



*Meeting (No)*     **Market & Town Hall Committee (4)**  
*Time & Date*     **6pm, Tuesday 10 February 2026**  
*Place*             **Neston Town Hall**  
*Document*        **Minutes**

<b>Present:</b> Cllrs S Jones, P Kynaston, B Marple, N Ruscoe, G Swaffer	
In attendance: N McMahon (Market & Town Hall Manager)	
PART 1: Items to be considered in the presence of the press and public	
<b>44</b>	<b>Public Participation (maximum of three minutes per person)</b>
	No members of the public were present.
<b>45</b>	<b>Apologies for Absence</b>
	No Apologies were received. The Absence of Cllrs Doughty and Warner was noted.
<b>46</b>	<b>Declarations of Interest</b>
	A non-pecuniary interest to items regarding the use of the stage was declared by Cllrs Kynaston & N Ruscoe.
<b>47</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 18.11.25. The Chair signed the minutes.
<b>48</b>	<b>Committee Budgets 2025/26</b>
	<b>RESOLVED</b> to receive the committee budgets and the earmarked reserves reports. Cllr Kynaston raised a query regarding which EMR was being used to fund the recommended stage improvement work, the chair explained that it was proposed that the special project fund would be used as detailed in item 54c.
<b>49</b>	<b>Finance</b>
a	<b>RESOLVED</b> to receive revenue from Town Hall room hire, Market Square hire and market rent to 31.1.26. The committee wished to note their thanks to the Market and Town Hall Manager for the work involved in successfully taking the market forward and increasing the market revenue year on year.
b	<b>RESOLVED</b> to receive the market 'Square payment terminal' fees from 1.11.25 to 31.1.26
c	<b>RESOLVED</b> to receive a breakdown of HRGO costs from 1.11.25 to 31.1.26
<b>50</b>	<b>Market &amp; Town Hall Manager's Report</b>
	<b>RESOLVED</b> to receive the Market & Town Hall Manager's report.
<b>51</b>	<b>HRGO Rates</b>
	<b>RESOLVED</b> to approve the increase in the HRGO pay rates as detailed in the report

<b>52</b>	<b>Market Pitch Fees</b>
	<p><b>RESOLVED</b> To approve the increase in market pitch fees from 1.4.25 as detailed in the report, apart from the gazebo charge.</p> <p>The committee requested that the gazebo charge for new traders remain at £2 per week for the first 4 weeks, then rise to the recommended £5 per week charge.</p>
<b><i>Agenda item 54c &amp; 54d were brought forward by common consent.</i></b>	
<b>54</b>	<b>Stage Curtains</b>
c	The committee considered the report regarding the stage project information, including the stage curtains.
d	<p><b>RESOLVED</b> to request £5000 is drawn down from the special project fund, via the F&amp;A committee to Full Council, for the purpose of the stage project work in 26/27.</p> <p>The money would be used primarily for the replacement and enhancement of the stage curtains, with a small contingency for any additional work that may arise during fitting. However, if any funds were left over after the curtains were fitted, they could be utilised towards the proposed stage lighting improvements. The remaining stage lighting work agreed for 26/27 would be funded from the 4417 Responsive Maintenance budget.</p>
<b>53</b>	<b>Fire Retarding</b>
a	The committee considered the report regarding the fire retarding of items in public areas of the building.
b	<b>RESOLVED</b> to appoint Gort Services at a cost of £1250 +VAT to carry out fire retarding treatment to materials in the public areas of the building.
<b>54</b>	<b>Stage Curtains</b>
a	<p>The committee considered the report regarding the replacement of front stage curtains and improvements to the stage area. The committee requested that further fabric samples in a deep red/burgundy colour be obtained from the appointed contractor.</p> <p><b>RESOLVED</b> to provide the Market &amp; Town Hall Manager with delegated authority to make a final decision of the curtain colour, in consultation with committee members.</p> <p>It was noted that there may be a possibility of repurposing the old curtains.</p>
b	<b>RESOLVED</b> to appoint Taylor Stage Services at a cost of £4139 +VAT to provide the stage curtain improvements, following receipt of alternative colour samples.
<b><i>Agenda items 54c &amp; 54d were considered earlier following item 52.</i></b>	
<b>55</b>	<b>Stage Electric work</b>
a	The committee considered the report regarding the electrical work to improve basic lighting on the stage.
b	<b>RESOLVED</b> to appoint GR Bradshaw Ltd to carry out the electrical improvement work to the stage area at a total cost of £652 +VAT to include:

	<ul style="list-style-type: none"> <li>• Removal of existing high level strip light</li> <li>• Removal of 2 X Halogen spot lights with, no existing switch, stage side and replace with 2 X LED spot lights connected to an off-stage switch.</li> </ul> <p>The committee requested that the LED spots lights were of a high wattage to provide sufficient light to the stage area.</p>
<b>56</b>	<b>Town Hall Business Plan</b>
a	Cllr Jones explained that the business plan would now be taken forward with the Neston Town Hall Working Group, as in item 56c.
b	The committee noted that the Town Hall Business plan will now be carried forward as part of the remit for the Neston Town Hall Working Group which will report back to Full Council.
<b>57</b>	<b>Date of next meeting</b>
	The committee noted that the next scheduled meeting will held be on 28.4.26 at 6.00pm.

The meeting closed at 6.41pm