



Meeting (No) **RESOURCES & POLICY COMMITTEE (4)**
Time & Date **6pm 23 February 2021**
Place **Remote meeting via Zoom**
Document **Minutes**

Present: Cllrs Kynaston (Chair), Bolderson, Hudspeth, Jones and Wastell

In attendance: Miss A Duncan (Governance & Operations Manager)

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

45 Questions and comments from residents

There were no questions or comments.

46 Apologies for absence

The Committee received apologies for absence from Cllrs Hinks (personal) and Warner (business) and **RESOLVED** to accept the reasons for absence.

The absence of Cllr Roberts was noted.

47 Declarations of Interest

There were no declarations of interest.

48 Minutes of the last meeting

RESOLVED to approve minutes of the Resources & Policy Committee meetings held on 15.12.20 and 01.02.21. Minutes to be signed at the next face-to-face committee meeting.

49 Council Manager's report

The Committee considered the Council Manager's report.

50 Budgets

- a Committee budgets/EMRs were considered.
- b **RESOLVED** to earmark £200 from budget 4315 (noticeboards).

51 Finance

- a The Committee considered revenue from Town Hall room hire, Market Square hire and market rent to 31.01.21.
- b Market iZettle fees to 31.01.21 were noted.
- c **RESOLVED** to approve expenditure of £70.21 gross authorised under delegated authority by the SM&S Co-ordinator from 01.12.20 to 31.01.21.
- d **RESOLVED** to approve a breakdown of agency worker hours/costs as authorised under delegated authority by the SM&S Co-ordinator from 01.12.20 to 31.01.21.

52 SM&S Co-ordinator's report

The Committee received the Senior Markets & Support Co-ordinator's report and noted in particular that the Friday market had continued to trade during lockdown with essential stalls only as per government guidelines and with confirmation from CWaC's Regulatory Services.

53 Market pitch fees

- a **RESOLVED** that no storage back fees should be charged to traders unable to trade during lockdown.

Chairman's initials and date:

 8/6/21

- b **RESOLVED** that traders should not be penalised, in terms of having to use up allocated holiday weeks or being forced back into casual status, for weeks that they are unable to trade during lockdown.

54 Services at Neston Town Hall

- a The Committee considered the Council Manager's report on potential service development and possible options for collaborative working.
- b It was agreed to open negotiations with Brio Leisure at the appropriate time.

55 Allotments

- a **RESOLVED** to increase allotment rent by 2% for the year 2022/23.
- b **RESOLVED** to continue the online tenancy renewal system for 2021 at an annual cost of £80+VAT.
- c The Committee considered a report on the cost of mains water installation and agreed that it would not currently be affordable to provide mains water at the Raby Park Road and Marshlands Road sites.

56 Risk management

RESOLVED to approve the Resources & Policy Committee's risks report, overall summary and action plans.

57 End of Year Accounts

RESOLVED to approve that the Council's accounts be completed and closedown procedures conducted by RBS as a cost of £560+VAT (code 4060).

58 Asset list

The Committee agreed to recommend to Council the current list of Neston Town Council assets as detailed in report RP4/58-59.

59 Insurance

RESOLVED to approve the breakdown of Town Council's insurance cover as detailed in report RP4/58-59.

60 Internet and Social Media Policy

RESOLVED to approve the policy as amended in paper RP4/60.

61 Participating Employer Personal Data Retention Policy

RESOLVED to approve the policy as amended in paper RP4/61. Committee requested left-aligned text and standard font within the final document.

62 Annual Report 20/21

- a **RESOLVED** to publish an annual report using the same format as 2019/20.
- b It was decided not to publish an edited version of the 2020/21 Annual Report in the July edition of Neston Local (four centre pages) at a cost of £400. It was decided instead to display the edited version on the Town Council noticeboards.
- c **RESOLVED** to publish an edited version of the 2020/21 Annual Report on AMA at a cost of £45.00+VAT.

63 HR Sub-committee

The Committee received draft minutes of the sub-committee meeting held on 14.01.21.

Chairman's initials and date:



64 Review of standing orders and financial regulations

It was decided to form a task & finish group to review standing orders and financial regulations. Cllr Jones was appointed as group lead and it was decided to request that Council appoint two additional members.

65 Date of next meeting

The date of the next scheduled meeting was noted as 27 April 2021.

66 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of paragraph 1 (information relating to any individual).

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

67 HR – dispensation

It was noted that a review of agreed dispensation as per Policy meeting 5/11/19 had been undertaken and would be reported in more detail at the next HR sub-committee meeting.

The meeting closed at 7.10pm.

Signed  Date 8/6/2