



Dated this 2nd Day of September 2020

NOTICE IS HEREBY GIVEN to attend a Remote Meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE which will be held WEDNESDAY 9th SEPTEMBER 2020

The meeting will commence at 6.30pm

Note: *DECLARATIONS OF INTEREST – If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Town Clerk at least 24 hours in advance of the meeting.*

*This meeting will be open to the press and public to view via the following link:
https://youtu.be/o3bQibh_6MU*

A G E N D A

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation due to the Covid 19 pandemic public participation will be dealt with via the submission of comments or questions to the Committee prior to the meeting commencing. Anyone wishing to submit a comment or a question to the Committee must do so by 5pm on Tuesday 8th September 2020.
- 4 To confirm the Minutes of Finance and General Purposes Committee held 27th February 2020 (Pages 1 – 5)
- 5 **Treasurer's Report and Financial Statements as at 31 July 2020** – Members are asked to consider the report (Pages 6 - 15)
- 6 **Agreement with Knowsley Council to provide Procurement Support** – Members are asked to consider the report (Pages 16 – 18)
- 7 **Chair's Report** – Verbal report for noting only

8 Exclusion of Press & Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

9 Debtors to the Council - Members are asked to consider the report (Pages 19 - 22)

10 Maghull Tennis Club - Members are asked to consider the report (Pages 23-26)



**Miss A. McIntyre
Town Clerk**

MAGHULL TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD 26th FEBRUARY 2020

PRESENT - Councillor Carr (In the Chair) and Councillors (Cllrs): K & T Hughes, P McKinley, D Mullen and J Sayers.

ALSO PRESENT –D. Healey (Finance Officer) and S. Lawrence (Minutes).

1. **APOLOGIES FOR ABSENCE** – Cllr C Carlsen.
2. **DECLARATION OF INTERESTS** – None notified.
3. **PUBLIC PARTICIPATION** – Member of Maghull in Bloom.

Cllr Carr suggested agenda item 10 – Maghull in Bloom be moved to first item due to public participation. All Cllrs agreed.

10. MAGHULL IN BLOOM

Members discussed the grant application for Maghull in Bloom. The application was contrary to the grant awarding policy of the Council in that it was for an amount larger than that specified in the policy and that the group had received a grant the previous year for the same amount. Members discussed the rationale in moving outside the policy guidelines for this particular application.

RESOLVED that:-

1. **Maghull in Bloom be awarded a grant of £2,000, in excess of the agreed policy of £500; due to the level of work the group does within the town;**
2. **The report be noted.**

Member of Public left the Council Chamber.

4. MINUTES OF THE PREVIOUS MEETING

RESOLVED that the Minutes of the meeting held on 16th December 2019 for Finance & General Purposes Committee were approved as a correct record.

5. TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31st JANUARY 2020

The Finance Officer reported that finance reports had now been split into departments, giving a clear view of the current situation for the Council. The Finance Officer explained all budgets are on target, with the exception of Facilities budget having an under spend due to two vacancies not being filled. There were no issues to report.

RESOLVED that:-

1. **Any under spends at year end to be transfer to unallocated reserves;**
2. **The Financial Statements as of 31st January 2020 be noted.**

6. BUDGET 20/21

The Finance Officer reported the precept increase to £701,280. Majority of budgets remain the same from last financial year. However increased budget for Asset Maintenance to include Town Hall re-wire.

RESOLVED that:-

- 1. The proposed budgets for each department for the forthcoming financial year be agreed;**
- 2. The report be noted.**

7. NEW FINANCIAL REGULATIONS

Members were informed that the Financial Regulations had been reviewed by officers and updated. The regulations were then put to the Committee for scrutiny before being presented to the Council for their approval.

RESOLVED that:-

- 1. The amended Financial Regulations be recommended for approval to Full Council;**
- 2. The report be noted.**

8. RISK REGISTER 2020

Members were informed that the Risk Register must be reviewed annually. As part of that review the Neighbourhood Plan has been included following its successful adoption in 2019. The RFO has increased the risk to the Council to high, due to proposals to build 1700 homes on land East of Maghull. This change was due to the issues identified within the development and the need for further scrutiny by the Council.

Members were also informed that, in order to safeguard the level of reserves already accumulated by the Council, it was recommended that a limit be set as to the level of drawdown to be taken from the reserves regarding any actions to be taken by Council.

Members considered the items detailed in the Risk Register, including whether the loss of the Town Clerk was appropriate for the list. Members also stated that they were uncomfortable setting limits which may not always be appropriate and that each case should be judged on its merits.

RESOLVED that:-

- 1. The loss of the Town Clerk be removed from Risk Register;**
- 2. No limit would be set for drawdown of reserves;**
- 3. The report be noted.**

9. AGREEMENT WITH KNOWSLEY COUNCIL TO PROVIDE PROCUREMENT SUPPORT

Members were informed of the importance of procurement within the Council. The Council had a lack of expertise within certain sections of the procurement system and several large projects needed to be completed. Numerous contracts had also come to an end and the Council needed to revisit the marketplace to ensure Value for Money. However, this was a considerable body of work and assistance was required. Knowsley Council Procurement Service had been contacted and had stated that they were willing to enter into a Service Level agreement with the Council.

Key discussion points:

- Contact Sefton Council giving them an opportunity to put forward a service level agreement.
- Contact Liverpool City Region giving them an opportunity to put forward a service level agreement.
- Defer to next F & GP meeting.

RESOLVED that:-

- 1. MTC to contact Sefton Council and Liverpool City Region Procurement Services to ascertain whether they would be willing to provide assistance;**
- 2. This item be deferred until the next appropriate Committee meeting;**
- 3. The report be noted.**

11. AUDIT REPORT

Members were informed that the Council had received the annual audit report from the Internal Auditor. The report contained 23 recommendations. Of these recommendations 15 had been implemented, leaving 8 outstanding. Of these remaining 8 recommendations 5 were given a high priority and 3 a medium priority.

High Priority Recommendations:

1. Facilities team, Stock checks to be implemented by May 2020.
2. Facilities team, hire of equipment spreadsheets to be implemented by May 2020.
3. Facilities team, Fuel card statements and invoices to be input on a spreadsheet, implemented by May 2020.
4. Town Clerk, complete our MTC policies.
5. MTC, Asset Maintenance inventory list to be collated and complete, target of completion July 2020.

Given the complexity of the recommendations within the report considerable progress had been made. The Council was working to a more robust standard of accounting procedure and accountability and this was being felt across the service.

Practices had been tightened up and firm assurances were given that the systems were working in a more efficient and accountable manner.

RESOLVED that:-

- 1. The progress made with the implementation of the internal auditor recommendations be noted;**
- 2. The timescales given for the implementation of the remaining recommendations be noted;**
- 3. The report be noted.**

12. PERSONNEL SUB COMMITTEE

Members were informed the Personnel Sub Committee is a sub-committee of the Finance and General Purposes Committee. This Committee now needed to meet and as such its membership needed to be agreed. Political balance rules required the following to sit on the sub-committee; four Labour members and one Conservative member.

Cllr McKinley informed this political balance has changed now as MTC have two independent Cllrs.

Cllrs suggested following:

- Cllr Thomas Hughes - Conservative party.
- Cllr Yvonne Sayers - Labour Party
- Cllr Denise Mullen - Labour Party
- Cllr Jonathan Desmond - Labour Party
- Nominated Cllr Frank Sharp - Independent Party

RESOLVED that:-

- 1. The members of the Personnel Sub Committee be agreed as detailed above for the forthcoming municipal year;**
- 2. The report be noted.**

13. CHAIRS REPORT – None Given.

14. EXCLUSION OF PRESS & PUBLIC

RESOLVED that the press and public be excluded due to confidential nature of the item under discussion.

15. DEBTORS TO THE COUNCIL

Members were provided with a brief update of the debtors report. As MTC are coming to year end it would be poor financial management to continue to hold debts

which have no reasonable chance of being paid. Therefore, writing off the bad debts should be considered.

- Anchor Housing Group - £448.08
- Homestead - £1380.00
- St Thomas CE Primary school £477.00

Cllr McKinley provided update on the status of the Tennis Club as they are currently in arrears. Cllr McKinley was encouraged by the dedication from the Tennis Club to produce an action plan to raise money. A request was made to the Amenities Manager to clean the courts so they are fit for purpose.

RESOLVED that:-

- 1. The bad debts detailed above be written off;**
- 2. The report be noted.**

CHAIRMAN

Report to: Finance & General Purposes Committee
Date of Meeting: 9th September 2020
Agenda Item Number 5
Subject: Treasurer's Report and Financial Statements as at 31st July 2020.
Report of: Finance Officer
Exempt / Confidential Report: No

Summary

Members are asked to consider the attached appendices giving the current position of the Council's budget.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and Wellbeing Programme	No
8. Statutory Requirement	Yes

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue
N/A

(B) Capital
N/A

Implementation Date for Decision

Any decisions will be immediately implemented following the conclusion of Finance & General Purposes Committee.

Appendices

Town Hall Income and Expenditure up to 31st July 2020,
Facilities Income and Expenditure up to 31st July 2020,
Community Support & Engagement Income and Expenditure up to 31st July 2020,
Profit & Loss up to 31st July 2020,
Balance Sheet up to 31st July 2020.

Background Papers

None

Contact Officer	Debbie Healey – Finance Officer
Telephone Number	0151 526 3705
Email Address	debbie.healey@maghull-tc.gov.uk

Current Position

All budgets are currently showing an under spend. This is mostly due to the Covid 19 pandemic which has affected businesses across the board. Suppliers also remain in difficult straits and are struggling to send invoices in a timely manner. When invoices are received by the Finance Section they are paid as quickly as possible.

Town Hall Budget – Maghull Town Council has completed payments on two PWLB loans which puts the Council in a better position. However, it must be noted that the current outstanding debt is £302,242.48. Again, this balance will reduce during the financial year.

The Local Government Association has agreed a 2.75% pay award for staff on Green Book Terms and Conditions. This includes members of staff at Maghull Town Council. The pay award is for one year and has been backdated to April 2020. The new pay award will be reflected in the salaries for September onwards. Although the RFO had budgeted for a pay rise of 2% there is slippage in the budget which will cover the additional outlay.

As members will be aware, several projects were due to come online this year the most important of which was the rewire of the Town Hall. Any underspends within budgets will be aligned to this nominal code in order to assist with the funding given that the Council like all local authorities has seen a significant fall in income.

Facilities Budget – This budget is showing an under spend due to Covid 19 and the vacant post of Assistant Maintenance Officer not being filled. At the last Full Council meeting it was agreed to increase this funding for this post to full time. The under spend in staffing will cease once the vacancy is filled.

Community Support & Engagement –The budget is currently showing an under spend due to Covid 19. There are no scheduled events to take place. The team have been working with local foodbanks and have received 2 grants which are being used to help fund the local volunteers as well as the foodbanks.

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Note the contents of this report.**

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	322,424.00	116,880.00	205,544.00	
4010	BANK INTEREST	1,000.00		1,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	625.00		625.00	
4102	POLICE STATION LEASE	11,000.00	5,500.00	5,500.00	
4103	ACTIVITIES ROOM	1,125.00	83.34	1,041.66	
4104	STORAGE HIRE	328.00	555.98	-227.98	
4300	FUNCTION SUITE LEASE	7,022.00		7,022.00	
4330	BOWLS INDOOR	437.00		437.00	
4353	CRICKET CLUB LEASE	509.00	407.00	102.00	
4395	MISC. INCOME	500.00	-25.00	525.00	
4396	SOLAR PANEL INCOME	3,700.00		3,700.00	
		348,670.00	123,401.32	225,268.68	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	52,893.00	14,191.05	38,701.95	
5101	CCTV	1,590.00	1,590.00	0.00	
5102	ALARM	979.00		979.00	
5103	FIRE	964.00	177.50	786.50	
5104	AIR-CON	300.00		300.00	
5105	BOILER	300.00	932.48	-632.48	
5106	LIFT	3,240.00	3,497.64	-257.64	
5107	CLEANING SERVICES	32,574.00		32,574.00	
5108	HYGIENE	2,128.00		2,128.00	
5109	PEST CONTROL	567.00	151.30	415.70	
5110	KITCHEN CLEANSING	1,931.00	488.56	1,442.44	
5111	WASTE DISPOSAL	50.00	50.00	0.00	
5116	CLEANING SUPPLIES	339.00		339.00	
5117	COVID-19	2,000.00	2,011.57	-11.57	
		99,855.00	23,090.10	76,764.90	
	OVERHEADS				
7000	BROADBAND	4,123.00		4,123.00	
7002	TELEPHONES	152.00		152.00	
7003	MOBILE PHONES	187.00		187.00	
7010	POSTAGE	220.00		220.00	
7021	STATIONERY	571.00	10.37	560.63	
7031	PRINTING	190.00		190.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	52.00		52.00	
7041	OFFICE EQUIPMENT & FURNITURE	870.00		870.00	
7061	IT	7,000.00	149.00	6,851.00	
7068	SAGE	3,169.00	968.08	2,200.92	
7071	PHOTOCOPIER	2,015.00	662.52	1,352.48	
7082	BANK CHARGES	735.00	251.20	483.80	
7100	SALARIES	79,774.00	26,410.64	53,363.36	
7106	EMPLOYER'S NI	7,651.00	2,431.03	5,219.97	
7107	PENSIONS	15,635.00	4,146.46	11,488.54	
7200	INSURANCE FEES	14,000.00	4,801.06	9,198.94	
7221	PROFESSIONAL FEES	5,000.00	-1,000.00	6,000.00	
7224	AUDIT FEES	2,850.00	-50.00	2,900.00	
7232	WEBSITE DEVELOPMENT	200.00	60.00	140.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7237	TRAINING	1,000.00	850.00	150.00	
7254	SUBSCRIPTIONS	2,800.00	740.00	2,060.00	
7300	RATES	19,000.00		19,000.00	
7303	ELECTRICITY - TOWN HALL	12,000.00	2,835.75	9,164.25	
7308	GAS	10,272.00	3,337.63	6,934.37	
7309	WASTEWATER & METERED WATER	7,883.00	1,723.01	6,159.99	
7320	CIVIC HOSPITALITY	100.00		100.00	

7359	MAYOR'S ALLOWANCE	1,000.00	-80.00	1,080.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	1,150.00	186.50	963.50	
7817	ADVERTISING	1,200.00		1,200.00	
7823	PHOTOGRAPHS	300.00		300.00	
7846	MISCELLANEOUS EXPENDITURE	1,110.00	-467.50	1,577.50	
		208,409.00	47,965.75	160,443.25	
	LOANS				
7916	2000 PROJECTS LOAN	4,081.40	4,081.40	0.00	
7967	2000 PROJECTS INTEREST	114.79	114.79	0.00	
7918	LIFT REPLACEMENT LOAN	9,117.66	4,961.51	4,156.15	
7968	LIFT REPLACEMENT INTEREST	3,523.00	1,358.73	2,164.27	
7919	PROJECTS 2009 LOAN	6,062.56	3,258.74	2,803.82	
7969	PROJECTS 2009 INTEREST	3,592.53	1,568.84	2,023.69	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03		6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03		7,087.03	
		40,406.00	15,344.01	25,061.99	
TOTAL		0.00	37,001.46	-37,001.46	

FACILITIES		Department 2			
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	Precept	313,730.00	50,671.00	263,059.00	
4321	Playing Fields	0.00		0.00	
4331	Bowls Outdoor	0.00		0.00	
4345	Tennis Club	268.00		268.00	
4346	Tennis Fences	35.00		35.00	
4350	Rent Bowling Hut	2,000.00		2,000.00	
4351	Rent ATC Hut	375.00	1,500.00	-1,125.00	
4354	Facilities Income	3,795.00	3,795.00	0.00	
		320,203.00	55,966.00	264,237.00	
SUPPLIERS					
5112	Water Quality	710.00	215.25	494.75	
5113	Electrical Safety	600.00		600.00	
5114	Health & Safety General	630.00	240.00	390.00	
5115	Playground Inspections	700.00		700.00	
5118	Drainage	340.00		340.00	
5200	Engineering Equipment	3,000.00		3,000.00	
5201	Engineering Repairs	2,500.00	589.75	1,910.25	
5202	Engineering Consumables	1,500.00	311.97	1,188.03	
5203	Play Equipment Repairs	2,250.00		2,250.00	
5204	Parks Management	8,451.00	390.25	8,060.75	
5205	Football Pitches	728.00		728.00	
5206	Bowling Greens	2,000.00		2,000.00	
5207	Grounds Maintenance Consum	1,250.00		1,250.00	
		24,659.00	1,747.22	22,911.78	
OVERHEADS					
7003	Mobile Phones	357.00		357.00	
7029	Uniforms	1,550.00	470.95	1,079.05	
7100	Salaries	194,346.00	52,429.62	141,916.38	
7106	Employer's NI	16,745.00	4,346.77	12,398.23	
7107	Pensions	34,630.00	7,389.37	27,240.63	
7200	Insurance Fees	6,072.00	6,030.98	41.02	
7301	Rates Garage	3,634.00	1,478.60	2,155.40	
7302	Rates Judo Hut	0.00		0.00	
7304	Electricity Glenn Park	355.00	100.58	254.42	
7305	Electricity Pimbley	133.00	42.33	90.67	
7307	Elec Ballswood	150.00	42.29	107.71	
7310	Water Garage	557.00		557.00	
7311	Wastewater Ballswood	800.00	815.22	-15.22	
7313	Water & Wastewater Pimbley	130.00	85.56	44.44	
7314	Water & Wastewater Glenn P	117.00	20.00	97.00	
7315	Fleet Repairs	4,090.00	1,022.31	3,067.69	
7316	Vehicle Tax	920.00		920.00	
7317	Diesel	4,613.00	608.12	4,004.88	
7318	Red Diesel	4,342.00	1,004.50	3,337.50	
7319	Leases	2,000.00	245.50	1,754.50	
7851	Asset Maintenance	20,003.00		20,003.00	
		295,544.00	76,132.70	219,411.30	
TOTAL		0.00	-21,913.92	21,913.92	

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	66,209.00	66,209.00	0.00	
4395	MISC INCOME		1,250.00	-1,250.00	
		66,209.00	67,459.00	-1,250.00	
EXPENDITURE					
	SUPPLIERS				
5330	NEIGHBOURHOOD ACTIVITIES	2,500.00	1,102.57	1,397.43	
5331	EVENTS	2,917.00		2,917.00	
5333	CHRISTMAS ACTIVITIES	2,550.00		2,550.00	
5334	YOUTH PROVISION	4,000.00		4,000.00	
5335	GRANTS	4,500.00	2,500.00	2,000.00	
		16,467.00	3,602.57	12,864.43	
	OVERHEADS				
7100	SALARIES	39,303.00	12,399.96	26,903.04	
7106	EMPLOYER'S NI	2,735.00	903.04	1,831.96	
7107	PENSIONS	7,704.00	1,946.80	5,757.20	
		49,742.00	15,249.80	34,492.20	
TOTAL		0.00	48,606.63	-48,606.63	

Profit and Loss

From: Month 1, April 2020

To: Month 4, July 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	233,760.00	233,760.00
Police Station Lease	5,500.00	5,500.00
Activity Room Hire	83.34	83.34
Storage Hire	555.98	555.98
Rent ATC Hut	1,500.00	1,500.00
Rent Cricket Club	407.00	407.00
Facilities Income	3,795.00	3,795.00
Misc Income	1,225.00	1,225.00
	246,826.32	246,826.32
SUPPLIERS		
Security	19,038.21	19,038.21
CCTV	1,590.00	1,590.00
Fire	177.50	177.50
Boiler	932.48	932.48
Lift	3,497.64	3,497.64
Pest Control	151.30	151.30
Kitchen Cleansing	488.56	488.56
Waste Disposal Charges	50.00	50.00
Water Quality	215.25	215.25
Health & Safety General	240.00	240.00
Covid - 19	2,011.57	2,011.57
Engineering Repairs	589.75	589.75
Engineering Consumables	311.97	311.97
Parks Management	390.25	390.25
Neighbourhood Activities	1,102.57	1,102.57
Grants	2,500.00	2,500.00
	33,287.05	33,287.05
DIRECT EXPENSES		
	0.00	0.00
Gross Profit/(Loss):	<u>213,539.27</u>	<u>213,539.27</u>
OVERHEADS		
Stationery	10.37	10.37
Uniforms	470.95	470.95
IT	149.00	149.00
Sage	968.08	968.08
Photocopier	662.52	662.52
Bank Charges	251.20	251.20
Salaries	91,240.22	91,240.22
Employer's NI	7,680.84	7,680.84
Pensions	13,482.63	13,482.63

Profit and Loss

From: Month 1, April 2020
To: Month 4, July 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
Insurance Fees	10,832.04	10,832.04
Professional Fees	50.00	50.00
Audit Fees	(50.00)	(50.00)
Website Development	60.00	60.00
Training	850.00	850.00
Subscriptions	2,566.48	2,566.48
Rates Garage	1,478.60	1,478.60
Electricity Town Hall	2,835.75	2,835.75
Electricity Glenn Park	100.58	100.58
Electricity Pimbley	42.33	42.33
Elec Ballswood & Moorhey	42.29	42.29
Gas	3,337.63	3,337.63
Water & Wastewater Town Hall	1,723.01	1,723.01
Wastewater Ballswood	815.22	815.22
Water & Wastewater Pimbley	85.56	85.56
Water & Wastewater Glenn P	20.00	20.00
Fleet Repairs	1,022.31	1,022.31
Diesel	608.12	608.12
Red Diesel	1,004.50	1,004.50
Leases	245.50	245.50
Mayoral Expenses	792.36	792.36
Licences	186.50	186.50
Miscellaneous Expenditure	(467.50)	(467.50)
2000 Projects Loan	4,081.40	4,081.40
Lift Replacement Loan	4,961.51	4,961.51
2009 Projects Loan	3,258.74	3,258.74
2000 Projects Interest	114.79	114.79
Lift Replacement Interest	1,358.73	1,358.73
2009 Projects Interest	1,568.84	1,568.84
	158,441.10	158,441.10
Net Profit/(Loss):	<u>55,098.17</u>	<u>55,098.17</u>

Balance Sheet

From: Month 1, April 2020

To: Month 4, July 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings & Statues	0.00	1,472,695.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,763,253.26
CURRENT ASSETS			
Debtors control Account	3,621.67	8,534.36	
Debtors General	0.00	2,605.08	
Bank Account (Current)	81,584.03	91,219.29	
Bank Account (Deposit)	0.00	484,114.98	
VAT Liability/Reclaimed	(16,609.54)	10,262.63	
		68,596.16	596,736.34
CURRENT LIABILITIES			
Creditors Control Account	11,757.89	13,559.76	
Accruals/Creditors Reserves	(8,250.00)	0.00	
General Creditors	(638.72)	610.16	
Salaries Liabilites	10,628.82	10,628.82	
		13,497.99	24,798.74
Current Assets less Current Liabilities:		55,098.17	571,937.60
Total Assets less Current Liabilities:		55,098.17	3,335,190.86
LONG TERM LIABILITIES			
Loans PWLB	0.00	302,242.48	
		0.00	302,242.48
Total Assets less Total Liabilities:		55,098.17	3,032,948.38
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	988,652.78	
Contingency Reserves	0.00	71,359.49	
Specific Reserves	0.00	50,542.58	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	0.00	45,535.29	
P & L Account	55,098.17	55,098.17	
		55,098.17	3,032,948.38

Report to: Finance & General Purposes Committee
Date of Meeting: 9th September 2020
Agenda Item Number: 6
Subject: Service Level Agreement Knowsley MBC
 Procurement Team
Report of: Finance Officer
Exempt / Confidential: No
Report:

Summary

Procurement is a very important part of the work of the Council and it has an impact on each section. Large scale projects often require a degree of expertise in producing the specification which is not always possible in house. The report seeks approval to enter into a Service Level Agreement (SLA) with the Procurement Section of Knowsley Council to provide the expertise required.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and wellbeing Programme	No
8. Statutory Requirement	Yes

Recommendation(s)

1. That the Council enters into a Service Level Agreement with Knowsley Council Procurement Team for a period of 1 year;
2. That the cost of the SLA be met from savings within the procurement function;
3. The report be noted.

Reasons for Recommendation(s)

Maghull Town Council needs to have a robust and competent procurement system. The proposed SLA allows that to be evidenced for audit purposes as well as seeking Value for Money and complying with the requirement to be a financially prudent council.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Within budget 2020/21

(B) Capital
N/A

Implications of Recommendations:

Financial Implications	Cost of SLA with Knowsley Council (to be met from savings)
Resource Implications	Officer Time
Legal Implications	LGA 1972, Audit and Accounting Guidelines 2015
Equality & Diversity Implications	None

Implementation Date for Decision

Any decisions taken will be implemented immediately following the conclusion of Finance & General Purposes Committee.

Appendices

None

Background Papers

N/A

Contact Officer	Debbie Healey – Finance Officer
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1. Background

Maghull Town Council currently follows the general guidelines for the procurement of its goods and services. The procurement rules for the Council are contained within the Financial Regulations which were updated in February 2020. However, several contracts for services have run their course and the Council needs to go back to test the market to see if best value is being obtained.

Members requested as the Finance & General Purposes Committee held in February 2020 that Sefton MBC and Liverpool City Region Authorities be approached to see if they would be willing to provide support for procurement purposes to the Council. LCR stated that they would not be willing to enter into such agreement with the Council.

Sefton MBC stated that they were not in a position to assist the Council at this time. They were running at 50% capacity in their team and would not be willing to give the Council the considerable assistance it would need as the Council was looking to put 10 – 15 contracts out to quote/tender. Whereas the section was happy to give ad

hoc advice they were not in a position to do more than this. Unfortunately this would not be sufficient for the Council's needs.

2. Current Position

The size of Maghull Town Council means that several services and contracts will cost over the £25,000 limit for 3 quotes currently in the Financial Regulations. The larger the contract the more robust needs to be the specification for the procurement including factoring in provisions to protect the Council should the contractors suffer difficulties. Principle Authorities use their own dedicated Procurement Teams to ensure that all government directives relating to procurement are adhered to and they have developed a level of expertise which cannot be duplicated even in a large Town Council.

The Town Clerk and RFO have met with representatives of Knowsley Procurement Services who are willing to give considerable assistance in this area. This includes assistance with the drawing up of detailed specifications, compliance with OJEU regulations and Social Value issues which are a concern to the Council. They are also happy to allow the Council to "piggy back" onto their proposed contracts for goods and services in the future which means that considerable savings could be made through economies of scale.

Therefore, following conversations with Knowsley MBC Procurement Team, officers are proposing an SLA with their procurement team to ensure that the Council's procurement moving forward is robust and ensures value for money.

Recommendation(s):-

- 1. That the Council enters into a Service Level Agreement with Knowsley Council Procurement Team for a period of 1 year;**
- 2. That the cost of the SLA be met from savings within the procurement function;**
- 3. The report be noted.**