



*Meeting (No)*     **Community & Environment Committee (1)**  
*Time & Date*     **6pm, Tuesday 6 June 2023**  
*Place*             **Neston Town Hall**  
*Document*        **Draft Minutes**

**Present:** Cllrs Marple (Chair), Davies (from item 2), Doughty and Griffiths

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

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

<b>1</b>	<b>Election of Chair</b>
	<b>RESOLVED</b> to elect Cllr Marple as the Chair of the Community & Environment Committee for the ensuing year.
<b>2</b>	<b>Election of Vice-Chair</b>
	This item was deferred until later in the meeting and considered following item 14.
<b>3</b>	<b>Public Participation</b> (maximum of three minutes per person)
	No members of the public were present.
<b>4</b>	<b>Apologies for Absence</b>
	The Committee received apologies from Cllrs Cragg (business) and Hardcastle (personal) and <b>RESOLVED</b> to accept the reasons for absence. The absence of Cllr Townsend was noted.
<b>5</b>	<b>Declarations of Interest</b>
	No declarations of interest were received.
<b>6</b>	<b>Minutes of the Last Meeting</b>
	<b>RESOLVED</b> to accept as a correct record the minutes of the Community & Environment Committee meeting held on 02.05.23. The Chair signed the minutes.
<b>7</b>	<b>Governance &amp; Operations Manager's Report (including Exceptions and Officer Delegated Decisions)</b>
	<p>The Committee received the Governance &amp; Operations Manager's report and noted seven items of expenditure:</p> <ul style="list-style-type: none"> <li>• budget 4362 (Ladies Day road closures): £68.50+VAT for temporary closure signs for Chester Road car park during the annual visit of fun fair;</li> <li>• budget 4362 (Ladies Day road closures): £1,435+VAT for the 2023 Ladies Day road closure scheme;</li> <li>• budget 4360 (community grants): £78.33+VAT for spare pads and starter kit for the Town Hall defibrillator (minute 116c, 18.04.23);</li> <li>• budget 4367 (Coronation celebrations): £10.82+VAT for Coronation posters to decorate the Town Hall (minute 119c, 18.04.23);</li> <li>• budget 4367 (Coronation celebrations): funding of up to a maximum of £500 offered to NCYC for livestreaming of the Coronation with payment to be made upon production of receipts (delegated decision - minute 119c, 18.04.23);</li> <li>• budget 4180 (allotments): £4.95 to purchase a replacement key for Parkgate allotment site (delegated decision – minute 19c, 21.06.22);</li> <li>• budget 4280 (environmental improvements): £147.87+VAT to purchase six litter pickers and seven hoops (minute 120, 18.04.23).</li> </ul>

Chair's initials and date:

<b>8</b>	<b>Committee budgets 2023/24</b>
	The month one Committee budget and the current earmarked reserves were received.
<b>9</b>	<b>Grants</b>
	The Committee received an update on grant expenditure and noted that a total of £6,885.64 had so far been committed during the current financial year from budget 4360 (community grants).
<b>10</b>	<b>Community Event Donations</b>
a	The Committee received an update on the current status of event donations for the financial year 23/24 and noted that to date a total of £9,800 had been committed from budget 4363 (community event donations) and a total of £3,447.82 had been committed from budget 4367 (Coronation celebrations).
b	<b>RESOLVED</b> to provide a donation of £499 from budget 4363 (community event donations) to support Neston Library's Summer Reading Challenge. It was confirmed that Neston Library was a Plastic Free Neston Community Ally.
c	It was noted that discussions were ongoing with Hip & Harmony regarding options for a Christmas lights switch-on event.
<b>11</b>	<b>Installation of Christmas Lights</b>
	Given that the Town Council had undertaken an exercise inviting competitive quotations within the last 12 months, the Committee <b>RESOLVED</b> to extend the contract with the current contractor for installation of Christmas lights. It was agreed that costed options should be provided for consideration and approval at the next meeting.
<b>12</b>	<b>Annual High School Prize</b>
	<p><b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>(i) establish a Professor Michael Clarkson memorial prize commencing in September 2023 and annually thereafter with the prize being presented to a Neston High School student in recognition of achievement in science;</li> <li>(ii) make an annual payment of £100 to Neston High School to be awarded to the winner of the Professor Michael Clarkson memorial prize;</li> <li>(iii) fund the purchase of a prize shield at a maximum cost of £150 to be engraved each year with the name of the prize winner and displayed in Neston High School's trophy cabinet.</li> </ul>
<b>13</b>	<b>Annual Closure of Chester Road Car Park</b>
	<b>RESOLVED</b> that officers should purchase temporary car park closure signs on an annual basis up to a maximum cost of £150+VAT per year for the purpose of providing advance notice of the annual closure of Chester Road car park during the visit of the fun fair.
<b>14</b>	<b>Allotment Site Pest Control</b>
	<b>RESOLVED</b> to renew the annual pest control contract for the Raby Park Road allotment site at a maximum cost of £225 (renewal date 24.06.23).
Cllr Davies joined the meeting.	
<b>2</b>	<b>Election of Vice-Chair</b> (it had been decided by common consent that this item would be considered later in the meeting)
	<b>RESOLVED</b> to elect Cllr Davies as the Vice-Chair of the Community & Environment Committee for the ensuing year.
Chair's initials and date:	

<b>15</b>	<b>Village Fair</b>
	<b>RESOLVED</b> to establish a task & finish group to make all arrangements for the Town Council stand at the Village Fair and to appoint Cllrs Cragg, Hardcastle and Marple as group members.
<b>16</b>	<b>Working Groups and Sub-committees</b>
a	<p><b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• approve the continuation of the Marsh Working Group,</li> <li>• approve the existing terms of reference without alteration, and</li> <li>• appoint Cllr Davies (lead), Cllr Marple, CWaC Cllr Martin Barker, Dr Peter Eneveldson (mosquito monitoring volunteer) and Mr Graham Jones (RSPB) as members of the group.</li> </ul> <p>It was agreed to invite Cllr Barker to chair the Marsh Working Group meetings.</p> <p>It was agreed to contact the C&amp;E Committee members not present to seek a third councillor member of the Marsh Working Group.</p>
b	<p><b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• approve the continuation of the Neston Looking Better Group,</li> <li>• approve the existing terms of reference with the alteration that the maximum number of members be increased to nine, and</li> <li>• appoint Cllrs Griffiths (lead), Kynaston and Marple as members of the group.</li> </ul>
c	The Committee considered its terms of reference and decided that that there should be an item on the 10 October agenda to agree a C&E work programme based on the Council's Delivery Plan and to decide at that time whether any further groups, sub-committees or advisory committees might be required to complete the agreed work programme.
<b>17</b>	<b>Date of Next Meeting</b>
	It was noted that the next scheduled meeting would be held on 10.10.23 at 6pm.

The meeting closed at 6.45pm.

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