



Meeting (No) **Market & Town Hall Committee (4)**
Time & Date **6pm, Tuesday 21 November 2023**
Place **Neston Town Hall**
Document **Draft Minutes**

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

In attendance: N McMahon (Corporate Support & Facilities Officer), PC Harwood and PC Johnson

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

37 Public Participation (maximum of three minutes per person)

No members of the public were present.

38 Apologies for Absence

Cllr Hardcastle sent apologies for personal reasons.

RESOLVED to approve apologies from Cllr Hardcastle.

39 Declarations of Interest

No declarations of interest were received.

40 Minutes of the Last Meeting

RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 26.9.23 & 15.11.23. The Chair signed the minutes.

41 Committee Budgets 2023/24

RESOLVED to receive the budget and the current earmarked reserves reports.

It was noted that the Asset Management Grant had not yet been received.

42 2024/25 priorities: budgetary considerations

- a **RESOLVED** to receive the budget forecast report for 2024/25.
- b The budget forecast was discussed by the committee:
 - It was noted that £1000 has been moved from budget 4131 Asset & Events Management to budget 4140 Marketing & Promo.
 - It is requested that £150 is moved from budget 4420 Advertising into 4140 Marketing & Promo.
 - It was requested that budget 4412 is renamed as Square Charges if possible.
 - It was requested that the RFO sets aside funds for the repair/replacement of the handrails in the market square, possibly with composite material.

43 Council Delivery Plan

- a The committee reviewed the report of the areas of the delivery plan that fall within the remit of the Market & Town Hall Committee.

Chair's initials and date:

sq 13/2/2024

- b It was agreed that the Corporate Support & Facilities Officer would review the current status of each of the 6 goals and draft an objective for goals 1,2,5 & 6.

It was agreed that the Chief Officer should draft an objective for goals 3 & 4, for which the Corporate Support & Facilities Officer will assist in progressing.

It was agreed that the draft objectives would be considered at the next scheduled meeting.

44 Finance

- a **RESOLVED** to receive the report detailing revenue from Town Hall room hire, Market Square hire and market rent to 31.10.23.
- b **RESOLVED** to receive the report detailing the market square fees from 01.09.23 to 31.10.23.
- c **RESOLVED** to approve breakdown of HRGO costs from 01.09.23 to 31.10.23.

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

RESOLVED to receive the Corporate Support and Facilities Officer's Report.

It was noted that a report regarding the insurance implications of retaining ownership of any Neston Town Council gazebos bought back from traders, would be taken to the next scheduled meeting. The Corporate Support & Facilities Officer explained that the RFO had already started to look into this and officers would arrange a meeting to assess the situation.

46 Market Policy & Traders Licence Terms and Conditions

The committee discussed the document:

- It was noted that the sentence 'This period may be extended at the discretion of the Market Manager' would be added to item 5.5, regarding the use of gazebos by new traders.
- The Chair clarified the situation with regards to item 8.4.1, regarding traders free trading weeks in lieu of leave not taken.
- Item 11.4;

As a politically neutral Town Council, Neston Market does not support or condone political or religious publications or propaganda of any kind. Any publications of this nature found in the vicinity of the Market and/or Town Hall will be removed immediately by the Market Manager. This does not preclude unitary council surgeries from attending the market, or stalls booked in the usual way by representatives of registered political parties, excluding during the pre-election period.

Was discussed at length by the committee. The committee requested that item 11.4 be removed completely.

RESOLVED to approve the Market Policy & Traders Licence Terms and Conditions with the adjustments as listed above.

47 Market charging schedule

RESOLVED to approve the amended market charging schedule, to come into effect from 1.4.23.

48 Risk Assessments

Chair's initials and date:

SJ 13/2/24

- a **RESOLVED** to approve the gazebo risk assessment.
- b **RESOLVED** to approve the Town Hall & Market Square risk assessment, with the amendment of the 'Electrical Equipment' section;
'Hall users know that any equipment that they bring onto site must have a valid PAT test certificate and must be used responsibly'.

49 Potential additional gutter repair

The committee discussed the item:

RESOLVED to approve for the temporary repair is carried out by the same contractor that undertook recent works, at a maximum cost of £200.

RESOLVED to approve that a quote for a permanent repair by the same contractor is taken to the next scheduled meeting.

50 Charity Coffee Mornings

The Chair proposed, and the committee agreed, that this item is removed from the agenda until such time that Cllr Hardcastle has been able to progress the proposal.

51 Date of Next Meeting

It was noted that the next scheduled meeting will held be on 13.2.24 at 6pm.

Cllr Kynaston expressed concern that the committee had not been given an opportunity to request budget requirements for 2024/25. The Chair asked if the committee would like to return to that agenda item (item 42b). After discussion the committee agreed that they would like to request:

- That the RFO adds a further £1000 to budget 4140 Marketing & Promo.

This is to allow for 4 enhanced market events (Easter, Summer, Halloween and Christmas) and for professional entertainment to be arranged for at least one of these markets. And for free activities, such as a face painter, to be available at these markets also.

The meeting closed at 7.18pm

Signed *Swifey* Date 13/2/2024