



Meeting (No) **RESOURCES COMMITTEE (4)**

Time & Date **6pm 25 July 2017**

Place **Town Hall**

Document **Draft Minutes**

Present: Cllrs Carter (Chair), Chambers, Clayton, Marlow and Kynaston.

In attendance: Miss Duncan (Governance & Operations Manager)

PART 1: Items considered in the presence of the press and public	
21	Questions and comments from residents: none.
22	Apologies for absence
	RESOLVED to accept apologies from Cllr Barker (business). The absence of Cllr Pilley was noted.
23	Declarations of Interest
	There were no declarations of interest.
24	Minutes of the last meeting
	RESOLVED to approve minutes of the meeting held on 20.06.17. The Chair signed the minutes.
25	Governance & Operations Manager's report
	In relation to the minutes of 20.06.17, the Governance and Operations Manager reported that: <ul style="list-style-type: none"> • all notice to improve letters to allotment holders had been issued (minute 15); • the Town Hall entry fob security system had been installed on the rear office door adjoining the club room (minute 19); • the photocopier had been installed in the community office (minute 20). In addition, it was noted that the health and safety consultant had carried out general and fire assessments and that the reports would be submitted to the next Resources Committee meeting.
26	Finance
a	The Committee noted that for the month of June 2017 £1,415.40 income had been received for room/market square hire and £2,787.00 for market rent. The Committee requested that the Governance and Operations Manager provide comparative income data demonstrating trends over time.
b	RESOLVED to approve and retrospectively approve the current account expenditure of £20,263.14 net from 28.06.17 to 26.07.17. The Committee requested that the Finance Manager investigate the current energy costs and make recommendations regarding cost-effectiveness.
c	The Committee noted the current account income of £2,820.73 from 14.06.17 to 19.07.17.
d	The Committee noted the FairFX card expenditure of £55.95 from 14.06.17 to 29.06.17.
Chairman's initials and date:	

e	RESOLVED to agree the reconciliation of the Unity bank current account, Co-op savings account and the Fairfax Card account to the bank statements to 30.06.17.
f	RESOLVED to approve the cost of £735+VAT to upgrade the external doors in the Town Hall basement in order to comply with fire safety regulations.
27	Committee budget and expenditure
a	The Committee considered the budget and requested that the Finance Manager provide a variance report for the next meeting.
b	The Committee noted payments made under Delegated Authority by the Assets & Events Manager: <ul style="list-style-type: none"> i. a replacement microwave oven for use by hirers of the Town Hall kitchen at a cost of £45 from budget line 4431, and ii. repair of random loose flagstones outside the Town Hall at a cost of £230+VAT from budget line 4417.
28	Strategic objectives
	The Committee considered and the Resources Committee's objectives for 2017/18 and agreed to: <ul style="list-style-type: none"> • remove objective "sustained new market activity", incorporate the action steps into objective "stabilised Friday market" and change the RAG rating to red; • amend objective "town centre improvements improve visitor economy and public satisfaction" to read "economic improvements throughout the Town Council area" and amend the action steps to read "through activities and action of groups, including the Economic Development Group"; • for objective "improve appearance of the town", add action step "encourage local businesses to improve the look properties in the conservation area".
29	Allotments
a	The Committee noted a correction to the allotment site inspection report considered on 20.06.17: the condition of plot MA6 was incorrectly cited as being a cause for concern. The Committee received confirmation that the consequent notice to improve issued to the holder of plot MA6 had been withdrawn.
b	RESOLVED to provide delegated authority to the Governance and Operations Manager to purchase standardised plot number signs for all three allotment sites at a cost of £92.00+VAT/postage from budget line 4180.
c	RESOLVED to provide delegated authority to the Governance and Operations Manager to arrange perimeter tree pruning at the Raby Park Road allotment site on an annual basis at a maximum cost of £500 per annum.
30	Best Practice in British High Streets
	The Committee considered details of the Best Practice in British High Streets event scheduled for 27.07.17. None of the Committee members were able to confirm their availability to attend this event.
31	Mobile phone – Markets and Estate Officer
	RESOLVED to reinstate, and provide back payment to January 2017, a monthly payment of £6.00 to the Markets and Estate Officer for mobile phone charges incurred while carrying out his duties.
Chairman's initials and date:	

32	Town Hall Terms of Hire Task & Finish Group
	The Committee noted that the Terms of Hire Task & Finish Group had met and that suggested amendments to the current terms of hire would be submitted to a future Resources Committee meeting for consideration.
33	Insurance of Town Hall assets
	The Committee noted that, in relation to responsibility for insuring Town Hall contents, confirmation had been received from CWaC that: <ul style="list-style-type: none"> • Neston Town Council was required to maintain Town Hall fixtures and fittings but not insure them, and • Neston Town Council's insurance liability was limited to Neston Town Council-owned contents.
34	Other items
	It was suggested that CCTV be installed in Town Hall reception and the Chair requested that a proposal be submitted for a future agenda.
35	Next meeting
	The next scheduled meeting was noted as 6pm on 3 October 2017.
36	Exclusion of the Press and Public
	RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
PART 2: Items considered in the absence of the press and public	
37	Town Hall responsive maintenance
	RESOLVED to approve a payment of £320+VAT from budget line 4417 (responsive maintenance) to fit a crash bar on the outer gate in the Town Hall basement. It was noted that this was urgent in order to ensure compliance with fire safety requirements and that the work would be undertaken by the approved contractor for Town Hall works. The Committee requested that two further quotes be sought for relaying flags behind top steps and uplifting the manhole and levelling blocks on Market Square.

The meeting closed at 7.40pm.

Signed _____ Date _____