



Meeting (No) **RESOURCES COMMITTEE (8)**
Time & Date **6pm 4 February 2020**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Jones (Chair), Bennoch, Bolderson and Kynaston.

In attendance: Miss A Duncan (Governance & Operations Manager), Mrs N McMahon (Senior Markets & Support Officer) and Cllr Wastell.

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

93 Questions and comments from residents

There were no questions or comments.

94 Apologies for absence

RESOLVED to accept apologies for absence from Cllrs Hudspeth (personal), Hutt (business) and Roberts (business).

95 Declarations of Interest

There were no declarations of interest.

96 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 10.12.19. The Chair signed the minutes.

97 Governance & Operations Manager's report

The Committee received the report and noted in particular that a padlock had been purchased for the main gate of the Parkgate allotment site at a cost of £50.29+VAT & delivery.

98 Chair's report

The Chair gave an oral report on the 17 December Policy Committee meeting.

99 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.12.19.
- b **RESOLVED** to approve expenditure of £52,820.29 net from the Council's current account as authorised by the RFO from 01.11.19 to 31.12.19, and Equals card payment of £501.06 net from 01.11.19 to 31.12.19. The Chair signed the expenditure records.
- c **RESOLVED** to approve expenditure of £399.73 gross authorised under delegated authority by the SM&S Co-ordinator from 01.12.19 to 31.12.19. The Chair signed the expenditure record.
- d The Committee noted the current account income of £22,817.51 net from 01.11.19 to 31.12.19. The Chair signed the income record.
- e **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.12.2019. The Chair signed the reconciliation records.

100 Committee budget

Current budget and EMRs were considered.

Chairman's initials and date:

sg 17/3/20

101 Strategic objectives

- a The Committee considered its current objectives and no changes were made.
- b It was agreed that committee objectives for the financial year 20/21 would be discussed at the March meeting.

102 Steps from Market Square to Brook Street

The proposal to paint the step edges in high visibility yellow step paint was withdrawn.

103 Purchase of safety boots

RESOLVED to purchase two pairs of steel toe cap boots at a maximum cost of £55.00 each+VAT & delivery from budget line stationery admin costs other 4431 for one member of Town Council staff and one regular agency staff member. It was noted that their work involved the transportation and installation of weights for market gazebos.

104 Approved scheme of Delegation

- a **RESOLVED** to give delegated authority to the Senior Markets and Support Coordinator to authorise Town Hall bookings & kitchen hire as per terms and conditions item 15.3 (as referred to as 'Manager').
- b **RESOLVED** to approve that all officers be authorised to confirm all Town Hall bookings & kitchen hire which do not include the consumption of alcohol.
- c The Committee noted that the Senior Markets and Support Co-ordinator produced all market-related letters, posters/flyers/advertising and memos. Members suggested that the Senior Markets and Support Co-ordinator should also produce market trader newsletters.
- d The Committee considered the issue of safe installation of Neston Town Council market gazebos in windy weather. The SM&S Co-ordinator recommended that the Town Council should follow the installation guidance provided by the gazebo manufacturer, namely using one weight per gazebo leg in normal weather conditions and two weights per leg in windy weather. In addition to the SM&S Co-ordinator's recommendation, the G&O Manager stressed the importance of considering the potential consequences and liability for the Council arising from any decisions taken.

RESOLVED that four weights would be added to each Town Council gazebo whenever gazebos were erected and that two additional weights would be installed on those gazebos most likely to be affected by the prevailing wind from Brook Street. The gazebos identified as requiring additional weights were those erected on the slope leading to Brook Street and at the top of the slope facing the Brook Street entrance (ie from the market stalls adjacent to the Town Hall back door and beyond as far as Brook Street). Two additional weights to be attached to the Brook Street-facing side of these gazebos.

The Committee noted that, in order to install four weights per gazebo and additional weights in exposed locations, 40 additional weights would need to be purchased at a cost of £1000. The Committee did not resolve to make this purchase but instead agreed to ask the RFO if a budget could be identified for the cost.

It was agreed that options for logging weights in and out should be investigated and the results reported to Resources Committee.

Market Traders Terms & Conditions:

The Committee considered the suggested addendum 5.5.1, 5.5.2 and 5.5.3 to Market Trader T&Cs to accommodate safe installation of the gazebos as detailed in R8/104d.

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RESOLVED to make the following amendments to the addendum:

- To amend sentence two of 5.5.2 to read "If windy conditions are expected the Markets Officer may deem that additional weights are required and will instruct traders to install additional weights as he sees fit."
- To amend 5.5.3 to read "Any trader who leaves weights on Market Square rather than returning them to the storage cage at the end of the day will be fined on the next market day".

RESOLVED to approve addendum 5.51, 5.52 and 5.53 as amended.

105 Bank Holiday markets

- a An update was given on plans for the Easter Market to be held on 10 April.
- b The Committee considered whether to hold a market on 08.05.20 (May bank holiday) and agreed to return to this again at the next meeting once it had been established how many traders would be likely to attend a bank holiday market.

106 Purchase of a rose bush

RESOLVED to purchase a rose bush at a cost of £24.00+VAT & delivery from budget line 4140 to be planted in one of the flower beds on Market Square in remembrance of a market trader of long-standing.

107 Allotments

- a **RESOLVED** to approve a three month trial for an online tenancy renewal facility at a subscription of £30 and a per transaction fee of 1.4%+20p (budget line 4180).
In the longer-term, it was agreed to investigate options for embedding an e-commerce solution within the new website. It was felt that this might also be useful for the development of the market.
- b **RESOLVED** to increase allotment rates for 2021/22 by 12%. It was noted that tenants would receive written notice of the increase during March 2020 and any new tenants during the year would be informed of the increase when signing their tenancy agreement.
- c The Committee noted that the Parkgate allotment site access path was extremely narrow and uneven and would become very overgrown during the growing season thus increasing the likelihood of accident. It was also noted that an access path should be a minimum of 1.2 meters. The Committee agreed that this was an important health and safety issue.

It was agreed to recommend to Full Council that NHB money previously allocated for station CCTV (a project that had since been abandoned) be reallocated for the creation of a level access path at the Parkgate allotment site.

It was agreed to consider quotations for path creation at Resources Committee on 17 March with the aim of laying the new path in April/May 2020.

108 Town Hall Task & Finish Group

It was reported that the task & finish group formed on 29.10.19 (minute 56f) had not yet met but that a meeting would be arranged before 17 March.

It was clarified that the group had been created to consider the issue of Town Hall income and report back to Committee.

109 Other items the Chairman determines are urgent for discussion, or noting for the next agenda

There were no other items.

Chairman's initials and date:

SJ 17/3/20

110 Date of next scheduled meeting

The date of the next meeting was noted as 17.03.20 at 6pm.

The meeting closed at 7.40pm.

Signed Sam Jay Date 17/3/2020