



*Meeting (No)*    **Market & Town Hall Committee (5)**  
*Time & Date*    **6pm, Tuesday 01 April 2025**  
*Place*             **Neston Town Hall**  
*Document*        **Minutes**

**Present:** Cllrs Jones, Davies, Hudspeth, Marple, and Kynaston.

**Late Arrivals:** Cllr Warner

**In attendance:** N McMahon (Market & Town Hall Manager)

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

<b>58</b>	<b>Public Participation (maximum of three minutes per person)</b>
	No members of the public were present.
<b>59</b>	<b>Apologies for Absence</b>
	Cllr Warner sent apologies. <b>RESOLVED</b> to approve apologies from Cllr Warner. The absence of Cllr N Ruscoe was noted.
<b>60</b>	<b>Declarations of Interest</b>
	No declarations of interest were received.
<b>61</b>	<b>Minutes of the Last Meeting</b>
	<b>RESOLVED</b> to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 11.2.25. The Chair signed the minutes.
<b>62</b>	<b>Committee Budgets</b>
a	<b>RESOLVED</b> to receive the current 2024/2025 Committee budget and earmarked reserves reports.
<b>63</b>	<b>Finance</b>
a	<b>RESOLVED</b> to receive the report detailing the revenue from Town Hall room hire, Market Square hire and market rent to 28.2.25.
b	<b>RESOLVED</b> to receive the report detailing the market 'Square payment terminal' fees to 28.2.25.
c	<b>RESOLVED</b> to approve a breakdown of HRGO costs to 28.2.25.
Cllr Warner joined the meeting at 6.10pm	
<b>64</b>	<b>Market &amp; Town Hall Manager's Report</b>
	<b>RESOLVED</b> to receive the Market & Town Hall Manager's report.  In particular 'The Town Hall Enquiry and Feedback' was discussed. It was requested that going forward, guidance regarding risk assessments is given in writing to hirers, if required. The facility to offer out of hours caretaking at a charge to the hirer was also discussed. The committee is aware that a bar facility is also being investigated. All of these items will be considered in the Town Hall Business plan.  The Committee also commented were pleased with the new handrails in the Market Square.
<b>65</b>	<b>Trader's pitch fee reduction</b>

A	<b>RESOLVED</b> to retrospectively approve a 25% reduction in pitch fee, for 3 months from 14.3.25, for a new trader using a partially hidden pitch, off the side of the market square, to allow them to becoming established.
B	The Committee discussed giving the Market Manager delegated authority to review the situation, in consultation with the Chair, in 3 months' time. However, they decided that a period of 3 months was sufficient time for the trader to become established. <b>RESOLVED</b> to end the agreed 25% pitch fee reduction on 14.6.25.
<b>66</b>	<b>Market Traders Policy Terms &amp; Conditions</b>
	<b>RESOLVED</b> to approve an amendment to the Market Traders Policy Terms & Conditions - 4.1 to add: 'Any casual trader who has booked a pitch in advance must pay back fees for the pitch if they fail to trade, without giving a valid reason to the Market Officer by 7.00am on the trading day.'
<b>67</b>	<b>Easter Market</b>
	<b>RESOLVED</b> to approve a max budget of £550 for the Easter Market. It was noted that this was over the M&TH Managers delegated authority.
<b>68</b>	<b>Town Hall Business Plan</b>
	<b>RESOLVED</b> to receive a verbal update from Cllr Jones on the progress of the Town Hall Business Plan.  Cllr Jones reported that the business plan was progressing slowly due to pressure of work. However, the plan would take into consideration the Town Hall usage, condition, and renovations. Barriers to renting would also be looked at as part of an overall 5-year plan. Plans to move items being stored in the basement into a storage facility in the yard area, in order to open the basement for hire, were also being considered.
The committee agreed to move to item 70	
<b>70</b>	<b>HRGO Staff Job Description</b>
	<b>RESOLVED</b> to approve the updated HRGO staff job description.
<b>69</b>	<b>Date of next meeting</b>
	<b>RESOLVED</b> to hold an additional meeting on 13 <sup>th</sup> May at 4.00pm to receive an update on the progress of the Town Hall Business Plan, an update from the meeting regarding the 300 <sup>th</sup> Anniversary of Neston Market, and to receive an updated Officer's Report. The next scheduled meeting will held be in the new council year. Date TBC at the Annual meeting of the council on 20.5.25.
<b>71</b>	<b>Exclusion of the Press and Public</b>
	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.
<b>PART 2: Items to be considered in the absence of the press and public</b>	
	There was no confidential business

The meeting closed at 6.35pm