



Meeting (No) **RESOURCES & POLICY COMMITTEE (6)**
Time & Date **6pm 27 April 2021**
Place **Remote meeting via Zoom**
Document **Minutes**

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

In attendance: Mrs A Kunaj (Council Manager), Miss A Duncan (Governance & Operations Manager)

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

74 Questions and comments from residents

There were no questions or comments.

75 Apologies for absence

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

76 Declarations of Interest

There were no declarations of interest.

77 Minutes of the last meeting

RESOLVED to approve as a correct record the minutes of the Resources & Policy Committee meetings held on 23.02.21 and 03.03.21. Minutes to be signed at the next face-to-face meeting.

78 Governance & Operations Manager's report

The report was received and it was noted in particular that the HRGO hourly rate had increased to £12.66 from 1 April. It was also noted that Karate classes had recommenced at the Town Hall and that two two-hour sessions (including adults) would begin from 17 May.

79 Budgets

Committee budgets were considered and no changes were made.

Items 92-94 were brought forward by common consent.

92 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 duration of agenda items 93 and 94 on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (financial or business Affairs of any particular person).

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

93 IT/Website Service Level Agreement

The Committee considered a revised service level agreement, including charges, and agreed that there should be an appointed arbitrator rather than external expert in cases of dispute resolution.

RESOLVED to approve the revised service level agreement/charges with the addition of "in the event of disagreement over the appointment of an Expert, then the President of the Institute of Arbitrators shall be asked to appoint an arbitrator".

Chairman's initials and date:  8/6/21

94 Asset Management Agreement

The Committee received a summary of the written report considered by the Asset Management meeting on 26.04.21 along with an oral report of the meeting.

It was agreed that it would be useful for two working groups (one for Town Hall and another for Markets) to investigate the issues raised in the report and any other related issues that arise. It was also agreed that CWaC councillor engagement with these working groups would be beneficial. It was noted that the formation of working groups would be considered at the first Resources & Policy Committee in the next council year.

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

80 Delegation to SM&S Co-ordinator

RESOLVED to extend the SM&S Co-ordinator's delegated authority to other managers for the duration of the SM&S Co-ordinator's current absence. Any action taken or expenditure incurred under this extended delegated authority to be reported to the following Resources & Policy Committee.

81 Standing Orders and Financial Regulations

It was agreed to recommend adoption of the updated Standing Orders and Financial Regulations to the Annual Meeting of the Council on 4 May 2021.

82 Town Hall hire

- a The Committee considered a report on use of the Town Hall by hirers.

RESOLVED:

- i. to approve payment of any additional costs required as a result of unscheduled meetings being called, currently £28.34 per session;
- ii. that Neston Karate would be allowed to undertake their own cleaning between any classes that were held in the same evening;
- iii. that future hirers provide their own cleaning materials and solutions for cleaning;
- iv. that no further offers be made to hirers and the town hall to remain closed to new hirers until new Government cleaning guidelines are published allowing the relaxation of some of the cleaning regimes;
- v. that no new tenants could occupy any parts of the town hall building at the present time.

b *Emergency contact details*

It was noted that the key fobs currently have the Market Officer mobile number which is switched on during the Friday market only.

Cllr Kynaston agreed that her telephone number would be issued as the primary number for town hall hirers.

- c **RESOLVED** that the charge to CWaC for hire of the Town Hall for Polling day on 6 May 2021 would be £365.

83 Guidance for return of face-to-face meetings

- a **RESOLVED** to adopt the draft protocol for face-to-face council meetings.

Chairman's initials and date:

 8/6/21

- b **RESOLVED** to approve the risk assessment for face-to-face council meetings.

84 Town Hall Basement – Storage

- a *Rural Touring Theatre equipment:*

Cllr Kynaston declared a non-pecuniary interest in this agenda item as she holds the position of Neston's Rural Touring Theatre representative.

RESOLVED to agree a recommendation from the Market Working Group that Rural Touring Theatre be allowed to store equipment in the Town Hall basement. Cllr Kynaston did not take part in the voting.

- b *Staging:*

It was noted that, due to COVID restrictions, the staging had not yet been removed from the Town Hall.

85 Town Hall, Market and Lower Community Office, maintenance and cleaning

- a **RESOLVED** to extend the contract for weekly cleaning of the traders' kitchen and lower community office following the Friday market (1.5 hours per week) at a monthly cost of £123.24 and delegated to officers the authority to negotiate the most flexible arrangement possible in terms of contract duration and notice period.
- b **RESOLVED** to approve the cost for the Market Officer on an ad hoc basis to address maintenance issues for the Town Council's managed assets.

86 Market Square

- a *Alfresco Dining*

The Market Working Group reported that it was considering options including the possibility of approaching all food businesses to see if there was any interest in working with the Town Council to take forward the suggestion to utilise Market Square. It was also reported that the group was considering the potential practicalities and responsibilities as part of this process.

Cllr Kynaston left the meeting and Cllr Jones (Vice-Chair) chaired the remainder of the meeting.

- b *Seating*

It was agreed to request quotations for basic repair and revarnishing of the Market Square seating. Quotations to be considered at a future meeting.

87 Noticeboards

It was agreed to consider at budget setting time the future requirements for noticeboard replacement.

RESOLVED to provide delegated authority to the G&O Manager to arrange temporary repairs as required on the noticeboards during 21/22 up to a maximum annual total of £500.

88 Allotments

- a The Committee considered requests from Marshlands Road tenants that the Town Council obtain a full written quotation for the provision of water at this allotment site. It was decided that current financial restrictions would not allow for provision of water at this site but that the matter would be revisited when setting budgets for financial year 22/23.
- b The Committee considered a request from an allotment tenant for the Town Council to provide a one-off skip at allotment sites given the current request to limit trips to the recycling centre. The Committee decided that, given the current financial restrictions, it would not be possible to provide skips at allotment sites.

Chairman's initials and date:

 28/6/21

89 IT expenditure

RESOLVED to purchase a replacement laptop at a maximum cost of £500 from budget 4055 (IT/computer maintenance).

90 HR Sub-committee


- a The draft meeting minutes of the 03.03.21 were received.
- b The Committee noted the HR Sub-committee's decision to recommend to Council via Resources and Policy committee that delegated authority be provided to the Council Manager in liaison with the HR sub-committee Chair to employ on a temporary basis a market and admin co-ordinator for 5 hours per week. The Committee agreed to make this recommendation to Council.

91 Date of next meeting

To be agreed at the Annual Meeting of the Council.

Items 92-94 were considered earlier following item 79.

The meeting closed at 7.58pm.

Signed  Date 8/6/21