



Meeting (No) **Market & Town Hall Committee (2)**
Time & Date **6pm, Tuesday 26th September 2023**
Place **Neston Town Hall**
Document **Agenda**

The following members of Neston Town Council's Market & Town Hall Committee are hereby summoned to attend the above meeting which will be held on **Tuesday 26th September 2023** at Neston Town Hall, commencing at **6pm** for the purpose of transacting the business as listed below.

Cllrs: S. Davies, T. Hardcastle, S. Hudspeth, S. Jones, P. Kynaston, B. Marple

The meeting is held in public and members of the public and the press are encouraged to attend. Confidential items pertaining to contractual or staffing matters have to be discussed in "Part 2" where only Councillors and reporting officers can be present.

Date of Notice: 20th September 2023

Zoë Dean
Locum Chief Officer
Neston Town Council

AGENDA		
PART 1: Items to be considered in the presence of the press and public		
17	Public Participation (maximum of three minutes per person)	
	Members of the public are invited to make representations, ask questions and give evidence in respect of any business being transacted at the meeting and about any other matter for which the Town Council has responsibility.	
18	Apologies for Absence	
	To receive and consider acceptance of reasons for absence, noting other absences.	
		Papers
19	Declarations of Interest	
	To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item.	
20	Minutes of the Last Meeting	
	To accept and sign the minutes from the Market & Town Hall Committee meeting held on 27.6.23	MTH2/20
21	Committee Budgets 2023/24	
	To receive the current Committee budget and the current earmarked reserves report.	MTH2/21
22	Finance	
a	To note the revenue from Town Hall room hire, Market Square hire and market rent to 31.08.23.	MTH2/22a
b	To note the market Square fees from 01.06.23 to 31.08.23.	MTH2/22b
c	To approve expenditure of £242.43 gross authorised under delegated authority from 01.06.23 to 31.08.23.	MTH2/22c
d	To approve a breakdown of HRGO costs from 01.06.23 to 31.08.23.	MTH2/22d
23	Corporate Support and Facilities Officer's Report (including Exceptions and Officer Delegated Decisions)	
	To receive the Corporate Support and Facilities Officer's report.	MTH2/23
24	Special Enhanced Markets	
	To receive a report concerning the budgets for the enhanced markets	MTH2/24
25	Halloween Market	
	To approve a budget of £100 for the Halloween Market on 27 th October from budget 4140 marketing & promotion.	
26	Gazebos	
	To consider retaining ownership of any Neston Town Council gazebos bought back from any trader who leaves the market. It is intended that these gazebos will then be used to hire to new traders, as detailed in the Market Traders Licence Terms and Conditions, or for repairs to existing gazebos.	
27	PAT Testing	

	To consider giving delegated authority to the Corporate Support and Facilities Officer for the purchase of PAT testing equipment, including an online training course, in line with the Caretaker and Market Officer's amended job description, at a maximum cost of £450 +VAT & Delivery from budget 4431 Stationery and admin & 4035 training.	
28	Trader of the Year Trophy	
a	To approve purchase of a trader of the year trophy at a maximum cost of £50 +VAT and delivery from budget 4140 (marketing & promotion).	
b	To provide delegated authority to the Corporate Support & Facilities Officer, in liaison with the Committee Chair and market team, to decide the 2023 trader of the year.	
29	Roof & Gutter Clear	
	To receive report MTH2/29 Regarding quotes for work to the Town Hall roof.	MTH2/29
30	Charity Coffee Mornings	
	To receive an oral update from Cllr Hardcastle regarding the proposed charity coffee mornings, to coincide with the Friday Market.	
31	Date of Next Meeting	
a)	To note that the next scheduled meeting will held be on 21.11.23 at 6pm.	
b)	To note that an extraordinary meeting of this committee will be called in November in order to discuss the annual Market & Town Hall financial report. Date to be confirmed.	