

## RICHMOND TOWN COUNCIL

### Minutes of the Resources Meeting held 6.30 p.m. Monday 10<sup>th</sup> April 2017 in the Mayor's Parlour, Richmond Town Hall

PRESENT: Councillors:  
Heap - Chair  
Parsons - Vice Chair  
Lord  
Preece  
World  
Blease  
Steggles

**In attendance:** Heather Lawler, Town Clerk

**R01.04.17 Apologies:**

Councillors Harris, White and Bryant

**R.02.04.17 Public Open Session:**

There were no members of the public present.

**R.03.04.17** It was agreed that Declarations of Interest should be dealt with as and when they arose during the meeting.

**R3a.04.17** This item was added to the Agenda as agreed by the Chair.

**Town Clerk's Report:**

Internal CCTV Cameras

A quotation had been obtained for an additional four cameras in the Town Hall, as requested to enhance the security of the building.

Proposed: Councillor Parsons      Seconded: Councillor Lord

**RESOLVED:** a)      **to accept quotation for £2,314.74**  
                  b)      **to debit the costs from Town Hall repairs 2017/18**

Parking Permits

It was agreed that the financing of four No. Staff permits would be processed through pay roll.

Richmond Retail Map – Advert

Councillors were show a copy of the document. However, decided not to proceed as the Town Council already fund other similar leaflets.

#### Ice Cream Contract

Councillors were informed that a new proprietor may be taking over the ice cream trailer within the Market Place. It was decided that the Mayor, Chair of Resources and Town Clerk should meet with any new company to discuss terms.

#### Outdoor Market Stall

The Town Clerk had received a request from an existing Indoor Market trader to have a food outlet around the obelisk each Sunday during the summer period. It was decided that this item go on the next full council Agenda as our policy currently permits two food vans only in the Market Place. The Town Clerk was asked to hold discussions with the trader prior to the next Town Council meeting to ascertain further details.

#### **R.04.04.17**

#### **Stallage:**

#### Garrison Fair

The Town Clerk reported that a meeting had been held with the Fairground Proprietor regarding a recent fair held on the Garrison. It would appear that they were unaware of the guide lines relating to the Market Charter regarding permission and payment of stallage fees. It was agreed that a pro rata stallage fee would be the fairest way forward.

#### Kings Head Hotel

A meeting had also been held with the new manager of the hotel regarding the Market Charter and the need for them to inform us of any future fairs. Discussion took place regarding accessibility and the Town Clerk was asked to ascertain the position from NABMA. The standardisation of stallage fees is to be discussed at the next full council meeting by which time Councillors will have been made aware of revenue and the number of events held within the Charter area during the last year.

#### **R.05.04.17**

#### **Market/Town Hall Rents:**

Discussion took place regarding an annual date where all rental income rates are to be reviewed.

Proposed: Councillor Lord      Seconded: Councillor Heap

**RESOLVED: that during March all rental income will be reviewed and any increases implemented on 1 May each year.**

#### **R.06.04.17**

#### **Website:**

The Town Clerk reported that this matter has been discussed on many occasions. Historically two businesses had been asked to quote, and one quotation was subsequently provided. This company has now been approached for a revised quotation which has been supplied to members. A further option was discussed. However this option did not mean the Town Council retained an independent website.

Proposed: Councillor Lord      Seconded: Councillor Heap

**RESOLVED: that the quotation for £2,220 be accepted for a bespoke website.**

Councillor World asked that his abstention be recorded and Councillor Parsons requested his vote against the motion be recorded.

**R.07.04.17**

**Civic Clothing:**

The Town Clerk reported that several small item of clothing require replacement.

Proposed: Councillor Lord      Seconded: Councillor Parsons

**RESOLVED: that**

- a) **nine pairs of white gloves and two jabots be purchased at a cost of approximately £186.00.**
- b) **costs be debited from the Robes and Maces precept line.**

**R.08.04.17**

**Table Linen:**

The Town Clerk reported that proposed purchase of new large table clothes had been explored without success. The current laundering company used by the Town Council have moved to contract hire and could provide cloths at £8.50 each.

Proposed: Councillor Parsons      Seconded: Councillor World

**RESOLVED: that**

- a) **hire be agreed for the current year**
- b) **new cloths to be sourced as soon as possible.**

**R.09.04.17**

**Grass Cutting Contract:**

The Town Clerk reported that grass verge cutting for 2017 had attracted a 1.1% increase on the previous year. However, the rebate from NYCC for the cutting of all high visibility areas has been increased this year by £300.

Proposed: Councillor Preece      Seconded: Councillor Lord

**RESOLVED: that**

- a) **the quotation for 2017 grass verge cutting be accepted.**
- b) **thanks be passed onto the contractor for the quality of work carried out in the previous year.**

The Town Clerk also reported that costs had been received for the treatment of moles on Darlington Road and Theakston Lane. Members requested the Town Clerk to check boundary locations.

**R.10.04.17**

**Advertisement of Parish Meeting:**

This item was brought up at the annual Parish Meeting. The Town Clerk reported that the meeting is currently advertised in the local press, "Whats On" guide and displayed on

Town Council notice boards. Further suggestions were made including a banner on

Queens Road and advertising on the new Town Council website.

**R.11.04.17**

**Storage of Chairs:**

This item was also raised at the Parish Meeting. Discussion took place as to a possible on site location for storage. Various different ideas are to be explored and in the interim period the chairs will be stacked to a maximum of five high to reduce the visual impact.

**The meeting closed at 8.20 p.m.**