



Meeting (No) **RESOURCES COMMITTEE (10)**  
Time & Date **6pm 17 March 2020**  
Place **Town Hall**  
Document **Minutes**

**Present:** Cllrs Jones (Chair), Bennoch, Bolderson, Hudspeth, Kynaston and Roberts

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

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

**116 Questions and comments from residents**

There were no questions or comments.

**117 Apologies for absence**

**RESOLVED** to accept apologies for absence from Cllr Hutt (business).

**118 Declarations of Interest**

Cllr Jones declared a non-pecuniary interest in agenda item 136 on the grounds that one of the contractors submitting a quotation was a personal friend.

**119 Minutes of the last meeting**

**RESOLVED** to approve minutes of the meetings held on 04.02.20 and 19.02.20. The Chair signed both sets of minutes.

**120 Governance & Operations Manager's report**

It was noted that two pairs of safety boots had been purchased at a total cost of £101.23+VAT (minute 103, 04/02/20) and that the allotment tenancy renewal letters had been issued using the online software as agreed (minute 107, 04/02/20). It was also noted that the SM&S Co-ordinator had ongoing dialogue with other market managers and that there were currently no plans to close Flintshire markets or the Chester market.

**121 Chair's report**

To Chair gave an oral report on the 18 February Policy Committee meeting and said that Council would be considering options to merge the People and Places committees.

**122 Finance**

- a The Committee considered Town Hall room hire, Market Square hire and market rent to 29.02.20.
- b **RESOLVED** to approve expenditure of £44,740.29 net from the Council's current account as authorised by the RFO from 01.01.20 to 29.02.20, and Equals card payment of £319.86 net from 01.01.20 to 29.02.20. The chair signed the expenditure records.
- c **RESOLVED** to approve expenditure of £262.80 gross authorised under delegated authority by the SM&S Co-ordinator from 01.01.20 to 29.02.20. The Chair signed the expenditure record.
- d The Committee noted the current account income of £35,773.86 net from 01.01.20 to 29.02.20. The Chair signed the income record.
- e **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 29.02.20. The Chair signed the reconciliation records.

Chairman's initials and date:

 8/6/20

- f **RESOLVED** to authorise an annual list of regular payments as per Financial Regulation 5.6. The Chair signed the list of regular payments.

### 123 Committee budgets

- a The Committee considered the current budget and EMRs. No changes were made.
- b The Committee noted an £80.22 overspend on budget line 4415 (cleaning) due to £98.22 expenditure on additional hygiene supplies for Corona virus preventative measures for the Town Hall.

### 124 Strategic objectives

- a To consider and update the Committee's objectives. This item was deferred until the next meeting.
- b To agree Committee objectives for the financial year 20/21. This item was deferred until the next meeting.

### 125 Assets

**RESOLVED** to approve the current list of assets totalling £77,336.92 as detailed in paper R10/125.

The resident left the meeting.

### 126 Bank Holiday markets

**RESOLVED** to hold a standard weekly market on Friday 8 May 2020 (bank holiday), unless a decision should subsequently be taken to cancel markets due to Coronavirus, and to approve the additional cost of two agency staff for this event.

### 127 Market gazebos

- a Six councillors moved to rescind the Resources Committee resolution made on 19.02.20 (minute 114) that with effect from 1<sup>st</sup> April 2020 single gazebos would not be available for hire. The Committee **RESOLVED** to rescind the aforementioned resolution.
- b **RESOLVED** that, with effect from 1 May 2020, single gazebos would no longer be available for hire.
- c It was noted that the Markets & Town Centre Working Group had met on 11.03.20 for the purpose of formulating recommendations about Town Council gazebos.

#### (i) Recommendation – purchase of gazebo weights

**RESOLVED** to purchase eight additional gazebo weights at a maximum cost of £180+VAT and delivery from budget line 4417.

#### (ii) Recommendation – sale of single gazebos

**RESOLVED** to sell 26 single gazebos (including four weights per gazebo set) to market traders at a cost of £2 per gazebo set, on the condition that the purchaser provides an additional four weights for each gazebo purchased. Allocation of gazebos offered to be based on current regular patterns of use.

#### (iii) Recommendation – allocation of panels/gutters

**RESOLVED** to provide delegated authority to the SM&S Co-ordinator to distribute side panels and gutters at zero cost and at her discretion when allocating gazebos as per recommendation (ii) above.

Chairman's initials and date:

 8/6/20

(iv) Recommendation – retention of gazebos

**RESOLVED** to retain two double and two single gazebos (including gutters, back/side panels and weights) to enable the Town Council to provide shelter for invited market entertainment and voluntary organisations attending the market, and for use by the town council.

(v) Recommendation – double gazebos

**RESOLVED** to approve the following procedure for sale of double gazebos to the local community (sale agreed previously by Resources Committee on 19.02.20 - minute 114):

- Notice to be displayed on the Town Council's website, noticeboards and also AMA (maximum cost £50 for advertising on AMA) inviting applications to purchase gazebo(s) - applications to state intended use and potential community benefit. Benefit must be within the Town Council's area.
  - Closing date two weeks after publication.
  - Resources Committee to consider applications and allocate gazebos at the scheduled meeting on 21 April.
- d The Committee considered a draft bill of sale template that could be used for the sale of Town Council assets such as gazebos and staging equipment.

**RESOLVED** that a formal agreement between the Council and traders for the sale of gazebos should not be drawn up by the Council's solicitor.

**RESOLVED** that a bill of sale was not needed and that it would be sufficient for the Council Manager to issue an appropriately worded receipt for the transfer of these assets.

## 128 Market advertising

**RESOLVED** to continue weekly market advertising on AboutMyArea at a cost of £45+VAT per month from budget line 4140 (marketing & promotion) as long as the continuation could be on a month-by-month basis given the current uncertainty resulting from Coronavirus.

## 129 Town Hall Task & Finish Group

It was noted that the task & finish group, established on 29.10.19 (minute 56f) to consider the issue of Town Hall income and report back to Committee, had yet to meet.

## 130 Market charging schedule

The amended markets charging schedule with effect from 01.04.20 was noted.

## 131 Call-out payment for agency staff

- a **RESOLVED** to pay call-out fees currently £47.52 +VAT for the first hour and then standard hourly rate for any subsequent hours to all agency staff when called at short notice.
- RESOLVED** that this should be applied (agency staff have attended two call-outs this month resulting in three call-out fees). It was noted that the Town Council would be reclaiming from room hirers the three recent call-out fees.
- c **RESOLVED** that payment should be made from budget line 4405 (agency staff).

The SM&S Co-ordinator left the meeting.

Chairman's initials and date:

 8/6/20



### **132 Staging Equipment**

**RESOLVED** to transfer all of the Council's staging equipment at a cost of £1.00 to Hip & Harmony CiC and Neston Players jointly with effect from 1 April 2020 on the following terms:

- i. in the event that both Hip & Harmony and Neston Players either cease to operate or relocate beyond the Town Council's area, the Town Council must be given first refusal to purchase back the staging equipment at a cost of £1.00;
- ii. the staging equipment must not be sold on once transferred without giving the Town Council first refusal to purchase back the staging equipment at a cost of £1.00;
- iii. the staging equipment must be made available free of charge for use by other local community groups, and
- iv. with effect from 1 April 2020 the Town Council will no longer take responsibility for insurance or storage of the staging equipment.

### **133 Other items the Chairman determines are urgent for discussion, or noting for the next agenda**

There were no other items.

### **134 Date of next scheduled meeting**

The date of the next scheduled Resources Committee meeting was noted as 21.04.20 at 6pm.

### **135 Exclusion of the Press and Public**

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

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

Cllr Jones left the meeting.

**RESOLVED** to appoint Cllr Kynaston as Chair for the remainder of the meeting.

### **136 Parkgate allotment site – central access path**

Three quotations were considered. It was noted that undertaking this work would be subject to approval by Council on 20.03.20 to access EMR 9333.

**RESOLVED** to appoint PDQ Landscape Maintenance to create a central access path at the Parkgate allotment site at a cost of £2,388+VAT.

### **137 Asset Management Agreement**

It was noted that an update from CWaC had been requested by the Council Manager and a response was awaited.

The meeting closed at 7.20pm.

Signed  Date 8/6/2