



**MINUTES of the Full Council Meeting held on Wednesday 8<sup>th</sup> December 2021 at 7.00PM at the Committee Room adjacent to the Festival Hall, Caistor Road, Market Rasen.**

**Present:**

Councillor S. Bunney (Chairman/LCC/WLDC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor M. Hassan, Councillor J. Pilley, Councillor C. Turner. \*Councillor F. Easters

**In Attendance:**

Dianne Tuckett– Market Rasen Mail

\*Freddie Easters- candidate for co-option

*The meeting opened at 19:00*

**1. Opening remarks.**

The Chairman welcomed all present to the meeting.

**2. To resolve to approve and accept apologies for absence.**

It was RESOLVED to approve apologies from Councillors P. Harrold, A. Dale & N Taylor. Apologies were noted from Councillor J McNeill of West Lindsey District Council.

**3. Public Participation (max 20 minutes)**

There was discussion regarding highways issues including potholes, street lighting and a damaged street sign. It was highlighted that reporting issues via the fix my street app was the most efficient method.

**4. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests. Members may make any declarations of interest at this point but may also make them again at any time during the course of the meeting.**

Councillor Bunney declared a pecuniary interest regarding payments BP1353 & BP1354 & TP78. Councillor Bunney therefore abstained from voting and took no part in the discussion regarding agenda item 11.

**5. Co-option:**

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of N. Brooksbank.**

It was PROPOSED & SECONDED and RESOLVED by a majority of those present and voting to co-opt Jane Smith.

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of the late L. Burnett.**

It was PROPOSED & SECONDED and RESOLVED by a majority of those present and voting to co-opt Freddie Easters.

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of T. Smith.**

This item was deferred until a later date pending further expressions of interest.

***F. Easters signed a declaration of acceptance of office, which was duly witnessed by the Proper Officer, and joined the meeting as a councillor.***

6. **To RESOLVE to approve the draft minutes of the last meeting, held on November 10<sup>th</sup>, 2021.**

It was RESOLVED to approve the draft minutes of the last meeting, held on November 10<sup>th</sup>, 2021, as a correct record.

7. **To note any update on Action Points.**

Members noted the Action log it was highlighted that the list of listed buildings had now been circulated and that a visit regarding local listing was to take place on the 16<sup>th</sup> December.

8. **Committees:**

- **To NOTE the draft minutes of the last Finance Committee meeting, held 17<sup>th</sup> November 2021 and to RESOLVE to approve the recommendation - Festival Hall & Market Fees as of 01/04/2022**

Members noted the minutes and RESOLVED to approve the recommendation for Festival Hall & Market Fees as of 01/04/2022 as shown in Appendix A of these minutes.

It was additionally RESOLVED that the below events on the Market Place would not be charged for:

- Christmas Eve – Visit from Father Christmas
- Putting up / Taking down of the Christmas Tree
- Good Friday Church Service
- Remembrance Sunday activities
- Any Town Council Event

It was also RESOLVED that the Festival Hall would be provided to the Lions for £20 for the Gardeners Market (cover of utilities costs) provided this was in conjunction with the fully paid for hire of the Market Place. It was also noted that the Town Band would receive free use of the Festival Hall on three occasions as part of their annual sponsorship.

9. **To receive the report of the District & County Councillor.**

It was noted that:

- West Lindsey District Council (W.L.D.C) were looking into CCTV in the Town and that cameras were to be replaced and potentially additional cameras added.

- Residents were encouraged to report all crime either on 101 or 999 as appropriate, as this helps to build the evidence for the need for a greater physical policing presence in the town.
- The Christmas Market weekend had gone well and had been enjoyed by all, unfortunately the laser show had not gone ahead but it was hoped to reschedule this as part of the Queen's Jubilee celebrations.
- It was hoped W.L.D.C would be introducing two free parking days a year.
- The purchase of Christmas decorations made from recycled plastics collected was discussed.

**Action Point- The Clerk to write a letter of thanks to the Chief Executive of W.L.D.C in regard to the free parking on the Christmas Market Day and the welcome back fund investment received.**

**10. To NOTE the Officer's reports including the finance report.**

Members noted the officer's reports, clarification was sought in regard to a parking sign, and it was highlighted that progress on the Festival Hall roof was delayed by inclement weather. Available training was noted, and the Clerk was asked to investigate bespoke training for the whole council.

**Action Point- Clerk to investigate bespoke training.**

**11. Accounts for payment:**

- **To RESOLVE to approve the accounts for payment.**

Members RESOLVED to approve the below accounts for payment and where appropriate payment by electronic transfer:

Market Rasen Town Council Accounts for payment December 2021						
Ref	Payee	Description	F/Hall £	General £	VAT	Total
					£	£
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Nondomestic rates Office		£279.00		£279.00
DD	WLDC	Nondomestic rates F/ Hall	£549.00			£549.00
DD	WLDC	Nondomestic rates market place		£56.00		£56.00
DD	WLDC	Nondomestic rates OPS		£222.92		£222.92
DD	Crown	Gas OPS - to be partially recharged		£67.09	£3.35	£70.44
DD	Crown	Gas FH	£255.33		£51.06	£306.39
DD	Total	Electricity OPS		£22.20	£1.11	£23.31
DD	Total	Electricity FH	£193.83		£38.77	£232.60
DD	Total	Electricity MP			£0.54	£11.37
DD	Total Connect	Electricity Office		£55.54	£2.78	£58.32
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00

DD	Now Pensions	Employer / Employee contributions		£373.59		£373.59
DD	EE	Mobile Phones		£132.50	£26.50	£159.00
<b>Sub totals</b>			<b>£1,060.99</b>	<b>£1,221.34</b>	<b>£126.61</b>	<b>£2,419.77</b>
<b>Debit Card Transactions made under RFO delegated powers</b>						
Debit Card	Amazon	Various stationary/Power tools/IT equip as detailed in breakdown ( multiple payments)		£579.80	£115.99	£695.79
Debit Card	Tesco	Petrol		£6.79	£1.36	£8.15
Debit Card	PHS	Sanitiser / cleaning products & delivery	£34.76		£6.95	£41.71
Debit Card	Avica	Various Cleaning products & delivery	£27.95		£5.59	£33.54
Debit Card	Travis Perkins	Plywood for Market Stalls x 15		£285.00	£57.00	£342.00
<b>Sub totals</b>			<b>£62.71</b>	<b>£871.59</b>	<b>£186.89</b>	<b>£1,121.19</b>
<b>Payments for Authorisation by Full Council (Authorised for electronic payment where required)</b>						
BP1320	Market Rasen Churches Christmas Mime 2021	Grant as agreed (£300) OOC		£300.00		£300.00
BP1321	Payroll	Salaries November 2021		£6,158.43		£6,158.43
BP1322	HMRC	PAYE/NI etc		£1,383.24		£1,383.24
BP1323	Lincoln Web Design	Office 365, mailboxes, software and Laptop lease 4 weeks x 2 8 weeks (Initial X 1) IT support .		£478.00		£478.00
BP1324 -BP1329	E quip	6 payments/ Invoices - Various maintenance equipment as per invoices			£138.34	£830.04
BP1330	Evoloution	Annual Preventative Maintenance Inspection skate park		£995.00	£199.00	£1,194.00

BP1331	Front row	Repairs to fencing Bell Park		454.73	£90.95	£545.68
BP1332	Pestcotek	Mole inspections November		£100.00	£20.00	£120.00
BP1333	Microshade VSM	Citrix hosting 1 month		£57.00	£11.40	£68.40
BP1334	Sparkle	Office cleaning		£100.00		£100.00
BP1335	Gala Lights	Christmas Lights * from grant received		£717.50	£143.50	£861.00
BP1336	BlockFree (Lincs Loo's)	portaloo hire 13-31 Oct <i>For Festival Hall roof Contractors - from FH reserve</i>	£94.16		£18.83	£112.99
BP1337	J Waterman	Christmas Trees provide & Install 49 x small 1 x large		£1,185.00	£237.00	£1,422.00
BP1338	Hags	replacement spring for play equipment MRPF		£140.00	£28.00	£168.00
BP1339	PPL/ PRS	Music licencing FH	£921.12		£184.22	£1,105.34
BP1340	Mick Stamp	Reg Plate		£11.63	£2.32	£13.95
BP1341	Rasen Hardware	Pipe & Washers	£8.15			£8.15
BP1342	Reworked Products	3 x planters @£60 Christmas Tree @ £550 carriage @ £160		£890.00	£178.00	£1,068.00
BP1343	Rialtas	Fee for VAT making tax digital		£59.00	£11.80	£70.80
BP1344-48	FH Hirers x 5	Refund damage deposit £50 x 5	£250.00			£250.00
BP1349	PD electrical	Erect & Test Christmas lights		£280.00		£280.00
BP1350	J Shaw	Labour & Materials Nov		£110.00	£22.00	132..00
BP1351	Zest	Christmas Cards		£69.00	£13.80	£82.80
BP1352	Mayor's allowance	Xmas expenses £100 payable to N Taylor		£100.00		£100.00
BP1353	Mayor's allowance	Xmas expenses 21.27 payable to S. Bunney		£21.27		£21.27

BP1534	S. Bunney	Xmas market expenses		£506.93		£506.93
<b>Sub totals</b>			<b>£94.16</b>	<b>£10,443.90</b>	<b>£1,073.56</b>	<b>£16,742.09</b>
	Payment Totals		£1,217.86	£12,536.83	£1,387.06	£20,283.05
Town Partnership Expenses - to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer) 8th December						
Ref	Payee	Description	Total			
			£			
TP76	ZestPrint	foamex panels (advertising Christmas Market.)	136.8			
TP77	N Taylor	Refund Expenses (Paint & Brackets & Chalk Paint)	129.28			
TP78	S Bunney	Refund Expenses	59			
TP79	Tony Trevor	Rasen Voices Zest Print	46			
Total Expenditure			£371.08			
Total Transferred to refund MRTC			£371.08			

## 12. To RESOLVE the future use (for the next 3 to 5 years) of the Marketplace.

Members noted the report and proposal by Councillor Bunney and following discussion RESOLVED to adopt a hybrid proposal encompassing space for café society, community and visitor events and short-term car parking incorporating:

- George Street entrance be closed for everyday use.
- A mixture of 'municipal black' planters, bollards, barriers and gates to be used to mark off traffic free zones and car routeways.
- Designated parking spaces to be marked out in an aesthetically pleasing manner – potentially studs.
- A one-way system will be operated around the Market Place to ensure safety and ease of movement.
- A seating area with a shelter will be constructed in the east front corner [Luca Vets] – this will approximately mirror the seating area on the west front corner [The March Hare].
- An electric display/advertising board.
- A survey undertaken to determine the number of parking spaces to be available.

Limited parking times, controlled parking, and residents parking to be considered later.

It was RESOLVED to set up a working group of interested Councillors lead by Councillor Hassan to manage the project.

A review of these arrangements will be made starting 18 months into the project [sometime in 2024] with the aim of creating a Market Place Scheme for the period up to 2040.

It was noted that prior to the Council purchase of the Market Place no changes could be made without the permission of the current owner.

**13. To APPOINT Cllr's A. Dale and J. Pilley as the Market Rasen Town Council representatives on the multiagency community group addressing antisocial behaviour.**

It was RESOLVED to APPOINT Cllr's A. Dale and J. Pilley as the Market Rasen Town Council representatives on the multiagency community group addressing antisocial behaviour.

**14. To CONSIDER the continuation of the current mole contract for another year.**  
It was RESOLVED to continue the current mole contract for another year.

**15. To RECEIVE an update on games equipment at Mill Road Playing field.**  
Members noted that W.L.D.C were able to fund additional equipment via Welcome back funding and a meeting would be taking place to discuss this.

**16. Any items for the next agenda.**  
Report on heritage project.  
The Queen's Jubilee  
Market Place Closures.

**17. Risk Management.**  
The previously noted electricity pole was queried, it was confirmed this had been damaged for many years and it was not live – however a collar was to be placed on it.

**18. To RESOLVE that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The above resolution was not passed as there was no requirement for a confidential session.

***The meeting closed at 20:40***

## Appendix A



### Hire Charges for the Festival Hall From 01/04/2022



Refundable Damage Deposit Required for all bookings	Small event / group (under 25 people) £50
	Large parties (Over 25 people) / late night bookings £100

Festival Hall Packages	
All Day Party / Wedding Package Hall Lining, Main Hall, Kitchen, Bar 8.00am – 1.00am	£500 includes next day clean up time / checking next day Caretaker assistance Chairs / Tables
Children's Party Package Main Hall and Kitchen Any 4 Hour Weekend Slot	£65

Hourly Charge (Evening charge from 6pm)			
Community Hire		Commercial Hire	
Main Hall Daytime	£12.00	Main Hall Daytime	£16.00
Main Hall Evening and Weekend	£18.00	Main Hall Evening and Weekend	£20.00
Committee Room	£10.00	Committee Room	£15.00
Minimum hire period for any booking 2 hours			

Kitchen Hire	
Kitchen Hire This includes the use of kettles and water urn containers	£20.00
Hire of catering facilities Includes use of cutlery and crockery, a full dinner service for up to 200 settings, fridge, hot plate and dishwasher. Gas included	£30 plus VAT

Additional Charges	
Bar	£75 Bar Deposit – (Set by Bar Supplier- returned to the hirer if gross sales meet £200)
Assistance with Tables and Chairs	£15 plus VAT per hour Minimum one hour
PA Equipment and Stage Lighting	£20 plus VAT

Phonographic Performance Limited (PPL) and Performing Rights Society (PRS) licence Hirers, whether a licence is held or otherwise, are still to pay as per the details of the fees below:	
Live Music	£25.64 Inclusive of VAT
Aerobic, Keep Fit & Dance Classes	£4.26 inclusive of VAT



Hire Charges for the Market Place  
Market Rasen  
From 01/04/2022



Market Place	
Stall Pitch = 8ft by 4ft deep (approximately)	
Regular Traders A trader attending the market throughout the year on the same day each week	£8.00 per pitch ( <u>i.e.</u> 2 pitches = £16.00)
Casual Traders A trader attending the market on a one-off basis	£10.00 per pitch ( <u>i.e.</u> 2 pitches = £20.00)
Charitable and Community Groups	FOC (Limited to one free stalls)
Market Stall are available free of charge if required	

For Community Groups and Charitable Groups within the Parish	
Hire of the Market Place for a local event	£150
Hire of Market Stalls (8ft by 4ft) The structure from which trading takes place	FOC Transport and set up/ return are hirers responsibility
Caretaker assistance with stalls	£15 plus VAT per hour Minimum one hour

Commercial Use and the Use of Community/Charitable Groups outside of the Parish:	
Hire of the Market Place for a local event	£150
Hire of the Auction Shed The pavilion located at the back of the Market Place between The Aston Arms and Church Rooms	£20.00
Hire of Market Stalls ( <u>8ft</u> by 4ft) The structure from which trading takes place	£5.00 Transport and set up/ return are hirers responsibility
Caretaker assistance with stalls	£15 plus VAT per hour Minimum one hour