



Meeting (No) **MARKET & TOWN HALL COMMITTEE (1)**
Time & Date **6.00pm Tuesday 27 June 2023**
Place **Neston Town Hall**
Document **Draft Minutes**

Present: Cllrs Jones (Chair), Hardcastle, Hudspeth, Kynaston and Marple.

In attendance: Mrs N McMahon (Corporate Support & Facilities Officer)

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

1 Election of Chair

RESOLVED to elect Cllr Jones as the Chair of the Market & Town Hall Committee for the ensuing year.

2 Election of Vice-Chair

RESOLVED to elect Cllr Kynaston as the Vice-Chair of the Market & Town Hall Committee for the ensuing year.

3 Public Participation (maximum of three minutes per person)

No members of the public were present.

4 Apologies for Absence

No Apologies were received.

The absence of Cllr Davies was noted.

5 Declarations of Interest

No declarations of interest were received.

6 Minutes of the Last Meeting

RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 4.4.23. The Chair signed the minutes.

7 Committee budgets 2023/24

The month one Committee budget and the current earmarked reserves were received.

It was noted that budget line 4425 Business Rates and Service Charges is over budget.

The committee requested further details regarding the following budget line 4401 Staff Salaries Town Centre NTC from the RFO. In conjunction with this the Committee requested a full breakdown of both direct and indirect costs for the operation of the town hall and market, and wish to call an extraordinary meeting prior to the next scheduled meeting to discuss the report.

The committee requested clarification over the EMR Marktg&Promo S106.

Chair's initials and date:

8 Finance

- a The Committee received the revenue from Town Hall room hire, Market Square hire and market rent to 31.05.23.
- b The Committee noted the market square fees from 01.04.23 to 31.05.23.
- c **RESOLVED** to approve expenditure of £289.11 gross authorised under delegated authority from 01.04.23 to 31.05.23.
- d **RESOLVED** to approve a breakdown of HRGO costs from 01.04.23 to 31.05.23.

9 Corporate Support and Facilities Officer's Report (including Exceptions and Officer Delegated Decisions)

The Committee received the Corporate Support and Facilities Officer's report.

It was noted in particular that:

- The additional member of HRGO staff arranged for the set up clear away of the indoor Artisan Food & Craft Market used 6 hours, instead of the 5 hours approved in MTH6/73c, due to the number of traders attending and the high footfall on the day. However, 22 hours have been previously approved for HRGO regular staff and in total for the week only 16.50 hours were used.
- The post office opening hours have extended on a Friday. The Committee requested that a press release is issued regarding this.

10 Delegated Authority

- a **RESOLVED** to give delegated authority to the Corporate Support & Facilities Officer to occasionally offer free, or reduced, pitch fees to community or charitable organisations where there is community benefit. This will be to a maximum value of £200 per quarter, if there is a need to exceed this figure this can be discussed with the Chair or Vice Chair. Any reductions in fees will be reported back to committee via the Clerk's report.
- b **RESOLVED** to give delegated authority to the Corporate Support & Facilities Officer to offer free, or reduced, room hire rates for special or charitable events which are held in exceptional circumstances, in consultation with the committee Chair or Vice Chair.

11 Pest Control

RESOLVED to renew the annual pest control contract for the Town Hall & Market Square at an annual cost of £208.00.

12 Summer Market

RESOLVED to approve a budget of £450 for the Summer Market on 11th August from budget 4140 marketing & promotion.

The Committee requested that a stall to promote the Active Neston initiative should be included on the Summer Market and the Corporate Support & Facilities Officer was requested to contact local organisations for activity suggestions for this.

13 Winter maintenance Policy

RESOLVED to approve the winter maintenance policy.

Chair's initials and date:

14 Report from Cllr Jones

The Committee received an oral report from Cllr Jones regarding the market operation and conduct of Cllrs whilst on the market.

It was noted that it is a requirement that all food traders hold a food hygiene certificate, however the Corporate Support & Facilities Officer was requested to remind all food traders about the importance of keeping certain foods chilled in the current hot weather.

15 Charity Coffee Mornings

RESOLVED that the Town Council opens the Main Hall once a month for a charity coffee morning to coincide with the Friday Market, with the following conditions:

- The initiative will be trailed for 12 months
- Events will be held approximately 5 to 7 weeks apart
- Events will be dependent on existing bookings
- Opening times will be 10.00am to 12.00pm
- The introductory fixed cost will be £30
- NTC officers will assist with the set up and clearing away of tables and chairs
- Crockery will be provided
- Participants must hold a food hygiene certificate

Cllr Hardcastle will contact local charities with our offer package and report back to the next meeting.

16 Date of Next Meeting

It was noted that the next scheduled meeting will held be on 26/9/23 at 6pm. An extraordinary meeting is planned to be held prior to this on a date yet to be agreed.

The meeting closed at 7.05pm.

Signed _____ Date _____