



Meeting (No) **RESOURCES COMMITTEE (7)**
Time & Date **6pm 13 February 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Pilley (Chair), Griffiths (substitute for Cllr Carter), Kynaston and Marlow.

In attendance: Miss A Duncan (Governance & Operations Manager) and Mrs C Evans, Assets and Events Manager.

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

73 Questions and comments from residents: none.

74 Apologies for absence

RESOLVED to accept apologies from Cllrs Carter (personal), Clayton (personal) and Hine (business).

75 Declarations of Interest

There were no declarations of interest.

76 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 09.01.18. The Chair signed the minutes.

77 Governance & Operations Manager's report

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

Neston Life App (minute 63) – payment of £1,663.80 to be authorised (agenda item 78b). Town Council logo forwarded for inclusion in the app.

Risk assessments (minute 68) – the amended Resources Committee risk assessment to be submitted for consideration at the April committee meeting.

Allotments (minute 69b) – tenancy agreement updated and scheduled to be issued in April.

Allotments (minute 69c) – contractor aiming to complete perimeter pruning work at Raby Park Road and Parkgate sites before the end of February (weather permitting). Approximate cost of Parkgate pruning £850 – exact cost to be confirmed but will be below the £1,000 allocated.

Restoration of benches – delayed due to weather conditions.

78 Finance

a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.01.18.

b The Committee noted payments totalling £12,625.70 net 01.01.18 to 06.02.18 authorised by RFO.

RESOLVED to approve payments from the Council's current account from 07.02.18 to 14.02.18 £10,401.41. The Chair signed the list of payments.

c The Committee noted the current account income of £2,154.44 net from 01.01.18 to 07.02.18.

Chairman's initials and date:

DC

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79 Committee Budget

- a The Committee considered the Committee's budget. The Committee did not make any changes or take any action in relation to the budget.
- b The Committee considered the remaining earmarked reserves. The Committee did not make any changes or take any action in relation to the earmarked reserves. The Committee did, however, request that future reports provide more detail as to the purpose of the individual earmarked reserves.

80 Strategic objectives

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

81 Allotments

- a **RESOLVED** to increase the allotment tenancy rates by 2% for the financial year 2018/19.
- b **RESOLVED** to increase the tenancy rates by 10% for the financial year 2019/20. All existing tenants to be notified in writing before April 2018. Any new tenants who take on a plot during 2018/19 to be informed of the rate rise prior to signing the tenancy agreement.

82 Assets

The Committee reviewed the Council's current assets as detailed in report R7/82.

The Committee received an oral report regarding the Christmas lights/decorations, noting in particular their age and current condition. The Committee noted also that Christmas decorations were stored both by CWaC (for the High Street - garlands, festoons and Christmas tree lights) and by the Christmas lights contractor (lamppost festoons for Little Neston/Market Square; a tree, garlands and festoons for Parkgate).

RESOLVED to remove Parkgate festoons/garlands (damaged beyond repair due to water ingress) from the asset list. Replacement value £6,000.

RESOLVED to confirm the Council's current assets as detailed in report R7/82 subject to updating of the location of Christmas decorations, removal of Parkgate festoons/garlands and reduction in value of Christmas Decorations to £6,000.

83 Risk Assessments

The Committee considered the updated fire risk assessment and general risk assessment action plans.

RESOLVED to approve the updated fire risk assessment and general risk assessment action plans subject to the following amendments:

- fire risk assessment A1.6.2 – RAG rating should read "green" and timescale should read "done";
- general risk assessment A1.10.4 – timescale should read "March 2018";
- general risk assessment A1.12.1 – timescale should read "up-to-date – under ongoing review".

The Committee requested that the Assets and Events Manager investigate options for improving safety of the staircase at the back of the building (difficult to see the edge of the steps if using the staircase outside of daylight hours).

The Committee requested that the Assets and Events Manager provide further details of fire-fighting equipment installed in the Town Hall.

Chairman's initials and date:

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The Committee requested that the Assets and Events Manager confirm whether or not the door between the club room and the kitchen is a fire door.

84 Easter Market

The Committee considered a report on the possibility of creating an Eggcellent Easter market for 2018.

RESOLVED:

1. To hold the Eggcellent Easter market event as detailed in the report at a maximum cost of £2,800 with payment being made from budget line 4140 (Markets & Promotions).
2. To vire £100 from budget line 4131 (Asset & Events Management) to budget line 4140 (Markets & Promotions) in order to meet the costs of the 2018 Easter Market.
3. To provide delegated authority to the Assets and Events Manager to:
 - a. organise a Dee Radio advertising campaign for the Easter market up to a maximum cost of £1,500+VAT and authorise all related expenditure up to that amount;
 - b. organise an Easter bonnet competition, children's activities/entertainment and associated promotional artwork/printing at a maximum cost of £700 and authorise all related expenditure up to that amount;
 - c. organise an Easter bunny trail at a maximum cost of £600 and authorise all related expenditure up to that amount.

85 Town Hall Café

The Committee considered a report on the future of the Town Hall Café.

RESOLVED to establish a task and finish group to explore the options for the future of the Town Hall Café and, in particular, the feasibility of introducing a Pay As You Feel Food Waste Cafe. It was agreed that the task and finish group's remit would include investigating possible partnership working, set up and supplier options and finance/accounting implications.

The task and finish group to submit an initial report to the meeting on 10 April.

Cllrs Griffiths and Kynaston agreed to be members of the task and finish group. The Governance and Operations Manager was requested to email all other councillors to seek further group members.

86 Neston Market - NABMA Report

The Committee considered the NABMA assessment report. No further action was agreed.

87 Town Hall/Market Square maintenance issues

RESOLVED to establish a task and finish group to investigate Town Hall/Market Square maintenance issues. It was agreed that task and finish group's remit would be to plan a programme of maintenance based on priorities and budget restrictions and report back to a future committee meeting. Cllrs Pilley and Kynaston agreed to be members of the task and finish group.

88 Next meeting

The next scheduled meeting was noted as 6pm on 10 April 2018.

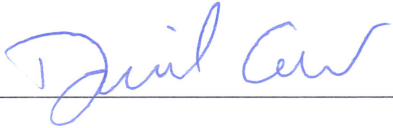
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89 Other items

The Committee members wished to note their thanks to Mr Brian O'Rourke for his valuable contribution to the smooth-running of the Friday market and wished him well for his retirement.

The meeting closed at 7.25pm.

Signed  Date 10/4/2018