



Meeting (No) **RESOURCES COMMITTEE (2)**
Time & Date **6pm 3 July 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Warner (Chair), Carter, Kynaston, Marlow and Pilley.

In attendance: Miss A Duncan (Governance & Operations Manager) and Mrs McMahon (Support Officer).

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

3 Questions and comments from residents

There were no questions or comments.

4 Apologies for absence

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

5 Declarations of Interest

There were no declarations of interest.

6 Substitute member for Policy Committee

RESOLVED to appoint Cllr Marlow as substitute member to attend at Policy Committee meetings should the Resources Chair be unavailable.

7 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 22.05.18. The Chair signed the minutes.

8 Governance & Operations Manager's report

The Committee considered the Governance & Operations Manager's report and noted in particular:

Town Hall flooring repair

The approved contractor was unable to carry out the work as agreed (minute 114, 31.01.17 – Town Centre Committee). With the Chair's agreement an alternative contractor was appointed at a cost of £1,500+VAT (cost agreed on 31.01.17 £1,575+VAT). Work now complete.

Annual music licences

Music licences renewed (Town Hall £395.17 / Market Square £51.76).

9 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.06.18.
- b The Committee noted expenditure approved by the RFO of £27,238.06 net from 01/05/18 to 31/05/18.
- c The Committee noted the current account net income of £8,802.68 from 08.02.18 to 31.05.18.
- d The Committee noted the FairFX card expenditure of £38.49 from 01/04/18 – 31/05/18.
- e **RESOLVED** to agree the reconciliation of the Unity bank current account, FairFX Card account and Co-op Deposit account to the bank statements to 31.05.18.

Chairman's initials and date:

CVW W
4/9/18

10 Committee budgets

- a The Committee received the end of year 2017/18 against budgets and noted that a full report would be made available at the next Full Council meeting.
- b The Committee considered the budget for 2018/19. No actions were taken.

11 Risk assessment

RESOLVED to consider and approve the risk assessment for the Resources Committee for the year 2018-19.

The Committee requested that the Council Manager produce a paper for the next meeting analysing potential security risks.

12 Staging

- a **RESOLVED** to implement a revised administrative system for the hiring of staging equipment as detailed in paper R2/12A.
- b **RESOLVED** to provide delegated authority to the G&O Manager to purchase transport boxes and trolley for the staging equipment up to a maximum cost of £100+VAT and delivery. RFO to advise on appropriate budget line.

13 Meeting room facilities

RESOLVED to provide delegated authority to the G&O Manager to arrange decoration and furnishing of the outer community office to create a meeting room space at a maximum cost of £500+VAT and delivery. RFO to advise on appropriate budget line.

14 Christmas Market

- a **RESOLVED** to provide delegated authority to the Support Officer to arrange a Christmas market at a maximum cost of £1,600.

The Committee agreed to take advice from the RFO regarding the appropriate method/budget line for recording this expenditure.

- b **RESOLVED** to approve the use of pitch income to fund Christmas market expenditure.

15 Gazebos

- a) **RESOLVED** to approve repair of seven gazebos by agency staff at a cost of £66.00.
- b) The Committee considered report R2/15 and recommendations therein relating to condition, maintenance and replacement of market gazebos.
- c) The Committee agreed to refer the matter to the Market and Town Centre Working Group for further consideration.

16 Task & finish/working groups

- a **RESOLVED** to establish the following groups:
 - Town Hall Working Group – Cllrs Warner and Kynaston. Cllr Chapmen to be invited to join.
 - Market and Town Centre Working Group – Cllrs Warner, Carter and Kynaston. Cllr Lloyd to be invited to join.
 - Management of Assets Task and Finish Group – Cllrs Warner, Carter and Kynaston.
- b The Committee chose not to establish any other groups.

Chairman's initials and date:

CVW 4/9/18

17 Committee meeting dates

RESOLVED to confirm indicative Resources Committee meeting dates, 04/09/18, 16/10/18, 08/01/19 and 19/03/19 as published on the Town Council's schedule of meetings.

18 Allotments

- a **RESOLVED** to appoint three lead councillors (one for each allotment site):
Marshlands Road – Cllr Marlow
Parkgate – Cllr Carter
Raby Park Road – Cllr Griffiths.
- b The Committee received allotment reports for Raby Park Road and Marshlands Road.
- c For Marshlands Road there were no actions to be taken resulting from the allotment reports.
For Raby Park Road it was agreed to:
- Write to tenants on plots without identification numbers asking them to display the plot number signs that had been issued.
 - Issue notice to improve letters to plot number 6b, 7 and 10 including comments made within the report.

19 Neston Neighbourhood Plan – action points

The Committee considered report R2/19 and agreed that further details and clarification would be needed before any decisions could be made.

20 Youth Justice Service

The Committee considered report R2/20 and agreed that there was a possibility for young people to be involved in clearing overgrown allotment plots prior to the plots being reassigned. This would be on an as and when needed basis. The Committee also requested that the Town Hall Working Group consider whether there might be any other suitable projects. The Committee requested that the Council Manager take these matters forward.

21 Other items

The Chair informed the Committee that she would be calling an extraordinary meeting of the Resources Committee before the end of July to discuss options for maximising the potential of the Friday market.

22 Exclusion of the Press and Public

RESOLVED to exclude 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

23 Waste collection Service

RESOLVED to enter into an additional temporary agreement with the current contractor, Kier Group, to provide an additional collection of four general waste bins from Saturday 7 July 2018 through to Saturday 29 September 2018 (13 weeks) at a maximum cost of £900+VAT from budget line 4426 (waste collection).

RESOLVED to give notice to end the current waste collection contract at the six month stage.

Chairman's initials and date:

CVWW
4/9/18

The Committee thanked the Support Officer for her efforts in moving this matter forward.

24 Remedial work to the exterior of the Town Hall

The Committee considered two quotations for removal of foliage from Town Hall walls and associated maintenance (three contractors had been approached, but only two quotations were submitted).

RESOLVED to appoint JST to carry out the work at a cost of £1,136+VAT. Budget line 4417 (responsive maintenance).

25 Town Hall safety

The Committee considered two quotations to install additional safety lighting to the back stair well and add safety strips to the steps (four contractors had been approached, but only two quotations were submitted).

RESOLVED to appoint JST to carry out the work at a cost of £1,416+VAT. Budget line 4417 (responsive maintenance).

26 Ramp for basement steps

The Committee considered ready-made and bespoke options for a mobile ramp for use on the external steps leading from the Town Hall basement.

RESOLVED to appoint JST to produce a removable wooden ramp with a non-slip wire cover at a cost of £692+VAT. Advice to be sought from RFO regarding an appropriate budget line. RFO to advise on appropriate budget line.

The meeting closed at 7.45pm.

Signed G.V.W. Warner Date 4/9/18