



Meeting (No) **RESOURCES COMMITTEE (5)**
Time & Date **6pm 3 October 2017**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Pilley (Chair), Barker, Clayton, Kynaston and Marlow.

In attendance: Miss Duncan (Governance and Operations Manager).

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

38 Questions and comments from residents: none.

39 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Carter (personal).

The absence of Cllr Hine was noted.

40 Declarations of Interest

There were no declarations of interest.

41 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 25.07.17. The Chair signed the minutes.

42 Governance & Operations Manager's report

The Committee received the report and noted in particular that:

- The Governance and Operations Manager had made a site visit to the Raby Park Road allotment site and observed that the trees requiring pruning were predominantly mature oaks which would require careful and sensitive raising of the canopy in order to increase light levels. Advice was currently being sought and a report would be made to the next Resources Committee meeting.
- A full inventory had been created for the staging equipment and it was now being stored as per the guidance received from the Council's Health and Safety consultants.
- There were three social media sites relating to Neston Market (Facebook Neston Victorian Christmas Festival and Neston Historic Market; Twitter Neston Historic Market).

43 Finance

- a The Committee considered comparative data for market and Town Hall/ Market Square revenue to 31.08.17.
- b **RESOLVED** to approve the current account expenditure of £4,860.64 net from 21.09.17 to 04.10.17.
- c The Committee noted the current account income of £1,658.86 net from 06.09.17 to 27.09.17.
- d The Committee noted the FairFX card expenditure of £32.98 from 06.09.17 to 30.09.17.

44 Committee budget and expenditure

- a The Committee considered the Committee's budget and agreed that there was no action to be taken.

Chairman's initials and date:

DC

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- b The Committee considered the Resources Committee's requirements for financial year 2018/19 and decided that budget line 4180 (allotment expenditure) would need to be increased to £2,000.

The Committee agreed to recommend to Policy Committee the 18/19 Resources Committee budget as set out in report R5/44 subject to one revision (increase of budget line 4180 to £2,000).

45 Strategic objectives

The Committee considered progress towards its set objectives for 2017/18 and decided that the document should remain unchanged.

46 Town Hall & Market Risk Assessment

RESOLVED to approve the Town Hall and Market risk assessment dated 21.09.17.

47 General and fire risk assessment inspection

The Committee noted that the general and fire risk inspection reports had been received and would be considered by Policy Committee. The Committee also noted that the Assets and Events Manager would be updating the risk assessment action points.

48 Allotments

- a The Committee considered the inspection reports for all allotment sites and agreed the allotment site lead councillors' recommendations relating to the issuing of letters to tenants.

RESOLVED to issue letters to:

Marshlands Road site

ML3 notice to improve, ML5 notice to improve.

Parkgate Road site

P1 notice to quit, P3 notice to improve, P4 notice to improve, P5 acknowledge improvements made but inform that further improvement needed.

All plot holders to be asked to keep the access paths clear at all times.

Raby Park Road site

RP4a notice to quit, RP6b notice to quit, RP7 request for all rubbish be removed by a given date with non-compliance resulting in a notice to quit.

RESOLVED to purchase additional plot number signs at a cost not exceeding £3.50 per sign + VAT and postage from budget line 4180 (allotment expenditure) should any full plots be divided at a future date.

- b **RESOLVED** that Neston Town Council should become a member of The National Allotment Society (current annual rate £55+VAT per year). Expenditure to be taken from budget line 4180 (allotment expenditure).

- c The Committee noted the allotment inspection checklists.

The Committee requested that Council nominate a lead councillor for the Parkgate allotment site.

- d **RESOLVED** to approve and adopt the draft Allotments Policy

- e The Committee considered the updated allotment tenancy agreement and requested that the keeping of rabbits be removed from the tenancy agreement. The Committee expressed concern about the number of hens that could be kept per plot/half plot and queried the recommendation to prohibit the cultivation of rhubarb. The Committee requested that further advice be sought on these issues and agreed that the tenancy agreement would be considered further at the next meeting.

Chairman's initials and date:

DL

9/1/18

- f The Committee considered the condition of the main gate at the Raby Park Road allotment.

RESOLVED to provide delegated authority to the Council Manager to arrange repair of the gate (removing all barbed wire and repairing gaps) up to a maximum cost of £500 from budget line 4180 (allotment expenditure).

49 Economic Plan Delivery Group Terms of Reference

RESOLVED that the Economic Plan Delivery Group's terms of reference be updated to incorporate the relevant priorities of the Neston Neighbourhood Plan as set out in document R5/49.

50 Neston bags

RESOLVED to distribute Neston bags without charge via stall holders at the Christmas Market.

51 Substitute member for Policy Committee

The Governance and Operations Manager explained that the Resources Committee needed to designate a substitute member to attend Policy Committee meetings should the Resources Committee Chair be unavailable. The Governance and Operations Manager emphasised that this substitute member could not be a councillor who already sat on the Policy Committee in his/her own right. The Committee considered this to be unnecessary and declined to appoint a substitute member for the Policy Committee.

52 Town Council noticeboards

The Committee noted that the locks on the Parkgate noticeboard have been replaced at a cost of £62.00.

53 Neston Market - NABMA Assessment

The Committee noted that an assessment had been carried out by the National Association of British Market Authorities and that the assessment report would be considered at the next meeting.

54 Next meeting

The next scheduled meeting was noted as 6pm on 9 January 2018.

55 Other items

There were no other items for discussion.

56 Exclusion of the Press and Public

RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

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

57 Repair of Town Hall fire exit to Market Square

The Committee considered a quotation for responsive maintenance work to the external gate leading from the basement to Market Square in order to improve fire safety. The Governance and Operations Manager explained both the fire and security implications relating to this repair.

The Committee requested that a minimum of one further quotation be obtained and also asked for clarification about the length of time detailed on the quotation that had been tabled.

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DC

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58 Asset Management Agreement and leases

The Committee received an email update from CWaC dated 7 September 2017 regarding the asset management agreement and leases for tenants.

The meeting closed at 6.50pm.

Signed  Date 9/11/18