



Meeting (No)

Time & Date

Location

Town Centre Committee (4)

6pm 1 November 2016

Town Hall, High Street, Neston

Minutes

Present: Cllr Wilkie (Chair), Clayton, Fleetwood (from agenda item 69b), Kynaston, Montgomery and Shipman (substitute for Cllr Lloyd) and Miss Duncan (Governance & Operations Manager), Mrs Evans (Assets & Events Manager) and Mrs Kunaj (Council Manager)

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

63 Questions and comments from residents: none.

64 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Lloyd (personal).

Absent: Cllr Jilani.

65 Declarations of Interest: none.

66 Minutes of the last meeting

As there were no members present who had also been present at the previous meeting, it was agreed to defer approval of the minutes of the meeting held on 13.09.16 until the following meeting.

67 Governance & Operations Manager's report

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

68 Finance

The Committee noted income received as £986.80 for room/market square hire in September, £1,197.30 for room/market square hire in October and £3,217 for market rent in September.

The Committee decided that it was not necessary to produce the details of bookings for future meetings.

69 Budgets

- a** The Committee considered the budget to 26.10.16 and year end projection along with accompany notes, variance report and EMR report.

The Committee requested that the Finance Manager update the budget format so that it more accurately reflected the new structure including replacement of budget line 4130 with a more appropriate budget heading.

The Committee agreed that the salary for the Assets and Events Manager should more properly sit within the HR Committee budget.

The Committee agreed not to make any changes to the earmarked reserves.

Cllr Fleetwood joined the meeting.

Chairman's signature and date:

 31/1/17

- b *Budget planning:* The Committee requested that the Finance Manager be asked to calculate whether the savings in salaries would be sufficient to meet the overall required budget reduction target of £8,966. If not, the Committee agreed that the 17/18 budget reduction target of £3,766 be taken from budget lines 4130 Town Centre Initiatives and 4140 Marketing and Promotion.
- c The Committee considered requirements for financial year 2017/18 and, requested no change to the budget with the exception of the provisions made in 69a and 69b above.

70 Town Centre Committee's strategic objectives

The Committee considered progress to date of the Committee's objectives in support of the Council's strategic priorities and updated the rating for each objective.

71 Economic Plan Delivery Group

- a The Chair gave an oral report of the meeting on 13.10.16. The Chair explained that, due to the level of membership, it had been decided to form a single working group which would develop and feed ideas into the delivery group. The delivery group had had an initial meeting to consider its priorities and was scheduled to meet again at the end of November.
- b **RESOLVED** to approve the group's draft terms of reference, subject to deletion of "and co-ordinate" from paragraph two and deletion of "oversee, consider and" from paragraph four.

72 Future of Assets Task & Finish Group (formerly COMA)

- a The Committee considered notes of the meeting held on 22/08/16 and received an oral report of the meeting on 06/10/16. The Committee noted that the group would be making recommendations by March 2017.
- b **RESOLVED** to approve the group's draft terms of reference subject to deletion of "and Council" in the first sentence.

73 Benchmarking

- a The Committee considered the options and costs for updating the 2014 benchmarking study of Neston Town Centre.
- b The Committee decided that there would be little added value to update the benchmarking study at this stage.

74 Liverpool to Chester Cycle Ride 2017

The Committee received an oral report and agreed that there was not a strong business case to be made in support of the event which made it difficult to justify in difficult financial times. The Committee decided not to support the 2017 event.

Cllr Fleetwood left the meeting.

75 Mobile phones

- a **RESOLVED** to approve the purchase of a contract mobile phone for use by the Assets & Events Manager at a maximum cost of £30 per month.

Chairman's initials and date:

SW 21/1/17

- b **RESOLVED** to approve continuation of a mobile phone contract for the Markets and Estate Officer at a cost of £6 per month.

76 Purchase of toolkit

RESOLVED to provide delegated authority to the Council Manager to purchase a tool kit and tool box up to the value of £150 for use by the Markets & Estate Officer.

77 Replacement bollards for Market Square

The Assets & Events Manager reported that the company that had been selected to carry out the work found that it was not possible for it to carry out the exploratory work. The Assets & Events Manager would be having discussions with CWaC to find a way forward.

78 S106 Meeting

The Committee received an oral report of the meeting held on 25.10.16. It was reported that the S106 Group had had debate about how to spend the remaining funds and that CWaC's Senior Localities Officer was investigating options and would be reporting findings to a future S106 meeting.

79 General Conditions of Hire

The Committee agreed that the current general conditions of hire were not fit for purpose for evening events and that more appropriate conditions and commensurate charging structure were needed.

RESOLVED to form a Task & Finish Group to consider updating the terms of hire for the Town Hall and make recommendations to a future Town Centre Committee meeting. Group membership agreed as Cllrs Kynaston, Montgomery and Wilkie and the Assets & Events Manager.

80 Other Items: none.

81 Next meeting

This was noted as Tuesday 31 January 2017.

82 Exclusion of the Press and Public

RESOLVED to exclude the 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

83 Town Hall sound system

RESOLVED to appoint Makerfield Systems as the contractor to provide and install a sound system for the Town Hall at a cost of £1,950+VAT.

84 Asset management agreement

- a The Committee received correspondence from CWaC 22.07.16 regarding town centre management agreement.
- b The Committee received correspondence from CWaC 22.07.16 regarding the management sums for 2015/16

Chairman's initials and date:

JW 31/1/17

- c The Committee considered the correspondence from CWaC 20.10.16 regarding the draft Heads of Terms and management sums for 01.04.17 to 31.03.18 and 01.04.18 to 31.03.19.
- d **RESOLVED** to establish a task and finish group to consider CWaC proposals as listed (a-c) and make recommendation to Council. Group membership agreed as Cllrs Carter, Lloyd, Shipman and Wilkie (with Cllr Kynaston as reserve member should Cllr Carter not be able to join the group).

The meeting ended at 7.45pm.

Signed  Date 31/1/17