



Meeting (No) **MARKET & TOWN HALL COMMITTEE (1)**  
 Time & Date **6.00pm on 14<sup>TH</sup> June 2022**  
 Place **Neston Town Hall**  
 Document **Draft Minutes**

**Present:** Cllr Jones (Chair), Griffiths, Hudspeth and Marple  
**In attendance:** Miss A Duncan (Governance & Operations Manager) and Mrs N McMahon (Senior Market & Support Co-ordinator)

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

<b>1</b>	<b>Election of Chairman</b> The meeting was opened by the Deputy Chair of the Council in the absence of the Chair of the Council.
	<b>Resolved</b> to elect Cllr Jones as Chairman of the Market & Town Hall Committee to serve until the first meeting of the Market & Town Hall Committee in the new Council year.
<b>2</b>	<b>Election of Vice Chair</b>
	<b>Resolved</b> to elect Cllr Marple as Vice Chairman of the Market & Town Hall Committee to serve until the first meeting of the Market and Town Hall Committee in the new Council year.
<b>3</b>	<b>Questions and comments from residents</b>
	There were no questions or comments.
<b>4</b>	<b>Apologies for absence</b>
	No apologies were received.
<b>5</b>	<b>Declarations of Interest</b>
	No declarations of interest were received.
<b>6</b>	<b>Schedule of Meetings</b>
	<b>Resolved</b> to agree the following meeting dates for 22/23: <ul style="list-style-type: none"> <li>• 27 September 2022</li> <li>• 21 February 2023</li> <li>• 4 April 2023</li> </ul>
<b>7</b>	<b>Budgets</b>
	Item deferred until a report of the budgets specifically for this committee are available.
<b>8</b>	<b>Finance</b>
a	The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.05.22.
b	The market iZettle fees from 1.4.22 to 31.05.22 were noted.

Chair's signature and date:

c	<b>Resolved</b> to approve expenditure of £631.19 gross authorised by the Senior Market & Support Co-ordinator under delegated authority between 01.04.22 and 31.05.22.
d	<b>Resolved</b> to approve a breakdown of HRGO costs from 01.04.22 to 31.05.21.
<b>9</b>	<b>Exceptions Report</b>
	<p>The Committee reviewed the Exceptions Report.</p> <p>The Committee noted that Task &amp; Finish group set up to review the storage charges has not yet met, however the market storage charges were being considered with a review of the market pitch fees that is currently in progress. A recommendation for both pitch fees and storage charges will be brought to the next meeting.</p> <p>The Committee noted that a response from CWaC with regards to the current Asset Management Agreement was still awaited.</p>
<b>10</b>	<b>Officer delegated decisions</b>
	The Committee considered the report of officer delegated decisions relating to the Market & Town Hall Committee.
<b>11</b>	<b>Market traders' terms and conditions</b>
	<p>The Committee reviewed the terms and conditions relating to absence due to maternity or on compassionate grounds.</p> <p><b>Resolved</b> to add the following:</p> <p><i>A trader wishing to take paternity leave will be given 2 consecutive weeks leave following the birth of their child, for which fees will not be payable. The dates must be agreed in advance with the Market Manager.</i></p>
<b>12</b>	<b>Town Hall maintenance – PPE and tools</b>
	<b>Resolved</b> to approve the purchase of PPE and tools as detailed in paper MTH1/12 at a cost of £36.20+VAT and delivery for use by the Caretaker and Market Officer (budget code 4431 – stationery/admin).
<b>13</b>	<b>Town Hall dishwasher</b>
	<p><b>Resolved</b> to approve the repair of the dishwasher at a cost of £90.50+VAT plus labour charge of £60+VAT per hour from budget 4417 (responsive maintenance).</p> <p>The Committee agreed that budgets would be set over the coming year to allow for the replacement of the current dishwasher with a more appropriate commercial dishwasher.</p>
<b>14</b>	<b>Health &amp; Wellbeing Fair</b>
	<b>Resolved</b> to approve providing the hall free of charge for a health & wellbeing fair being organised by NCYC on 17.06.22.
<b>15</b>	<b>Caretaker and Market Officer mobile phone</b>
	<b>Resolved</b> to approve providing delegated authority to the Senior Market & Support Co-ordinator to replace the Caretaker & Market Officer's pay-as-you-go SIM with a phone contract not exceeding £10+VAT per month (budget code 4065 – telephones).
Chair's initials and date:	

<b>16</b>	<b>Zettle market trader payments</b>
	<b>Resolved</b> to approve the purchase of a Zettle terminal, printer and dock for the collection and processing of market pitch fees. Current bundle price for terminal, printer and dock is £199+VAT and delivery (budget code 4055 – IT).
<b>17</b>	<b>Town Hall performance space</b>
	This item will be investigated further by committee members who will report back to the next committee meeting.
<b>18</b>	<b>Date of next meeting</b>
	To note the date of the next scheduled meeting will be 27 September.
	Cllr Jones Left the meeting at 6.38pm Cllr Marple took over as chair at this point.
<b>19</b>	<b>Exclusion of the press and public</b>
	<b>Resolved</b> 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 the paragraph specified against the item – paragraph 3 (information relating to the financial or business affairs of any particular person).
<b>Part 2: Items considered in the absence of the press and public</b>	
<b>20</b>	<b>Town Hall refuse/recycling contract</b>
	Quotations from three suppliers were considered. <b>Resolved</b> to give notice to Biffa and appoint Ash Waste Management for provision of a refuse and recycling collection service. <b>Resolved</b> to use the free of charge switch over service provided by Ash Waste Management.

The meeting closed at 6.40pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_