



Meeting (No) **Market & Town Hall Committee (3)**
Time & Date **6pm, Tuesday 18 November 2025**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Jones, Kynaston, N Ruscoe and Warner.	
In attendance: N McMahon (Market & Town Hall Manager)	
PART 1: Items to be considered in the presence of the press and public	
28	Public Participation (maximum of three minutes per person)
	No members of the public were present.
29	Apologies for Absence
	Apologies were received from Cllrs Marple & Swaffer. RESOLVED to approve apologies from Cllrs Marple & Swaffer. The Absence of Cllr Doughty was noted.
30	Declarations of Interest
	No declarations of interest were received.
31	Minutes of the Last Meeting
	RESOLVED to accept as a correct record the minutes of the Market & Town Hall Committee meeting held on 23.9.25. The Chair signed the minutes.
32	Finance
a	RESOLVED to receive the current committee budgets and the earmarked reserves report.
b	RESOLVED to receive revenue from Town Hall & Market Square hire, and market pitch fees to 31.10.25.
c	RESOLVED to receive the market 'Square payment terminal' fees from 1.9.25 to 31.10.25.
d	RESOLVED to receive a breakdown of HRGO costs from 1.9.25 to 31.10.25.
33	Draft Budget
a	RESOLVED to agree to the projected budgets for the remainder of the current financial year 2025/26 for the Market & Town Hall Committee.
b	The Committee considered the Market & Town Hall committee's draft budget forecast for 2026/27 and made no further recommendations.
c	RESOLVED to recommend that the draft budget request is sent to Council, via the December F&A committee meeting. The Market & Town Hall Manager was requested to provide a full list of regular Town Hall bookings. The Town Hall & Market Manager explained that this is available on the Town Council website and a link will be emailed to all committee members.

34	Committee Objectives
a	<p>The committee reviewed the current status of the M&TH Committee's agreed objectives.</p> <p>The committee requested that the 'Online Booking' action under Goal 5 and the 'Snow warden' action under Goal 6 were removed from the list of objectives.</p> <p>A change of format for the report was also requested, however the Market & Town Hall Manager explained that the current format lists the objectives under their delivery goal and is colour coded dependent on the status of the objective.</p>
b	Cllrs Kynaston & N. Ruscoe have not yet met; therefore, the singing café item is ongoing and will be carried forward to the next scheduled meeting.
35	Market & Town Hall Manager's Report
	RESOLVED to receive the Market & Town Hall Manager's report.
36	Town Hall Business Plan
	Cllr Jones reported that the development of the Town Hall Business Plan is ongoing and a further report will be made at the next scheduled meeting.
37	Market & Town Hall Risk Assessment
	RESOLVED to approve the Market & Town Hall risk assessment.
38	General Risk Assessment & Fire Risk Assessment
	RESOLVED to receive the annual GRA & FRA carried out by Terrain.
39	Market & Town Hall Manager's Delegated Authority
	<p>Members noted that the committee's request from the meeting on 23.9.25 (item 24a), to recommend to Full Council that the Market and Town Hall Manager's delegated authority is increased to £1,000, cannot be actioned as it would be against the council's Financial Regulations and The Market and Town Hall Manager cannot have spending powers higher than the Chief Officer's authority.</p> <p>RESOLVED to request that the F&A Committee are asked to review and increase the delegated authority levels for all members of staff at the next scheduled meeting.</p>
40	Christmas & New Year Markets
	The committee noted that a smaller additional market will run on Tuesday 23 rd December. The market will then be closed on Friday 26 th December and Friday 2 nd January 2026.
41	Date of next meeting
	The committee noted that the next scheduled meeting will held be on 10.2.26 at 6.00pm.
42	Exclusion of the Press and Public
	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.
PART 2: Items to be considered in the absence of the press and public	
43	There was no confidential business

The meeting closed at 6.33pm.