



Meeting (No) **MARKET & TOWN HALL COMMITTEE (3)**  
 Time & Date **6pm Tuesday 27 September 2022**  
 Place **Neston Town Hall**  
 Document **Agenda**

Members of the public and the press are welcome to attend for "Part 1" of the agenda. Reports in "Part 2" contain confidential information and only Councillors and reporting officers can be present.

Supporting documents may be viewed on our website [www.neston.org.uk](http://www.neston.org.uk) by following links to the Town Council Meetings, or viewed at the council offices.

<b>PART 1: Items to be considered in the presence of the press and public</b>		
<b>25</b>	<b>Questions and comments from residents</b> or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes	
a	on any item of business included in the agenda	
b	with the Chairman's permission to seek information from the Council about matters of particular significance to the people of Neston.	
		<b>Document</b>
<b>26</b>	<b>Apologies for absence</b>	
	To receive and consider acceptance of reasons for absence and to note other absences.	
<b>27</b>	<b>Declarations of Interest</b>	
	To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item.	
<b>28</b>	<b>Minutes of the last meeting</b>	
	To confirm as a correct record, the minutes of the Market & Town Hall Committee meetings held on 14.06.22 and 23.08.22.	MTH3/28
<b>29</b>	<b>Committee Budget</b>	
	To consider the current budget/EMRs and the request from Council for each Committee to look to optimise budget savings on an ongoing basis.	MTH3/29
<b>30</b>	<b>Finance</b>	
a	To consider revenue from Town Hall room hire, Market Square hire and market rent to 31.08.22.	MTH3/30a
b	To note the market Zettle fees from 01.06.22 to 31.08.22.	MTH3/30b
c	To approve expenditure of £55.47 gross authorised under delegated authority from 01.06.22 to 31.08.22.	MTH3/30c
d	To approve a breakdown of HRGO costs from 01.06.22 to 31.08.22.	MTH3/30d
<b>31</b>	<b>Exceptions report</b>	
	To consider the exceptions report.	MTH3/31
<b>32</b>	<b>Senior Market &amp; Support Co-ordinator's report and officer delegated decisions</b>	
a	To receive the Senior Market & Support Co-ordinator's report.	MTH3/32a
	To consider a report of officer delegated decisions relating to the Market & Town Hall Committee.	MTH3/32b

<b>33</b>	<b>Risk management</b>	
	To approve the Market & Town Hall Committee's risk assessment.	MTH3/33
<b>34</b>	<b>2023/24 priorities: budgetary considerations</b>	
	To consider paper MTH3/34 and agree any priorities for inclusion in the draft budget to be considered at the next meeting (Cllr Jones).	MTH3/34
<b>35</b>	<b>Councillor proposal - repairs to stage curtains</b>	
	To consider paper MTH3/34 and the proposal that: <ul style="list-style-type: none"> <li>• £200 from budget 4417 (responsive maintenance) be allocated for the purchase of fire-retardant materials to repair the stage curtains;</li> <li>• councillors be permitted to undertake repairs to the stage curtains;</li> <li>• purchase of the required materials up to a maximum of £200 be made and if necessary a re-imburement claim be made.</li> </ul>	MTH3/35
<b>36</b>	<b>Councillor proposal – advertising the Friday market</b>	
	To approve the purchase two replacement banners advertising the Friday market at a cost of £40+VAT plus delivery from budget 4140–market & promotion (Cllr Jones).	
<b>37</b>	<b>Hall hire</b>	
a	To retrospectively approve the use of Neston Town Hall, without charge for a CWaC-organised vaccination and health check clinic, on Friday 2 <sup>nd</sup> September (decision taken in consultation with the Mayor).	
b	To approve for any future vaccination clinics held at the Town Hall, that these should not incur hire fees.	
c	To consider allowing Above All First Aid, to hold two sessions (one hour per session) CPR and defibrillator training sessions in Neston Town Hall without incurring Town Hall hire charges. The sessions will highlight 'restart a heart' day on Sunday 16 <sup>th</sup> October and will be available to members of the public free of charge.	
d	To decide whether the Town Hall should be made available for future sessions of defibrillator training on the conditions detailed in paper MTH3/37d, Free of Charge.	MTH3/37d
<b>38</b>	<b>Town Hall flag</b>	
a	To consider a draft Flag Flying Policy MTH3/38a and make a recommendation to Council.	MTH3/38a
b	To consider report MTH3/38b and agree to: <ul style="list-style-type: none"> <li>(i) purchase a second Union flag at a maximum cost of £100+VAT plus delivery (budget 4431 stationery–admin/other) and should this be approved, professionally launder the existing flag at a maximum cost of £40+VAT plus carriage (budget 4415 cleaning);</li> <li>(ii) launder (and repair if necessary) one Union flag in spring each year from 2023 onwards or replace the flag if officers consider it to be beyond repair, subject to a maximum budget of £150;</li> <li>(iii) create a flag maintenance budget line for this expenditure – for 2023/24 of £150;</li> <li>(iv) request that the Caretaker monitors the condition of the flags to be flown on a monthly basis.</li> </ul>	MTH3/38b
<b>39</b>	<b>Disabled Access</b>	

	To receive report MTH3/39 and to agree what, if any, further action is to be taken in respect of Town Hall access issues for users with mobility issues.	MTH3/39
<b>40</b>	<b>Town Hall performance space</b>	
	To receive report MTH3/40 on the CWaC Crowdfunding initiative to upgrade the Town Hall performance space and to agree how to proceed.	MTH3/40
<b>41</b>	<b>Town Hall &amp; Market PPE and tools</b>	
	To consider purchasing PPE and tools as detailed in paper MTH3/41 at a cost of £98.95 including VAT and delivery for use by the Caretaker and Market Officer (budget code 4431 – stationery/admin).	MTH3/41
<b>42</b>	<b>Pitch fee and market storage charge review</b>	
	To agree the implementation of the revised pitch fees and market storage charges as detailed in report MTH3/42.	MTH3/42
<b>43</b>	<b>Market gazebos</b>	
a	To consider providing approval for the hire of NTC gazebos to new traders as detailed in report MTH3/43.	MTH3/43
b	To consider providing approval for the addition to the market traders' licence terms and conditions as detailed in report MTH3/43.	MTH3/43
c	To approve the risk assessment for market gazebo installation MTH3/43c	MTH3/43c
<b>44</b>	<b>Budgets for enhanced markets during 2022</b>	
	To approve a maximum expenditure of £200 to facilitate the Halloween market and £150 to facilitate the Christmas market from budget 4140 (marketing and promotion).	
<b>45</b>	<b>Market Trader of the Year award</b>	
a	To approve purchase of a trader of the year trophy at a maximum cost of £45+VAT plus delivery from budget 4140 (marketing & promotion).	
b	To provide delegated authority to the SM&S Co-ordinator in liaison with the Committee Chair to decide the 2022 trader of the year.	
<b>46</b>	<b>Market traders' licence terms and conditions</b>	
	To consider report MTH3/46 and approve amendment and additions to the market traders' licence terms and conditions with effect from 1 <sup>st</sup> November 2022.	MTH3/46
<b>47</b>	<b>Additional HRGO hours</b>	
	To provide delegated authority to the SM&S Co-ordinator to approve additional HRGO hours, if required, in preparation for the damp proofing work in reception and the basement areas, agreeing a maximum cost.	
<b>48</b>	<b>Date of next meeting</b>	
a	To note that the next scheduled meeting will be held at 6pm on 21.02.23.	
b	To agree to hold an additional meeting at 6pm on 18.10.22 for the purpose of formulating the Committee's budget request for 2023/24.	

**Signed**

**A Kunaj**  
**Council Manager**

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**Core Members of the Committee:** Councillors Griffiths, Hudspeth, Jones, Marple & Samuels

**21 September 2022**

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