



Meeting (No) **Market & Town Hall Committee (1)**
Time & Date **6pm, Tuesday 25 June 2024**
Place **Neston Town Hall**
Document **Minutes**

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| Present: Cllrs Jones (Chair), Davies, Hudspeth, Kynaston and Marple. | |
| In attendance: N McMahon (Market & Town Hall Manager) | |
| PART 1: Items to be 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 |
| | Cllr Warner sent apologies. RESOLVED to approve apologies from Cllr Warner. |
| 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 23.4.24, with one minor correction of a typo. The Chair signed the minutes. |
| 7 | Committee Budgets 2024/25 |
| | RESOLVED to receive the current budget and earmarked reserves reports. Clarification was requested, from the Finance Manager, as to why 1420 Asset Man Grant is showing as a negative figure. Committee members were reminded that all financial questions should be sent to the Market & Town Hall Manager in advance of the meeting to allow time to request information from the Finance Manager to be available at the meeting. |
| 8 | Finance |
| a | RESOLVED to receive the report detailing revenue from Town Hall room hire, Market Square hire and market rent to 31.5.24. |
| b | RESOLVED to receive the report detailing the market 'square payment terminal' fees 1.4.24 to 31.5.24. |
| c | RESOLVED to approve breakdown of HRGO costs from 1.4.24 to 31.5.24. |

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| d | <p>The finance manager was able to provide a last minute report detailing the background and breakdown of the M&TH EMR's which was presented at the meeting.</p> <p>A more detailed report will be taken to the next scheduled meeting.</p> <p>A comment was made that the current EMR for Town Hall and Market income was sufficient and could perhaps be used to fund projects in the future. The Chair indicated that he would be reluctant for that to happen at present.</p> <p>The committee agreed that the EMR's, with guidance from the Finance Manager, would be looked at in greater detail when budgets are being set for the next year.</p> |
| 9 | Committee Objectives |
| | <p>The current status of the M&TH Committee's agreed objectives was reviewed and no alterations were made.</p> <p>However, the committee felt that the 'warm welcome space' within the reception area of the Town Hall could be developed further. Cllr Kynaston will produce a report for the next meeting and asked for an item to be added to the next agenda to reflect this.</p> |
| 10 | Market & Town Hall Manager's Report |
| | RESOLVED to receive the Market & Town Hall Manager's Report. And to note in particular that the roof works are now expected to start on 29 th July, after the Summer Market event. |
| 11 | Youth Market |
| a | RESOLVED to receive the report regarding the NMTF Young Traders Market initiative. |
| b | The committee agreed to continue to encourage young traders onto our market, to add to the number of young traders already trading on our market, rather than engaging with the NMTF initiative at this time. |
| 12 | Date of next meeting |
| | It was noted that the next scheduled meeting will held be on 10.9.24 at 6pm. |
| 13 | Exclusion of the Press and Public |
| | To consider that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. |
| PART 2: Items to be considered in the absence of the press and public | |
| 14 | Market Square Handrails |
| a | RESOLVED To receive the report regarding the market square handrails |
| b | RESOLVED to appoint Jardines Joinery to produce the handrails for fitting by the Caretaker & Market Officer as detailed in the report. |

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| | <p>It was noted that Jardines are requested to visit site to make final checks to all measurements for the handrails.</p> <p>RESOLVED to give delegated authority to the Market & Town Hall Manager, in consultation with the Chair, up to a maximum of £1880 to make a final decision on the timber to be used. The decision to be based on further information regarding sustainability and expected lifespan of the timber.</p> |
| c | <p>RESOLVED to vire £1000 from 4140 Marketing & Promo into 4417 Responsive Maintenance, towards the cost of the hand rails.</p> |

The meeting closed at 6.50pm

Signed: _____ **Date:** _____