



Meeting (No) **RESOURCES COMMITTEE (5)**
Time & Date **6pm 16 October 2018**
Place **Town Hall**
Document **Draft Minutes**

Present: Cllrs Warner (Chair), Carter, Marlow, Pilley and Roberts (substitute for Cllr Kynaston from agenda item 58).

In attendance: Miss A Duncan (Governance & Operations Manager), Mrs N McMahon (Markets, Asset & Admin Co-ordinator) and Cllr Jones.

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

54 Questions and comments from residents

There were no questions or comments from residents.

55 Apologies for absence

RESOLVED to accept apologies for absence from Cllrs Kynaston (personal) and Lloyd (personal). It was noted that Cllr Roberts would be substituting for Cllr Kynaston.

56 Declarations of Interest

Cllr Warner declared a non-pecuniary interest in agenda item 67c.

57 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 04.09.18. The Chair signed the minutes.

Cllr Roberts joined the meeting.

58 Governance & Operations Manager's report

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

Christmas Market (minute 14, 03/07/18)

Point of clarification – any Christmas market pitch rent received would be off-set against the cost of the Christmas market. As was explained at the Committee meeting on 3 July, whilst income and expenditure may not be identical, pitch rent would go some way to off-setting the overall cost. As of 09/10/18 potential pitch income was estimated to be in the region of £1,370 against anticipated expenditure of £1,600, but it was noted that this figure may yet increase or decrease (eg more bookings or cancellations). The difference between these two figures would be taken from budget 4131 (asset & event management).

Emergency Town Hall repairs

An emergency roof repair to the room adjoining the Club Room had been authorised in consultation with the Council Manager and Resources Committee Chair. Cost £1,310+VAT – budget line 9331 (Town Hall & Market EMR). Ceiling and walls had been damaged as a result of the leaking roof and some redecoration work would therefore be needed following completion of the roof repair.

59 Delegated Authority for Support Officer

RESOLVED to approve amendment of the formalised Support Officer's delegated authority to include two additions:

Chairman's initials and date: 8/11/19

CVWW

- "Approve proposals for themed market events such as vintage markets, Easter, Halloween etc and their promotion. Authority to spend up to £500 in relation to these activities provided this is within budget."
- "For all activities a budget and line must be identified. Expenditure must not be incurred without the available budget."

60 Finance

The Committee considered comparative revenue details from Town Hall room hire, Market Square hire and market rent to 30.09.18. No comments were made.

61 Exclusion of the Press and Public

RESOLVED to temporarily exclude the public and press for the duration of agenda items 62 and 63 because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: items 62 and 63 considered in the absence of the press and public

62 Management of Asset Task and Finish Group

- The Committee considered the income and expenditure figures for 2017/18.
- RESOLVED** to approve the recommendation of the Management of Asset Task & Finish Group that the 19/20 Resources Committee budgets would assume that the asset would remain under NTC management control without CWaC financial support.
- The Committee received an oral report of the meeting held on 11.10.18.

63 Town Hall maintenance

- Twice-yearly gulley clean / gutter inspection

The Committee noted that five companies had been approached to submit quotations for this work and that two quotations had been received.

The Committee considered two quotations.

RESOLVED to appoint RTC Roofing to carry out twice-yearly gulley clean/gutter inspection at a cost of £678+VAT per visit (budget 4417).

- Preventative pest control measures

The Committee noted that three companies had been approached to submit quotations for this work and that one quotation had been received.

The Committee considered one quotation.

RESOLVED to appoint Peninsula to carry out preventative pest control measures which would involve an initial site set at £80+VAT and revisit every two months at £45+VAT per visit (budget 4417).

- Decoration of heritage lamp posts outside the Town Hall

The Committee considered three quotations.

RESOLVED to appoint Neil Hayes to repaint the heritage lamp posts at the front of the Town Hall at a cost of £350+VAT (budget EMR 9327).

RESUMPTION OF PART 1: items considered in the presence of the press and public

64 Committee budgets

- The Committee considered the RFO's recommendation that, due to budget pressures on budget line 4417 responsive maintenance, previously approved responsive

Chairman's initials and date: 8/1/19
CVWW

maintenance expenditure items totalling £2,538 should be reallocated to New Homes Bonus, Town Hall Refurbishment. The Committee agreed to recommend to Council that £2,538 of responsive maintenance expenditure be reallocated to New Homes Bonus, Town Hall Refurbishment.

The Committee considered the budget for 2018/19 and chose not to take any action.

- b The Committee was asked to bear in mind the strategic objective "make a success of the Town Hall, Market and Market Square" when considering its Committee objectives and budget requirements for 2019/20.

The Committee agreed that the 2019/20 Resources budget as drafted by the RFO be recommended without change to Policy Committee.

65 Risk assessment schedule – Town Hall & Market

RESOLVED to approve the Town Hall & Market risk assessment.

66 Market Charter

RESOLVED to purchase a digital image of the Neston Market Charter from the National Archives at a maximum cost of £40 (budget 4431).

67 Markets & Town Centre Working Group

- a The Committee considered notes of the meeting held on 21.09.18 and noted that CWaC had advised that the Town Council would not need to make a TEN application in respect of the Christmas Market.

RESOLVED to engage the staging supplier to install staging for the Christmas event at a cost of £600+VAT (budget 4131).

- b **RESOLVED** to standardise market pitch rates from 01/01/19 by implementing the currently agreed rates consistently to all traders.
- c The Committee considered options for increasing regular hiring of Town Hall rooms and agreed that the Markets, Asset & Admin Co-ordinator should investigate further with the support of the Market & Town Centre Working Group.

68 Business Awards

- a The Committee noted that the 2018 business awards event would be hosted by the Chamber of Trade on 12.12.18.
- b The Committee noted that under delegated authority the Support Officer would be arranging a contribution towards the cost of the awards event (cost of refreshments and also for the Town Council to produce event publicity leaflets) up to a maximum cost of £175+VAT (budget 4131).

69 Tourist signage to Neston Town Centre

The Committee considered a request from Places Committee regarding improvements to signage.

RESOLVED to use £2,053 of S106 marketing EMR to purchase heritage-style signage directing walkers on the Wirral Way towards shops, cafes and attractions in Neston.

The Committee requested that the Places Committee decide on wording and make all other arrangements to install the signage.

70 Purchase of portable fire escape ladder

RESOVLED to provide delegated authority to the Council Manager to purchase a portable fire escape ladder at a maximum cost of £60+VAT & delivery (budget 4431).

Chairman's initials and date:

8/1/19

CVWW

71 Other items

There was a general discussion about the urgent need for consistent enforcement of the terms of the legal agreement relating to the time of arrival of market traders on Market Square. It was noted that Officers were taking this matter forward in liaison with the Market & Town Centre Working Group.

72 Next scheduled meeting: noted as 08.01.19 at 6pm.

The meeting closed at 7.35pm

Signed G. V. W. Warner Date 8/1/19