

Meeting (No) **RESOURCES & POLICY COMMITTEE (1)**
Time & Date **6pm 27 October 2020**
Place **Remote meeting via Zoom**
Document **Minutes**

Present: Cllrs Bolderson, Hinks, Hudspeth, Jones, Kynaston (Chair), Roberts (from item 5) and Wastell (Deputy Mayor).

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

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

1 Election of Chairman

The Deputy Mayor opened the meeting and called for nominations.

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

Cllr Kynaston chaired the remainder of the meeting.

2 Election of Vice Chair

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

3 Questions and comments from residents

There were no questions or comments.

4 Apologies for absence

The Committee received apologies for absence from Cllrs Hutt (business) and Warner (business) and **RESOLVED** to accept reasons for absence.

Cllr Roberts joined the meeting.

5 Declarations of Interest

There were no declarations of interest.

6 Budgets

The Finance Manager reported on the current budget position and recommended that, given the impact of COVID-19 on Town Council income, a whole council zero-based review would be a useful tool for determining budget requirements for 21/22.

RESOLVED to establish a task and finish group to carry out a zero-based review of the Council's budget requirements for 21/22 and report back to the next Committee meeting on 15 December. Cllrs Bolderson, Kynaston, Roberts and Wastell were appointed to the task and finish group.

Agenda items 20 and 21 were brought forward by common consent.

20 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

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defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

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

21 Asset Management Agreement

The Committee considered the asset management agreement extension to 31 March 2022. It was agreed to recommend that Council accepts the extension terms with the caveat that increased usage and cost neutrality would not be possible in the current circumstances due to the impact of COVID-19 on potential income generation.

RESOLVED that, the confidential business having been concluded, the press and the public be re-admitted to the meeting.

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

7 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.09.20.
- b **RESOLVED** to approve expenditure of £65,820.62. net from the Council's current account as authorised by the RFO from 01.07.20 to 30.09.20, and Equals card payment of £305.33 net from 01.07.20 to 30.09.20.
- c **RESOLVED** to approve expenditure of £617.48 gross authorised under delegated authority by the SM&S Co-ordinator from 01.06.20 to 30.09.20.
- d **RESOLVED** to approve a breakdown of agency worker hours/costs as authorised under delegated authority by the SM&S Co-ordinator from 19.06.20 to 16.10.20.
- e The current account income of £10,028.77 net from 01.07.20 to 30.09.20 was noted.
- f **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 30.09.20 and that the Chair should email confirmation of this agreement to the RFO.

Agenda item 16 was brought forward by common consent.

16 Autumn maintenance on Market Square

A motion was tabled by Cllr Jones to provide two hours of agency staff time per week on a temporary basis over the autumn period to clear the accumulation of leaves from Market Square. An amendment to this motion was then moved by Cllr Jones to amend the hours to ad hoc as necessary, to clarify the focus of the tasks so that agency staff would concentrate specifically on clearing the rainwater grids, and to provide delegated authority for the Senior Markets & Support Co-ordinator to decide as and when this task should be undertaken.

RESOLVED to provide delegated authority to the Senior Markets & Support Co-ordinator to arrange for agency staff to clear the rainwater grids on an ad hoc basis as necessary.

The Finance Manager left the meeting.

Agenda items 13, 14 and 15 were brought forward by common consent.

13 SM&S Co-ordinator's report

The Senior Markets & Support Co-ordinator's report was received including:

- Town Hall works – the delayed roof and gulley clean had not been rescheduled due to current budgetary constraints;

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- Christmas markets – scaled back due to COVID-19 restrictions with a Christmas market scheduled for 4 December (usual start and finish times) and an additional market to be held on Tuesday 22 December primarily so that residents can buy fresh produce in Christmas week.

The Committee expressed its appreciation for the work that had been undertaken to reopen the market.

14 Trader of the Year award

RESOLVED to purchase a trophy at a maximum cost of £40+VAT and delivery from budget line 4149 (marketing & promotion).

RESOLVED to give delegated authority to the SM&S Co-ordinator in liaison with the Committee Chair or Vice-Chair to decide the 2020 trader of the year.

15 Gazebos

RESOLVED that:

- i. the remaining 10 single gazebos be offered for sale to market traders at a cost of £2 per gazebo;
- ii. the gazebos be offered for sale without weights but with the stipulation that the buyer must provide eight weights (two per leg) when using the gazebos at Neston market;
- iii. the contract terms used for the earlier sale of single gazebos be used for this sale with an amendment to reflect the fact that the gazebos are to be sold without weights and with the added condition that the buyer must provide eight weights when using the gazebos at Neston market.

The Senior Markets & Support Officer left the meeting.

8 Minutes of the last meeting

The Committee considered minutes of previous meetings and noted a typographical error in the first bullet point of minute 44a (10.09.20) which should read 30.10.20 rather than 30.20.20.

RESOLVED to approve minutes of the Resources Committee meetings held on 07.07.2020 and 10.09.2020 as amended, and minutes of the Policy Committee meeting held on 21.07.2020. Minutes to be signed at the next face-to-face meeting of the Resources & Policy Committee.

9 Governance & Operations Manager's report

The Committee received the Governance & Operations Manager's report.

10 Resources & Policy Committee terms of reference

The Committee noted the terms of reference as approved by Council on 22.09.20 and agreed that the priority for the remainder of 2020/21 would be B1 "develop a strategic plan for adoption by Council". It was agreed that there would be a one item committee meeting at a later date to work on this priority.

11 HR Sub-committee

- a The Committee received minutes of the HR Sub-Committee (formerly Policy Sub-committee) meetings held on 21.08.2020 and 05.10.2020.
- b **RESOLVED** to appoint Cllrs Hinks and Hudspeth to the HR Sub-committee.

12 Staffing matters

- a The Committee considered a draft job description and person specification for the vacant position of Market & Estate Officer. The Governance & Operations Manager

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was requested, in liaison with Cllr Hinks, to separate the market and estate officer functions into two separate job descriptions/person specifications to be considered by a future HR Sub-committee.

RESOLVED to delegate authority on this occasion only to the HR Sub-committee to make recommendations direct to Council in relation to the recruitment of the Market & Estate Officer role.

- b It was noted that the nationally agreed pay rise of 2.75% had been implemented and backdated to 1 April 2020.

Agenda items 13, 14 and 15 were considered earlier following 16

Agenda item 16 was considered earlier following agenda item 7.

17 High Street marketing

Cllrs Samuel provided oral feedback on the "COVID-19 – transforming our high streets" event on 13.10.20 and Cllr Kynaston provided oral feedback on the follow-up meeting with CWaC on 21.10.20. It was noted that marketing support would be available via CWaC and options for Town Council involvement would be revisited once CWaC's marketing strategy had been discussed with local businesses at an online meeting in November.

18 Allotments

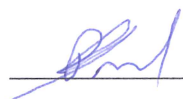
Committee received a report on the outcome of recent inspections and improvement works.

19 Date of next meeting

The date of the next scheduled meeting was noted as 15 December 2020.

Agenda items 20 and 21 were considered earlier following item 6.

The meeting closed at 8pm.

Signed  Date 8/6/21