

**RICHMOND TOWN COUNCIL MEETING of the RESOURCES COMMITTEE
Held 7.00 p.m. 8th March 2010 in the Mayor's Parlour, Richmond Town Hall**

PRESENT: Councillors: R. Lord (Chair)
R. White
B. Heap
J. Robinson
O. Blease
C. World

In attendance: Town Clerk: Miles Templeton

1 Apologies:

Deputy Mayor D. Johnson

2 Public Open Session:

There were no members of the public present.

3 Update from Chairman:

Portable PA system – some suitable equipment for the provision of an outdoor PA system had been identified. The equipment is available from Sound Dynamics and is described as a 'speakezee Portable PA System'. It allowed for the speaker to utilise a handheld microphone and to roam without trailing cables and retailed at £140.

Proposed: Councillor Lord

Seconded: Councillor Robinson

RESOLVED: That the Town Council would purchase this item in principle subject to the Town Clerk ascertaining its overall suitability for purpose

4 Markets Update:

Councillor World updated the meeting with a Market Report. He stated that there was an increase in the number of market traders applying to use the Indoor Market. Saturday's were now full and there was a waiting list in operation. Thursdays and Fridays were very popular and on Monday's to Wednesday's the number of traders was increasing steadily. There was a problem fitting traders in on the popular days and Saturday-only traders were having to be moved around. This enabled the traders who come in on consecutive days to be able to stay in one place. The better weather had had an impact upon the Outdoor Market and the number of traders was picking up. There is now a jam, marmalade and pickle stall in operation. The Antiques, Books and Collectibles fair was also full with a waiting list. Craft Fairs were over-subscribed for most weeks although some traders tend to book and then not turn up which causes some problems. Councillor World also updated the meeting on the arrangements for the forthcoming 'Flog It' event, due to take place on April 14th. Repairs and replacement of the external signs which are used to restrict parking at the Outdoor

Market is necessary and the Town Clerk agreed to resolve this. The use of generators in the Outdoor Market needs to be discontinued and the Town Clerk agreed to investigate the possibility providing an underground electricity supply. The external power socket next to the Town Hall needed to be upgraded from 6 amp to 32 amp and a quote had been obtained from AMH electrics to do this.

Proposed: Councillor Lord

Seconded: Councillor Heap

RESOLVED: That this work be carried out.

There was some debate about the need to advertise market events, particularly the Easter Market, and the Town Clerk agreed to contact Fresh Radio and Garrison Radio to see how much this would cost and to initiate the process if the cost was reasonable.

5 Use of Town Hall for Wedding Receptions.

At a meeting of the Resources Committee in October 2009 it was recommended that the Town Hall could be used for wedding receptions provided that the hall was vacated by 10.00pm. The Town Clerk stated that, in his view, this had the potential to cause some difficulties. Any such booking would rely upon the goodwill of the Town Hall Keepers, who do not normally work on a Saturday evening. Furthermore, the possible need for a drinks licence, caterers, live music etc may present considerable logistical difficulties. The Town Clerk suggested that the Town Council may be over-extending itself with these arrangements and he thought that the use of the hall solely for the marriage/partnership ceremony was more practical. It was recognised that the issue would need to be raised again at the Resources Committee meeting scheduled for April 2010 and the Town Clerk agreed to ensure that this item be included on the agenda.

6 Town Hall Policies and Procedures

The Town Clerk stated that the Town Council needed to update some of its policies and in particular he highlighted the need to do more to make the Health and Safety Policy more specific to the actual needs of the Council and its employees. The policy had been redrafted and it was agreed that it now need to be presented to the Staffing Committee for further consideration. The Town Clerk stated that to redraft every policy was a significant undertaking but that he would schedule this work to be completed by the end of 2010.

Proposed: Councillor Lord

Seconded: Councillor Robinson

RESOLVED: That the updated Health and Safety Policy be presented to a next meeting of the Staffing Committee for further consideration

In Private

Proposed: Councillor Lord

Seconded: Councillor Blease

RESOLVED: That the Meeting move into Private Session

1. Staffing

There was no update necessary.

2 Town Hall Security

Discussion took place about the value of individual security passes for each councillor and it was decided not to pursue this matter further as there was little value in allocating passes to councillors

Proposed: Councillor World **Seconded:** Councillor Heap

RESOLVED: That the no security passes be obtained for councillors and the matter be laid to rest

3 Mayoral Transport

Discussion took place about the use of taxis by the Mayor when on official visits. The Town Clerk was instructed to seek tenders for the provision of this service with effect from May 2011. It was unclear as to precisely when the Mayoral Chain and the Torque were insured when the items were used on Mayoral duties.

Proposed: Councillor Robinson **Seconded:** Councillor Lord

RESOLVED: That the Town Clerk be instructed to clarify exactly the terms of the insurance cover for the Mayoral Chain and The Torque when they were used by the Mayor and Mayoress on Mayoral duties

4 Loan of Engravings to Museum

The Town Clerk informed the meeting that two engravings, owned by the Town Council but on loan to Richmondshire Museum needed some remedial conservation work. The Museum had provided the Town Clerk with an estimate of the cost of this work.

Proposed: Councillor Lord **Seconded:** Councillor Heap

RESOLVED: That Richmondshire Museum be instructed to arrange for the conservation work to be carried out and the Town Council would meet the costs

Invoices and Contracts

The Town Clerk updated the meeting with details of various quotes and decisions were made about how these were to be progressed

Proposed: Councillor White **Seconded:** Councillor Blease

RESOLVED: That the acquisition of a wall-mounted boiler for the Town Hall kitchen was unnecessary but that the Town Clerk be instructed to ascertain whether a Burco boiler would instead be suitable

Proposed: Councillor Lord **Seconded:** Councillor World

RESOLVED: That the installation of a direct telephone line between the lift and the company responsible for its maintenance was unnecessary. The Town Clerk was instructed to confirm whether emergency arrangements for any member of the public becoming stuck in the lift could be met by the use of the lift alarm system

Proposed: Councillor Lord

Seconded: Councillor World

RESOLVED: That the quotation for the installation of a Fire Detection system in the Market Hall be pursued

Proposed: Councillor Lord

Seconded: Councillor Blease

RESOLVED: That the quotation for the audit of the Town Hall electrical wiring be pursued

The meeting concluded at 20.15pm.