

Meeting (No) **RESOURCES COMMITTEE (6)**
Time & Date **6pm 9 January 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Carter (Chair), Clayton, Kynaston and Marlow (following agenda item 62).

In attendance: Miss A Duncan (Governance and Operations Manager) and Mrs C Evans (Assets and Events Manager), Mrs C Spacey (for agenda item 63) and Mr M Haley (for agenda item 63).

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

59 Questions and comments from residents

There were no questions or comments from residents.

60 Apologies for absence

There were no apologies for absence.

The absence of Cllrs Hine and Pilley was noted.

61 Declarations of Interest

There were no declarations of interest.

62 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 31.12.17. The Chair signed the minutes.

Cllr Marlow joined the meeting.

RESOLVED to temporarily suspend the meeting (standing order 5axx) to allow a discussion with Mrs Spacey and Mr Haley about the potential development of a Neston Life app.

Mrs Spacey and Mr Haley explained that an app would provide a different way of consuming information and bring both commercial and community information together.

During discussion it was confirmed by Mrs Spacey that support for the development of the app would in no way make Neston Town Council liable for any content included in the app and that full editorial control and responsibility would remain with Mrs Spacey.

Mrs Spacey confirmed that a link to the Neston Town Council website could be added to the app and that there would also be the opportunity for the Town Council to get important information out to a wider audience via the app. She also agreed to provide a full set of receipts for the development costs.

It was agreed that the Council's Media Editorial Board would be asked to consider other opportunities for the Council to interact with this app.

Following discussion with Mrs Spacey and Mr Haley, the meeting resumed.

63 Neston Life App

The Committee considered report R6/63 and proposal to support the development of a Neston-specific app.

RESOLVED to make a contribution of £1,663.80 from EMR 9331 (Market & Promotion S106) towards the development of a "Neston Life" app to act as a gateway to existing local online resources on the condition that the app would contain a link to the Town Council's website and that the app's editor would, where appropriate, support the Council to circulate important information via the app.

Chairman's initials and date:

 13/2/2018

Mrs Stacey and Mr Haley left the meeting.

64 Governance & Operations Manager's report

The Committee considered the Governance and Operations Manager's report and noted in particular:

Town Hall Terms of Hire Task and Finish Group (minute 32) – the Group's suggested amendments to the current terms of hire would be submitted by the Assets and Events Manager to a future Resources Committee meeting for consideration.

Town Hall responsive maintenance (minute 37) – the Committee had requested that two further quotations be sought for relaying flags at the bottom of the terrace (Brook Street entrance) and uplifting the manhole and levelling blocks on Market Square. Despite concerted efforts, it had not proved possible to obtain further quotations for this work.

Allotments (minute 48b) – Town Council membership of The National Allotment Society had been processed and the total cost of membership was £56+VAT (£1.00 more than stated in minute 48b).

Neston Market – NABMA assessment (minute 53) – to be considered at the February Resources Committee meeting.

Repair of Town Hall fire exit to Market Square (minute 57) – the original specification had been changed to allow the gate to be made wide enough for the staging equipment to fit through thus facilitating storage of the staging equipment in the basement. Quotations to be submitted to Committee for consideration at a future meeting.

Allotment gate at Raby Park Road site – all barbed wire had been removed from the main gate and replaced with more appropriate link fencing.

65 Assets & Events Manager's oral report

- a The Committee considered feedback from the Assets and Events Manager on Town Hall/Market Square responsive maintenance issues and noted in particular that there had been difficulties in obtaining quotations for repair work to Market Square. The Assets and Events Manager also alerted Committee to the damage to the block paving on Market Square resulting from remedial utility work to cables running beneath the Square. The Committee noted that the Assets and Events Manager had arranged a site meeting with representatives of CWaC and the contractor in order to resolve the issue.
- b The Committee discussed matters relating to the obtaining of quotations for responsive maintenance issues and suggested that the Assets and Events Manager make contact with a wider variety of smaller, more local companies in order to obtain quotations.
- The Committee agreed that there should be a Town Hall/Market Square maintenance issues agenda item for the next Resources Committee meeting with the possibility of establishing a task and finish group to investigate further.

The Assets and Events Manager left the meeting.

66 Finance

- a The Committee considered revenue received from Town Hall room hire, Market Square hire and market rent to 31.12.17 and requested the following information for consideration at a future meeting:
- Assets and Events Manager to compare Neston's market pitch rent with similar markets in other towns;

Chairman's initials and date:

 13/2/2018

- Finance Manager to provide a sample of market income for the purposes of comparison with revenue;
 - Assets and Events Manager to consider whether there should be different market finishing times for winter and summer (in line with the change from GMT to BST).
- b The Committee noted payments authorised by RFO from the Council's current account from £54,483.92 16.11.17 to 31.12.17. The Chair initialled all pages of R6/66b as confirmation that the payments had been noted.
 - c The Committee noted the current account income of £4,853.29 net from 07.11.17 to 31.12.17.
 - d The Committee noted the FairFX card expenditure of £402.01 net 08.11.17 to 31.12.17. The Chair initialled all pages of R6/66d as confirmation that the payments had been noted.
 - e **RESOLVED** to agree the reconciliation of the Unity bank current account, Co-op savings account and the Fairfax Card account to the bank statements to 1st December 2017. The Chair initialled all pages of R6/66e as confirmation that the Committee approved the reconciliation.

67 Strategic objectives

The Committee considered the Resources Committee's objectives for 2017/18. No alterations or updates were made.

68 Risk Assessments

Risk assessments for the Resources Committee were considered. The Committee requested that an additional hazard "electrical safety" under the Town Hall section be added. Amended risk assessment to be considered at the next Resources Committee meeting.

69 Allotments

- a The Committee considered and accepted an update report on allotment inspections. It was noted that, in line with the amended tenancy agreement, the next inspection would take place in May 2018.
- b **RESOLVED** to approve an amended allotment tenancy agreement to be issued in March 2018.
- c The Committee received an update on perimeter pruning at the Raby Park Road and Parkgate allotment sites and noted that arrangements were being made with the contractor to undertake the pruning work as agreed by Council on 14/11/17.

70 Hire of staging equipment

- a **RESOLVED** that all staging hire documents must be received from a prospective hirer no later than eight days before the equipment is needed for the event.
- b **RESOLVED** that community organisations be allowed to use staging equipment provided that they contract a qualified person to supervise the erection and dismantling of the stage, and that a written inventory of all parts is carried out as it is taken out of storage, and as it is returned, and signed by both the supervisor and a representative of the community organisation. The hire of staging will be at the discretion of the Assets and Events Manager.

71 Next meeting

The next scheduled meeting was noted as 6pm on 13 February 2018.


Chairman's initials and date:

 13-2-2018

72 Other items

There were no other items for urgent discussion or noting for the next agenda.

The meeting closed at 7.45pm.

Signed  Date 13.2.2018