



Meeting (No) **RESOURCES & POLICY COMMITTEE (2)**  
Time & Date **6pm 15 December 2020**  
Place **Remote meeting via Zoom**  
Document **Minutes**

**Present:** Cllr Kynaston (Chair), Bolderson, Hudspeth, and Wastell

**In attendance:** Miss A Duncan (Governance & Operations Manager), Mr T Godfrey (Finance Manager), Mrs A Kunaj (Council Manager), Mrs N McMahon (Senior Markets & Support co-ordinator) and Cllr Samuel (from item 26)

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

### **22 Questions and comments from residents**

There were no questions or comments from residents.

### **23 Apologies for absence**

The Committee received apologies for absence from Cllrs Hinks (personal), Roberts (business) and Warner (business) and **RESOLVED** to accept the reasons for absence.

The absence of Cllr Jones was noted.

### **24 Declarations of Interest**

There were no declarations of interest.

### **25 Minutes of the last meeting**

**RESOLVED** to approve minutes of the Resources & Policy Committee meeting held on 27.10.2020. Minutes to be signed at the next face-to-face committee meeting.

Cllr Samuel joined the meeting.

### **26 Governance & Operations Manager's report**

The Committee received the Governance & Operations Manager's report and noted that the 10 remaining gazebos (minute 15, 27.10.20) had been sold to market traders.

### **27 Budgets**

- a Committee budget/EMRs were considered and no changes were made.
- b The Committee considered the report of the zero base review task & finish group and noted that CWaC had yet to publish its band D tax base for 21/22. The Committee agreed to recommend to Council a 3% precept increase for 21/22 with the proviso that CWaC's band D tax base should be considered by Council when agreeing the precept request.

The Finance Manager left the meeting.

### **28 Finance**

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.11.20.
- b Market iZettle fees to 30.11.20 were noted.
- c **RESOLVED** to approve expenditure of £171.88 gross authorised under delegated authority by the SM&S Co-ordinator from 01.10.20 to 30.11.20.

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- d **RESOLVED** to approve a breakdown of agency worker hours/costs as authorised under delegated authority by the SM&S Co-ordinator from 17.10.20 to 30.11.20.

### 29 HR Sub-committee

- a The Committee received minutes of the HR Sub-Committee meeting held on 10.11.20.

### 30 High Street marketing

The Committee received oral feedback on the High Street support event held on 25.11.20 and noted that CWaC was looking to hold a further meeting in the new year to look beyond the current restrictions and consider ways that CWaC could support local businesses.

### 31 SM&S Co-ordinator's report

The Committee received the Senior Markets & Support Co-ordinator's report and noted that incentives to traders totalling £28 had been offered under delegated authority since the previous committee meeting.

### 32 Market & Town Centre Working Group

The Committee received notes of the meetings held on 07.10.20 and 07.12.20.

**RESOLVED** to appoint Cllrs Hudspeth and Samuel as additional members of the Market & Town Centre Working Group.

### 33 Town Hall general and fire risk assessments

- a The Committee noted that all risk assessments belong to, and are the responsibility of, the council/committee that approves them.
- b **RESOLVED** to approve the annual general risk assessment, including action plan, carried out by Terrain Health & Safety on 20.10.2020.

The Committee received a progress report on implementation of the general risk assessment action plan and noted that concerns about the accessibility of the back door would be reported to CWaC.

- c **RESOLVED** to approve the annual fire risk assessment, including action plan, carried out by Terrain Health & Safety on 20.10.2020.

The Committee received a progress report on implementation of the fire risk assessment action plan and noted that a process would be implemented to test the upper community office fire alarm on a regular basis.

### 34 Town Hall & Market Risk Assessment

Concern was raised that the implications of COVID-19 had not been considered as part of the town hall and market risk assessment but it was concluded that the COVID risks had been appropriately addressed in the general risk assessment.

**RESOLVED** to approve the annual Town Hall & Market risk assessment.

### 35 Town Hall during COVID-19

- a The general risk assessment update was noted.

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 A handwritten signature in blue ink, followed by the date 8/11/20.

- b **RESOLVED** to approve
  - i. the general risk assessment for tenants and hirers
  - ii. the COVID-19 terms and conditions of hire form
  - iii. the terms and conditions for storage at the town hall form.
- c It was noted that the SM&S Co-ordinator had advised that all goods stored by market traders were removed and returned by the agency staff.  
The Council Manger recommended that the storage of goods for hirers and traders, including costs, be reviewed.
- d **RESOLVED** to approve the updated revised short term hire form and noted that the hire form stressed that it was the hirer's responsibility to follow government guidelines.
- e It was noted that a requirement for additional cleaning had been identified in order to implement the risk assessment to enable Council to re-open the Town Hall.
- f The Committee noted the Neston Karate COVID-19 risk assessment covering their activities and it was noted that ventilation was covered in the Council's general risk assessment for tenants and hirers to which all hirers must adhere.
- g **RESOLVED** that all measures identified in the Neston Karate risk assessment met with the Council's requirements for those activities.
- h The Committee agreed that at the current time the hall could not be hired for more than one group per day unless Council approved additional cleaning between groups, but that this would be kept under review in line with updated government guidelines.
- i **RESOLVED** that hirers, in particular hirers who offer exercise classes and hire the town hall for such purposes, must accept responsibility and undertake their own COVID-secure cleaning before and after hiring the hall. It was noted that hirer cleaning would be additional and that communal areas would continue to be professionally cleaned.
- j
  - i. It was noted that, by adjusting the cleaning schedule to accommodate a hirer, with restrictions as indicated in point ii below, Council would be able to hire to one evening user with minimal expenditure.
  - ii. **RESOLVED** to approve, subject to meeting criteria, for the Town Hall to be hired by one evening user per day by using restricted areas and use as advised to the hirer by the SM&S Co-ordinator. This resolution was made in the light of the Education Minister's decision to keep schools open.
- k It was noted that two staff offices are currently cleaned by officers: the G&O Manager has continually undertaken this task and is happy to do so; this is a new task for the SM&S Co-ordinator. The Committee agreed that SM&S Co-ordinator could continue to clean her office if she was happy to do so. The Committee agreed that if any problems occurred in relation to cleaning officers should make the Committee aware of their concerns so that they could be addressed.
- l It was noted that the current cleaning schedule was being investigated by officers to enable the re-opening of the Town Hall.
- m
  - i. It was noted that when the work was complete and quotations received for the COVID cleaning schedule, an additional meeting would be requested.

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- ii. It was noted that, following implementation and approval of costs for cleaning to make the Town Hall COVID-secure, Council would then be able to open and welcome back tenants and hirers in adherence with the latest government guidelines for community and town hall buildings.

**36 Date of next meeting**

The date of the next scheduled meeting was noted as 23 February 2021.

The Senior Markets & Support Co-ordinator left the meeting.

**37 Exclusion of the Press and Public**

**RESOLVED** 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 item of business on the grounds that it involves 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 – paragraph 1 (information relating to any individual).

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

**38 Access to Work**

**RESOLVED** to purchase special aids and equipment to the maximum value detailed in paper RP2/38 – expenditure to be reimbursed in full by DWP (Access to Work).

It was noted that the officer for whom the equipment was being purchased would be the owner of the equipment and, as such, the officer would be responsible for any related insurance. As the Access to Work purchases would not be classed as Town Council assets, they would not be covered by the Council's insurance policy.

The meeting closed at 7.35pm.

Signed  Date 8/6/21