



Meeting (No) **Market & Town Hall Committee (2)**
Time & Date **6pm, Tuesday 23 September 2025**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Davies (substitute for Cllr Jones), Marple, Kynaston, N Ruscoe (Deputy Chair) and Warner

In attendance: N McMahon (Market & Town Hall Manager)

In the absence of Cllr Jones (Chair), Cllr N Ruscoe (Deputy Chair) Chaired the meeting.

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

16 Public Participation (maximum of three minutes per person)

No members of the public were present

17 Apologies for Absence

Apologies were received from Cllrs Jones & Swaffer.

RESOLVED to approve apologies from Cllrs Jones & Swaffer.

The Absence of Cllr Doughty was noted

18 Declarations of Interest

No declarations of interest were received.

19 Minutes of the Last Meeting

RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 17.6.25. The Deputy Chair signed the minutes.

20 Committee Budgets 2025/26

RESOLVED to receive the committee budgets and the earmarked reserves reports.

Questions regarding the budgets and EMR's were received in advance of the meeting in order that the Finance Manager could be consulted:

- The Finance Manager assures the committee that the planned funding for the 300th Anniversary Market in 2028, of £1000 from underspend for 25/26 and a further £1000 each year to be included in the budget for 26/27 and 27/28 will be achieved. This will provide a budget of £3000 for the event in 2028 as requested.
- The Finance Manager noted that the EMR 334 TH/Market income, of £14,338.79 is actually lower than ideally required as it would be used to cover any potential loss of rent or service charge. He recommends that this EMR is not spent.
- The total income YTD of £21,368 as shown on the budget report is not strictly accurate as the report reflects figures up to the end of August and includes a deficit of £4,203 for the asset management grant which has not yet been received. The Finance Manager has therefore provided total income figures up to this point in September for 24/25 of £25,238.10 and

	for 25/26 of £27,636.45 which shows that the income for the current year is increased by £2,398.35 at this time.
21	Finance
a	RESOLVED to receive revenue from Town Hall room hire, Market Square hire and market rent to 31.8.25. The committee noted that the market income, in particular, was increasing and asked for thanks to be noted to the market team for all their hard work in achieving this.
b	RESOLVED to receive the market 'Square payment terminal' fees from 1.6.25 to 31.8.25
c	RESOLVED to receive a breakdown of HRGO costs from 1.6.25 to 31.8.25
22	Market & Town Hall Manager's Report
	RESOLVED to receive the Market & Town Hall Manager's report.
23	Committee Priorities for 26/27
	<p>RESOLVED To receive the budget considerations report. The committee requested that the following priorities are included in the budget request for the next financial year:</p> <ul style="list-style-type: none"> • The committee wish to increase the Marketing & Promotion budget (4140) to £2500 to allow for additional special markets and/or additional activities and better prizes. • The committee noted the assurance from the Finance Manager that the budget of £3000 for the 300th Anniversary Market in 2028 will be achieved. • The committee wish to replace the front stage curtains, rather than paying for an additional fire-retardant treatment, as detailed in the budget considerations report. The Responsive Maintenance budget would be used to fund this. • The committee noted that the Waste Collection budget (4426) would need to increase to allow for the new legislation and yearly price increases as detailed in the budget considerations report. • The committee noted that the Responsive Maintenance budget (4417) would need to increase significantly as The Town Council is now responsible for arranging and paying for all minor maintenance issues under the threshold amount. It was agreed that a request to double the budget to £9400 was made.
24	Halloween Market
a	<p>RESOLVED to approve a maximum budget of £750 for the Halloween Market on 31.10.25, as this is above the Market & Town Hall Manager's Delegated authority. The committee wish to recommend to Full Council that the Market and Town Hall Managers delegated authority is increased to £1000.</p>
b	RESOLVED to approve a donation of £50 (from marketing and promotion budget 4140) to Wirral Pomona Community Cider Making Group for providing a

	<p>stall on Neston Market to demonstrate their apple press, and to provide juice tastings and information about the environment, traditions and healthy food.</p> <p>The Committee wish to recommend to Full Council that the Market & Town Hall Manager is given delegated authority to make up to 3 donations of up to £50 each for the benefit of Market or Town Hall events. Details to be noted in the Officer's Report.</p>
25	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	<p>RESOLVED to provide delegated authority to the Market & Town Hall Manager, in liaison with the Committee Chair and market team, to decide the 2025 trader of the year.</p> <p>The committee wished for it to be noted that as the purchase of the award is within the Town Hall Managers delegated authority and as such, they are happy that this item does not need separate approval. It also stated that delegated authority does not therefore need to be requested for deciding on the trader, this decision can be reported in the Officer's Report following the event.</p>
26	Additional December Market
	RESOLVED to approve holding an additional December market on either Monday 22nd or Tuesday 23rd December, should traders wish to trade.
27	Date of next meeting
	It was noted that the next scheduled meeting will held be on 18.11.25 at 6.00pm.

The meeting closed at 6.47pm