



Meeting (No) **RESOURCES COMMITTEE (4)**
Time & Date **6pm 10 September 2019**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Jones (Chair), Hudspeth, Hutt and Kynaston (from agenda item 30).

In attendance: Miss A Duncan (Governance & Operations Manager), Mrs N McMahon (Senior Markets & Support Co-ordinator).

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

29 Election of Chair

RESOLVED to elect Cllr Jones as the Chairman of the Resources Committee to serve until the first meeting of the Resources Committee in the new Council year.

Cllr Kynaston joined the meeting.

30 Questions and comments from residents

There were no questions or comments from residents.

31 Apologies for absence

RESOLVED to accept apologies for absence from Cllrs Bennoch (business) and Roberts (business).

32 Declarations of Interest

Cllr Hutt declared a pecuniary interest in agenda item 42e.

*DUE TO WORKING FOR
ABOUT MY AREA CM104*

33 Minutes of the last meeting

RESOLVED to approve minutes of the meetings held on 25.06.19 and 31.07.19. The Chair signed the minutes.

34 Governance & Operations Manager's report

The Committee considered the G&O Manager's report and noted in particular:

Gazebos (minute 16, 25.06.19)

An additional gazebo had been purchased at a cost of £500+VAT and £9.95 delivery (EMR 9327 – Town Hall & Market).

Allotments (minute 18, 25.06.19)

Cllr Griffiths had agreed to continue as lead councillor for Raby Park Road and Cllr Wastell had agreed to be lead councillor for the Parkgate site.

The approved contractor 'E' (£1,300) had failed to respond to requests to make contact. Contractor 'D' (£1,250) was therefore instructed to complete the works (4180 – allotments).

Signage (minute 69, 16.10.18 & minute 76, 06.11.18)

The order had been placed for the agreed signage for the Station Road entrance to the Wirral Way and the Chester Road car park entrance. Ordering and installation to be undertaken by CWaC (EMR 9331 S106 marketing & promotion).

Staging travel boxes (minute 110, 12.02.19)

Six additional staging travel boxes had been purchased at a cost of £70.50+VAT and delivery charge of £17.50 (4431 – admin costs other).

Chairman's initials and date:

SJ 29/10/2019

35 Chair's report

The Chair reported points of interest for this committee discussed at the last Policy Committee meeting and emphasised the priority for all committees to keep within or below budget during financial year 19/20.

36 Senior Markets & Support Co-ordinator

The Committee considered the SM&S Co-ordinator's report and noted in particular that various Town Hall works had been completed as detailed in report R4/36 and that Legionella awareness training and conflict management training had been completed.

37 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.08.19.
- b **RESOLVED** to approve expenditure of £58,232.09 net from the Council's current account as authorised by the RFO from 01.06.19 to 31.07.19, and FairFX card payment of £335.05 net from 01.06.19 to 31.07.19. The Chair signed the expenditure records.
- c Expenditure under delegated authority by the SM&S Co-ordinator from 01.06.19 to 31.08.19. This item was deferred until the next scheduled Resources Committee meeting.
- d The Committee noted the current account income of £11,314.59 net from 01.06.19 to 31.07.19. The Chair signed the income records.
- e **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.07.19. The Chair signed the reconciliation records.
- f Consideration of an annual financial summary for the Town Hall and market. This item was deferred until the next scheduled Resources Committee meeting.
- g The Committee considered the current method of online authorisation of invoice payments from the Town Council's current account and agreed a revised procedure:
 - Payments to be uploaded once a week (on Tuesday by 4pm).
 - An email will be sent to all Resources Committee members when payments are ready for authorisation along with a brief explanation of the expenditure items.
 - All councillors to check their emails on Tuesday evenings and whoever authorises the payments should "reply all" to confirm that they have done so.
 - If any councillor requires training in using the online authorisation system or would like clarification on any part of the payment process, they should contact the RFO to make the necessary arrangements.

38 Committee budgets

- a The Committee considered the current budget and EMRs and requested advice and clarification from the RFO on two points:
 - the likely overspend on budget line 4405 (agency staff) and
 - anticipated income levels for the remainder of the year.
- b No further action was taken.

Chair's initials and date:

SF 29/10/2019

39 Strategic Objectives

It was noted that a review of the Council's strategic objectives was underway and that a task and finish group had been established.

40 Approved Scheme of Delegation

To approve amendment of the scheme. This item was deferred until a future meeting.

41 Town Hall

a Town Hall fire risk assessment

- i. **RESOLVED** to approve the fire risk assessment carried out by Terrain Health & Safety.
- ii. The Committee noted from the action plan that:
 - Items A1.2.2 completed (five year testing for Town Hall completed; for Market Square and Community Offices, quotes have been sought)
 - A1.2.4 – Covered in minute 41c below
 - A1.12.1 This was removed on the day of inspection
 - A1.2.2 (PAT) booked for September 2019.
- iii. The Committee requested that the Council Manager confirm who acted as fire warden in the absence of the Markets & Estate Officer.

b Town Hall general risk assessment

- i. **RESOLVED** to approve the Town Hall general risk assessment carried out by Terrain Health & Safety.
- ii. The Committee noted from the action plan that:
 - Items A1.15.1 and AA1.11.3, A1.8.8, A1.15.1 Completed – see above fire risk assessment.
 - Item A1.1.14 refresher for staff to be arranged.
- iii. The Committee agreed that no further action was needed.

c Cooker hood clean

- i. The Committee received an oral report from the SM&S Co-ordinator on the recent deep clean carried out on the cooker hood canopy and filters and noted the advice from the contractor that the hood was relatively clean due to low usage, despite not having been professionally cleaned since installation.
- ii. **RESOLVED** that that the cooker hood should be cleaned annually using the SM&S Co-ordinator's chosen contractor.

d CCTV

- i. An update of the meeting held April 2019 was considered.
- ii. It was noted that there was no budget for this provision.

RESOLVED not to install CCTV in Neston Town Hall.

Chairman's initials and date:

gj 29/10/2019

42 Markets

a Markets & Town Centre Working Group

- i. Notes of the meeting held on 02.07.19 were noted.
- ii. **RESOLVED** to approve appointment of Cllrs Warner and Hutt to join the working group.

b Halloween market

Committee received the Halloween market plan as detailed in report R4/42b and noted that the maximum budget of £300 from budget line 4140 (marketing & promotion) would be approved using SM&S Co-ordinator's delegated authority.

c Christmas market

Committee received the Christmas market plan as detailed in report R4/42c and noted that the maximum budget of £250 from budget line 4140 (marketing & promotion) would be approved using SM&S Co-ordinator's delegated authority.

d Market stall pitch rates

It was noted that the £1 increase in pitch rates to £13 per pitch had come into effect on 01.09.19.

e Market advertising

RESOLVED to advertise the weekly market on AboutMyArea for an initial six month period at a cost of £45+VAT per month from budget line 4140 (marketing & promotion). Cllr Hutt abstained from voting.

43 Allotments

a Allotment site inspection reports

The allotment site inspection reports for Parkgate and Raby Park Road were considered and it was agreed to:

- issue notice to improve letters to RPR plots 6b and 9a,
- send emails to RPR plot 4 to cut back a briar and RPR plot 10 to remove sycamore saplings.

An oral report was given on the condition of Marshlands Road and it was agreed that:

- Cllrs Jones and Hudspeth should revisit the site and make recommendations to the next meeting;
- A notice to improve letter should be issued to plot 5 due to the long grass.

b Purchase of additional allotment plot numbers

RESOLVED to purchase 12 additional plot number signs from Gingerwick at a maximum cost of £36+VAT & delivery from budget line 4180 (allotments).

44 Substitute member for Policy Committee

RESOLVED to appoint Cllr Hutt to attend at Policy Committee meetings should the Resources Chair be unavailable.

45 Other items

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

46 Date of next scheduled meeting

To date of the next scheduled meeting was noted as 29.10.19 at 6pm.

Chairman's initials and date:

gh 29/10/2019

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 Main hall floor deep clean

The Committee considered quotations to deep clean the floor of the main hall (Town Hall). It was noted that four quotations had been sought but only two had been received.

RESOLVED to appoint Qwest to carry out a deep clean of the Town Hall's main hall at a cost of £106.82 (budget line 4417 – responsive maintenance).

The meeting closed at 7.50pm.

Signed

Simon Jey

Date

29/10/2019