



*Meeting (No)* **RESOURCES COMMITTEE (2)**  
*Time & Date* **6pm 25 June 2019**  
*Place* **Town Hall**  
*Document* **Minutes**

**Present:** Cllr Jones (Chair), Edwards, Hudspeth, Kynaston and Roberts

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

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

**3 Election of Vice Chair**

Cllr Roberts opened the meeting and sought election of Chair for the ensuing meeting

**RESOLVED** to elect Cllr Jones as the Vice Chairman of the Resources Committee to serve until the first meeting of the Resources Committee in the new Council year.

Cllr Jones assumed the chair for the meeting.

**4 Questions and comments from residents**

There were no questions or comments.

**5 Apologies for absence**

**RESOLVED** to accept apologies for absence from Cllrs Bennoch (business) and Warner (personal).

**6 Declarations of Interest**

There were no declarations of interest.

**7 Minutes of the last meeting**

**RESOLVED** to approve minutes of the meetings held on 19.03.19 and 21.05.19. The Chair signed the minutes.

**8 Governance & Operations Manager's report**

There were no questions posed to the Governance & Operations Manager.

**9 Senior Markets and Support Co-ordinator's report**

The update on current activities was considered.

**10 Finance**

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.05.19.
- b **RESOLVED** to approve expenditure of £74,853.14 net from the Council's current account as authorised by the RFO from 01.04.2019 to 31.05.2019, and FairFX card payment of £85.54 net from 01.04.2019 to 31.05.2019. The Chair signed the expenditure records.
- c **RESOLVED** to approve expenditure of £213.15 gross authorised under delegated authority by the SM&S Co-ordinator from 06.03.19 to 31.05.19. The Chair signed the expenditure record.
- d The Committee noted the current account income of £257,230.41 net from 01.04.2019 to 31.05.2019. The Chair signed the income records.
- e **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.05.2019. The Chair signed the reconciliation records.

Chairman's initials and date:

JS 10/6/19

## 11 Committee budgets

- a Current budgets and EMRs were considered. Committee requested clarification from the RFO on the current position of budget line 1420 (asset management grant).
- b The end of year budget position was noted.
- c It was noted that the annual waste management contract amounted to £3,441.60.
- d There was no further action taken.

## 12 Strategic Objectives

The Committee considered and updated its agreed objectives:

- Strategic objective 1 (development of market - increasing revenue): Markets Working Group to recommend targets for this action step.
- Strategic objective 1 (development of Town Hall facilities): action step to be amended to read "Increased usage by a programme of enhanced marketing and simplification of the hiring process".
- Strategic objective 1 (signage): to replace the current objective with "Develop a signage strategy for Town Council area".
- Strategic objective 2: amend objective to read "To have full knowledge of CWaC's plans for the town centre" and add an action point "to lobby CWaC members".

## 13 Task & finish/working groups

- a **RESOLVED** to establish a Markets and Town Centre Working Group.

The Committee decided not to establish an Economic Plan Delivery Group.

- b **RESOLVED** to approve the Markets and Town Centre Working Group terms of reference as detailed in paper R2/13b and appoint Cllrs Kynaston (lead), Jones and Hudspeth as group members.

## 14 Committee meeting dates

**RESOLVED** to confirm indicative Resources Committee meeting dates as published on the Town council's schedule of meetings.

## 15 Substitute member for Policy Committee

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

## 16 Gazebos

**RESOLVED** to purchase five additional gazebo covers at a maximum cost of £500+ VAT and £9.95 delivery from Town Hall & Market EMR 9327.

## 17 Town Hall decoration

- a The Committee noted that the agreed decoration had been completed by the Probation Service.
- b **RESOLVED** to make a donation of £325.20 from budget line 4417 (responsive maintenance) to the Probation Service (community service programme) in recognition of the work undertaken. Probation Service intend to use the donation to purchase a lawn mower for the community service programme.
- c Provision of delegated authority to the SM&S Co-ordinator for any future decoration decisions for the Town Hall when using the community service programme: this agenda item was deferred.

Chairman's initials and date:

 10/9/19

## 18 Allotments

- a **RESOLVED** to appoint Cllr Hudspeth as lead councillor for the Marshlands Road site.  
The Committee agreed to invite Cllrs Griffiths and Wastell to be lead councillors for the Raby Park Road and Parkgate sites respectively.
- b The Committee agreed to a twice-yearly cycle of inspections to be carried out in July and November.
- c The Marshlands Road allotment report was noted.
- d The Committee considered five anonymised quotations for tree, scrub and hedge works at Marshlands Road allotment site (paper R2/18d).

**RESOLVED** to appoint contractor E to carry out tree, scrub and hedge works at Marshlands Road allotment site during 2019 at a cost of £1,300 from budget line 4180 (allotments).

## 19 Christmas market 2019

- a The Committee decided to refer this matter to the Market and Town Centre Working Group for further investigation.

The Governance & Operations Manager highlighted timescale, financial and resource constraints and urged the Committee to reach a decision at the earliest opportunity.

## 20 Market gazebos

**RESOLVED** to amend the gazebo hire regulations to allow the use of single gazebos for off-site Town Council events only.

## 21 Other items

There were no other items for discussion or noting for the next agenda.

## 22 Date of next scheduled meeting

The meeting was noted as 10.09.19 at 6pm.

## 23 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

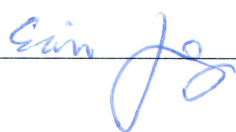
### 24 Contract for Town Hall/Market waste & recycling collection

**RESOLVED** to approve the 12 month waste management contract with Biffa for dry mixed recycling, general waste and glass.

It was agreed that this contract should be reviewed by Resources Committee five months after the contract commencement date.

The meeting closed at 7.55pm.

Signed



Date

