



Meeting (No) **MARKET & TOWN HALL COMMITTEE (6)**
 Time & Date **6.00pm Tuesday 21 February 2023**
 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 by following links to the Town Council Meetings, or viewed at the council offices.

PART 1: Items to be considered in the presence of the press and public		
61	Questions and comments from residents 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.	
		Document
62	Apologies for absence	
	To receive and consider acceptance of reasons for absence and to note other absences.	
63	Declarations of Interest	
	To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item.	
64	Minutes of the last meeting	
	To confirm as a correct record, the minutes of the Market & Town Hall Committee meetings held on 18.10.22 & 1.11.22	MTH6/64
65	Committee budgets	
a	To consider the current Committee budget and earmarked reserves.	MTH6/65a
b	To receive details of the 23/24 budget approved by Council.	MTH6/65b
66	Finance	
a	To consider revenue from Town Hall room hire, Market Square hire and market rent to 31.01.23.	MTH6/66a
b	To note the market Zettle/Square fees from 01.09.22 to 31.01.23.	MTH6/66b
c	To approve expenditure of £390.31 gross paid under delegated authority from 01.10.22 to 31.01.23.	MTH6/66c
d	To approve a breakdown of HRGO costs from 01.09.22 to 31.01.23.	MTH6/66d
67	Exceptions report	
	To consider the exceptions report.	MTH6/67
68	Senior Market & Support Co-ordinator's report and officer delegated decisions	
a	To receive the Senior Market & Support Co-ordinator's report.	MTH6/68a

	To consider a report of officer delegated decisions relating to the Market & Town Hall Committee.	MTH6/68b
69	General risk assessment and fire risk assessment	
	To approve the general and fire risk assessments carried out by Terrain Health & Safety on 25.10.22.	MTH6/69
70	Risk assessments	
a	To approve the winter maintenance risk assessment.	MTH6/70a
b	To approve the town hall and market square risk assessment	MTH6/70b
71	Warm welcome spaces	
a	To approve the warm welcome spaces risk assessment.	MTH6/71
b	To approve continuation of the use of the Town Hall reception area as a warm welcome space, with an increase of availability to 4 morning per week.	
72	Use of Town Hall – retrospective approval	
	To consider providing retrospective approval for use of the Town Hall without charge for a fund-raising event (decision taken in consultation with the Chair, Vice Chair & Mayor).	
73	Easter & future special markets	
a	To agree a maximum budget of £750 for the easter market on 7.4.23 from budget 4140 marketing & promotion. £70 of which will be spent in the current financial year with the remainder to be spent in 23/24.	
b	To note that the dates for the future special event markets for the remainder of 2023 will be 11.8.23, 27.10.23 & 8.12.23.	
c	To consider the approval of a maximum of 5 additional HRGO hours that may be required for the setting up and clearing away of the new indoor artisan food & craft fair at the easter market and all future special event markets.	
74	Coronation market	
a	To decide whether to hold a Coronation Market on 5th May and agree a maximum budget.	
b	To consider if commemorative bags should be purchased for distribution at the market and, if so, to agree a maximum budget. To consider providing delegated authority to the SM&S Co-ordinator to purchase the bags if agreed.	
c	To provide delegated authority to the SM&S Co-ordinator in liaison with the Committee Chair to agree the design for the bags.	
75	Market traders licence terms & conditions and charges	
a	To approve amended terms and conditions as detailed in report MTH6/75, following the period of consultation with market traders regarding the recent amendments.	MTH6/75
b	To approve the amended charging schedule with effect from 1.4.23	
76	Post office	
	To consider providing approval for the temporary use of the outer office in the upper community office by the post office, for 4 hours per week (Tuesday 2.30pm to 4.30pm and Friday 9.30am to 11.30am) from 28 th February 2023 until 1 st February 2024. This is providing the agreement	

	is not ended sooner with one months' notice from either party. The temporary hire is to be reviewed on a monthly basis to assess if a permanent location has been found.	
77	Side room security lock	
	To consider the temporary isolation of the side room security lock by the installers of the system at a cost of £60 + VAT from budget 4417 responsive maintenance.	
78	Payment card reader	
	To retrospectively approve additional expenditure of £10 for the replacement of the previously approved purchase of the Sumup payment card reader (which was not suitable for our needs and was returned for a full refund) with a Square payment card reader.	
79	PPE & Tools	
	To retrospectively approve additional expenditure of £3.19 for the previously agreed purchase of tools and PPE due to a price increase.	
80	Date of next meeting	
a	To note that the next scheduled meeting will be held at 6pm on 04.04.23.	
b	To consider if an additional meeting is required prior to the scheduled meeting and to agree the date.	
81	Exclusion of the Press and Public	
	To consider 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.	
PART 2: Items to be considered in the absence of the press and public		
82	Post Office	
	To retrospectively approve the upper community office short term hire agreement form	MTH6/82

Signed

A Kunaj
Council Manager

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15 February 2022

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