated authority from 01.12.21 to 31.01.22.
- d **RESOLVED** to approve a breakdown of HRGO costs from 01.12.21 to 31.12.21.
- e **RESOLVED** to approve the fee of £59+VAT for Rialtas Business Solutions Limited support for 'making tax digital for VAT'.

110 Subject Access Request Complaint Policy

The Committee agreed to recommend to Council that the draft Subject Access Request Complaint Policy be adopted. It was requested that the policy be proofread for grammatical consistency.

111 Policy on Audio/Visual Recording & Photography at Council Meetings

The Committee agreed to recommend to Council that the draft Policy on Audio/Visual Recording & Photography at Council Meetings be adopted.

112 Data Protection and Document Retention Policy

The Committee reviewed the current document retention periods and **RESOLVED** that employee basic personal details should be retained for the same period of time as employee personal details. There were no other changes made to the retention periods.

113 Town Hall general and fire risk assessments

- a **RESOLVED** to approve the annual general risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.2021.
- b **RESOLVED** to approve the annual fire risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.21.

114 Winter maintenance risk assessment

RESOLVED to approve the winter maintenance risk assessment carried out on 03.12.21.


115 Enhanced markets

- a **RESOLVED** to hold an Easter market on Friday 15 April 2022.
RESOLVED to approve a maximum Easter market budget of £300 from budget 4140 (marketing & promotion) with the expenditure to be authorised by the SM&S Co-ordinator under delegated authority.
- b The Committee discussed the possibility of holding a Jubilee market and agreed to defer making a decision until the next meeting to allow the SM&S Co-ordinator more time to investigate the viability of holding a market on 3 June.
- c Consideration of purchasing Jubilee shopping bags for distribution at a Jubilee market was deferred until the next meeting.

116 Agency staff pay rates

RESOLVED that the supervisor hourly rate paid to agency staff would rise to £10.01 from 1 April 2022.

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The Committee agreed to investigate the national and local living wage options for agency staff.

117 Market & Town Centre Working Group

- a The Committee considered notes of the Market & Town Centre Working Group meeting held on 17.01.22.

- b Pitch fees

RESOLVED that pitch fees would be increased by £2 per week from 01.04.22 and that traders would be notified of the increase as soon as possible.

- c Market trader licence terms

RESOLVED that an addition (10.1) be made to the market trader licence terms and conditions to state that "Once a pitch has been allocated, fees will be payable on demand via the Zettle card payment system. Regardless of the payment method (i.e. card, payment link or invoice), payment must be made within 72 hours of issue. Failure to make payment within this timescale may result in the trader being barred from the following week's market".

- d Market staff

RESOLVED that a joint caretaker/market officer role be advertised at 20 hours per week (to commence no earlier than 01.04.22).

RESOLVED that the market assistant would remain as an agency role.

RESOLVED to approve the draft Caretaker and Market Officer job description but requested that the HR Sub-committee finalise the order of the job purpose section of the job description so as to detail the aspects with most responsibility at the beginning of the list and the more general aspects lower down the list.

118 Town Hall Task & Finish Group

Notes from the Town Hall Task & Finish Group meeting held on 27.01.22 were considered.

119 Storage Charges Task & Finish Group

It was noted that the Storage Charges Task & Finish Group had not yet met.

120 Social Media Policy Task & Finish Group

The Committee considered the task & finish group's draft social media action plan.

RESOLVED that Neston Town Council would have a Facebook page.

It was agreed that social media needed to be incorporated into a wider communication plan and that this would be considered as part of the forthcoming review with the aim of launching the Facebook page following the review with an announcement about the Council's priorities.

121 Asset list

It was agreed to recommend to Council approval of the current list of Neston Town Council assets.

The Committee agreed to investigate whether the sound system should be retained.

122 Insurance

RESOLVED to approve the breakdown of the Town Council's insurance cover as detailed in paper RP7/112.

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123 Date of next meeting

The next scheduled meeting was noted as 5 April 2022 at 6pm.

124 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 items of business on the grounds that they involve 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: for item 125 – paragraph 1 (information relating to any individual); for item 126 – paragraph 3 (financial or business affairs of any particular person).

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

125 Access to Work

- a **RESOLVED** to purchase special aids and equipment to the maximum value of £2,058 (inclusive of VAT and delivery). Expenditure to be reimbursed in full by DWP (Access to Work).
- b An oral update was received on the working environment recommendations arising from an occupational health report.

126 Asset Management Agreement

It was noted that the Council Manager had contacted CWaC Property Services about the Asset Management Agreement scheduled to end on 31 March 2022 and that a response from CWaC Property Services was awaited.

The meeting closed at 7.25pm.

Signed



Date

6/4/22