



Meeting (No) **Market & Town Hall Committee (2)**
Time & Date **6pm, Tuesday 26th September 2023**
Place **Neston Town Hall**
Document **Draft Minutes**

Present: Cllrs Jones (Chair), Davies, Hudspeth, Kynaston and Marple.

In attendance: Mrs N McMahon (Corporate Support & Facilities Officer)

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

17	Public Participation (maximum of three minutes per person)
	No members of the public were present.
18	Apologies for Absence
	RESOLVED to approve apologies from Cllr Hardcastle for business reasons.
19	Declarations of Interest
	No declarations of interest were received.
20	Minutes of the Last Meeting
	RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 27.6.23. A typographical error was corrected and the Chair signed the minutes.
21	Committee Budgets 2023/24
	<p>RESOLVED to receive the budget and the current earmarked reserves reports.</p> <p>The committee requested clarification and explanation from the RFO, prior to the next scheduled meeting, on the following budget and EMR figures:</p> <ul style="list-style-type: none"> • 2023/24 Actual YTD budget 4440 Water £-2,142 • 2023/24 401 Net income over expenditure Total and Actual year to date differs from Net income over expenditure Total and Actual YTD further down the page. • Why is EMR 334 TH/Market income £15000 <p>RESOLVED to move £1000 from EMR 334 TH/Market income to 4140 Marketing & Promotion to be spent on the Halloween and Christmas Markets.</p>
22	Finance
a	RESOLVED to receive the report detailing revenue from Town Hall room hire, Market Square hire and market rent to 31.08.23.
b	RESOLVED to receive the report detailing the market square fees.
c	<p>RESOLVED to approve expenditure of £242.43 gross authorised under delegated authority from 01.06.23 to 31.08.23.</p> <p>The committee requested that in future the total delegated authority expenditure is reported as part of the Corporate Support and Facilities Officer's report. The breakdown of the Equals card expenditure is reported at Finance and Administration meeting therefore the committee do not require a full report at the Market and Town Hall committee meeting too.</p>

d	RESOLVED to approve breakdown of HRGO costs from 01.06.23 to 31.08.23.
23	Corporate Support and Facilities Officer's Report (including Exceptions and Officer Delegated Decisions)
	<p>Following discussion, the committee indicated that they are keen for community entertainment at the December markets. The committee also:</p> <p>RESOLVED to increase the budget for the Halloween and Christmas Markets by moving £1000 from EMR to budget 4140 as per minute 21.</p> <p>The Committee requested that the RFO contacts the Internal Auditor to obtain an answer to the item concerning the repairs to the stage curtain before the next scheduled meeting.</p>
24	Special Enhanced Markets
	<p>The Committee received the report concerning the budgets for the enhanced markets. The deputy chair stated that the Committee agreed that it is important that we have special enhanced markets to attract visitors to the market. The Committee does not recognise the analysis of the market situation as detailed in the report and it does not believe that some of the recommendations are appropriate. The Committee wishes to grow the market and publicise the market to encourage visitors.</p> <p>A budget has now been allocated to allow the Halloween and Christmas markets to be enhanced and advertised, to include free activities for children which will be financed by the council.</p> <p>RESOLVED to increase the budget for the Halloween and Christmas Markets by moving £1000 from EMR to budget 4140 as per minute 21.</p>
25	Halloween Market
	<p>Following discussion, The Committee</p> <p>RESOLVED to approve a budget of £650 for the Halloween Market on 27th October from budget 4140 marketing & promotion.</p> <p>RESOLVED to approve a budget of £450 for a Friday Christmas Market date TBC.</p>
26	Gazebos
	<p>The Committee discussed the proposal and requested that the Corporate Support and Facilities Officer speak to the RFO to assess the insurance implications of retaining ownership of any Neston Town Council gazebos bought back from any trader who leaves the market, to hire to new traders, as detailed in the Market Traders Licence Terms and Conditions, or for repairs to existing gazebos. A report was requested for the next scheduled meeting.</p> <p>RESOLVED in the meantime to give delegated authority to the Corporate Support and Facilities Officer to buy back any gazebos that become available in consultation with the Chair or Deputy Chair.</p>
27	PAT Testing
	RESOLVED to give delegated authority to the Corporate Support and Facilities Officer for the purchase of PAT testing equipment, including an online training course, in line with the Caretaker and Market Officer's amended job description, at a maximum cost of £450 +VAT & Delivery from budget 4431 Stationery and admin & 4035 training.
28	Trader of the Year Trophy
a	RESOLVED to approve purchase of a trader of the year trophy at a maximum cost of £50 +VAT and delivery from budget 4140 (marketing & promotion).

b)	RESOLVED to give delegated authority to the Corporate Support & Facilities Officer, in consultation with the Committee Chair or Deputy Chair and market team, to decide the 2023 trader of the year.
29	Roof & Gutter Clear
	<p>The Committee received report MTH2/29 Regarding 3 quotations received for work to the Town Hall roof.</p> <p>RESOLVED to temporarily suspend standing orders at 7.10pm, as no members of the public were present.</p> <p>The Committee were then provided with the names of the contractors detailed in the report.</p> <p>RESOLVED to resume standing orders at 7.12pm.</p> <p>RESOLVED to appoint Contractor 3 to carry out a gutter/gulley clear and associated repairs (option 2) at a cost of £1350.</p>
30	Charity Coffee Mornings
	As Cllr Hardcastle was not present at the meeting this item was deferred to the next scheduled meeting on 21.11.23.
31	Date of Next Meeting
a)	It was noted that the next scheduled meeting will held be on 21.11.23 at 6pm.
b)	<p>It was noted that an extraordinary meeting of this committee will be called in November in order to discuss the annual Market & Town Hall financial report.</p> <p>The Committee requested that this meeting take place on Tuesday 7th November at 11.00am. If the RFO is not able to have the figures ready for this date he is requested to contact the Committee.</p>

The meeting closed at 7.25pm