



Meeting (No) **Market & Town Hall Committee (5)**
 Time & Date **6pm, Tuesday 13 February 2024**
 Place **Neston Town Hall**
 Document **Draft Minutes**

Present: Cllrs Jones (Chair), Davies, Hudspeth, Kynaston and Marple.	
In attendance: N McMahon (Corporate Support & Facilities Officer)	
PART 1: Items to be considered in the presence of the press and public	
52	Public Participation (maximum of three minutes per person)
	No members of the public were present.
53	Apologies for Absence
	Cllr Hardcastle sent apologies for personal reasons. RESOLVED to approve apologies from Cllr Hardcastle.
54	Declarations of Interest
	No declarations of interest were received.
55	Minutes of the Last Meeting
	RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 21.11.23. The Chair signed the minutes.
56	Committee Budgets 2023/24
	RESOLVED to receive the budget and the current earmarked reserves reports. The committee asked for clarification from the RFO on the reason for the projected overspend on budget 4425 Business Rates & Services Charges, and also on the reason for the projected underspend on 4439 Electric. Committee requested that the RFO uses any amounts in underspent budgets to set aside £1000 in an EMR for a potential D-Day market and that an item be added to the next agenda to discuss the event further. Addendum: Subsequent information came to light after the meeting from the RBL that would have members take a different decision if they could. It would not be appropriate to hold a D-Day market on a sombre occasion, therefore the EMR is no longer required.
57	Finance
a	RESOLVED to receive the report detailing revenue from Town Hall room hire, Market Square hire and market rent to 31.01.24.
b	RESOLVED to receive the report detailing the market square fees from 01.11.23 to 31.01.24.
c	RESOLVED to approve breakdown of HRGO costs from 01.11.23 to 31.01.24.
58	Council Delivery Plan
a	RESOLVED To receive the draft objectives for 2024

b	RESOLVED To agree M&TH objectives for 2024 The committee suggested that for delivery plan Goal 3, that as a school may have facilities better suited to holding a job fair, it would be preferable for NTC to have a stall there, as an opportunity to promote the idea of public service for inclusion on a CV.
c	The current status of the delivery plan categories within the remit of the M&TH Committee were considered.
d	RESOLVED To agree that monitoring of the delivery plan becomes a standing agenda item for all future scheduled M&TH meetings.
59	Corporate Support and Facilities Officer's Report (including Exceptions and Officer Delegated Decisions)
	RESOLVED to receive the Corporate Support and Facilities Officer's Report.
60	GRA & FRA
	RESOLVED to receive the annual GRA & FRA undertaken by Terrain health & Safety on 28.11.23 The committee noted that both the GRA & FRA state in the background information that no markets take place inside the Town Hall, when in fact they do occasionally. Concerns were also raised regarding the storage of the police electric bikes inside the building due to recent news reports of fires relating to electric bike batteries. The committee requested that Terrain H&S be contacted regarding both these issues.
61	Winter Maintenance Risk Assessment
	RESOLVED to approve the winter maintenance risk assessment
62	Easter Market Budget
	RESOLVED to approve an Easter market budget of a maximum of £900 from the 2023/24 budget 4140 Marketing & Promotion. To clarify that no funds will be used from the 2024/25 budgets for this event, as the event will take place in the 2023/24 budget year.
63	HRGO rates from 1.4.24
	RESOLVED to approve the increase in the HRGO pay rates as detailed in the report To note that the rates in the report are the rates paid to staff members, NTC are charged a higher rate to include the HRGO admin fee. The standard £11.44 rate, will be charged as £16.53 to NTC, and the £11.79 supervisor rate, will be charged as £17.05.
64	Pest Control Quotes
a	RESOLVED to receive the report detailing quotes for preventive pest control
b	RESOLVED to recommend to Full Council to appoint Defender Pest Control to be paid £150 quarterly by direct debit from budget 4417 responsive maintenance.
65	Gazebos
	RESOLVED to receive the report detailing the insurance implications of buying back gazebos. To clarify that the additional annual insurance charge of £67.66 charge, is for an additional 7 single gazebos.
66	Gutter Repair
	This item was withdrawn pending further information.

67	Town Hall Lift Maintenance
	RESOLVED to approve the work to the rear Town Hall disabled lift is carried out as detailed in the report, at a cost of £999.69 +VAT from budget 4417 responsive maintenance.
51	Date of Next Meeting
	It was noted that the next scheduled meeting will held be on 23.4.24 at 6pm.

The meeting closed at 6.45pm