



Meeting (No) **RESOURCES COMMITTEE (4)**
Time & Date **6pm 4 September 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Warner (Chair), Carter, Kynaston, Marlow and Pilley.

In attendance: Miss A Duncan (Governance & Operations Manager) and Mrs N McMahon (Support Officer).

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

30 Questions and comments from residents

There were no questions or comments from residents.

31 Apologies for absence

There were no apologies for absence.

32 Declarations of Interest

There were no declarations of interest.

33 Minutes of the last meeting

It was noted that there had been an error in the meeting date of the minutes approved on 03.07.18 (minute 7) and that amended minutes were therefore being submitted.

RESOLVED to approve minutes of the meetings held on 22.05.18, 03.07.18 and 23.07.18. The Chair signed the minutes.

34 Governance & Operations Manager's report

The Committee considered the Governance & Operations Manager's report and noted in particular that meeting room furniture had been purchased at a total cost of £370+VAT (minute 13, 03.07.18).

35 Support Officer's report

The Committee considered the Support Officer's update on facilities and market management. It was noted in particular that several agreed works had been completed - sunken manhole on Market Square, decoration of hall ceiling and addition of restraint hooks to noticeboards - and that Town Hall exterior foliage removal/gutter cleaning was scheduled to be completed.

36 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.07.18.

It was clarified that market revenue related to pitch rent and included all markets including Christmas markets.

It was clarified that Town Hall and Market Square revenue related to the invoices issued for the hiring out of either the Market Square or rooms within the Town Hall.

- b The Committee noted expenditure approved by the RFO of £58,888.30 net from 01.06.18 to 31.07.18. The Chair signed the expenditure list (paper R4/36b).
- c The Committee noted the current account income of £4,890.45 net from 01.06.18 to 31.07.18.
- d **RESOLVED** to agree the reconciliation of the Unity bank current account to the bank statements to 31.07.18. The Chair signed the reconciliation (paper R4/36d).

Chair's initials and date:

CVWW 16/10/18

37 Committee budgets

- a The Committee considered the budget for 2018/19 and chose not to make any changes.
- b The Committee agreed to request an EMR for gazebo replacement/repair as part of the budget for 2019/20.

38 Risk assessment

The Committee considered an analysis of potential security risks within the Town Hall. The Committee requested that the Council Manager investigate further and provide options for improved security in the hallway (the area from the front door to the main hall).

39 Council Mobile Phone

RESOLVED to purchase basic pay as you go handsets as appropriate, using budget 4431 Stationary Admin costs.

The Committee noted that a draft Policy would be considered by Policy committee.

40 Amendment to market pitch rates

RESOLVED to retrospectively approve an amendment to market pitch rates as detailed in report R4/40.

41 Agency staff (markets)

- a **RESOLVED** to approve HRGO terms of business.
- b **RESOLVED** to approve an agency staff job description with the removal of the word "Markets" from the job title.

Whilst the Committee's preference was for a broad "Agency Staff" title, if a more detailed job title was required by the agency then the Committee considered "General Assistant" to be an acceptable alternative.

- c **RESOLVED** to retrospectively approve the provision of additional agency staff on a temporary basis.

42 Town Hall basement cleaning

RESOLVED to retrospectively approve appointment of a contractor to clean the basement following the Friday market at a cost of £38.13 per week for 2.5 hours.

43 Flooring in Town Hall Club Room

RESOLVED to make a 50% contribution of £1,122+VAT from budget line 4417 (responsive maintenance) towards the cost of replacement floor covering in the club room/adjoining anteroom.

44 Market & Town Centre Working Group

The Committee considered the notes and recommendations as contained in the Working Group meeting notes R4/44 held on 26.07.18 and 23.08.18.

RESOLVED to alter the Friday market finishing time to 2pm except in exceptional circumstances such as extreme weather. The finish time to be enforced and no gazebos to be taken down or vans to be allowed onto Market Square for loading until 2pm.

RESOLVED that officers be allowed at their discretion to offer incentives such as free trial periods to encourage new traders to the Friday market.

It was agreed to consult with traders regarding the parking of vehicles on Market Square or the Brook Street and Raby Road entrances.

Chair's initials and date:

EVWW 16/10/18

RESOLVED to establish a market traders' forum and a closed WhatsApp group to increase the efficiency and effectiveness of communication.

The Committee decided not to make any alterations to the colours of the market publicity materials.

45 Market publicity

RESOLVED to give delegated authority to the Support Officer to spend up to £250+VAT from budget line 4140 (marketing & promotion) to produce a photographic record of the Christmas market.

46 Other items

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

47 Exclusion of the Press and Public

RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: Items considered in the absence of the press and public

48 Emergency Call-outs

RESOLVED that, in the absence of any other councillor volunteering for the role, the Mayor would act as the second designated person to attend should there be an emergency call out.

49 Street trading licence

The Committee considered a request for weekend trading on Market Square.

RESOLVED to agree to the request for weekend trading for a period of six months after which time the matter would be reviewed. Delegated authority provided to the Council Manager to negotiate the amount.

50 Asset Management Agreement

The Committee noted the income and expenditure figures 2017/18. The Committee agreed that the Market and Town Centre Working Group should investigate examples of best practice from elsewhere and report back to Committee.

51 Asset Management Resources

The Committee considered the resources to manage the assets beyond October 2018 and requested that the Council Manager submit appropriate recommendations to the next Policy Committee meeting.

RESOLVED to temporarily suspend Standing Order 1y to allow the meeting to continue beyond a period of two hours.

52 Quotations for installation of gate

The Committee considered options for the installation of a gate to secure access via the Town Hall yard to the undercroft.

One quotation for a wooden-framed gate was considered (three quotations had been sought but only one submitted). In addition, four quotations for a metal retractable gate were also considered.

RESOLVED to appoint Northwich Town Council to produce and deliver a wooden-framed mesh gate at a cost of £481+VAT from budget line 4417 (responsive maintenance).

Chair's initials and date:

CUW W 16/10/18

The Committee also requested that quotations be sought for the installation of a security camera for the Town Hall yard.

53 Kitchen deep cleaning

The Committee considered two quotations for deep cleaning of the Town Hall kitchen on a twice-yearly basis as recommended by the Town Council's Health & Safety advisors (three quotations had been sought but only two submitted).

RESOLVED to appoint Minster Cleaning to carry out a deep clean of the kitchen every six months at a cost of £76.25+VAT per clean from budget line 4417 (responsive maintenance).

The meeting closed at 8.07pm.

Signed B. V. W. Warner Date 16 / 10 / 18