



Meeting (No) **MARKET & TOWN HALL COMMITTEE (1)**
 Time & Date **6pm Tuesday 14 June 2022**
 Place **Neston Town Hall**
 Document **Agenda**

Members of the public and the press are welcome to attend for "Part 1" of the agenda. Reports in "Part 2" contain confidential information and only Councillors and reporting officers can be present.

Supporting documents may be viewed on our website www.neston.org.uk by following links to the Town Council Meetings, or viewed at the council offices.

| PART 1: Items to be considered in the presence of the press and public | | |
|---|---|-----------------|
| 1 | Election of Chair | |
| | To elect the Chair of the Market & Town Hall Committee to serve until the first meeting of the Market & Town Hall Committee in the new Council year. | |
| 2 | Election of Vice-Chair | |
| | To elect the Vice-Chair of the Market & Town Hall Committee to serve until the first meeting of the Market & Town Hall Committee in the new Council year. | |
| 3 | Questions and comments from residents or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes | |
| a | on any item of business included in the agenda | |
| b | with the Chairman's permission to seek information from the Council about matters of particular significance to the people of Neston. | |
| | | Document |
| 4 | Apologies for absence | |
| | To receive and consider acceptance of reasons for absence and to note other absence. | |
| 5 | Declarations of Interest | |
| | To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item. | |
| 6 | Schedule of meetings | |
| | To agree a schedule of meetings for the current council year. | MTH1/6 |
| 7 | Budgets | |
| | To consider the budget/EMRs and the request from Council for each Committee to look to optimise budget savings on an ongoing basis. | MTH1/7 |
| 8 | Finance | |
| a | To consider revenue from Town Hall room hire, Market Square hire and market rent to 31.05.22. | MTH1/8a |
| b | To note the market Zettle fees from 01.04.22 to 31.05.22. | MTH1/8b |
| c | To approve expenditure of £631.19 gross authorised under delegated authority from 01.04.22 to 31.05.22. | MTH1/8c |
| d | To approve a breakdown of HRGO costs from 01.04.22 to 31.05.22. | MTH1/8d |
| 9 | Exceptions report | |
| | To review the exceptions report. | MTH1/9 |

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| 10 | Officer delegated decisions | |
| | To consider a report of officer delegated decisions relating to the Market & Town Hall Committee. | MTH1/10 |
| 11 | Market traders' terms and conditions | |
| | To review the terms and conditions relating to absence due to maternity or on compassionate grounds. | MTH1/11 |
| 12 | Town Hall maintenance – PPE and tools | |
| | To consider purchasing PPE and tools as detailed in paper MTH1/12 at a cost of £36.20+VAT and delivery for use by the Caretaker and Market Officer (budget code 4431 – stationery/admin). | MTH1/12 |
| 13 | Town Hall dishwasher | |
| | To consider repairing the dishwasher at a cost of £90.50+VAT plus labour charge of £60+VAT per hour from budget 4417 (responsive maintenance). | |
| 14 | Health & Wellbeing Fair | |
| | To consider providing the hall free of charge for a health & wellbeing fair being organised by NCYC on 17.06.22. | |
| 15 | Caretaker and Market Officer mobile phone | |
| | To consider providing delegated authority to the Senior Market & Support Co-ordinator to replace the Caretaker & Market Officer's pay-as-you-go SIM with a phone contract not exceeding £10+VAT per month (budget code 4065 – telephones). | |
| 16 | Zettle market trader payments | |
| | To consider purchasing a Zettle terminal, printer and dock for the collection and processing of market pitch fees. Current bundle price for terminal, printer and dock is £199+VAT and delivery (budget code 4055 – IT). | |
| 17 | Town Hall performance space | |
| | To consider applying to CWaC Crowdfunding to upgrade the Town Hall performance space and to agree whether and how to proceed. | MTH1/17 |
| 18 | Date of next meeting | |
| | To note the date of the next scheduled meeting and to agree dates for any additional meetings that may be required. | |
| 19 | 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 | | |
| 20 | Town Hall refuse/recycling contract | |
| | To consider three quotations for provision of a refuse and recycling collection service and appoint a contractor. | MTH1/20 |

Signed

A Duncan
Governance & Operations Manager

8 June 2022

Neston Town Hall, High Street, Neston, Cheshire, CH64 9TR

Tel: 0151 336 3840

Email: council@nestontowncouncil.org.uk

Website: neston.org.uk

Core Members of the Committee: Councillors Griffiths, Hudspeth, Jones & Marple