



Meeting (No) **RESOURCES COMMITTEE (2)**
Time & Date **6pm 23 June 2020**
Place **Remote meeting via Zoom**
Document **Minutes**

Present: Cllrs Jones (Chair), Bolderson (from item 14(d), Kynaston and Roberts

In attendance: Miss A Duncan (Governance & Operations Manager), Mrs N McMahon (Senior Markets & Support Co-ordinator) and Cllr Wastell.

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

7 Election of Chairman

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

8 Election of Vice Chair

This item was deferred until the next meeting.

9 Questions and comments from residents

There were no questions or comments from residents.

10 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Hutt (business).

The absence of Cllr Hudspeth was noted.

11 Declarations of interest

Cllr Kynaston declared a pecuniary interest in agenda item 31 as a relative had submitted one of the quotations to be considered.

12 Minutes of the last meeting

RESOLVED to approve the minutes of the meetings held on 17.03.20 and 10.06.20.

It was noted that the minutes would be formally signed at the next face-to-face Resources Committee meeting. The physical signing of the minutes must be witnessed by those present.

13 Governance & Operations Manager's report

Creation of a central access path at Parkgate allotment site (minute 136, 17.03.20)

It was noted that, due to supply chain issues resulting from the COVID-19 restrictions, this work would not commence until the contractor could guarantee delivery of all necessary supplies.

14 Finance

- a The Committee noted the revenue from Town Hall room hire, Market Square hire and market rent to 31.05.20.
- b **RESOLVED** to approve expenditure of £63,974.26 net from the Council's current account as authorised by the RFO from 01.03.20 to 30.04.20, and Equals card payment of £315.38 net from 01.03.20 to 30.04.20.
- c **RESOLVED** to approve expenditure of £119.84 gross authorised under delegated authority by the SM&S Co-ordinator from 01.03.20 to 31.05.20.

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Cllr Bolderson joined the meeting.


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- d The Committee noted the current account income of £280,596.37 net from 01.03.20 to 30.04.20.
- e **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 30.04.20.
- f The Committee agreed to request that the RFO/SM&S Co-ordinator provide a comparison of one month of market costs for April to May 2019 and April and May 2020.

15 Committee budget

The Committee considered the current budget and EMRs.

16 Agency workers (for markets) during absence of the NTC Market Officer

RESOLVED that:

- the new the agency staff (supervisory) job description as detailed in report R2/16 be approved,
- the hourly rate of pay for the agency staff (supervisory) role be set at £9.60 per hour, and
- the agreed rate of pay (£9.60 per hour) be applied from 1 April 2020.

17 Market Opening Hours

- a It was noted that the regular market opening hours of 8am to 2pm will be re-instated from 26 June 2020.

18 COVID-19 Government Employer Guidance and risk assessment

- a *Government guidance*

The Committee noted the government COVID-19 guidance for working safely and requested that the Council Manager liaise with all parties and produce a risk assessment/set of recommendations for consideration by Council.

- b *Return to work – COVID-19 – Risk assessment considerations*

1. The Committee requested that the Council Manager designate a new fire warden and arrange training to enable them to competently conduct this role.
2. To Committee requested that the Council Manager name an Appointed Person (i.e. decide who would call the ambulance in an emergency).
3. The Committee requested that the Council Manager review the cleaning for all high use areas as per government employer guidance and risk assessment and then make recommendations as appropriate.
4. It was decided that no additional weekly cleaning was required for the upper community office.

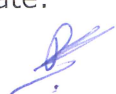
19 Cleaning/sterilising using ethanol

It was noted that the purchase of ethanol was no longer required (minute reference 5f.4, 10.06.2020).

20 Additional expenditure required for reopening the market

The Committee chose not to provide delegated authority to the SM&S Co-ordinator for any other expenditure for the running of the market on a reduced basis going forward. The decision was taken because RFO had advised that there was no budget available for additional expenditure.

Chairman's initials and date:

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21 Market staffing

- a) **RESOLVED** to provide delegated authority to the SM&S Co-ordinator to allocate agency staff hours as appropriate up to a maximum of 22 hours per week.

It was agreed that the Resources Committee Chair should participate in any Policy Committee group established to consider staffing requirements to facilitate the Friday market.

- b) The breakdown of agency staff hours agreed at the meeting on 10.06.2020 was noted.

Cllr Wastell left the meeting.

22 Pitch fees

- a) **RESOLVED** that no storage fees would be charged from the date the market was closed until the Town Hall building reopened.
- b) **RESOLVED** that no additional space charge for using a non-standard gazebo size would be made until such time as the NTC single gazebo sale and usage could be finalised.

23 Staging equipment

RESOLVED to approve the sale contract (paper R2/23) to include a disposal period of five years and a transfer clause of six months.

24 Gazebos – sale contract

- a) **RESOLVED** to approve the contract for sale of single gazebos (paper R2/24a).
- b) **RESOLVED** to approve the contract for sale of double gazebos (paper R2/24b).

25 Sale of double gazebos to community organisations

Cllr Roberts declared a non-pecuniary interest due to being a parent governor at Woodfall Primary School.

Cllr Jones declared a non-pecuniary interest due to being the parent of a child attending Woodfall Primary School.

As the Committee would not be quorate to make a decision, this agenda item was not discussed. Given the conflict of interest within the Committee, it was decided to request that Full Council decide which organisations would be offered the opportunity to purchase gazebos.

26 Allotments

The Committee considered tenant correspondence requesting that, because of the impact of COVID-19 on attendance at allotments, the tenancy fees for 20/21 be refunded or fees for 21/22 be withdrawn. The Committee decided that there should be no refund of fees for the current year nor should there be any withdrawal of fees for 21/22.

The Committee considered a report on the condition of a recently taken over plot at the Raby Road allotment site.

27 Substitute member for Policy Committee

This item was deferred until the next meeting.

Chairman's initials and date:

 8/6/2

28 Date of next meeting

It was decided that the date of the next Resources Committee meeting should be decided at Full Council on 28 July when a schedule of indicative committee meeting dates would be tabled for consideration.

29 Exclusion of the press and public

RESOLVED that that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

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

30 Asset Management Agreement

The Committee received an update on the asset management agreement.

Agenda item 32 was brought forward by common consent.

32 Cashless Payments

The Committee considered options for cashless payment methods (report R2/32).

RESOLVED to use iZettle Go for cashless payments and to provide delegated authority to the SM&S Co-ordinator to set up a sim-only mobile phone contract at a maximum monthly cost of £15 in order to facilitate the cashless payments.

Cllr Kynaston left the meeting.

31 Clearance of rubbish from a vacant allotment plot

The Committee noted that four companies had been invited to quote for this work and then considered the two quotations that had been received.

RESOLVED to appoint Safe Hands Lawn and Ground Care to clear rubbish from a vacant plot on the Raby Road allotment site at a cost of £460+VAT.

Agenda item 32 was considered earlier following item 30.

The meeting closed at 7.45pm.

Signed  Date 8/6/21