



Meeting (No) **MARKET & TOWN HALL COMMITTEE (3)**
 Time & Date **6pm Tuesday 27 September 2022**
 Place **Neston Town Hall**
 Document **Draft Minutes**

Present: Cllrs Jones (Chair), Griffiths, Hudspeth and Marple

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	
25	Questions and comments from residents
	There were no questions or comments from residents.
26	Apologies for absence
	Apologies were received from Cllr Samuel (personal) and the Committee RESOLVED to accept the reason for absence.
27	Declarations of Interest
	No declarations were received.
28	Minutes of the last meeting
	RESOLVED to confirm as a correct record the minutes of the Market & Town Hall Committee meetings held on 14.06.22 and 23.08.22. The Chair signed the minutes. RESOLVED that minute 20 is amended from ' RESOLVED to give notice to Biffa and appoint Ash Waste Management for provision of a refuse and recycling collection service' to ' RESOLVED to give notice to Biffa and appoint Ash Waste Management for provision of a refuse and recycling collection service for an initial term of 36 months'
29	Committee Budget
	The Committee considered the current budget/EMRs. A request was made for the RFO to clarify the current status of budget 1420 – Asset Management grant.
30	Finance
a	The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.08.22.
b	Market Zettle fees from 01.06.22 to 31.08.22 were noted.
c	RESOLVED to approve expenditure of £55.47 gross authorised under delegated authority from 01.06.22 to 31.08.22.
d	RESOLVED to approve a breakdown of HRGO costs from 01.06.22 to 31.08.22.
31	Exceptions report
	The exceptions report was considered. No further action is to be taken.
32	Senior Market & Support Co-ordinator's report and officer delegated decisions
a	The Senior Market & Support Co-ordinator's report was received. Resolved no markets will be held on 30.12.22 and 06.01.23. It was noted that a monthly indoor artisan food and craft market was planned to be launched in the spring.

Chair's initials and date:	
b	Report MTH3/32b was received and officer delegated decisions relating to the Market & Town Hall Committee were noted.
33	Risk management
	RESOLVED to approve the Market & Town Hall Committee's risk assessment for 2022/23 as detailed in paper MTH3/33. The Chair signed the risk assessment.
34	2023/24 priorities: budgetary considerations
	The Committee considered report MTH3/34 and agreed that the draft budget request for 23/24 should include £1,500 for the upgrading of Town Hall kitchen equipment and £2,000 to support Saturday Market Square events.
35	Councillor proposal - repairs to stage curtains
	Agenda item 35 was deferred until the next meeting to allow time for clarification to be sought from the internal auditor on the proposal that councillors be permitted to purchase goods up to a maximum of £200 and then claim reimbursement.
36	Councillor proposal – advertising the Friday market
	RESOLVED to purchase two replacement banners advertising the Friday market at a cost of £40+VAT plus delivery from budget 4140 (market & promotion).
37	Hall hire
a	RESOLVED to retrospectively approve the use of Neston Town Hall without charge for a CWaC-organised vaccination and health check clinic on Friday 2 nd September (decision taken in consultation with the Mayor).
b	RESOLVED to approve that any future vaccination clinics held at the Town Hall would not incur hire fees.
c	<p>RESOLVED to allow Above All First Aid to hold two sessions (one hour per session) of CPR and defibrillator training in Neston Town Hall without incurring Town Hall hire charges.</p> <p>The sessions will highlight 'restart a heart' day on Sunday 16th October and will be available to members of the public free of charge.</p>
d	<p>RESOLVED that the Town Hall should be made available for future sessions of defibrillator training without incurring hire charges on the following conditions:</p> <ul style="list-style-type: none"> the sessions must be open to all Neston residents and free of charge for participants; the sessions must be facilitated by a suitably trained instructor from a recognised organisation such as British Heart Foundation; the Town Council will provide the hall on a hire-only basis, the training provider must hold appropriate insurance to cover the event and the Town Council will not assume any liability for the training sessions; the Town Hall will be made available without hire charge for a maximum of six Sunday sessions per year and the timing of these sessions must not inconvenience fee-paying hirers.
38	Town Hall flag
a	<p>The Committee considered a draft Flag Flying Policy (MTH3/38a)</p> <p>RESOLVED not to adopt the proposed flag policy, but continue to follow the current CWaC Flag Flying Protocol.</p>
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b	<p>RESOLVED to purchase a replacement Union flag for the Town Hall flag pole at a maximum cost of £100+VAT plus delivery (budget 4431 stationery-admin/other).</p> <p>RESOLVED that from 2023/24 onwards a Town Hall flag budget should be created and that delegated authority be provided to officers to purchase a replacement flag as and when required to ensure that the flying flag does not appear worn or dirty.</p> <p>RESOLVED that £150 should be included in the 23/24 budget for this purpose and that purchases under delegated authority should not exceed the agreed budget total for any given year.</p>
39	Disabled Access
	The Committee received report MTH3/39 and agreed that the issue of Town Hall access for users with mobility issues should be pursued with the local CWaC Councillors. It was requested that the Council Manger contact CWaC again to clarify that NTC are not in a position to fund alterations, and to advise that NTC wished CWaC to establish a business case for the funding of the works.
40	Town Hall performance space
	The Committee received report MTH3/40 on the CWaC crowdfunding initiative to upgrade the Town Hall performance space. It was noted that crowdfunding would not be appropriate for this project but that councillors may make proposals at a future meeting for other options for small-scale improvements.
41	Town Hall & Market PPE and tools
	<p>RESOLVED to purchase PPE and tools as detailed in paper MTH3/41 at a cost of £98.95 including VAT and delivery for use by the Caretaker and Market Officer (budget code 4431 – stationery/admin).</p> <p>The SM&S Co-ordinator was requested to create and maintain an inventory of all PPE and tools purchased by the Town Council. The Caretaker & Market Officer is to check this inventory bi-monthly and report any notify and concerns to the RFO.</p>
42	Pitch fee and market storage charge review
	RESOLVED to approve and implement the revised pitch fees and market storage charges as detailed in report MTH3/42.
43	Market gazebos
a	RESOLVED to approve the hire of NTC gazebos to new traders as detailed in report MTH3/43.
b	RESOLVED to approve the addition to the market traders' licence terms and conditions as detailed in report MTH3/43 with effect from 1 st November 2022.
c	RESOLVED to approve the risk assessment for market gazebo installation as detailed in paper MTH3/43c.
44	Budgets for enhanced markets during 2022
	RESOLVED to approve maximum expenditure of £200 to facilitate the Halloween market and £150 to facilitate the Christmas market from budget 4140 (marketing and promotion).
45	Market Trader of the Year award
a	RESOLVED to approve the purchase of a trader of the year trophy at a maximum cost of £45+VAT plus delivery from budget 4140 (marketing & promotion).
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b	RESOLVED to provide delegated authority to the SM&S Co-ordinator in liaison with the Committee Chair to decide the 2022 trader of the year.
46	Market traders' licence terms and conditions
	RESOLVED to approve amendment and additions to the market traders' licence terms and conditions as detailed in report MTH3/46 with effect from 1 st November 2022.
47	Additional HRGO hours
	RESOLVED to provide delegated authority to the SM&S Co-ordinator to approve up to a maximum of 20 additional HRGO hours, if required, in preparation for the damp proofing work in reception and the basement areas. The agency staff budget was not discussed.
48	Date of next meeting
a	It was noted that the next scheduled meeting would be held at 6pm on 21.02.23.
b	RESOLVED to hold an additional meeting at 10am on 18.10.22 to formulate the Committee's budget request for 2023/24.

The meeting closed at 7.25pm.

Signed _____ Date _____