



*Meeting (No)* **RESOURCES COMMITTEE (1)**  
*Time & Date* **2.30pm 10 June 2020**  
*Place* **Remote meeting via Zoom**  
*Document* **Minutes**

**Present:** Cllrs Jones, Bolderson, Hutt, Kynaston and Warner (substitute for Cllr Roberts)

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

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

### **1 Election of Chairman**

**RESOLVED** to elect Cllr Jones as chair for the meeting.

Election of the Chairman of the Resources Committee to serve until the first meeting of the Resources Committee in the new Council year (standing order 15h) was deferred until the next meeting.

### **2 Questions and comments from residents**

There were no questions or comments from residents.

### **3 Apologies for absence**

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

### **4 Declarations of Interest**

There were no declarations of interest.

### **5 Friday Market**

- a The Committee considered a risk assessment for reopening the market (paper R1/5a). It was clarified that the Town Council would operate a cashless collection of fees but that the market in its entirety would not be cashless due to the fact that market traders might accept cash from customers.

**RESOLVED** to approve the risk assessment (paper R1/5a) for reopening the market with the inclusion of a note of clarification as stated above.

- b The Committee noted paper R1/5b which listed the items purchased under delegated authority by the SM&S Co-ordinator for the reopening of the market.

Agenda item 5l was brought forward by common consent.

- l The Committee considered report R1/5l by the RFO about the rates of pay applied when agency staff undertake additional responsibilities on behalf of the Council during staff absences. The Committee requested that a description of the additional supervisor duties and possible additional costs be provided for consideration at the next Resources Committee meeting.

- c 1. **RESOLVED** to approve the expenditure for on the day use of three agency workers for a total of 22 hours to hold the first Friday market and agreed the schedule of work as:

- worker one – 6am-3pm paid at supervisor rate
- worker two – 6am-2pm paid at standard worker rate
- worker three – 8am-1pm paid at standard worker rate.

Chairman's initials and date:

 8/6/20

- c 2. **RESOLVED** to provide delegated authority to the SM&S Co-ordinator to decide the agency staff requirements (both supervisor and standard worker) for the Friday market to be held on 19 June 2020.

The Committee agreed to review the number of agency worker hours and agree a weekly maximum at the next Resources meeting. The Committee requested background information to assist their decision-making.

3. **RESOLVED** to approve that the signing and submission of the agency workers' timesheets be authorised and undertaken by the SM&S Co-ordinator and that a breakdown of agency worker hours/costs as authorised by SM&S Co-ordinator be submitted to each Resources Committee for approval (breakdown to include hours worked by each worker per week, whether payment was made at supervisor or standard worker rate and an explanation of any variations to the normal working patterns).
- d **RESOLVED** to approve additional four hours pay at supervisor rate for an agency worker to undertake preparation planning for the market reopening as detailed in report R1/5d.
- e **RESOLVED** to approve the Market & Town Centre Working Group's recommendation to waive pitch fees (including all associated costs such as storage, electricity and parking charges) for the initial two weeks of the reopened market.
- f 1. It was noted that a COVID-19 clean of the lower community office, the basement ramp and traders' kitchen must be undertaken before the market reopening in order to facilitate requirements for agency workers and in addition to provide hand washing and toilet facilities for traders only. The Committee noted that toilet facilities would also be made available to agency workers.
2. **RESOLVED** to approve the cost of £534.35 for the COVID-19 clean (as noted in f1 above) using the Town Council's current main cleaning contractor and, should they become apparent, costs for the rental of the lower community office.
3. **RESOLVED** to provide delegated authority to the SM&S Co-ordinator to arrange cleaning of the lower community office and traders' kitchen on a weekly basis following the COVID-19 guidance provided by Terrain Health & Safety.
4. The Committee agreed to defer purchase of Ethanol for COVID-19 cleaning until the next meeting to allow time to investigate the safe storage and use of this product.
- g **RESOLVED** to approve an additional insurance premium of £50 to reopen the market following the COVID-19 clean and approval of the market risk assessment. The Committee requested details of the schedule covering the additional expenditure.
- h Provision of delegated authority to the SM&S Co-ordinator up to a maximum cost for any further expenditure for running the reopened market was deferred until the next meeting to allow time for the SM&S Co-ordinator to produce indicative costs.
- i The Committee considered notes of the Market & Town Centre Working Group meetings held on 02.06.20 and 03.06.20. It was noted that there would be no rubbish collection and no cash payment of pitch fees following reopening of the market.
- j The Committee received an oral update from the SM&S Co-ordinator on liaison with Police and Sainsbury's about reopening the Friday market. It was noted that there would be ongoing discussions with Sainsbury's about a phased reclaiming of the space on Market Square and the Town Council's barriers.
- k **RESOLVED** to approve the Market & Town Centre Working Group's recommendation to reopen the Friday market.

Chairman's initials and date:

 8/6/20

**RESOLVED** that the market would reopen on 12.06.20.

Agenda item 5l was considered earlier following item 5b.

## **6 Next meeting**

**RESOLVED** that the next Resources Committee meeting would be held at 6pm on Tuesday 23 June 2020.

The committee members wished to record their thanks to the SM&S Co-ordinator for all her hard work in preparing for the reopening of the market.

The meeting closed at 3.25pm.

Signed



Date

8/6/20