



Meeting (No) **MARKET & TOWN HALL COMMITTEE (6)**  
 Time & Date **6.00pm Tuesday 21 February 2023**  
 Place **Neston Town Hall**  
 Document **Draft Minutes**

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

**In attendance:** Mrs N McMahon (Senior Markets & Support co-ordinator)

<b>PART 1: Items considered in the presence of the press and public</b>	
<b>61</b>	<b>Questions and comments from residents</b>
a	There were no questions or comments from residents.
<b>62</b>	<b>Apologies for absence</b>
	The Committee received apologies for absence from Cllr Samuel (business) and <b>RESOLVED</b> to accept the reason for absence.
<b>63</b>	<b>Declarations of Interest</b>
	No declarations were received.
<b>64</b>	<b>Minutes of the last meeting</b>
	<b>RESOLVED</b> to confirm as a correct record, the minutes of the Market & Town Hall Committee meetings held on 18.10.22 & 1.11.22. The Chair signed the minutes.
<b>65</b>	<b>Committee budgets</b>
a	The current Committee budget and earmarked reserves were considered.
b	The Committee noted details of the 23/24 budget approved by Council.
<b>66</b>	<b>Finance</b>
a	The Committee considered the revenue from Town Hall room hire, Market Square hire and market rent to 31.01.23.
b	Market Zettle/Square fees from 01.09.22 to 31.01.23 were noted.
c	<b>RESOLVED</b> to approve expenditure of £390.31 gross paid under delegated authority from 01.10.22 to 31.01.23.
d	<b>RESOLVED</b> To approve a breakdown of HRGO costs from 01.09.22 to 31.01.23.
<b>67</b>	<b>Exceptions report</b>
	The exceptions report was considered.  The Committee requested that the Council Manager contact CWaC's Property Services Team for an update regarding the current Asset Management Agreement and that the three local CWaC Councillors be copied into this correspondence.
<b>68</b>	<b>Senior Market &amp; Support Co-ordinator's report and officer delegated decisions</b>
a	The Senior Market & Support Co-ordinator's report was received. It was noted in particular that work to clear gutters and inspect the Town Hall roof will be put on hold until later in the year, depending on available budget.
	Report MTH6/68b was received and officer delegated decisions relating to the Market & Town Hall Committee were noted.
<b>69</b>	<b>General risk assessment and fire risk assessment</b>
Chair's initials and date:	

	<b>RESOLVED</b> to approve the general and fire risk assessments carried out by Terrain Health & Safety on 25.10.22.
<b>70</b>	<b>Risk assessments</b>
a	<b>RESOLVED</b> to approve the winter maintenance risk assessment.
b	<b>RESOLVED</b> to approve the town hall and market square risk assessment.
<b>71</b>	<b>Warm welcome spaces</b>
a	<b>RESOLVED</b> to approve the warm welcome spaces risk assessment.
b	<b>RESOLVED</b> to approve continuation of the use of the Town Hall reception area as a warm welcome space, with an increase of availability to four mornings per week.
<b>72</b>	<b>Use of Town Hall – retrospective approval</b>
	<b>RESOLVED</b> to retrospectively approve the use of the Town Hall without charge for a fund-raising event (decision taken in consultation with the Chair, Vice Chair & Mayor).
<b>73</b>	<b>Easter &amp; future special markets</b>
a	<b>RESOLVED</b> to approve a maximum budget of £750 for the easter market on 7.4.23 from budget 4140 marketing & promotion, £70 of which will be spent in the current financial year with the remainder to be spent in 23/24.
b	The committee noted that the dates for the future special event markets for the remainder of 2023 will be 11.8.23, 27.10.23 & 8.12.23.
c	<b>RESOLVED</b> to approve a maximum of five additional HRGO hours that may be required for the setting up and clearing away of the new indoor artisan food & craft fair at the easter market and all future special event markets.
<b>74</b>	<b>Coronation market</b>
a	<b>RESOLVED</b> not to hold a coronation market on 5 <sup>th</sup> May.
b	It was noted that the production of commemorative bags will be considered by Community & Environment Committee. The SM&SC was requested to obtain quotes for the production of the bags for consideration by C&E Committee.
<b>75</b>	<b>Market traders licence terms &amp; conditions and charges</b>
a	<b>RESOLVED</b> to approve the amendments to the terms and conditions as detailed in report MTH6/75.
b	<b>RESOLVED</b> to approve and implement the amended pitch fees charging schedule with effect from 1.4.23.
<b>76</b>	<b>Post office</b>
	<p><b>RESOLVED</b> to approve the temporary use of the outer office in the upper community office by the Post Office for four hours per week (Tuesday 2.30pm to 4.30pm and Friday 9.30am to 11.30am) from 28<sup>th</sup> February 2023 until 1<sup>st</sup> February 2024, provided that the agreement is not ended sooner with one months' notice from either party. The temporary hire to be reviewed on a monthly basis.</p> <p>The Committee requested that the local police be made aware of this arrangement and to enquire whether it would be possible for the police to monitor safety during opening hours.</p>
<b>77</b>	<b>Side room security lock</b>
Chair's initials and date:	

	<b>RESOLVED</b> to approve the temporary isolation of the side room security lock by the installers of the system at a cost of £60 + VAT from budget 4417 responsive maintenance.
<b>78</b>	<b>Payment card reader</b>
	<b>RESOLVED</b> to retrospectively approve additional expenditure of £10 for the replacement of the previously approved purchase of the Sumup payment card reader (which was not suitable for our needs and was returned for a full refund) with a Square payment card reader.
<b>79</b>	<b>PPE &amp; Tools</b>
	<b>RESOLVED</b> to retrospectively approve additional expenditure of £3.19 for the previously agreed purchase of tools and PPE, due to a price increase.
<b>80</b>	<b>Date of next meeting</b>
a	It was noted that the next scheduled meeting will be held at 6pm on 04.04.23.
b	It was agreed that no additional meeting was required prior to the next scheduled meeting date.
<b>81</b>	<b>Exclusion of the Press and Public</b>
	<b>RESOLVED</b> 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 involved 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 – paragraph 3 (information relating to the financial or business affairs of any particular person).
<b>PART 2: Items considered in the absence of the press and public</b>	
<b>82</b>	<b>Post Office</b>
	<b>RESOLVED</b> to retrospectively approve the upper community office short term hire agreement form.

The meeting closed at 7.05pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_