



Meeting (No) **RESOURCES & POLICY COMMITTEE (6)**
Time & Date **6pm Tuesday 14 December 2021**
Place **Neston Town Hall**
Document **Draft Minutes**

Present: Cllrs Kynaston (Chair), Hinks and Wastell

In attendance: Miss A Duncan (Governance & Operations Manager) and Mrs N McMahon (Senior Markets & Support Co-ordinator)

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

76 Questions and comments from residents

There were no questions or comments.

77 Apologies for absence

Apologies were received from Cllrs Hudspeth (personal), Jones (personal) and Warner (business).

RESOLVED to accept the reasons for absence.

78 Declarations of Interest

No declarations of interest were received.

79 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meeting held on 19.10.21. The Chair signed the minutes.

80 Governance & Operations Manager's report

The Governance & Operations Manager's report was received and it was noted that:

Market Square seating (minute 55, 19/10/21)

Neston Town Council plaques had been installed on each row of Market Square seating at a cost of £50.25+VAT.

Market Square floral arrangements (minute 74, 19/10/21)

Use the remaining EMR 331 to purchase High Street hanging baskets/planters could not be progressed until a decision had been taken about using this EMR to update signage (see item 90).

HSE spot check

An HSE COVID-secure spot check took place (by telephone) at the end of November. No concerns were raised by HSE as a result of the spot check.

Town Hall survey

CWaC had arranged a conditions survey to be carried out before the end of the year.

Staging

It remained the intention of Hip & Harmony/Neston Players to relocate the staging equipment from the Town Hall basement once the Civic Hall reopened. The staging was no longer covered by Town Council insurance.

81 Council Plan Task & Finish Group

- a The Committee received an update from the Council Plan Task & Finish Group. The Group confirmed that an initial meeting had taken place to consider the draft plan and that a decision was awaited on appointment of an independent contractor to support the strategic planning process.

Chairman's initials and date:

 8/2/22

- b The specification for an independent contractor was considered and it was noted that five consultants had been invited to provide quotations.
- c The Committee agreed that no further action would be taken until Council reached a decision regarding appointment of an independent contractor to support the strategic planning process.

82 Budgets

- a The Committee's budget and earmarked reserves were considered. It was noted that budgets were partially funded by income and that there was an underspend on some budget lines for the current year due to the reduction in income during 21/22.
- b It was noted that a key deposit of £20 had been refunded to the China Bridge Tai Chi group leader.
- c The Committee considered report RP6/82c from the Precept Task & Finish Group. It was noted that NTC taking responsibility for provision of High Street Christmas lights in 2022 would result in an increased cost to the Town Council but that residents would see a reduced charge being made by CWaC on their council tax bills. Given this intended transfer of responsibility and cost from CWaC to Neston Town Council, it was agreed to recommend to Council that NTC makes a precept request of £291,303 to CWaC for the council's budget requirement for 2022/23. This would result in an overall 4.7% increase on the 2021/22 amount.

83 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 30.11.21.
- b The Committee noted iZettle fees of £90.62 from 01.10.21 to 30.11.21.
- c **RESOLVED** to approve expenditure of £96.47 gross authorised under delegated authority from 01.10.21 to 30.11.21.
- d **RESOLVED** to approve a breakdown of HRGO costs totalling £1,989.97 from 01.10.21 to 30.11.21.
- e **RESOLVED** to approve payment of £296+VAT for renewal of the Rialtas bookings software annual support and maintenance.
- f It was noted that an annual list of regular payments would be drawn up for approval at the start of the new financial year as per Financial Regulation 5.6.

84 Internal Controls

It was noted that a procedure for internal controls would be considered at the February meeting.

85 Mid-year review of R&P structure/terms of reference

Following consideration of report RP6/85, it was agreed to recommend to Council that:

- a) at the commencement of the 2022 council year the current Resources & Policy Committee should be replaced by
 - Finance & Administration Committee (to take responsibility for sections A & E of the current R&P terms of reference)
 - Market & Town Hall Committee (to take responsibility for section C of the current R&P terms of reference)
 - HR Committee (to take responsibility for section F of the current R&P terms of reference);

Chairman's initials and date:

 8/2/22

- b) the communication elements of section B of the current R&P terms of reference should be transferred to Community & Environment Committee's terms of reference to sit alongside C&E's responsibility for community engagement;
- c) strategy and economic development should revert to Council and Council should establish task & finish groups to investigate any aspects of either of these issues as deemed necessary.

86 Town Hall general and fire risk assessments

- a The Committee raised queries about the annual general risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.2021. The queries related to the number of building occupants mentioned in the assessment. The Committee agreed that the risk assessment would be considered again once these queries had been addressed.
- b The Committee raised queries about the annual fire risk assessment, including action plan, carried out by Terrain Health & Safety on 05.10.21. The queries related to the number of building occupants mentioned in the assessment. The Committee agreed that the risk assessment would be considered again once these queries had been addressed.

87 Town Hall & market risk assessment

- a **RESOLVED** to approve the Town Hall & market risk assessment carried out on 4.11.21.
- b The Committee considered the winter maintenance risk assessment carried out on 03.12.21. The Committee queried the appropriateness of referring to agency staff as "risk owners", and requested that the risk assessment clarify whether a task had a set target date or was ongoing. The Committee agreed that the risk assessment would be considered again once both the query and request had been addressed.

88 Storage Charges

- a It was noted that the Storage Charges Task & Finish Group had not met since the October R&P meeting.
- b Report RP6/88b (removal of fridges from basement) was considered and it was **RESOLVED** that:
 - letters would be sent to all parties storing or having items in the Town Hall basement requesting that the items be removed at their own expense within six weeks of receipt of the letter;
 - if any items had not been removed by 28.01.22 then the traders concerned would be sent a further letter giving two weeks' notice that the items would be moved out to the Town Hall yard from where Neston Town Council would arrange for removal from site and that the trader would be billed for the cost of removal;
 - a maximum of two hours pay be approved for agency staff, at the supervisory rate, should items need to be removed on a non-market day if the Market Officer was not available to deal with this, and that this cost should be passed onto the trader.

89 Neston Business Forum

Cllr Wastell provided oral feedback from the meeting of the Neston Business Forum

Chairman's initials and date:

 8/2/22

held on 18.11.21. It was noted that four businesses had attended the meeting.

90 Signage

- a **RESOLVED** to update the Chester Road car park and the Station Road signage as detailed in report RP6/90 at a maximum cost of £850+VAT from EMR 331.
- b It was agreed to request that the Transport Sub-committee agree the Chester Road car park signage design for EV recharging.

91 Market & Town Hall communication

- a **RESOLVED** that the SM&S Co-ordinator should use the title Market & Town Hall Manager externally when dealing with any market or Town Hall-related issues.
- b It was noted that feedback had been received from a recent hall hirer, Neston Players, and that the feedback would be considered in more detail by the SM&S Co-ordinator in liaison with the Town Hall Task & Finish Group.

92 Addition to market traders' terms and conditions

RESOLVED to approve an addition to the terms and conditions as detailed in report RP6/92. The addition related to absence due to maternity or on compassionate grounds. The Committee agreed that this addition should be reviewed by Committee after a period of six months.

93 Market charging schedule

It was noted that the addition of a weekly charge for the use of tables at a rate of £2.00 per table would come into effect from 01.01.22.

94 HR Sub-committee

- a The Committee received draft minutes of the HR Sub-committee meeting held on 16.11.21.
- b It was noted that the offer of addendum to contract (minute 40c) had been declined.
- c No further action was agreed.

95 Social Media Policy

The draft policy for social media (report RP6/95) was considered. The Committee agreed to recommend to Council that the policy be adopted with implementation following approval of a clear plan and costs.

RESOLVED to establish a task and finish group to draft a social media action plan for consideration at a future meeting. Cllrs Hinks (lead) and Marple were appointed to the group.

96 Date of next meeting

The date of the next scheduled meeting was noted as 8 February 2022 at 6pm.

97 Exclusion of the press and public

RESOLVED 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 items of business on the grounds that they involve 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: for items 98, 99 and 101 – paragraph 3 (information relating to the financial or business affairs of any particular person); for item 100 – paragraph 1 (information relating to any individual).

Part 2: Items considered in the absence of the press and public

Chairman's initials and date:

 8/2/22

98 Repair of Town Hall roof

It was noted that five companies had been approached to provide quotations and that three quotations had been received.

Following consideration of the three quotations, the Committee **RESOLVED** to appoint RTC Roofing to repair the roof at a cost of £410+VAT from budget 4417 (responsive maintenance).

99 Occupational health assessment

It was noted that five companies had been approached to provide quotations and that four quotations had been received.

Following consideration of the four quotations, the Committee **RESOLVED** to appoint JRL Occupational Health Solutions to provide an occupational health assessment at a cost of £250+VAT.

100 Market Officer

The resignation of the Market Officer was noted. It was agreed to continue using agency support for the market until the end of March 2022. The Committee decided to request that the HR Committee consider options for how best to address the issue of Market Officer recruitment.

101 Agency staff

It was noted that three companies had been approached to provide quotations and that two quotations/terms of business had been received.

Following consideration of the two quotations/terms of business, the Committee **RESOLVED** to approve the use of JF Recruitment and Recruit Right Agency alongside the existing approved agency to provide agency workers to support the running of the Friday market.

RESOLVED to provide delegated authority to the SM&S Co-ordinator to decide which agency to use and to determine whether payment should be made at assistant or supervisory rate dependent on the tasks being undertaken.

The meeting closed at 7.40pm.

Signed  Date 8/2/22