



Meeting (No)	Neston Town Centre Committee (No 2)
Time & Date	6.00 pm 19th July 2016
Place	Town Hall
Document	Minutes

Present: Cllrs Wilkie (Chair), Fleetwood, Jilani & Kynaston (from item 28), Mrs K Pierce (Town Centre Manager), Mrs C Mottershead (Finance Manager) & Mrs N McMahon (Support Officer)

In attendance: Cllrs Shipman & Marlow and 3 residents (Mr & Mrs Jackson & Dr Harling)

Absent: Cllr Cox

21 Questions and Comments from residents

- a There were no questions and comments related to items of business included in the agenda.
- b 2 residents from the Raby Park Road allotment site spoke;
Mr Jackson raised the issue of poor drainage on the site and benefits of raised beds for planting.
Dr Harling raised the same issue and also spoke on the benefits of using raised beds and also stated that providing adequate drainage to the site would be a costly issue that would fall to Neston Town Council. However using raised beds would be a cost to the plot holders only.

22 Apologies for absence

Resolved

To accept apologies from Cllr Lloyd (personal).

23 Declarations of Interest: None

Agenda item 28 was brought forward by common consent.

Cllr Kynaston arrived.

28 Allotments

The committee received the Allotment Sites Report (TC2/28)

The Chair thanked Mr Jackson for his emails. The Committee agreed that Neston Town Council had no objection to plot holders building raised beds on their plots.

- a **Resolved**
That the holder of plots 7 to 10 be given until 31.12.16 to bring the plots up to an acceptable standard.
- b **Resolved**
That the holder of plots 7 and 10 could keep both plots as inherited from CWaC, providing they were brought up to an acceptable standard.
- c **Resolved**
That the paved area on plot 7 could remain.
The Council Manager was requested to write formally to Mr Jackson to confirm the decision of the committee, outlined in item 28, and clarify what was meant by an acceptable standard.
- d 'That Should permission be given by the land owner, and no Tree Preservation Order held, that delegated authority be provided to the Council Manager to arrange for the overhanging trees at the back of plot 15 to be cut at the back at a maximum cost of £500 using the allotment budget 4180, currently £1,500 expenditure to date nil, should this be required.' - *This item was not discussed.*

Mr & Mrs Jackson and Dr Harling left the meeting.

24 Minutes of the last meetings

Meetings of 24.5.16 (TC2/24)

Resolved

To approve the minutes as true and correct record. The Minutes were signed by the Chairman

25 Finance

- a Noted the income received through the Market Rent and Room Hire to 30.6.16 (TC2/25a (i) & (ii))

The Support Officer asked for the Committee to note that the figures for Room Hire reflect the income from the usage of the Town Hall in the month stated and not the actual income banked for the same month.

- b The committee received and considered the budget detail report (TC2/25b) and oral report from the Finance Manager.
- c The committee received and considered the current Town Centre Committee earmarked reserves report (TC2/25c)

27 Risk Assessments

Resolved: To approve the Town Centre Committee risk assessments and actions plans.

They were signed by the Chairman on behalf of the Committee.

The Committee discussed the process for producing the Town Centre Committee Risk Assessments report and recommended that these be produced by Officers, with actions to be discussed and approved by Committee. They requested that other Committees be made aware of this.

26 VAT

- a The Committee received the VAT report & analysis (TC2/26a (i) & (ii))
- b The Committee agreed that they would prefer Market traders to continue to use the Neston Town Council gazebos, displaying the Neston logo.
The Finance Manager explained that VAT would need to be shown on the Market receipts regardless of the decision regarding the VAT charges and that new VAT receipt books would need to be ordered.

Resolved

- That Neston Town Council will reduce the net amount received by the Council for the hire of the Gazebos, so that the cost to the market trader will remain unchanged once the VAT has been added.
- That Neston Town Council will reduce the net amount received by the Council for the VAT due on the remainder of the vatable items, so that the cost to the market trader will remain unchanged once the VAT has been added, until 1st April 2017.
- That the Council Manager be requested to write to all stall holders to explain the decisions of the Committee regarding VAT and to make clear what the vatable items are.
- That the Finance Manager carry the matter forward in an appropriate and legal manner.

The Finance Manager left the meeting at 6.45pm

Chairman's initials and date OR 13/9/16.

Item 28 a – d was brought forward by common consent – see above after item 23

28 Allotments

e Resolved

That the request from a plot holder that the Marshlands road site is redesigned into half plots was refused by the Committee.

f a) Resolved

That a recommendation be made to Full council for a lead Councillor to be nominated for each of the three allotment sites, and tasked to carry out monthly inspection, reporting to the office, and bringing any concerns to the attention of the Committee when required.

b) Letters to terminate tenancy agreements be authorised by the Town Centre committee.

This item was not discussed.

29 Town Centre Managers Activity Report

a The TCM presented report the Town Centre Managers Activity Report (TC2/29)

The TCM expanded on the Chamber of Trade's view that the giving the £3 (suggested contribution) for the Neston bag would not be sustainable.

Resolved

That after careful consideration the Committee agreed that the £3 suggested contribution for the Neston bag would be made as outlined at its meeting on 24th May 2016.

It was noted that this was planned as a one off initiative and there were no plans to produce any further bags in the future.

30 Strategic Objectives

a The committee received Strategic Objectives Review Report (TC2/30)

b The Committee agreed the programme as set out in the report

c The Chair stated that there were plans to hold an open day at the Town Hall to publicise the Neston Economic Strategy delivery group, to attract interested members of the public onto the group.

31 Working Groups

a The committee noted that the S106 group met on 27th May and 20th June and received the minutes (TC2/31a)

b The Committee noted that the Farmers' and Food Makers Market Steering group met on 9th June and received the minutes (TC231b)

32 Delegated Authority report

The Committee received the delegated authority report (TC2/32)

Resolved

That the same approved scheme of delegation, previously authorising the Town Centre Manager, now be provided to authorise the Assets and Events Manager in consultation with the Council Manager.

No further action was needed.

33 CCTV at Neston Station

To note that following approval by PE committee for the use of £1,000 of their Bus &

Chairman's initials and date CAL 13/9/16.

Transport EMR, a recommendation to Full Council for unspent New Homes Bonus funds, earmarked for improvements to Neston Station and surrounds, is being put towards installation costs of CCTV at the Station.

This item was not discussed.

34 Speedy Hire agreement

a The Committee reviewed the agreement (TC2/34)

b Resolved

That retrospective approval be given to enter into the hire agreement contract.

35 Kier Contract

The Committee reviewed the contract relating to recycling (TC2/35)

Resolved

That retrospective approval be given to enter into the contract.

36 Town Hall Sound System

The Committee considered the Town Hall Sound System proposal (TC2/36)

The Committee discussed the possibility of the system being used for theatre groups. Cllr Shipman explained that the proposed system was not intended for use by drama groups, only for meetings and conferences. However this facility could be added to the system at a later date.

Resolved

To authorise officers to seek quotations from appropriate suppliers, and authorise officers advised by members appointed by the committee, to accept the best value quotation not exceeding £2,000 (excluding VAT).

37 Other Items: None

38 Next Meeting

Noted that the next meeting will take place on 13th September 2016

39 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.

40 Raby Road and Station Improvement Works

a The Committee received the Market Square bollards report (TC2/40)

b Resolved

That Jones Metal Art are employed to fabricate and install 11 replacement bollards at a cost of £2695 plus vat, and

The cost of the works is met from the budget EMR Town Hall & Market Square.

The Chair expressed his gratitude and appreciation to the Town Centre Manager from the Council and the people of Neston for the contributions she had made during her time with Neston Town Council and wished her every success in her new position.

The meeting closed at 7.25 pm.

Chairman's signature and date GR 13/9/16