



Meeting (No) **RESOURCES & POLICY COMMITTEE (2)**
Time & Date **6pm Tuesday 8 June 2021**
Place **Neston Town Hall**
Document **Minutes**

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

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

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

11 Questions and comments from residents

There were no questions or comments.

12 Apologies for absence

Apologies were received from Cllrs Jones (personal), Marple (personal) and Warner (business). **RESOLVED** to accept the reasons for absence.

13 Declarations of Interest

No declarations of interest were received.

14 Minutes of the last meeting

RESOLVED to approve as a correct record the minutes of the Resources & Policy Committee meetings held on 27.04.21 and 05.05.21. The Chair signed the minutes.

15 Signing the minutes of previous meetings

The Chair signed the following minutes that had been approved previously during remote meetings:

17.03.20 (Resources)
10.06.20 (Resources)
23.06.20 (Resources)
07.07.20 (Resources)
10.09.20 (Resources)
18.02.20 (Policy)
03.03.20 (Policy)
02.03.20 (Policy)
21.07.20 (Policy)
27.10.20 (R&P)
15.12.20 (R&P)
01.02.21 (R&P)
23.02.21 (R&P)
03.03.21 (R&P).

16 Governance & Operations Manager's report

Cleaning of Lower Community Office and Traders' Kitchen (minute 85a, 27.04.21) – contract extended for one month to 21.06.21.

Basement Storage (minute 84a, 27.04.21) – Rural Touring Theatre to store staging from 27.05.21 for a period of six months. Safe and orderly storage, including avoidance of any trip or fire hazards, to be overseen by Cllr Kynaston.

Chairman's initials and date:

 27/7/21

17 Budgets

The budget was considered and no action was taken.

18 IT expenditure

Decision about purchasing a laptop for use by the RFO deferred until the next meeting to allow time for consideration of future working practices.

19 Town Hall hire

- a The Chair provided feedback from the Town Hall Task & Finish Group meeting held on 03.06.21 and noted that there was sufficient space to accommodate staff should any refurbishment work take place.
- b It was confirmed that the Council Manager had received written notice from Cllrs Jones, Kynaston, Warner, Wastell, Marple and Hinks in support of the rescinding of resolution R&P 27.04.2021 item 82 a iii "that no further offers be made to hirers and the town hall to remain closed to new hirers until new Government cleaning guidelines are published allowing the relaxation of some of the cleaning regimes".

RESOLVED to rescind R&P minute 82a(iii), 27.04.21.

- c **RESOLVED** to approve the hire of the town hall as outlined in paper RP2/19c in order to facilitate additional hirers.
- d **RESOLVED** to take bookings of a minimum of 2 hours if necessary to ensure that expenditure for cleaning costs did not exceed income.
- e **RESOLVED** to amend the terms and conditions of hire to remove the requirement for hirers to have insurance cover relating to Coronavirus.
- f **RESOLVED** to add two new clauses (8.3 and 8.6) to the General Conditions of Hire of Neston Town Hall and Market Square:

8.3 There are occasions when the Town Hall is required for annual events or for use as a polling station. In such circumstances the Council reserves the right to cancel regular bookings by giving notice in writing to the hirer.

8.6 Hirers may cancel bookings by giving at least two weeks' notice. Cancellations made with less than two weeks' notice will be liable to a payment of the whole hiring charge.

RESOLVED to provide officers with the authority to employ discretion in their application of clause 8.6 to allow for unforeseen circumstances.


20 Market & Town Centre Working Group

The Chair provided feedback from the Market & Town Centre Working Group meeting held on 03.06.21 and noted that the Group was currently investigating the possibility of fee increases, occasional Sunday markets and options for Jubilee celebrations. Recommendations to be made to the next R&P meeting.

21 Letter of complaint

- a The Committee received and considered a letter of complaint.
The Committee noted the complainant's view that names should not have been redacted. Cllrs Kynaston and Warner had confirmed that they were content for their names to appear in the minutes as the councillors mentioned in the letter of complaint.
- b The Committee formulated a response and agreed that the letter should be signed by the Mayor.

Chairman's initials and date:

 27/7/21

22 Allotments

- a **RESOLVED** to provide delegated authority to the G&O Manager to arrange for small-scale maintenance work such as lock/gate repairs and path strimming up to a maximum annual total of £500. Expenditure to be reported to the next committee meeting.
- b It was agreed to support the Community & Environment Committee's recommendation to Council that allotments be transferred to the C&E terms of reference.

23 HR Sub-committee

- a Minutes of the HR Sub-committee meetings held on 27.04.21 and 05.05.21 were noted.
- b It was noted that the cost implications of the application of the local living wage for all NTC staff would be considered by the HR Sub-committee. The HR Sub-committee would be making a recommendation to Council.

24 Date of next meeting

27 July 2021 at 6pm.

25 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 paragraph 1 (information relating to any individual).

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

26 Additional Hours

The Committee considered an HR Sub-committee recommendation for payment of additional hours worked by the MO.

RESOLVED to pay additional hours as outlined in paper HR2/18.

The meeting closed at 7pm.

Signed



Date

27/7/21