

**Dated this 28<sup>th</sup> Day of May 2020**

**To: The Mayor and Members of Maghull Town Council, Maghull Town Hall, Hall Lane, Maghull.**

**You are hereby summoned to attend a Remote Meeting of the Council which will be held on Wednesday 3<sup>rd</sup> June 2020 at 6.30pm to transact the business detailed below.**

***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.***

**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 Council prior to the meeting commencing. Anyone wishing to submit a comment or a question to the Council must do so by 5pm on Tuesday 2<sup>nd</sup> June 2020.
- 4 **To confirm the Minutes of Full Council held 29<sup>th</sup> January 2020 (Pages 1-5)**
- 5 **Covid 19 Report** Members are asked to consider the report of the Council's position during the Covid 19 pandemic (Pages 6-15)
- 6 **Local Government Act 1972 – Section 85 - Attendance at Meetings – Covid-19 Arrangements** Members are asked to consider the report (Pages 16-18)
- 7 **Committee Places 2020-21** Members are asked to consider the report (Pages 19-21)
- 8 **Budget Report** Members are asked to consider the revised budget for 2020-21 (Pages 22-29)
- 9 **Financial Regulations** Members are asked to approve the revised Financial Regulations (Pages 30-47)

**P.T.O**



- 10 **MTC Sustainable Development Management Policy** Members are asked to approve the policy statement (Pages 48-49)
- 11 **Planning Application DC/2020/0418 Site of Former Royal British Legion 326 Liverpool Road South Maghull** Members consider submitting comments to Sefton LPA in relation to this planning application
- 12 **Landscaping of Bobby's Wood (Part A)** Members are asked to consider the report (Pages 50-65)
- 13 ***Exclusion of the Press and 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 paragraph 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.***
- 14 **Landscaping of Bobby's Wood (Part B)** Members are asked to consider the report (Pages 66-81)



Miss A. McIntyre FSLCC  
Town Clerk

**MAGHULL TOWN COUNCIL**  
**FULL COUNCIL**  
**HELD 29<sup>th</sup> JANUARY 2020**

**PRESENT** - Councillor Josh Burns (In the Chair) and Councillors (Cllrs): June Burns, Carr, Carlsen, Desmond, Doherty, Ferguson, K & T Hughes, Lloyd, McKinley, Mullen, J & Y Sayers and Sharp.

**ALSO PRESENT** – A. McIntyre (Town Clerk), A. Spencer (Amenities Manager), P. Dillon (Community Services Manager), D. Healey (Finance Officer), S. Lawrence (minutes) & two members of public.

The Mayor welcomed all to the meeting.

1. **APOLOGIES FOR ABSENCE:** Cllr Carragher.
2. **DECLARATION OF INTERESTS:** All Cllrs (apart from Cllr Carr) live a property in Maghull and pay precept, therefore is a general dispensation to allow Cllrs to decide the forthcoming budget.
3. **PUBLIC PARTICIPATION:** None.
4. **COUNCILLORS QUESTIONS TO MTC:**

Cllr Lloyd previously forwarded Questions below to The Town Clerk:

- 1 How are pay rises decided for MTC staff, are they decided at the budget or at via a committee?

Town Clerk: Staff at the Town Council are employed under National Joint Council or NJC Terms & Conditions. Pay rises are negotiated nationally by the National Joint Council Consultative Committee or NJCCC and are notified to all Councils for implementation. The % increase is also negotiated nationally.

- 2 Is there a criteria for a pay rise or a pay freeze? Like performance related pay, or if the precept increase is frozen are pay rises frozen too?

Town Clerk: The criteria are set nationally during the negotiations. As employers we are not informed what the criteria are other than the general economic conditions. The Council does not have performance related pay as this is not part of the agreed T&Cs.

- 3 How and who sets the budget for the amount of money available to spend on pay rises?

Town Clerk: Maghull Town Council sets aside money in the budget to pay for any increase. Unfortunately we are usually informed of the pay increase (if any) after the budget setting process has been completed. Therefore, the officers rely on previous years' proposals to inform Council of the money they suggest setting aside which is this year 2%. 2% is the most the pay has increased since 2010. Each year this has been less than inflation.

- 4 How and who decides if increases to the number of staff are needed and can be afforded?

Town Clerk: Council decides the level of staffing it needs. The Council has undertaken 2 staffing reviews since 2013 the last being November 2018 when all posts were benchmarked and evaluated. The majority of the recommendations of the staffing review were implemented save for the recruitment of an Events Co-ordinator and a part time admin post. Any additional posts required would be considered by Personnel Sub Committee based on a robust business case.

- 5 Should the MTC publish the wage structure that shows what each role is paid within the MTC?

Town Clerk: MTC is not required to publish data on the pay levels of its staff and this is considered personal data under the General Data Protection Regulations (GDPR). The Council would be in breach of the GDPR if it published the information.

- 6 Should the MTC publish these figures on pay / pay rises, bonus, benefits, pensions etc. Like other councils?

Town Clerk: Councils are required to publish data on the roles within their organisation which attract salaries over £50,000 as determined by the Accounts and Audit Regulations 2015 in pay multiples of £5,000. This does not affect Maghull Town Council as no employee receives £50,000 or more. The Council does not offer bonuses or any other financial benefits.

- 7 How is the budget set for the money available to run public events like Maghull Fest and Firework display.

Town Clerk: Committees decide how much budget to ask for which is fed into the budget setting process. Budget Council then decides the budget for the forthcoming financial year.

Cllr McKinley reminded Cllr Lloyd that the issues raised about Council Finances had been covered in Training sessions available to all Cllrs. Town Clerk also reminded that all Agenda and Papers for all meetings are available to Cllrs and members of the public for Transparency via MTC website.

## 5. MINUTES OF PREVIOUS MEETINGS:

**RESOLVED that the minutes of Full Council held on 27<sup>th</sup> November 2019 were approved as a correct record.**

## 6. BUDGET REPORT:

Town Clerk made apologies for incorrect information within the papers and provided an addendum for section 3, all changes highlighted in red.

#### Key Points made by Town Clerk:

- Auditor recommended MTC complete Asset maintenance plan which provides current state of all assets.
- Current Reserves is £352,000, this is not currently at the correct level as should be at 6-9 months' worth of running costs, also noted once spent they are then gone.
- The Council tax base has changed in two ways, first the number of new builds within the MTC area, secondly Sefton Council have now decided to decrease discounts on certain properties. Which means the council tax base will increase for MTC by about £12,000.
- 2 new vehicles are recommend for facilities, this may come from Section 106 monies, however this not a guarantee. Therefore this has been proposed into the budget for 20-21.
- No change to schedule of charges – apart from MTC will charge an extra £1.20 per session for VAT.
- Uncertain at this time whether a Judicial Review of £30,000 will take place, this is depending on housing Planning application decision. If this does go ahead MTC will need a fighting fund.
- Recommendation for Staffing increase, MTH re-wire, Cemetery Health & Safety check, proposed £5.41 increase to the precept £708,280.
- If MTC decide for judicial review to be incorporated within the budget a recommendation increase of £9.92 making the precept £731,797.

#### Key Points made by Cllrs:

- Cllr McKinley referred to section 1.6 in the budget report, wants the MTC to clarify that income generation activities have not stopped, and MTC need to be more creative to bring additional monies.
- Precept has only increased twice in 9 years.
- Recommendation to use Reserves for Judicial Review and not raise the precept.
- Cllr Carlsen suggested further investigation into Government funding for the possible TH re-wire.

Cllr McKinley Proposed increase precept amount of £5.41 seconded by Cllr Carr.  
Agreed 14 to 1 vote.

#### **RESOLVED that:**

1. That Council set to increase precept at £5.41 at £708,280.00, and that this be notified to Sefton MBC;
2. That Council approved the budgets as detailed in the report.
3. Town Clerk to meet with Cllr Carlsen to discuss possible government funding interest free loan for TH re-wire.
4. Town Clerk to clarify income generation has not stopped within section 1.6 of budget report.
5. The report be noted.

7. LAND EAST OF MAGHULL – PLANNING APPLICATIONS DC/2017/01528 & DC/2017/01532:

Town Clerk provided a brief explanation of the current position. The decision on the two planning applications was deferred – from actions of our Planning Consultant, Maghull and Lydiate action group and two Cllrs, also petitions were put forward. This is now pending as developers must produce a construction management plan, and an improved flood risk assessment. No date has been set as of yet for the next meeting.

Land East Maghull is now no longer apart of the Green Belt, therefore development will happen. MTC want developers to come off the motorway and come through the Northern part of the site. As this site could be 'live' for potentially 10-15 years.

Key Points made by Cllrs:

- Letter of Thank you to be sent to Edward Landor.
- Concerns regarding time that the developers had to speak within the meeting and MTC representatives were set to time.
- Support from all Cllrs, need to ask for later meeting so other Cllrs can attend.

**RESOLVED that:**

1. Thank you letter to be sent to Edward Landor
2. The report be noted.

8. REPORT ON SEFTON METROPOLITAN BOROUGH COUNCIL MATTERS:

Cllr June Burns - Frank Hornby won vote for at 28% for Maghull Sefton Borough of culture stories.

**RESOLVED that the report be noted.**

9. CHAIR'S REPORT

Chair made two points:

- Cllr Josh Burns raised a concern regarding the mayoral chain. Mayor would not feel comfortable to attend functions etc. without the mayoral chain. Therefore proposed this to be sent to be repaired in quieter months i.e. August/September.
- Silcock family would like to help assist with upcoming events.

**RESOLVED that:**

1. Cllrs Agreed for the mayoral chain to be repaired August/September 2020;
2. Website will be updated and Silcock family will have to bid.
3. The report be noted.

10. EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED that two members of public left the meeting.**

11. CONFIDENTIAL - MAGHULL TOWN COUNCIL CIVIC AWARDS:

Cllrs had a discussion and a vote for each category for the winners of the Civic awards 2020:

Award	Winners
Civic	Bar Du Fey Cyclists
Environment	Maghull Station Volunteers
Good Neighbour	David
Local Business	Andrea Watkins – Manager – Morrisons
Youth	Maghull ATC

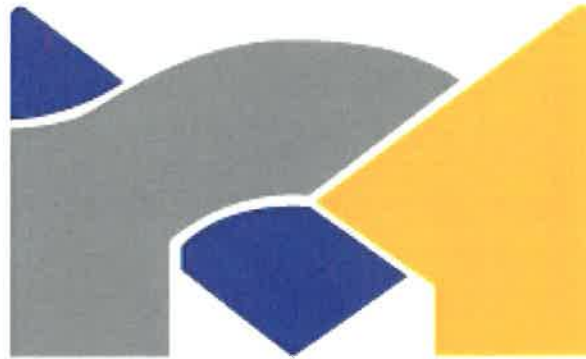
Cllrs agreed a separate mayor's award is to be awarded to William who helped to clean up the park.

**RESOLVED that:**

1. Cllrs Agreed on Civic award winners;
2. Mayors award to be presented to William.
3. The report be noted

**CHAIRMAN**

## Maghull Town Council



## Covid 19 Response



# **MAGHULL TOWN COUNCIL**

## **1.0 Introduction**

On 31<sup>st</sup> December 2019, Chinese authorities notified the World Health Organization (WHO) of an outbreak of pneumonia in Wuhan City, which was later classified as a new disease: COVID-19.

- 1.1. On 30<sup>th</sup> January 2020, WHO declared the outbreak of COVID-19 a "Public Health Emergency of International Concern" (PHEIC). On 11<sup>th</sup> March WHO categorised the outbreak as a pandemic. And subsequently stated on 14<sup>th</sup> March that Europe is now the centre of the pandemic
- 1.2. UK Chief Medical Officers HAD classified the risk to the UK as moderate. This has now been raised to high as of 12<sup>th</sup> March
- 1.3. On 10 February, the Secretary of State for Health and Social Care, Matt Hancock, announced [strengthened legal powers to protect public health](#). [The Health Protection \(Coronavirus\) Regulations 2020](#) have been put in place to reduce the risk of further human-to-human transmission in this country by keeping individuals in isolation where public health professionals believe there is a reasonable risk an individual may have the virus.
- 1.4. On 3<sup>rd</sup> March the Government published its response plan to the virus which consists of 4 phases
  - Contain: detect early cases, follow up close contacts, and prevent the disease taking hold in this country for as long as is reasonably possible (This includes individuals at risk of carrying the virus being asked by NHS111 to self-isolate for 14 days. Those testing positive are placed in quarantine (either under appropriate medical care or at home) and are required to undergo further testing with two negative results before being released from quarantine.
  - Delay: slow the spread in this country, if it does take hold, lowering the peak impact and pushing it away from the winter season. This may involve social distancing measures including closure of schools and cancellation of public events.
  - Research: better understand the virus and the actions that will lessen its effect on the UK population; innovate responses including diagnostics, drugs and vaccines; use the evidence to inform the development of the most effective models of care
  - Mitigate: provide the best care possible for people who become ill, support hospitals to maintain essential services and ensure ongoing support for people ill in the community to minimise the overall impact of the disease on society, public services and on the economy
- 1.5. The main public health campaign messages from the Government are as follows:
  - wash your hands with soap and water often – do this for at least 20 seconds
  - always wash your hands when you get home or into work
  - use hand sanitiser gel if soap and water are not available
  - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
  - put used tissues in the bin straight away and wash your hands afterwards
  - try to avoid close contact with people who are unwell
  - do not touch your eyes, nose or mouth if your hands are not clean

- 1.6. As of 12<sup>th</sup> March, the Government announced it was moving from containment phase into

delay phase. New advice has been issued as follows:

- Anyone who shows certain symptoms is now required to self-isolate for 7 days, regardless of whether they have travelled to affected areas. This means people should stay at home and avoid all but essential contact with others for 7 days from the point of displaying mild symptoms, to slow the spread of infection

The symptoms are:

- a high temperature (37.8 degrees and above)
- a new, continuous cough
- Individuals are no longer asked to call NHS 111 to go into self-isolation. If their symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online at 111.nhs.uk. If they have no internet access, they should call NHS 111. For a medical emergency dial 999.

## **2.0 Sources of Information**

2.1. The Town Council will be acting on information and guidance available from the following sources to which all Councillors, staff and members of the public will be signposted.

- (a) Coronavirus – UK Government Response  
<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
- (b) General information to the public  
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- (c) Guidance for non-clinical settings – Employers and Businesses  
<https://www.gov.uk/government/collections/covid-19-guidance-for-non-clinical-settings-and-the-public>
- (d) NHS Overview, symptoms and advice  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
- (e) Government Action Plan  
<https://www.gov.uk/government/publications/coronavirus-action-plan>
- (f) Government Advice for Self-Isolation at home  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>
- (g) WHO – Getting Workplace ready  
[https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7\\_6](https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6)
- (h) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- (i) <https://assets.publishing.service.gov.uk/media/5ebbb57ae90e070831aeb0d3/>

2.2. In the preparation of this updated report and the subsequent business continuity plan, additional information/guidance has been utilised by the Clerk from the following sources:

- (a) Research published by Chinese Centre for Disease Control
- (b) WHO website technical guidance
- (c) Society of Local Council Clerks
- (d) National Association of Local Councils
- (e) Local Government Association information for Councils

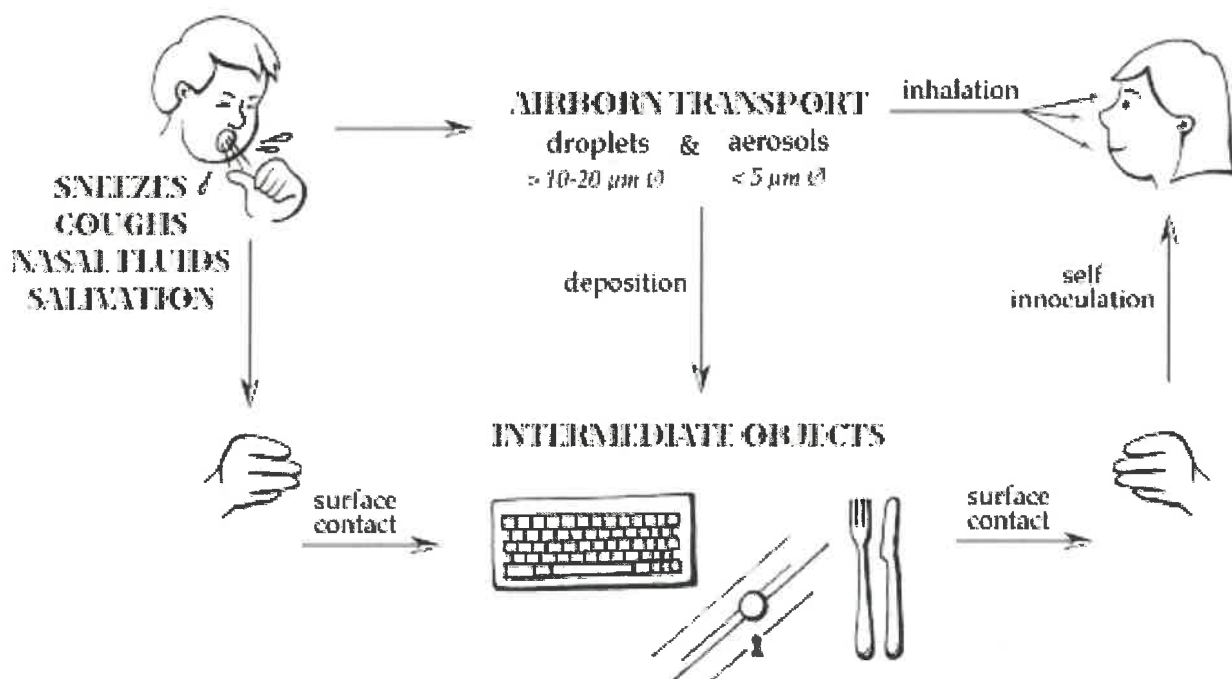
<https://www.local.gov.uk/coronavirus-information-councils>

(f) National Joint Councils for Local Government Service – Advisory notice 6<sup>th</sup> March

### 3.0 Key facts underpinning the risk assessment

The following information has been used to underpin the risk assessments.

3.1. This is an enveloped respiratory virus spread in aerosols/droplets via person to person direct contact and indirect contact with infected surfaces/hands. Main transmission routes are therefore as follows:



The key to managing the risk of contracting the virus is to limit the opportunities for spread/transmission. This not only includes the main campaign measures suggested by NHS England in respect of hand sanitisation and reducing aerosol transmission by using tissues but also adopting procedures for surface decontamination of “multi-use touch points” such as door handles, keypads etc.

3.2. This is a novel virus hence unlike influenza, there is no natural immunity/vaccine. Therefore it is likely a high proportion of people will become infected (current estimates are 80% of the UK population) and according to the Governments action plan up to 20% of the Council's staff/Councillors may be infected during the peak of the outbreak. Business continuity planning is therefore key to maintaining Council services and corporate decision-making capabilities.

3.3. Of 44,672 confirmed cases in China

- 80.9% (or 36,160 cases) were considered mild
- 13.8% (6,168 cases) severe (requiring hospitalisation)
- 4.7% (2,087) critical (requiring assisted ventilation/intensive care)

(Source - China Centre for Disease control)

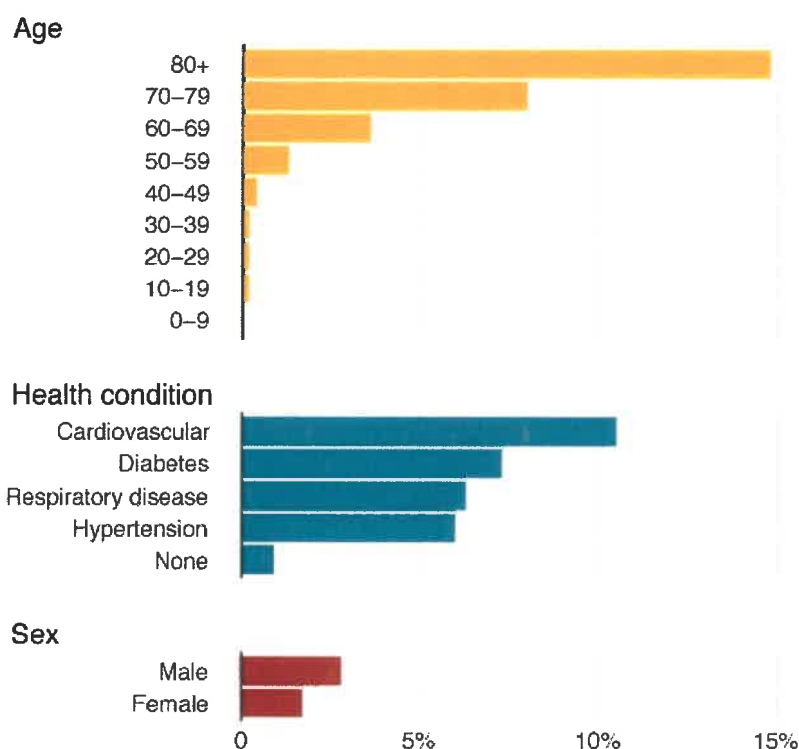
Children can be infected and can have a severe illness, but based on current data overall illness seems rarer in people under 20 years of age

So far, there has been no obvious sign that pregnant women are more likely to be seriously affected

3.4. The population segments at most risk of severe disease/death are those over 60 or with underlying medical conditions including diabetes, cancer, cardiovascular and renal issues and respiratory issues. This has implications when assessing the risk to the public, volunteers, councillors and staff in Maghull as there is a higher than average proportion of residents over the age of 60 and a significant proportion of Councillors and staff are either over the age of 60 or have pre-existing conditions.

### Death rate varies by age, health and sex

Proportion of deaths among confirmed cases



Source: Chinese Centre for Disease Control & Prevention, 18 Feb 2020

BBC

The death rate will be significantly higher in the elderly (who are immunised against flu) than for an influenza outbreak as the following comparison shows:



- 3.5. Transmission of the virus is no longer contained or restricted to direct contact with people travelling abroad. The virus is now spreading within the community.
- 3.6. Unlike flu, there is a much longer incubation period, and people start shedding the virus at a much earlier stages before any symptoms are showing (pre-symptomatic phase) Although studies in China show the incubation period can range from 0-27 days. WHO have determined a quarantine/isolation period of 14 days to be appropriate. Most people start showing signs between 5-11 days post infection.
- 3.7. Data available suggests the virus can survive in the air for at least 3 hours, on cardboard for 24 hours and on hard surfaces (e.g. stainless steel, melamine etc) for up to 72 hours, possibly longer. In respect of infection by close contact, advice is to limit contact to no more than 15 minutes and to stand more than 2m distance.
- 3.8. Once recovered from the virus, an individual has immunity. Tests are still being conducted to understand how long after recovery infectious viral particles (as opposed to fragments of viral RNA) are shed. Recent published research indicates that people with mild symptoms stop shedding infectious virus after about day 10 of the onset of symptoms. This is relevant in respect of how soon after recovering from coronavirus staff can return to work and Council can resume business.

- 3.9. The key risk of exposure is therefore from pre-symptomatic staff, Councillors or members of the public having contracted the virus and subsequently attending Council activities and thereby transmitting the virus to others.
- 3.10. The Town Council cannot determine or control what people do away from the workplace.

#### **4.0 Current position**

As of 5pm on Sunday 10<sup>th</sup> May 2020, 219,183 people have tested positive for the virus in the UK, with the total number of Covid 19 associated deaths being 31,855. The total number of cases in the North West is 22,342 with a rate per 100,000 of 306.4. There are a total of 858 cases in Sefton with a rate of 311.6 per 100,000.

A daily bulletin is issued at 2pm giving the number of confirmed cases. There is a 24 hour delay before details of the locations of the confirmed cases are released by Public Health England.

The government has announced that it will not be testing people with mild symptoms for coronavirus who are self-isolating. Therefore the number of confirmed cases will not accurately reflect the extent to which the population of Maghull is infected.

Although the Dept of Health and Social Care, Public Health England and the NHS are leading on the UK response to the outbreak, the Town Council nevertheless has a duty of care to staff, volunteers, Councillors and members of the public to conduct its own risk assessments at local level specific for its activities and take steps accordingly.

#### **5.0 People at Risk**

The Town Council cannot control what people do in their personal time and how they choose to respect (or not) the guidance from HMG Gov or indeed take additional steps to limit their exposure (such as taking holidays, visiting public places etc). Councillors and Members of the Public have a choice in whether they undertake Town Council activities however staff do not.

In addition some members of staff care for close family members in vulnerable groups. Their specific concern is not that they become infected but that they unknowingly transmit the virus during the 14 day asymptomatic period to their vulnerable relatives. Again, if they have vulnerable dependents, then decisions on returning to home may need to be considered.

##### **5.1. Administrative Staff**

Risk of infection from each other – relies on all members of staff acting responsibly and following all precautions to keep the work area free from contamination and not coming into work if they feel ill.

Risk from members of public (particularly bereaved who may have lost someone to coronavirus) – staff advised not to meet in small confined rooms, to ensure they are 2m

away or using the Administration Window with microphone and limit contact time to no more than 15 minutes.

The configuration of Town Council offices permits members of the public to be kept at a distance from staff. Staff will need to reconfigure their working environment to include using the Council Chamber, Town Clerk's office and portakabin office to ensure that they remain at least 2 metres distant from each other. Working from home will continue until government advice changes with limited access to the office for essential updates and printing e.g. Sage updates and payroll processing.

## **5.2. Grounds Maintenance**

Less at risk owing to outdoor working although the team visits the office regularly and both the garage and portakabin are meeting places for the team so there is the risk of infecting each other. Main risks are from approaches by members of the public, particularly in the parks. Also there is the risk of contamination from e.g. petrol hoses and when visiting suppliers (B & Q, Arco etc).

## **5.3. Radio Team Volunteers**

The radio station volunteers are at risk from contamination in communal areas of the Town Hall. Also there are risks from the communal use of the equipment in the Radio Station. Provision of antibacterial wipes, hand gel sanitisers and confinement to one person at a time in the station when the Town Hall reopens in a limited fashion will be followed.

## **5.4. Councillors**

Risk from staff, each other and members of the public whilst attending Council meetings/events and undertaking constituency work with residents

## **5.5 Members of Public**

In particular MoP attending Council events such as the Council meetings and the Town Hall to access services either from the Town Council or from other partners.

Attendance at Council and Committee meetings is normally low with the exception of those meetings dealing with contentious planning applications.

## **MEASURES**

The measures adopted will be defined by Government advice issued during the pandemic.

### **6.1. INFECTION CONTROL MEASURES – hand and surface sanitisation**

A considerable amount of supplies in order to ensure the Council is fully equipped to deal with the outbreak have been ordered with some supplies yet to be delivered. Costs for the additional supplies as well as any other costs associated with the outbreak are being collated and will be presented to Council for ratification at a later date.

#### **6.1.1. For individuals**

- 60ml alcohol hand sanitiser bottles provided to all members of staff for use during the course of Council duties. All staff instructed to use it whenever necessary and to disinfect hands before returning to their desks.
- Correct hand washing and indirect contact transmission discussions undertaken with all staff
- Pack of Alcohol wipes per member of staff for surface decontamination of phone/keyboard etc.
- Spray sanitiser provided for all teams for desk and other surface decontamination

#### 6.1.2. Other measures

- All cups/mugs to be soaked overnight in disinfectant before being washed. Staff will be encouraged to bring in their own identifiable mug for personal use.
- Masks – staff have been consulted on use of the limited supply of both surgical masks (to limit release of infected droplets by infected people) and FFP3 Personal protective masks (protect individuals from infection but not everyone else from them if they are infected). Masks have been ordered for use by staff and visors provided for the Ground Maintenance Team.

#### 6.1.3. Storage/use of products

Most stocks of hand sanitiser and alcohol wipes are sold out everywhere including on-line. This is especially the case for refill bottles for automatic dispensers. The Town Council has already procured sufficient hand gel for the next 4 weeks provided it is used sensibly, and once alcohol wipes have been used will substitute with 70% alcohol spray and ordinary tissues for surface decontamination.

It has been stressed to all staff that the supplies they are given are for work-related activities and not for personal use at home. All personal supplies are now locked away when staff go home with the exception of the 60ml personal bottles.

### 6.2. **INFECTION CONTROL MEASURES –Self Isolation, Working From Home, And Phase 2 Social Isolation Measures**

#### a) **Self Isolation**

The NJC have issued guidance on the response by Employers to PAID absence from work owing to coronavirus in accordance with the Green Book terms and conditions.

Self isolation: Currently any order for self isolation will be given by NHS 111 either as a result of contact tracing or as a result of the individual contacting them for advice. This will be treated as absence with full pay but not as sickness absence. Employees who are actually ill will be treated as off sick with associated sick pay in the usual manner. However Employees cannot just unilaterally decide to self-isolate without providing the Town Council with reasonable justification in order to qualify for full pay.



**It is important that all staff and Councillors SPEAK DIRECTLY to the Town Clerk if they are ordered to self-isolate or feel ill as the individual circumstances /timing of the self-isolation will impact the risk assessments and may mean other staff/Councillors could be advised to self-isolate.**

**b) Working from Home**

All administrative staff are now working from home as per HM Gov advice. All members of administrative staff have access to networked laptops provided by Knowsley MBC with full access to all files to enable work to a limited extent during the outbreak.

**N.B. Most insurers including the Council's insurers are not covering business interruption costs owing to coronavirus unless very specific conditions are met which include a confirmed case within the Town Hall.**

**c) Cancellation of Public meetings**

Following the lockdown on 23<sup>rd</sup> March all face to face Council meetings have been cancelled with immediate effect. Legislation has been passed which allows for virtual meetings to take place to which members of the public can also virtually attend. The most appropriate software for these meetings is being examined to make sure that the requirements of the legislative changes are adhered to whilst making it easy for all members to take part in the meetings.

**d) Council Events and other services**

All Council events have been cancelled until further notice. The Town Council has been working with Sefton CVS to ensure that volunteers are supported in the community in providing the necessary support for vulnerable residents.

**Report to:** Full Council  
**Date of Meeting:** 3<sup>rd</sup> June 2020  
**Agenda Item Number** 6  
**Subject:** Local Government Act 1972 – Section 85 -  
Attendance at Meetings – Covid-19 Arrangements  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

### Summary

Due to the reduction of meetings due to the Covid-19 pandemic this report requests authority to approve and authorise the absence of any Councillors from attendance at Council and Committee Meetings pursuant to Section 85 of the Local Government Act 1972.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	No
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 absence of any Elected Members from all Council and Committee Meetings be authorised and approved for the period until 3<sup>rd</sup> December 2020, pursuant to Section 85 of the Local Government Act 1972.
2. That the report be noted.

### Reasons for Recommendation(s)

To comply with the provisions of Section 85 of the Local Government Act 1972.

### Alternative Options Considered and Rejected

None

### What will it cost and how will it be financed?

(A) Revenue N/A

(B) Capital N/A

### Implications of Recommendations:

<b>Financial Implications</b>	N/A
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<b>Resource Implications</b>	N/A
<b>Legal Implications</b>	Contained within the body of the report
<b>Equality &amp; Diversity Implications</b>	None

### **Implementation Date for Decision**

4<sup>th</sup> June 2020

### **Appendices**

None

### **Background Papers**

None

<b>Contact Officer</b>	Angela McIntyre
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	Angela.mcintyre@maghull-tc.gov.uk

## **1. Background**

- 1.1 Section 85 of the Local Government Act 1972 provides that if an Elected Member fails to attend any Council or Committee Meeting for a period of six months, he or she ceases to be an Elected Member, unless the absence was approved by the Council before the expiry of the six-month period.
- 1.2 In parish councils, such periods of absence are generally approved due to the ill health of an Elected Member.

## **2. Covid-19 Pandemic**

- 2.1 The Government has issued directives in response to the Covid-19 pandemic. One such directive relates to social distancing and this makes it extremely difficult to hold Council and Committee meetings in the normal manner Members are used to.
- 2.2 Government has recognised this and as part of the Coronavirus Act 2020 Section 78 confers powers for the Secretary of State for Housing, Communities and Local Government (Secretary of State) to make appropriate Regulations.
- 2.3 Accordingly, the Secretary of State has made the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the Regulations) and these came into force on 4 April 2020.
- 2.4 The Regulations have amended the requirements imposed on local councils regarding how they hold meetings; and Councils can now hold remote meetings i.e.

the statutory obligation for all Members to be present in the same room at the same time in order to make decisions has been removed and technology can be utilised to hold remote meetings.

### **3. Impact on Maghull Town Council's Meetings**

- 3.1 The Regulations also provide that there is no requirement to hold an Annual General Meeting in May 2020 and all decisions made at the AGM in May 2019 will stand in terms of committees and appointments to them, subject to any changes made by Full Council during the last municipal year. The Mayor, Councillor Josh Burns, will remain the Mayor for the next 12 months.
- 3.2 The above Regulation regarding remote meetings helps to maintain the Government directive on social distancing and officers are currently investigating the best methods to hold remote meetings.
- 3.3 However, in the short-term, all committee meetings, other than Personnel Sub Committee, have been cancelled until further notice; and it was not anticipated that a Council meeting would be held until June 2020 with another to be held before 31<sup>st</sup> July 2020.
- 3.4 Therefore, it is possible that members would not be able to attend those meetings virtually. However, this would have the unintended consequence of a large number of Members not attending a meeting for six months, through no fault of their own, and this would disqualify them from office in accordance with Section 85 of the Local Government Act 1972.
- 3.5 Accordingly, the purpose of this report is to approve the absence of any Elected Members from all Council and Committee Meetings due to the Covid-19 pandemic for the period until 7 November 2020.
- 3.6 Obviously, some Members will be able to attend the Council meetings planned but the intention of the report is to provide a "catch-all" situation and cover every eventuality during the Covid-19 pandemic.
- 3.7 The situation will be kept under constant review and it is hoped that the impact of the current pandemic reduces sufficiently for arrangements to return to normal for the Council and in the country as soon as possible.

### **Recommendation(s):-**

**Report to:** Full Council  
**Date of Meeting:** 3<sup>rd</sup> June 2020  
**Agenda Item Number** 7  
**Subject:** Appointment of Committee Places, Chairs and Outside Bodies  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

### Summary

Council needs to determine the makeup of the Committees, Chairs of Committees and membership to outside bodies for the municipal year 2020-21

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

### Recommendation(s)

1. That members agree to keep the same membership of Committees for the forthcoming municipal year;
2. That members agree the membership of the Personnel Sub Committee for the forthcoming municipal year;
3. That members agree to keep the same Chairs of Committees for the forthcoming municipal year;
4. That members agree to keep the same representatives on outside bodies for the forthcoming municipal year;
5. That the report be noted.

### Reasons for Recommendation(s)

The current situation does not allow the Council to function as it normally would. As this is an unprecedented situation the legislation relating to committees has been changed to allow the status quo to continue until May 2021.

### Alternative Options Considered and Rejected

None

**What will it cost and how will it be financed?**

**(A) Revenue**  
N/A

**(B) Capital**

N/A

### Implications of Recommendations:

<b>Financial Implications</b>	None
<b>Resource Implications</b>	None
<b>Legal Implications</b>	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
<b>Equality &amp; Diversity Implications</b>	None

### Implementation Date for Decision

3<sup>rd</sup> June 2020

### Appendices

None

### Background Papers

None

<b>Contact Officer</b>	Angela McIntyre
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	Angela.mcintyre@maghull-tc.gov.uk

## 1. Current Situation

The current membership of committees together with Chairs is as follows

- **Finance & General Purposes:** – Cllr A Carr (Chair), Josh Burns (Mayor). Members Cllr J Sayers, Cllr P McKinley, Cllr C Carlsen, Cllr D Mullen, Cllr S Doherty, Cllr K Hughes and Cllr T Hughes.
- **Community Services:** - Cllr C Carragher (Chair), Cllr D Mullen (Vice Chair), Cllr Josh Burns (Mayor). Members Cllr Y Sayers, Cllr A Lloyd, Cllr J Desmond, Cllr R Ferguson, Cllr S Doherty, Cllr Sharp and Cllr T Hughes.
- **Amenities:** - Cllr Y Sayers (Chair), Cllr J Sayers (Vice Chair), Josh Burns (Mayor). Members Cllr P McKinley, Cllr A Carr and Cllr K Hughes.

The Personnel Sub Committee did not meet during 2019-20. However, there is a need for the Sub Committee to meet in June as some pressing recruitment issues need to be resolved. Therefore, the Personnel Sub Committee, which is a sub-committee of the Finance and General Purposes Committee needs to have a membership. As it is a sub-committee of F&GP Committee only those members can sit on the Committee. The Sub-Committee also needs to be politically balanced.

Therefore, the membership should be 5 members made up from 4 members of the Labour Group and 1 member from the Conservative Group. This being:

- Cllrs Carr, Josh Burns, J Sayers, McKinley, Carlsen and Mullen (Lab) and;
- Cllrs K Hughes and T Hughes (Con).

Full training will be given before the meeting.

The current reps for outside bodies are as follows

- **Sefton Rights of Way Liaison Group** – Cllr R Ferguson
- **Maghull in Bloom** – Cllr J Desmond
- **Maghull Parish Hall** – Cllr C Carragher & Cllr D Mullen
- **Sefton Council Standards Sub Committee** – Cllr J Desmond

**Recommendation(s):-**

1. **That members agree to keep the same membership of Committees for the forthcoming municipal year;**
2. **That members agree the membership of the Personnel Sub Committee for the forthcoming municipal year;**
3. **That members agree to keep the same Chairs of Committees for the forthcoming municipal year;**
4. **That members agree to keep the same representatives on outside bodies for the forthcoming municipal year;**
5. **That the report be noted.**

<b>Report to:</b>	Full Council
<b>Date of Meeting:</b>	3 <sup>rd</sup> June 2020
<b>Agenda Item Number</b>	8
<b>Subject:</b>	Revised Budgets for each Department 2020/21
<b>Report of:</b>	Finance Officer
<b>Exempt / Confidential Report:</b>	No

### Summary

Members are asked to consider the attached appendices showing the revised budgets for each department for 2020 – 2021 which include the following:

- The financial implications for an increase in hours to full time for the Assistant Maintenance Officer post;
- The Council's response to the Covid 19 pandemic for Council tenants.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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)

**Full Council is requested to:-**

1. **Agree the revised budgets for the financial year 20/21;**
2. **Consider the financial implications of increasing the hours of the Assistant Maintenance Officer Post to 37 hours;**
3. **Consider the Council's response to assist Council's tenants during the current Covid 19 pandemic;**
4. **Note the contents of the report.**

### Reasons for Recommendation(s)

The report sets out the revised budgets for the financial year which is required due to the additional expenditure caused by the Covid 19 pandemic and the large projected reduction in income for the Council.



## Alternative Options Considered and Rejected

None.

## What will it cost and how will it be financed?

### (A) Revenue

Precept and Reserves.

### (B) Capital

N/A

<b>Financial Implications</b>	Revenue costs throughout the year.
<b>Resource Implications</b>	Officer Time
<b>Legal Implications</b>	LGA 1972, Audit and Accountability Guidelines 2015
<b>Equality &amp; Diversity Implications</b>	None.

## Implementation Date for Decision

Any decisions taken will be implemented immediately following the conclusion of Full Council.

## Appendices

Revised Budget Town Hall Income and Expenditure 2020/2021,  
Revised Budget Facilities Income and Expenditure 2020/2021,  
Revised Budget Community Support & Engagement Income and Expenditure 2020/2021  
Projected reduction in rent for the Council.

## Background Papers

None

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<b>Email Address</b>	<a href="mailto:debbie.healey@maghull-tc.gov.uk">debbie.healey@maghull-tc.gov.uk</a>

## Background

At Full Council on 29<sup>th</sup> January 2020, it was agreed to request a precept of £701,280. Priorities which included long term asset maintenance were agreed and the budgets reflected this. Proposed works included a full rewire and replacement lighting of the Town Hall and other essential works. However due to Covid 19 all budgets for the three departments have been revised. There is a significant projected income reduction and the Asset Maintenance budget has been reduced significantly. Therefore in order to complete a re-wire of the Town Hall the reserves

will need to be used (drawn down). Due to staffing vacancies there has been 2 years of underspends and Covid 19 has brought a number of challenges to the Council.

In 19/20 there were several adverts placed for a part time assistant maintenance officer. Advertising for this post has already cost the Council £1,462.13 including utilising The Champion, partner websites and the internet. This is an essential post and recruitment has proved difficult because the post is part time. This has been ascertained by feedback from candidates who initially agreed to accept the post and then realised there would be a reduction in pay once the pro rata element of the pay had been factored in. Therefore if the hours are increased to full time it is likely to be filled.

A number of organisations who use our Council buildings will probably not return for some time. Social distancing and an ageing and vulnerable population will probably not want to do group activities for the foreseeable future. Charities, voluntary organisations, sport clubs and businesses have seen large reductions in their income due to Covid 19. For any organisation that owes debt to the council their current debt will be taken into consideration.

### **Recommendation(s)**

**Full Council is requested to:-**

- 1. Agree the revised budgets for the 20/21 financial year;**
- 2. Agree to draw down from Reserves to do the essential re-wire for the Town Hall and associated buildings;**
- 3. Agree the financial adjustment to increase the hours from part-time to full time for the Assistant Maintenance Officer Post**
- 4. Agree the way forward for the tenants of the Council for voluntary/charitable/sport clubs and small businesses due to Covid 19;**
- 5. Note the report.**

<b>TOWN HALL</b>	<b>Department 1</b>				
		<b>Original Budget</b>	<b>Budget Reductions</b>	<b>New Revised Budget</b>	<b>Explanation</b>
<b>INCOME</b>					
4001	PRECEPT	301,290.00	301,290.00	322,424.00	
4010	BANK INTEREST	0.00	1,000.00	1,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	900.00	625.00	625.00	
4102	POLICE STATION LEASE	11,000.00	11,000.00	11,000.00	
4103	ACTIVITIES ROOM	4,500.00	1,125.00	1,125.00	
4104	STORAGE HIRE	1,000.00	328.00	328.00	
4300	FUNCTION SUITE LEASE	28,090.00	7,022.00	7,022.00	
4330	BOWLS INDOOR	1,747.00	437.00	437.00	
4353	CRICKET CLUB LEASE	2,035.00	509.00	509.00	
4395	MISC. INCOME	1,040.00	500.00	500.00	
4396	SOLAR PANEL INCOME	3,700.00	3,700.00	3,700.00	
		<b>355,302.00</b>	<b>327,536.00</b>	<b>348,670.00</b>	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
5100	SECURITY	51,560.00	52,893.00	52,893.00	
5101	CCTV	2,070.00	1,590.00	1,590.00	
5102	ALARM	1,600.00	979.00	979.00	
5103	FIRE	1,500.00	964.00	964.00	
5104	AIR-CON	300.00	300.00	300.00	
5106	LIFT	3,240.00	300.00	300.00	
5105	BOILER	300.00	3,240.00	3,240.00	
5107	CLEANING SERVICES	30,000.00	32,574.00	32,574.00	
5108	HYGIENE	3,000.00	2,128.00	2,128.00	
5109	PEST CONTROL	600.00	567.00	567.00	
5110	KITCHEN CLEANSING	2,030.00	1,931.00	1,931.00	
5111	WASTE DISPOSAL	200.00	50.00	50.00	
5116	CLEANING SUPPLIES	500.00	339.00	339.00	
5117	COVID-19	0.00	2,000.00	2,000.00	
		<b>96,900.00</b>	<b>99,855.00</b>	<b>99,855.00</b>	
	<b>OVERHEADS</b>				
7000	BROADBAND	5,187.00	4,123.00	4,123.00	
7002	TELEPHONES	1,000.00	152.00	152.00	
7003	MOBILE PHONES	200.00	187.00	187.00	
7010	POSTAGE	200.00	220.00	220.00	
7021	STATIONERY	1,400.00	571.00	571.00	
7031	PRINTING	120.00	190.00	190.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	100.00	52.00	52.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,040.00	870.00	870.00	
7061	IT	6,200.00	7,000.00	7,000.00	
7068	SAGE	2,600.00	3,169.00	3,169.00	
7071	PHOTOCOPIER	2,000.00	2,015.00	2,015.00	
7082	BANK CHARGES	700.00	735.00	735.00	
7100	SALARIES	79,774.00	79,774.00	79,774.00	
7106	EMPLOYER'S NI	7,651.00	7,651.00	7,651.00	
7107	PENSIONS	12,524.00	15,635.00	15,635.00	
7200	INSURANCE FEES	16,000.00	14,000.00	14,000.00	
7221	PROFESSIONAL FEES	6,000.00	5,000.00	5,000.00	

7224	AUDIT FEES	2,873.00	2,850.00	2,850.00	
7232	WEBSITE DEVELOPMENT	1,216.00	200.00	200.00	
7236	PERSONNEL CONSULTANCY	5,500.00	5,500.00	5,500.00	
7237	TRAINING	6,000.00	1,000.00	1,000.00	
7254	SUBSCRIPTIONS	4,000.00	2,800.00	2,800.00	
7300	RATES	20,000.00	19,000.00	19,000.00	
7303	ELECTRICITY - TOWN HALL	9,400.00	12,000.00	12,000.00	
7308	GAS	10,000.00	10,272.00	10,272.00	
7309	WASTEWATER & METERED WATER	6,000.00	7,883.00	7,883.00	
7320	CIVIC HOSPITALITY	400.00	100.00	100.00	
7359	MAYOR'S ALLOWANCE	2,000.00	1,000.00	1,000.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00	700.00	700.00	
7810	LICENCES	2,000.00	1,150.00	1,150.00	
7817	ADVERTISING	0.00	1,200.00	1,200.00	
7823	PHOTOGRAPHS	300.00	300.00	300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00	1,110.00	1,110.00	
		<b>213,800.00</b>	<b>208,409.00</b>	<b>208,409.00</b>	
	<b>LOANS</b>				
7916	2000 PROJECTS LOAN	7,408.13	4,081.40	4,081.40	
7967	2000 PROJECTS INTEREST	984.03	114.79	114.79	
7918	LIFT REPLACEMENT LOAN	9,117.66	9,117.66	9,117.66	
7968	LIFT REPLACEMENT INTEREST	3,522.82	3,523.00	3,523.00	
7919	PROJECTS 2009 LOAN	6,062.63	6,062.56	6,062.56	
7969	PROJECTS 2009 INTEREST	3,592.53	3,592.53	3,592.53	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03	6,827.03	6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	7,087.03	7,087.03	
		<b>44,601.86</b>	<b>40,406.00</b>	<b>40,406.00</b>	
<b>TOTAL</b>		<b>0.14</b>	<b>-21,134.00</b>	<b>0.00</b>	

FACILITIES		Department 2			
		Budget	Amended Budget	New Budget	Explanation
	<b>INCOME</b>				
4001	Precept	321,631.00	313,730.00	313,730.00	
4321	Playing Fields	600.00			
4331	Bowls Outdoor	855.00			
4345	Tennis Club	1,200.00	268.00	268.00	
4346	Tennis Fences	168.00	35.00	35.00	
4350	Rent Bowling Hut	4,000.00	2,000.00	2,000.00	
4351	Rent ATC Hut	1,500.00	1,500.00	1,500.00	
4354	Facilities Income	3,795.00	3,795.00	3,795.00	
		<b>333,749.00</b>	<b>321,328.00</b>	<b>321,328.00</b>	
	<b>SUPPLIERS</b>				
5112	Water Quality	1,500.00	710.00	710.00	
5113	Electrical Safety	600.00	600.00	600.00	
5114	Health & Safety General	500.00	630.00	630.00	
5115	Playground Inspections	700.00	700.00	700.00	
5118	Drainage		340.00	340.00	New
5200	Engineering Equipment	3,000.00	3,000.00	3,000.00	
5201	Engineering Repairs	2,500.00	2,500.00	2,500.00	
5202	Engineering Consumables	1,500.00	1,500.00	1,500.00	
5203	Play Equipment Repairs	2,250.00	2,250.00	2,250.00	
5204	Parks Management	8,451.00	8,451.00	8,451.00	
5205	Football Pitches	1,000.00	728.00	728.00	
5206	Bowling Greens	2,000.00	2,000.00	2,000.00	
5207	Grounds Maintenance Consumables	1,250.00	1,250.00	1,250.00	
		<b>25,251.00</b>	<b>24,659.00</b>	<b>24,659.00</b>	
	<b>OVERHEADS</b>				
7003	Mobile Phones	1,000.00	357.00	357.00	
7029	Uniforms	1,951.00	1,951.00	1,550.00	
7100	Salaries	190,719.00	194,346.00	194,346.00	
7106	Employer's NI	16,244.00	16,745.00	16,745.00	
7107	Pensions	27,170.00	34,630.00	34,630.00	
7200	Insurance Fees	6,000.00	6,072.00	6,072.00	
7301	Rates Garage	3,216.00	3,634.00	3,634.00	
7302	Rates Judo Hut	650.00	0.00	0.00	
7304	Electricity Glenn Park	315.00	355.00	355.00	
7305	Electricity Pimbley	300.00	133.00	133.00	
7307	Elec Ballswood	150.00	150.00	150.00	
7310	Water Garage	700.00	557.00	557.00	
7311	Wastewater Ballswood	395.00	800.00	800.00	
7313	Water & Wastewater Pimbley	100.00	130.00	130.00	
7314	Water & Wastewater Glenn P	100.00	117.00	117.00	
7315	Fleet Repairs	1,700.00	4,090.00	4,090.00	
7316	Vehicle Tax	800.00	920.00	920.00	
7317	Diesel	4,400.00	4,800.00	4,613.00	
7318	Red Diesel	4,342.00	4,342.00	4,342.00	
7319	Leases	10,308.00	2,000.00	2,000.00	
7851	Asset Maintenance	37,938.00	31,003.00	21,128.00	Reduced to cover shortfall for TH
		<b>308,498.00</b>	<b>307,132.00</b>	<b>296,669.00</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>-10,463.00</b>	<b>0.00</b>	
The reduction in Asset Maintenance will have to be drawn down from unallocated reserves. It was agreed by Council to increase the precept to cover a rewire.					
The reduction in some nominal codes and increase in others is due to the actual in 19/20.					
There will be slippage in salaries until the new person is appointed.					
Increase in salary costs due to post going full time if agreed by council.					

<b>Community Support</b>	<b>Department 3</b>			
<b>Codes</b>				
		<b>Budget</b>	<b>Amended Budget</b>	<b>New Budget</b>
<b><u>INCOME</u></b>				
<b>4001</b>	PRECEPT	78,359.00	78,359.00	66,209.00
<b>4391</b>	EVENTS	1,300.00	0.00	0.00
		<b>79,659.00</b>	<b>78,359.00</b>	<b>66,209.00</b>
<b><u>EXPENDITURE</u></b>				
	<b><u>SUPPLIERS</u></b>			
<b>5330</b>	NEIGHBOURHOOD ACTIVITIES	6,500.00	2,500.00	2,500.00
<b>5331</b>	EVENTS	6,500.00	3,500.00	<b>2,917.00</b>
<b>5333</b>	CHRISTMAS ACTIVITIES	5,000.00	2,550.00	2,550.00
<b>5334</b>	YOUTH PROVISION	8,000.00	4,000.00	4,000.00
<b>5335</b>	GRANTS	5,000.00	5,000.00	<b>4,500.00</b>
		<b>31,000.00</b>	<b>17,550.00</b>	<b>16,467.00</b>
	<b><u>OVERHEADS</u></b>			
<b>7100</b>	SALARIES	39,303.00	39,303.00	39,303.00
<b>7106</b>	EMPLOYER'S NI	3,185.00	3,185.00	2,735.00
<b>7107</b>	PENSIONS	6,171.00	6,171.00	7,704.00
		<b>48,659.00</b>	<b>48,659.00</b>	<b>49,742.00</b>
<b>TOTAL</b>		<b>0.00</b>	<b>12,150.00</b>	<b>0.00</b>

# Department 1      Budget      Revised Budget      Amount of Loss      Payments made      Debt Owed

1/4/20      1/5/20

COUNCIL CHAMBER ROOM H	900.00	625.00	275.00	Building Closed	
POLICE STATION LEASE	11,000.00	11,000.00	None	Building Closed	£3,300.00
ACTIVITIES ROOM	4,500.00	1,125.00	3,375.00	Building Closed	
STORAGE HIRE	1,000.00	816.00	184.00	Building Closed	£575.31
FUNCTION SUITE LEASE	28,090.00	7,022.00	21,068.00	Building Closed	
BOWLS INDOOR	1,747.00	437.00	1,310.00		
CRICKET CLUB LEASE	2,035.00	509.00	1,526.00		
MISC. INCOME	1,040.00	500.00	540.00		
SOLAR PANEL INCOME	3,700.00	3,700.00	None		
	<b>£54,012.00</b>	<b>£25,734.00</b>	<b>£28,278.00</b>		

£1,000.00

## Department 2      Budget      Revised Budget      Amount of Loss

Playing Fields	600.00	0.00	600.00		
Bowls Outdoor	855.00	0.00	855.00		
Tennis Club	1,200.00	268.00	268.00		
Tennis Fences	168.00	35.00	35.00		
Rent Bowling Hut	4,000.00	2,000.00	2,000.00		
Rent ATC Hut	1,500.00	375.00	1,500.00		
	<b>8,323.00</b>	<b>2,678.00</b>	<b>5,258.00</b>		

£1,070.17

**Total      £62,335.00      £28,412.00      £33,536.00**

## Comments

Storage is usually MWI, WI, SJA, MP  
 Unlikely to resume Junior Football  
 Unlikely to resume Outdoor Bowls  
 Indoor Bowls starts 1st October but vulnerable age group

**Report to:** Full Council  
**Date of Meeting:** 3<sup>rd</sup> June 2020  
**Agenda Item Number** 9  
**Subject:** Revised Financial Regulations  
**Report of:** Finance Officer  
**Exempt / Confidential** No  
**Report:**

## Summary

Members are asked to approve the revised Financial Regulations

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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)

**Full Council is requested to:-**

1. Approve the revised Financial Regulations
2. Note the report.

## Reasons for Recommendation(s)

It is appropriate for Full Council to approve the proposed financial regulations. The regulations have been presented to Finance & General Purposes Committee for their review as this is part of the Committee's audit and scrutiny function.

## Alternative Options Considered and Rejected

None

## What will it cost and how will it be financed?

**(A) Revenue** N/A

None

**(B) Capital** N/A

None

## Implications of Recommendations:

<b>Financial Implications</b>	Council is at risk if proper procedures are not followed
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<b>Resource Implications</b>	Officer Time
<b>Legal Implications</b>	LGA 1972, Audit and Accountability Guidelines 2015
<b>Equality &amp; Diversity Implications</b>	None.

### **Implementation Date for Decision**

4<sup>th</sup> June 2020.

### **Appendices**

None

### **Background Papers**

None

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

### **1. Current Position**

The Financial Regulations should be reviewed at least on an annual basis or if there has been a change in legislation. The National Association of Local Councils (NALC) has issued new model finance regulations which have incorporated the changes for councils as they move to modern payment options. The main difference between the old regulations and the new version is amendments which include payments through the banking system (rather than cheques) and the controls needed to prevent fraud within the supply chain. Sections 5 and 6 include the changes for the banking system and using PIN numbers and the control mechanisms. The RFO has also included the Mayor's Account which is separate to the Council's bank account but is managed by the RFO but subject to the same control as the Council's accounts. Section 14 Assets, Properties and Estates has been amended which provides clear guidance to officers and councillors when selling assets e.g. old equipment. The regulations are more robust and reflect the Council's position in safeguarding public money and using it prudently.

### **Recommendation(s):-**

- 1. Approve the proposed Financial Regulations;**
- 2. Note the contents of this report.**

# **MAGHULL TOWN COUNCIL**



**MAGHULL  
TOWN  
COUNCIL**

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## **FINANCIAL REGULATIONS**

Date Revised	Review Date
May 2020	May 2021

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	5
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	7
6. Instructions for the making of payments	8
7. Payment of salaries	9
8. Loans and investments	10
9. Income	11
10. Orders for work, goods and services	12
11. Contracts	12
12. Payments under contracts for building or other construction works	14
13. Stores and equipment	14
14. Assets, properties and estates	15
15. Insurance	16
16 Risk management	16
17. Suspension and revision of Financial Regulations	16

These Financial Regulations were adopted by the Council at its meeting held on 3<sup>rd</sup> June 2020.

## **1. General**

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Full Council, following recommendations made by Finance and General Purposes Committee. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Finance and General Purposes Committee for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;

- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.3. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.5. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.9. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee.

3.2. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £5,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. **No expenditure** may be authorised that will **exceed** the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Leader of the Council, the Deputy Leader or any councillor on the approved signatory list. As soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget whichever is the greater.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. All invoices for payment shall be examined, verified and certified by the appropriate budget holder to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the relevant committee.

5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices within a week of receipt of the invoice.



5.4. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next finance and general purposes committee or full council; or
- b) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next finance and general purposes committee or full council.

5.5. In respect of Community grants the Community Services and Engagement Committee shall approve grants within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.6. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.7. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be made by BACS or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Finance and General Purposes Committee.

6.4. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories the RFO and Town Clerk. In the absence of the Town Clerk the Amenities Manager. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.5. In order to protect the council's bank accounts there must be a segregation of duties. No one person /officer of the council shall do the whole process of inputting and authorising payments through the council's bank accounts. The RFO must input the amount from the approved invoices for payment. Pass the invoices to the Town Clerk who then authorises the payment. Separate fobs have been provided to the officers for the Town Council's bank account. Only if the Town Clerk is absent should the Amenities Manager authorise the payments after the RFO has inputted them onto the bank system.

6.6 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which officers approved the payment.

6.7. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's bank account, a note shall be made of the PIN and Passwords and shall be kept in a sealed dated envelope in the safe. This envelope may not be opened other than in the presence of the RFO or Town Clerk. If the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported immediately to the Leader of the Council.

6.8. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council.

6.9 Any passwords/PIN details must be kept in a sealed envelope locked in the safe. A separate key safe box is to be kept with the safe keys in only. Access to the safe is restricted to the RFO, Finance Assistant, the Town Clerk and the Amenities Manager. The safe key box and safe must be kept locked at all times.

6.10. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.11. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.12. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy or e mail notification by the supplier and supported by hard copy authority for change signed by the Clerk and the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.13. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Full Council or Finance or any Standing Committee of the Council in writing before any order is placed. The debit card should only be used in exceptional circumstances where no other method of payment can be used. A proper vat receipt must be requested by the officer placing the order. As the council has no petty cash the debit card may be used to withdraw cash to support events, the remaining cash must be banked as soon as possible. If cash is required for an event the RFO must be notified in advance of any event. The use of a debit card must not be used as way of circumventing proper practices and procedures.

6.14. Any corporate credit card or trade card account opened by the Council needs to be authorised by the Town Clerk and specifically restricted to use by the Town Clerk, Amenities

Manager and the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.15. Income received must not be banked as soon as is practically possible. Any large cheques received must be banked within a week of receipt.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee. The RFO must ensure on the council's payroll system that it is kept up to date with legislation and backed up on a regular basis.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate folder which is kept in the Town Clerk's office (Salary Folder). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7 No officer of the council can have their wages paid in advance or part paid before the due date which is the 25<sup>th</sup> of every month.

7.8 All salary payments to staff are to be paid into their bank accounts via a BACS transfer only the RFO and the Clerk will process these payments.

7.9. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.10. Before employing interim staff, the council must consider a full business case.

7.11. In order to protect the council's bank accounts there must be a segregation of duties for payroll. No one person /officer of the council shall do the whole process of inputting and authorising payments through the Council's bank accounts. The RFO must input the amount from the payroll system every month. The Town Clerk authorises the total monthly payment. Separate fobs have been provided to the officers for the Town Council's bank. If the Town Clerk is on leave the Amenities Manager must process the final payment for salaries.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Finance and General Purposes Committee. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off in the current financial year or next.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly during the financial year.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to the balance sheet and that appropriate care is taken in the security and safety of individuals banking such cash. The RFO and Finance Assistant must counter sign the bank slip to ensure the money is correct before it is banked.

9.10. Any income arising from fund raising for the Mayor's Charity shall be paid into the Mayor's Charity Bank Account. This account is separate from the Council's bank account but is to be treated as the same in respect of rules and regulations. The Mayor's Charity bank account details are to be kept in the safe for security. The RFO must manage this account. At the end of the mayoral term a final amount must be provided to the Mayor and paid to their chosen charity. The account will be drawn down to a zero balance ready for the new incoming Mayor by the 1<sup>st</sup> May each year.

## **10. Orders for work, goods and services**

10.1. An official Purchase Order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Purchase Order books shall be controlled by the RFO. The Amenities Manager has his own Purchase Order book. The RFO must keep the Purchase Orders in the safe at all times. The Amenities manager must keep his locked in the portacabin.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk via email.

f) Any invitation to tender issued under this regulation shall be subject to Standing Orders (31) and shall refer to the terms of the Bribery Act 2010.

g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

proposed supply); where the value is below £5,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

h) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

i) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.7 The RFO should maintain an up to date register of equipment and property at every establishment. The record should contain description of item, location, dates purchased (if available), purchase price (if available), serial numbers, dates of disposal, method of disposal.

14.8 If the Council has approved the sale of an asset, the sale by tender should be advertised in the appropriate media within the locality. Formal bids should be invited by a specified closing date. A reserve price maybe specified. Unless the bidding process is undertaken via the CHEST or other e-tendering portal bids, bids should be submitted to the Town Clerk via email.

## **15. Insurance**

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.



15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available Finance and General Purposes Committee meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. Risk management**

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. Travelling and Subsistence**

17.1 All claims for travelling, subsistence and financial loss shall be submitted on a expenses form, receipts must be attached and then forwarded to the RFO and approved by the Town Clerk. Claims must be submitted within a month.

17.2 The Council has agreed that the Mayor can claim for travel to and from events, donations, raffles and any other items that he/she may need in order to perform their duties as Mayor. An expenses claim form should be submitted with receipts to the RFO and approved by the Town Clerk. Claims should be submitted within a month.

## **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

# Maghull Town Council



## Sustainable Development Management Policy

June 2020

Maghull Town Council (MTC) concur with the published research, that climate change is the “biggest global health threat of the 21<sup>st</sup> Century” and that the impact on people’s lives and human health is already evident due to increases in exposure to extreme periods of weather, coupled with more frequent, intense weather events.

Carbon emissions are one of the main Green-House-Gases (GHG), and MTC will take actions to establish a baseline year for carbon emissions, reduce consumption of resources and maximise actions to reduce carbon emissions while complying with all appropriate legislation. MTC will produce a Sustainable Development Strategy and report annual carbon emissions reduction progress.

MTC will provide resources to expand the knowledge and understanding of sustainable development to all MTC employees and councillors.

MTC will procure goods and services in an optimal sustainable way and produce a sustainable procurement policy.

MTC will work in partnership with suppliers to reduce single use plastics, packaging, return packaging and optimise delivery schedules.

MTC will manage building energy/water demands, promote energy/water efficiency and the generation of renewable energy.

MTC will improve access to sustainable transport, promote active travel to work, encourage employees and councillors to car share.

MTC will reduce the need to travel to meetings by utilising SKYPE/TEAMS and or other interactive communication technology.

MTC will implement the waste hierarchy “reduce – reuse – recycle – recovery” and compost “green” waste as first option.

MTC will work in partnership with all departments, partners and contractors to embed sustainability throughout the organisation/partner organisation.

Leader of MTC Signature	Leader of MTC Picture
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**Report to:** Full Council  
**Date of Meeting:** 3<sup>rd</sup> June 2020  
**Agenda Item Number** 12  
**Subject:** Landscaping of Bobby's Wood  
**Report of:** Councillor Sharp  
**Exempt / Confidential** No (Part A)  
**Report:** Yes (Part B)

## Summary

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

## Recommendation(s)

**This item will be determined under Item**

## Reasons for Recommendation(s)

**Bobby's Wood is the gateway site to the south of the town and has not had any investment in the space.**

## Alternative Options Considered and Rejected

**The area is left without investment and would continue to be maintained by Maghull TC.**

## What will it cost and how will it be financed?

### (A) Revenue

Maintenance of the area following the successful conclusion of the project would be undertaken by Maghull Town Council from its revenue budget.

### (B) Capital

The costs associated with the project would be funded from external sources. The Council does not have the resources to undertake this project from its current capital budget.

## Implications of Recommendations:

<b>Financial Implications</b>	The works would be funded from external sources. If
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	the grants/crowdfunding efforts are unsuccessful the project cannot go ahead.
<b>Resource Implications</b>	Officer time can be used to support the project. Future maintenance would be undertaken by the Grounds Maintenance Team
<b>Legal Implications</b>	Permission needs to be sought from Sefton MBC as the landowner of the site before works can start.
<b>Equality &amp; Diversity Implications</b>	None

### **Implementation Date for Decision**

4<sup>th</sup> June 2020

### **Appendices**

Contained within the body of the report

### **Background Papers**

None

<b>Contact Officer</b>	Angela McIntyre
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	Angela.mcintyre@maghull-tc.gov.uk

### **Business Case for Proposed Landscaping to Woodend/Bobby's Wood, Maghull.**

This business case is set out with an introduction (1.0), short-term goals (2.0), medium/long-term goals (3.0) table of costs and in-kind support (4.0), milestones (5.0) and finally appendices (6.0) both within this document and contained within an attachment of business quotations.

#### **1.0 Introduction to Woodend Community Woodland Project.**

**1.1 Situated:** The area of green land – Woodend (also locally known unofficially as Bobby's Wood since the 1950s, is situated at the junction of Liverpool Road South and Northway (A59). L31 7BG.

**1.2 Size of site:** 3023<sup>2</sup>m, 0.75 acre, 0.3 hectare.

**1.3 Owned by** Sefton Metropolitan Borough, and currently two years into a 10 year lease to Maghull Town Council.

#### **1.4 Overall Aim**

To reinvigorate an historic woodland entrance to Maghull, with a welcoming, accessible, iconic and engaging wildlife friendly space, focusing on enhancing the environment, history, community, legacy.

## 1.5 Overall Rationale.

This green space, at the busy main entrance to Maghull from Liverpool and Switch Island, also provides an entrance to the Liverpool docks and Sefton. The recently developed neighbouring enlarged junction currently provides access to 20,000 cars per day that will increase commensurately with the increased housing and post Brexit freight to the docks. Sadly, the area is surrounded by tired grey structures e.g. LIDL, the Alt Public House, Dover Road shops, the large disused Motor Range Site.

Realistically, in the current climate, our proposals includes short, medium and long-term goals to act as a catalyst to improve the area and provide a heartfelt welcome to the gateway of Maghull & Sefton whilst exemplifying the borough's natural beauty, history, community and legacy, in Sefton's 2020 Year of Culture - which had intended to complete its year with environmental projects to coincide with the now postponed Glasgow World Climate Conference in November.

## 1.6 Consultation

We have consulted with: local residents neighbouring the site, Mr Don Billington (RHS Chelsea multiple gold medal winner & local resident), Mr Paul Pruden (Head Gardener, Ashworth Hospital, & local resident), Mr Alex Spencer (MCT Amenities Manager), and local councillors including Ms Marian Atkinson (SMBC Ward Councillor), who have contributed to the overall proposed strategy for this site. A recent MCT survey provides supportive evidence of the public's positivity towards its parks, open spaces, management and willingness to engage.<sup>1</sup> The proposals have been captured within a topographic survey (*appendix 1*) and costed.

## 1.7 Potential Benefits

### 1.7.1 How the Project Will Help the Environment.

- The wildlife friendly hedging & protective open fencing will provide: habitat & food for wildlife, a beautiful safe barrier to prevent children & pets directly accessing the roads, a barrier to noise, capture 60% of the potential vehicle pollution<sup>2</sup> from the 20,000 daily cars from the nearby A59. We are negotiating a research project between Sefton MBC Environmental Department and The Tree Council, to provide evidence of the efficacy of hedges in reducing pollution, to improve the current evidence base.
- The Essential path will provide an accessible connected journey to various destinations and future community developments, not only to access and enjoy the initial proposals, but to develop the paths multiple borders as part of a specific community group for many years.
- Iconic sensory wisteria arch tunnel.

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<sup>1</sup> Community Feedback Survey Parks and open spaces December 2019

<sup>2</sup> <https://treecouncil.org.uk/2020-is-year-of-the-tree-but-lets-make-sure-hedgerows-dont-get-left-behind/>

- The under-planting of the current trees during – ‘Maghull tree dig’ (planting thousands of trees in 7 parks), National Tree Week, World Climate Conference, Sefton Culture Year, in November

#### **1.7.2 How the Project Will Boost the Economy.**

- We want to invigorate, transform, & inspire with a heartfelt welcome through the major gateway for Maghull, Sefton & Merseyside. This gateway is a platform to represent the rich environmental & heritage attributes that the area has to offer, particularly now, during the SMBC 2020 year of culture. Currently 20,000 vehicles pass by daily that will increase further with post Brexit traffic utilising Switch Island (busiest UK Junction) to the docks and a 25% increase in Maghull population through the local housing plan. In addition, much closer local business developments have been suggested, necessitating further the importance of an iconic inspiring natural tranquil space. We hope that the nature of this welcoming and engaging space will not only attract passing and local visitors to use local resources, but encourage and inspire them to engage in the local community parks adoption scheme both at Woodend and the other six proposed parks that Maghull TC is hoping to develop and support

#### **1.7.3 How the Project Will Increase Volunteering, Jobs & Education.**

- Community involvement has been developed through neighbouring nursery, primary schools, a high school, adult community groups, Town Council, local hospital gardeners and potential RHS and Kew Garden’s child mentorship. Also part of a Council lottery funded community project for school & community park adoption project.
- Banqueting table for fun community hub.
- Pathway (accessibility for all) to support imaginative current & future community borders.
- Create community group that will provide locally owned multiple benefits.
- Create iconic natural welcome gateway to Merseyside close to its busiest access route.
- Key stage environmental and historical educational opportunities will be developed alongside the schoolchildren, whilst similar resources will be developed and made accessible for all adults. (In addition, please refer to sections on heritage, & community).

#### **1.7.4 How the Project Will Support Arts, Culture & Heritage.**

- Historically, this area of Maghull represented the edge of a medieval 2x5 mile wood and still has local names such as Woodend, Broadwood, Larchwood. The whole area locally and beyond was owned by a Saxon named Uctred (referenced in the Domesday Book). The local River Alt was also well-known for its use by Vikings.

- The history and legacy will not only be provided in terms of the iconic natural structures, but the noticeboards will help to promote, contextualise and celebrate the rich history.
- The rustic welcome board, potential 15ft Saxon warrior sculpture, Saxon themed banqueting table and history noticeboard will provide a legacy and help to promote, contextualise, educate and celebrate the rich history. (In addition, please refer to the education section).

#### **1.7.5 How the Project Will Promote Activity & Leisure.**

The pathway will provide an accessible (e.g. disability, non-weather dependent), connected journey to enjoy the current, new & future natural attributes. It will be structured to allow various forms of transport (e.g. walking, running, cycling etc) that is currently not available. The hedging & fencing perimeter will provide safety for children and pets, whilst the retention of open spaces will allow for most forms of activity & leisure. The Council community park adoption scheme will provide support for a variety of structured activities which will be supported initially by local leisure centre - activity trainers, that we expect will be developed further through the imaginative autonomy of the proposed Woodend community group, boosting community engagement, pride belongingness & ownership. Woodend is surrounded by a very busy urban area; consequently our imperative is to provide a valued, engaging, tranquil natural haven that will support physical, social, & psychological wellness

#### **1.8 Maintenance Arrangements**

- Maghull Town Council will continue to undertake the maintenance arrangements.

#### **2.0 Short-Term Goals.**

##### **2.1.0 Cotswold Grit 2m Wide Path.**

##### **2.1.1 Rationale:**

This path represents an important component/catalyst for all the future plans laid out in this document, as it provides safe accessibility for all needs and seasons not currently available. It will crucially provide access and connections to current and future developments. For example, access to community managed borders, arched wisteria sensory tunnel, banqueting style picnic table (community hub) next to the current children's nursery. It will also enable residents to exercise in a safe and tranquil local space. The Cotswold Grit path is commonly used in stately homes, parks and pictured in *appendix 2a* and is positioned on the map (*appendix 1*) key number 3.

##### **2.1.2 Required Actions.**

Quotes have been received.

##### **2.2.0 Birds Mouth/Diamond Rail Fencing Rail (92 m) & Mixed Wildlife Friendly and Hedging (230m, 1150 plants)**



### **2.2.1 Rationale.**

The 92 m of fencing around the open perimeter will provide protection to the proposed wildlife friendly hedging that is being planted in November courtesy of an 80% grant payment from the National Tree Council. The combination of the fence and hedging will provide habitat and food for wildlife, whilst providing a safe perimeter to prevent pets and children accessing the bordering roads and well from evidence reduces 60% of the vehicle pollution, and providing a beautiful anaesthetic. Collaboration between the Sefton Council Environmental Department and the Tree Council Science and Research Department is being negotiated to monitor the effectiveness of the hedges in reducing vehicle pollution to build on the current evidence available. Indicated on the map (*appendix 1*) key number 2.

### **2.2.3 Required Actions**

Quotes have been received.

## **3.0 Medium Goals. 2020/2021** (dependent upon overspend funding opportunities).

### **3.1.0 Banqueting Table & Chair/Benches & Rustic Welcome Sign.**

#### **3.1.1 Rationale.**

A fun but practical community hub for picnics and meetings. The pictured (*appendix 4a*) 14 m banqueting table is situated in Kew gardens London. However, our proposed table would be an effective 6 m length and although we have costed double bench chairs it may be more appropriate to have those at the head and tail of the table and utilise a cheaper option of extended benching. Utilising any surplus monies, for the provision of a rustic welcome sign pictured in (*appendix 4a*). Situated on the map (*appendix 1*) key number 5.

#### **3.1.2 Required Actions**

Quotes have been received.

### **3.2.0 Seven Mature Trees.**

#### **3.2.1 Rationale.**

Three deciduous trees to include: two Cherry and one Crab-apple to provide blossoming interest bordering the northern path indicated on the map (*appendix 1*) indicated by the three red dots and the key number 7.

Three Nordmann trees to provide all round green structure and the east path indicated on the map (*appendix 1*) with green dots and key number 8.

One Atlantic Cedar to provide all round colour throughout the year, situated in a boggy centre of the grassed area, not indicated on the map.

#### **3.2.2 Required Action.**

The three deciduous trees will be provided for free from Mersey Forest in November.

Quotes have been received.

### **3.3.0 Wisteria Arch Tunnel**

#### **3.3.1 Rationale.**

Britain's most famous laburnum arch is based at Bodnant Gardens in North Wales and is 50 m long and provides a stunning sensory and high visitor attraction.

We understand that every aspect of a laburnum can be poisonous, consequently we are proposing a Wisteria Arch, pictured in (*appendix 5a*) utilising 22 Wisteria trees and a robust galvanised (rust proof) steel frame painted with black, Hammerite paint that would be suitably robust, measuring 36 feet long 10 feet wide and 8 feet tall, positioned on the map (*appendix 1*) key number 5. Its position would retain the aura of space whilst providing summer colour and structure close to the tree trunk bases and providing a harmonious contrast. The non-wisteria arch picture is also provided in *appendix 5a*, was constructed in Croxteth Hall walled garden by our consultant Don Billington to provide support for espalier pear trees, but is provided to demonstrate what the arched frame could look like. Although our proposal will be of a thicker robust diameter and taller to accommodate the drop of the Wisteria.

#### **3.3.2 Required Action.**

Quotes have been received.

### **4.0 Medium/Long-Term Goals (2020/21)**

#### **4.1.0 Populate and Plant Borders.**

##### **4.1.1 Rationale.**

We expect to obtain grants for mentored design and planting of borders by a newly created Friends of Woodend, with support opportunities and grants often provided by Kew Gardens and the RHS. Situated on the map (*appendix 1*) initially at key number 4. Providing plants/shrubs with all year round interest.

##### **4.1.2 Required Action.**

In the absence of grants we have estimated that to populate the borders indicated on the map key number 4 it would cost approximately £3200.

#### **4.2.0 Saxon Warrior Sculpture.**

##### **4.2.1 Rationale.**

This sculpture (pictured in *appendix 6a*) was originally anticipated to be a potential loan to enable us to provide a marketing opportunity to crowd fund

something similar, and would be compatible with our historical legacy aims. To be situated on the map (*appendix 1*) key number 9.

#### **4.2.2 Required Actions.**

Should we be unable to obtain the proposed sculpture on a loan basis, we are currently exploring the commissioning of an alternative wooden carved sculpture.

#### 4.1 Table of Costs

Item	Cost	Final Cost (rounded up to cover unforeseen costs)
Path materials and machinery hire		
92 m of Diamond Rail Fencing supplied and fitted		
230 m of mixed Hedging		
Banqueting table & rustic sign, manufactured, treated, delivered and installed.		
Four mature evergreen trees		
Painted galvanised steel frame and 22 Wisteria trees, manufactured and delivered.		
Border planting		

#### 4.2 Table of Potential Costs in-kind.

Item	In- Kind Donor	Potential Cost
Path labour		
Hedging		
Topographic Survey		
Three mature deciduous trees		
Introductory Video		
Several hundred trees whips		
Wisteria frame and plants Installed and planted		
To litter bins		
Noticeboard		
Recycling sculpture		
Planting trees and hedging		
Potential loan of Saxon sculpture		

#### 5.0 Milestones

- Submit Hedging Grant application pre May.

- Mixed Wildlife Friendly Hedging perimeter to be obtained, planted in November, with support of Tree Council.
- Negotiate Hedging Research between two interested parties Sefton MBC and Tree Council, (pre November 2020).
- Create Friends of Woodend Group (November 2020) through community planting engagement.
- Birdsmouth Fencing Rail perimeter, purchase and install, in November.
- Cotswold Grit Path, purchase materials & hire machinery, liase with in kind gardeners, in November.
- Underplant Current Trees with whips, and fence, provided and supported by Northern Forrest, November.
- Seven Mature Trees, obtain and plant in November
- Rustic Welcome Sign
- MTC to provide two litter bins.
- MTC to organise lottery funding and engage local school to sculptured recycling bin.
- Noticeboard, obtain, install, populate, from MTC, by 2020.
- Potential Loan of 15 ft Saxon Warrior 2020, if unable then crowdfund wooden alternative 2021.
- Friends of Woodend Group to develop creative designs and plant and maintain new borders.2020/21

## 6.0 Appendices.

### Appendix 2a (examples of Cotswold Grit Path)





### Appendix 3c (Bird's Mouth/Diamond Rail Fencing)



Diamond rail fencing showing 'birds mouth' post and galvanized strap

## Appendix 4a





## Appendix 5a



## Appendix 6a



**Recommendation(s):-**

This item will be determined under Item

**Report to:** Full Council  
**Date of Meeting:** 3<sup>rd</sup> June 2020  
**Agenda Item Number** 14  
**Subject:** Landscaping of Bobby's Wood  
**Report of:** Councillor Sharp  
**Exempt / Confidential** No (Part A)  
**Report:** Yes (Part B)

## Summary

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

## Recommendation(s)

1. That Council consider whether to support the project;
2. That Council consider whether to authorise officer time to support the project;
3. To note the report.

## Reasons for Recommendation(s)

Bobby's Wood is the gateway site to the south of the town and has not had any investment in the space.

## Alternative Options Considered and Rejected

The area is left without investment and would continue to be maintained by Maghull TC.

## What will it cost and how will it be financed?

### (A) Revenue

Maintenance of the area following the successful conclusion of the project would be undertaken by Maghull Town Council from its revenue budget.

### (B) Capital

The costs associated with the project would be funded from external sources. The Council does not have the resources to undertake this project from its current capital budget.

## Implications of Recommendations:

<b>Financial Implications</b>	The works would be funded from external sources. If the grants/crowdfunding efforts are unsuccessful the project cannot go ahead.
<b>Resource Implications</b>	Officer time can be used to support the project. Future maintenance would be undertaken by the Grounds Maintenance Team
<b>Legal Implications</b>	Permission needs to be sought from Sefton MBC as the landowner of the site before works can start.
<b>Equality &amp; Diversity Implications</b>	None

## Implementation Date for Decision

4<sup>th</sup> June 2020

## Appendices

Contained within the body of the report

## Background Papers

None

<b>Contact Officer</b>	Angela McIntyre
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	Angela.mcintyre@maghull-tc.gov.uk

## **Business Case for Proposed Landscaping to Woodend/Bobby's Wood, Maghull.**

This business case is set out with an introduction (1.0), short-term goals (2.0), medium/long-term goals (3.0) table of costs and in-kind support (4.0), milestones (5.0) and finally appendices (6.0) both within this document and contained within an attachment of business quotations.

### **1.0 Introduction to Woodend Community Woodland Project.**

**1.1 Situated:** The area of green land – Woodend (also locally known unofficially as Bobby's Wood since the 1950s, is situated at the junction of Liverpool Road South and Northway (A59). L31 7BG.

**1.2 Size of site:** 3023<sup>2</sup>m, 0.75 acre, 0.3 hectare.

**1.3 Owned by** Sefton Metropolitan Borough, and currently two years into a 10 year lease to Maghull Town Council.

### **1.4 Overall Aim**



To reinvigorate an historic woodland entrance to Maghull, with a welcoming, accessible, iconic and engaging wildlife friendly space, focusing on enhancing the environment, history, community, legacy.

### 1.5 Overall Rationale.

This green space, at the busy main entrance to Maghull from Liverpool and Switch Island, also provides an entrance to the Liverpool docks and Sefton. The recently developed neighbouring enlarged junction currently provides access to 20,000 cars per day that will increase commensurately with the increased housing and post Brexit freight to the docks. Sadly, the area is surrounded by tired grey structures e.g. LIDL, the Alt Public House, Dover Road shops, the large disused Motor Range Site.

Realistically, in the current climate, our proposals includes short, medium and long-term goals to act as a catalyst to improve the area and provide a heartfelt welcome to the gateway of Maghull & Sefton whilst exemplifying the borough's natural beauty, history, community and legacy, in Sefton's 2020 Year of Culture - which had intended to complete its year with environmental projects to coincide with the now postponed Glasgow World Climate Conference in November.

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- The Essential path will provide an accessible connected journey to various destinations and future community developments, not only to access and enjoy the initial proposals, but to develop the paths multiple borders as part of a specific community group for many years.

<sup>1</sup> Community Feedback Survey Parks and open spaces December 2019

<sup>2</sup> <https://treecouncil.org.uk/2020-is-year-of-the-tree-but-lets-make-sure-hedgerows-dont-get-left-behind/>

- Iconic sensory wisteria arch tunnel.
- The under-planting of the current trees during – ‘Maghull tree dig’ (planting thousands of trees in 7 parks), National Tree Week, World Climate Conference, Sefton Culture Year, in November

#### **1.7.2 How the Project Will Boost the Economy.**

- We want to invigorate, transform, & inspire with a heartfelt welcome through the major gateway for Maghull, Sefton & Merseyside. This gateway is a platform to represent the rich environmental & heritage attributes that the area has to offer, particularly now, during the SMBC 2020 year of culture. Currently 20,000 vehicles pass by daily that will increase further with post Brexit traffic utilising Switch Island (busiest UK Junction) to the docks and a 25% increase in Maghull population through the local housing plan. In addition, much closer local business developments have been suggested, necessitating further the importance of an iconic inspiring natural tranquil space. We hope that the nature of this welcoming and engaging space will not only attract passing and local visitors to use local resources, but encourage and inspire them to engage in the local community parks adoption scheme both at Woodend and the other six proposed parks that Maghull TC is hoping to develop and support

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- Banqueting table for fun community hub.
- Pathway (accessibility for all) to support imaginative current & future community borders.
- Create community group that will provide locally owned multiple benefits.
- Create iconic natural welcome gateway to Merseyside close to its busiest access route.
- Key stage environmental and historical educational opportunities will be developed alongside the schoolchildren, whilst similar resources will be developed and made accessible for all adults. (In addition, please refer to sections on heritage, & community).

#### **1.7.4 How the Project Will Support Arts, Culture & Heritage.**

- Historically, this area of Maghull represented the edge of a medieval 2x5 mile wood and still has local names such as Woodend, Broadwood, Larchwood. The whole area locally and beyond was owned by a Saxon named Uctred

(referenced in the Domesday Book). The local River Alt was also well-known for its use by Vikings.

- The history and legacy will not only be provided in terms of the iconic natural structures, but the noticeboards will help to promote, contextualise and celebrate the rich history.
- The rustic welcome board, potential 15ft Saxon warrior sculpture, Saxon themed banqueting table and history noticeboard will provide a legacy and help to promote, contextualise, educate and celebrate the rich history. (In addition, please refer to the education section).

#### **1.7.5 How the Project Will Promote Activity & Leisure.**

The pathway will provide an accessible (e.g. disability, non-weather dependent), connected journey to enjoy the current, new & future natural attributes. It will be structured to allow various forms of transport (e.g. walking, running, cycling etc) that is currently not available. The hedging & fencing perimeter will provide safety for children and pets, whilst the retention of open spaces will allow for most forms of activity & leisure. The Council community park adoption scheme will provide support for a variety of structured activities which will be supported initially by local leisure centre - activity trainers, that we expect will be developed further through the imaginative autonomy of the proposed Woodend community group, boosting community engagement, pride belongingness & ownership. Woodend is surrounded by a very busy urban area; consequently our imperative is to provide a valued, engaging, tranquil natural haven that will support physical, social, & psychological wellness

#### **1.8 Maintenance Arrangements**

- Maghull Town Council will continue to undertake the maintenance arrangements.

#### **2.0 Short-Term Goals.**

##### **2.1.0 Cotswold Grit 2m Wide Path.**

##### **2.1.1. Rationale:**

This path represents an important component/catalyst for all the future plans laid out in this document, as it provides safe accessibility for all needs and seasons not currently available. It will crucially provide access and connections to current and future developments. For example, access to community managed borders, arched wisteria sensory tunnel, banqueting style picnic table (community hub) next to the current children's nursery. It will also enable residents to exercise in a safe and tranquil local space. The Cotswold Grit path is commonly used in stately homes, parks and pictured in *appendix 2a* and is positioned on the map (*appendix 1*) key number 3.

##### **2.1.2 Required Actions.**

We have rounded up the material costs and machinery hire at **£6500** to cover any unforeseen extras. The quotes are contained within (*appendix 2b,2c,2d*).



The weeks labour required to build this path in November 2020 would be undertaken by Mr Paul Pruden (Head Gardener at Ashworth Hospital) and his team, for free (could have costed approximately £2500 plus). His team have experience in constructing this type of pathway on various NHS properties. No alternative quotes have been provided for this work, as no other party could provide a cheaper alternative whilst also being able to demonstrate a sufficient quality of previous standards of work. My understanding is that if we had undertaken this work utilising tarmac material and a standard construction company the costs would range between £30/40,000. Consequently, the proposed Cotswold grit path demonstrates exceptional value without compromising quality.

## **2.2.0 Birds Mouth/Diamond Rail Fencing Rail (92 m) & Mixed Wildlife Friendly and Hedging (230m, 1150 plants)**

### **2.2.1 Rationale.**

The 92 m of fencing around the open perimeter will provide protection to the proposed wildlife friendly hedging that is being planted in November courtesy of an 80% grant payment from the National Tree Council. The combination of the fence and hedging will provide habitat and food for wildlife, whilst providing a safe perimeter to prevent pets and children accessing the bordering roads and well from evidence reduces 60% of the vehicle pollution, and providing a beautiful anaesthetic. Collaboration between the Sefton Council Environmental Department and the Tree Council Science and Research Department is being negotiated to monitor the effectiveness of the hedges in reducing vehicle pollution to build on the current evidence available. Indicated on the map (*appendix 1*) key number 2.

### **2.2.3 Required Actions**

Two fence quotes have been provided to supply and install the specific fencing (*appendix 3a* - £5028.78, & *3b* - £4140) and also pictured (*appendix 3c*).

Three hedge quotes have been provided to supply only (*appendix 3d* - £891, *3e* - £824.58, *3f* - £574.80 /minus 80% grant/cost £115.76

## **3.0 Medium Goals. 2020/2021 (dependent upon overspend funding opportunities).**

### **3.1.0 Banqueting Table & Chair/Benches & Rustic Welcome Sign.**

#### **3.1.1 Rationale.**

A fun but practical community hub for picnics and meetings. The pictured (*appendix 4a*) 14 m banqueting table is situated in Kew gardens London. However, our proposed table would be an effective 6 m length and although we have costed double bench chairs it may be more appropriate to have those at the head and tail of the table and utilise a cheaper option of extended benching. Utilising any surplus monies, for the provision of a rustic welcome sign pictured in (*appendix 4a*). Situated on the map (*appendix 1*) key number 5.

### 3.1.2 Required Actions

The above price compared to the Kew gardens 40 m table was £20,000 but with a table between seven and 8 m would cost £12,000 from the same London artist and joiner.

A Maghull based Carver/joiner has developed a quote based on a 6 metre long bench (approx. 1.5M wide) and 12 double benches (approx. 1M wide) and the cost would be in the region of **£4400** (quote in *appendix 4b*), utilising a local business woodcarver/joiner.

### 3.2.0 Seven Mature Trees.

#### 3.2.1 Rationale.

Three deciduous trees to include: two Cherry and one Crab-apple to provide blossoming interest bordering the northern path indicated on the map (*appendix 1*) indicated by the three red dots and the key number 7.

Three Nordmann trees to provide all round green structure and the east path indicated on the map (*appendix 1*) with green dots and key number 8.

One Atlantic Cedar to provide all round colour throughout the year, situated in a boggy centre of the grassed area, not indicated on the map.

#### 3.2.2 Required Action.

The three deciduous trees will be provided for free from Mersey Forest in November.

Based on a previous project cost from Jones tree nursery in Southport, with a discount, each Nordmann tree would cost £250 and similarly the Atlantic Cedar, thus costing an **estimated £1000**.

### 3.3.0 Wisteria Arch Tunnel

#### 3.3.1 Rationale.

Britain's most famous laburnum arch is based at Bodnant Gardens in North Wales and is 50 m long and provides a stunning sensory and high visitor attraction.

We understand that every aspect of a laburnum can be poisonous, consequently we are proposing a Wisteria Arch, pictured in (*appendix 5a*) utilising 22 Wisteria trees and a robust galvanised (rust proof) steel frame painted with black, Hammerite paint that would be suitably robust, measuring 36 feet long 10 feet wide and 8 feet tall, positioned on the map (*appendix 1*) key number 5. Its position would retain the aura of space whilst providing summer colour and structure close to the tree trunk bases and providing a harmonious contrast. The non-wisteria arch picture is also provided in *appendix 5a*, was constructed in Croxteth Hall walled garden by our consultant Don Billington to provide support for espalier pear trees, but is provided to demonstrate what the arched frame could look like. Although our

proposal will be of a thicker robust diameter and taller to accommodate the drop of the Wisteria.

### **3.3.2 Required Action.**

The quote for the galvanised tubular steel arch with painting is costed by a local blacksmith at £3520 and we estimate that based on Internet prices 22 Wisteria grafted trees of a suitable size would cost £600, resulting in a grand total of **£4120**, whilst installation would be free and we could potentially cut costs by £200 by painting it ourselves.

## **4.0 Medium/Long-Term Goals (2020/21)**

### **4.1.0 Populate and Plant Borders.**

#### **4.1.1 Rationale.**

We expect to obtain grants for mentored design and planting of borders by a newly created Friends of Woodend, with support opportunities and grants often provided by Kew Gardens and the RHS. Situated on the map (*appendix 1*) initially at key number 4. Providing plants/shrubs with all year round interest.

#### **4.1.2 Required Action.**

In the absence of grants we have estimated that to populate the borders indicated on the map key number 4 it would cost approximately £3200.

### **4.2.0 Saxon Warrior Sculpture.**

#### **4.2.1 Rationale.**

This sculpture (pictured in *appendix 6a*) was originally anticipated to be a potential loan to enable us to provide a marketing opportunity to crowd fund something similar, and would be compatible with our historical legacy aims. To be situated on the map (*appendix 1*) key number 9.

#### **4.2.2 Required Actions.**

Should we be unable to obtain the proposed sculpture on a loan basis, we are currently exploring the commissioning of an alternative wooden carved sculpture.

#### 4.1 Table of Costs

Item	Cost	Final Cost (rounded up to cover unforeseen costs)
Path materials and machinery hire	£6187.36	£6500
92 m of Diamond Rail Fencing supplied and fitted	£4140.00	£4500
230 m of mixed Hedging	£115.76	£150
Banqueting table & rustic sign, manufactured, treated, delivered and installed.	£4400 .00	£4500
Four mature evergreen trees	£1000	£1000
Painted galvanised steel frame and 22 Wisteria trees, manufactured and delivered.	£4120	£4200
Border planting	£3200	£3200

#### 4.2 Table of Potential Costs in-kind.

Item	In- Kind Donor	Potential Cost
Path labour	Ashworth Hospital Gardeners	£2500
Hedging	Tree Council	£459.04 (80% grant)
Topographic Survey	Cloud2CAD	£800
Three mature deciduous trees	Mersey Forest	£150
Introductory Video	Mr W Wittam	£1000
Several hundred trees whips	Mersey Forest	£1000
Wisteria frame and plants Installed and planted	Volunteers	£500
To litter bins	MTC	£1000
Noticeboard	MTC	£2000
Recycling sculpture	MTC lottery funded	£2000
Planting trees and hedging	Community	£1000
Potential loan of Saxon sculpture	Castle Foundry	£1000

#### 5.0 Milestones

- Submit Hedging Grant application pre May.

- Mixed Wildlife Friendly Hedging perimeter to be obtained, planted in November, with support of Tree Council.
- Negotiate Hedging Research between two interested parties Sefton MBC and Tree Council, (pre November 2020).
- Create Friends of Woodend Group (November 2020) through community planting engagement.
- Birdsmouth Fencing Rail perimeter, purchase and install, in November.
- Cotswold Grit Path, purchase materials & hire machinery, liase with in kind gardeners, in November.
- Underplant Current Trees with whips, and fence, provided and supported by Northern Forrest, November.
- Seven Mature Trees, obtain and plant in November
- Rustic Welcome Sign
- MTC to provide two litter bins.
- MTC to organise lottery funding and engage local school to sculptured recycling bin.
- Noticeboard, obtain, install, populate, from MTC, by 2020.
- Potential Loan of 15 ft Saxon Warrior 2020, if unable then crowdfund wooden alternative 2021.
- Friends of Woodend Group to develop creative designs and plant and maintain new borders.2020/21

## 6.0 Appendices.

### Appendix 2a (examples of Cotswold Grit Path)





### Appendix 3c (Bird's Mouth/Diamond Rail Fencing)



Diamond rail fencing showing 'birds mouth' post and galvanized strap

## Appendix 4a





## Appendix 5a



## Appendix 6a



**Recommendation(s):-**

- 4. That Council consider whether to support the project;**
- 5. That Council consider whether to authorise officer time to support the project;**
- 6. To note the report.**

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