



*Meeting (No)*     **Market & Town Hall Committee (2)**  
*Time & Date*     **6pm, Tuesday 10 September 2024**  
*Place*                **Neston Town Hall**  
*Document*          **Minutes**

<b>Present:</b> Cllrs Jones (Chair), Hudspeth, Marple and Kynaston (from 6.05pm)	
In attendance: N McMahon (Market & Town Hall Manager)	
PART 1: Items to be considered in the presence of the press and public	
<b>15</b>	<b>Public Participation (maximum of three minutes per person)</b>
	No members of the public were present.
<b>16</b>	<b>Apologies for Absence</b>
	Cllr Warner sent apologies. <b>RESOLVED</b> to approve apologies from Cllr Warner. The absence of Cllr Davies was noted.
<b>17</b>	<b>Declarations of Interest</b>
	No declarations of interest were received.
<b>18</b>	<b>Minutes of the Last Meeting</b>
	<b>RESOLVED</b> to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 25.6.24. The Chair signed the minutes.
Cllr Kynaston joined the meeting at 6.05pm	
<b>19</b>	<b>Committee Budgets 2024/25</b>
a	<b>RESOLVED</b> to receive the current budget and earmarked reserves reports. Following a query raised at the last meeting, discussions with the Finance Manager have taken place. The Chair explained that the reason that the Actual YTD budget for 1420 Asset Man Grant is negative is because funds have not yet been received from CWaC.
b	<b>RESOLVED</b> to receive the detailed EMR report from the Finance Manager. The Town Hall and Market income EMR 334 was discussed in depth. It was agreed to initially aim to build this EMR back up to £15,000. The chair indicated that the EMR should be built back up to £25000 over the next few years, however committee members did not think this necessary and queried the purpose of this budget. The committee requested that a recommendation is sent to Finance & Administration committee, for the next agenda, for an overall budget assessment of all the Council's EMRs.
<b>20</b>	<b>Finance</b>
a	<b>RESOLVED</b> to receive the report detailing the revenue from Town Hall room hire, Market Square hire and market rent to 31.8.24.
b	<b>RESOLVED</b> to receive the report detailing the market 'Square payment terminal' fees from 1.6.24 to 31.8.24

c	<b>RESOLVED</b> to approve a breakdown of HRGO costs from 1.6.24 to 31.8.24
<b>21</b>	<b>Committee Objectives</b>
	<p>The current status of the M&amp;TH Committee's agreed objectives was reviewed and no alterations were made.</p> <p>The development of the Warm Welcome Space/Reception area was raised again, as the agenda item had been removed when no report had been received. The Chair requested that a written report from Cllrs is produced in time for an agenda item to be added to the next scheduled meeting.</p>
<b>22</b>	<b>Market &amp; Town Hall Manager's Report</b>
	<p><b>RESOLVED</b> to receive the Market &amp; Town Hall Manager's report. It was noted in particular that:</p> <ul style="list-style-type: none"> <li>• Future special markets should be considered as 'enhanced markets' and not actual 'events'. The timed events, such as readings etc., were not practical on a busy market day and that live entertainment would have to be carefully considered or removed completely on occasion, due to lack of space and so as not to affect the running of the market.</li> <li>• The replacement of main community notice board would need to be considered in next year's budget request. The committee asked that either a second notice board for the market square is also considered or that the main notice board is moved to the market square.</li> <li>• Volunteers were requested for the Christmas Lights Switch on Event, Cllrs Kynston and Marple volunteered and Cllr Jones has already agreed to take part, in his capacity as Mayor, on the day.</li> </ul>
<b>23</b>	<b>Halloween Market</b>
	<p><b>RESOLVED</b> to confirm a budget of a maximum of £500 for a Halloween market on 1.11.24, from budget Marketing &amp; Promotion 4140.</p> <p>It was noted that this was within the Town Hall &amp; Market Manager's delegated authority and although outright approval was not required, committee members should be aware of budget expenditure.</p>
<b>24</b>	<b>Town Hall Hire Rates</b>
	<b>RESOLVED</b> to approve the proposed increases to the Town Hall hire rates with effect from 1 <sup>st</sup> April 2025.
<b>25</b>	<b>Trader of the Year Trophy</b>
a	<p><b>RESOLVED</b> to approve the purchase of a trader of the year trophy at a maximum cost of £50 + VAT and delivery from budget 4140 (marketing &amp; promotion).</p> <p>It was noted that this was also within the Town Hall &amp; Market Manager's delegated authority and approval of items such as this would not be required going forward.</p>
b	<b>RESOLVED</b> to provide delegated authority to the Market & Town Hall Manager, in liaison with the Committee Chair and market team, to decide the 2024 trader of the year.

<b>26</b>	<b>Town Hall Storage</b>
	<p><b>RESOLVED</b> to receive the report reaffirming the temporary storage arrangements for external groups at the Town Hall.</p> <p>Cllr Kynaston updated the committee that the former Parkgate Fest gazebos would be removed from the Town Hall as soon as can be arranged, as they cannot be covered on the 'Friends of West Vale Park' insurance and alternative storage has now been found.</p> <p>It was noted that the staging stored in the yard area is not adequately protected. Councillors agreed to remind Neston Players of this at planned upcoming meetings, including the need for a permanent more suitable storage location.</p> <p><b>RESOLVED</b> to not offer further storage to any external groups due to lack of space and insurance implications.</p>
<b>27</b>	<b>Additional December Market</b>
	<b>RESOLVED</b> to approve holding an additional market on Monday 23 <sup>rd</sup> or Tuesday 24 <sup>th</sup> December, should traders wish to trade.
<b>28</b>	<b>Market Square Handrails</b>
a	<p><b>RESOLVED</b> to receive the report detailing the options for the fitting of the Market Square handrails and to agree on the preferred option.</p> <p><b>RESOLVED</b> to appoint Jardines joinery (the suppliers of the timber) to fit the handrails on the market square.</p>
b	<b>RESOLVED</b> to approve the virement of a maximum of £1300 from marketing and promotion budget 4140 to Responsive Maintenance budget 4417 to facilitate the required option.
<b>29</b>	<b>Date of next meeting</b>
	It was noted that the next scheduled meeting will held be on 19.11.24 at 6pm.
<b>30</b>	<b>Exclusion of the Press and Public</b>
	To consider 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 the paragraph specified against the item.
<b>PART 2: Items to be considered in the absence of the press and public</b>	
	There was no confidential business

**The meeting closed at 6.40pm**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_