

Dated this 19th Day of February 2020

NOTICE IS HEREBY GIVEN that a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 26th FEBRUARY 2020

The meeting will commence at 6.45pm

Please note that a Procurement Awareness Session will be taking place in the Council Chamber from 6.00 pm to 6.45 pm. This session is for Councillors only.

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 Chief Executive 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
- 4 To confirm the Minutes of Finance and General Purposes Committee held 12th December 2018 (Pages 1 – 3)
- 5 **Treasurer's Report and Financial Statements as at 31 January 2020** – Members are asked to consider the report (Pages 4 - 16)
- 6 **Budget 20/21** - Members are asked to consider the report (Pages 17 - 22)
- 7 **New Financial Regulations** – Members are asked to consider the new regulations (Pages 23 - 40)
- 8 **Risk Register 2020** – Members are asked to consider the updated Risk Register (Pages 41 - 48)
- 9 **Agreement with Knowsley Council to provide Procurement Support** – Members are asked to consider the report (Pages 49 - 51)

- 10 **Maghull in Bloom** – Members are asked to consider the report (Pages 52 - 55)
- 11 **Audit Report** – Members are asked to consider the report (Pages 56 - 82)
- 12 **Personnel Sub Committee** – Members are asked to agree the composition of the Sub Committee (Pages 83 – 85).
- 13 **Chair's Report** – Verbal report for noting only
- 14 **Exclusion of Press & Public**
That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.
- 15 **Debtors to the Council** - Members are asked to consider the report (Pages 86 - 89)



Miss A. McIntyre
Town Clerk

MAGHULL TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD 16th DECEMBER 2019

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

ALSO PRESENT – A. McIntyre (Town Clerk), A. Spencer (Amenities Manager), D. Healey (Finance Officer) and S. Lawrence (Minutes).

1. **APOLOGIES FOR ABSENCE** – Cllrs C Carlsen, K Hughes and S Doherty.
2. **DECLARATION OF INTERESTS** – None notified.
3. **PUBLIC PARTICIPATION** – None notified.
4. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the Minutes of the meeting held on 18th September 2019 for Finance & General Purposes Committee were approved as a correct record.

5. **TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31st OCTOBER 2019**

It was noted that the cost of consumables had increased including, red diesel and utility charges. Members also queried the current position with regard to lease negotiations. Members were informed that the Tennis Club and the Venue leases had both expired and were due to be negotiated. The Venue lease had already started renegotiations but that these had stalled due to intransigence by the lessee.

Members also discussed the social value the Council brought to Maghull and how this could be measured. A meeting was planned for the following week to discuss this further.

Members considered the level of grants applied for by the Council which had previously been low. It was explained that the level of expertise within the Council was low and that this would need to be increased to ensure that bids were successful. It was noted that the Clerk at Lydiate Parish Council had a background in successful bid writing and that she might be approached to see if she would be willing to assist the Council.

RESOLVED that:-

1. **The Clerk at Lydiate Parish Council be contacted regarding bidding applications.**
2. **The Financial Statements as at 31st October 2019 be noted.**

6. BUDGET REPORT

Town Clerk introduced the budget report and explained the current situation. The basis for the proposed precept demand was examined following the auditor's report and the need for an Asset Management Plan. The Council needed to set a balanced budget taking into account all relevant factors within the organisation. The precept was currently at a rate below inflation increases across nine years with the precept only having been raised two years out of nine.

Key Points made by Town Clerk:

- Income generation – following the staffing review it was decided to cease operations for external customers last year.
- Cricket club lease is to remain at £2035 p.a. However with the expense of separating the electricity meter and fixing the car park lights no profit will be made for over 18 months.
- Indoor Bowls – an extra charge of 20p as the facility is vatable. Therefore this will over the vat cost. All other charges to remain the same.
- Free Room Hire – Social Value element, various community groups. Tai Chi - not for profit organisation.
- Pension contributions rate has decreased which would provide a £13000 saving.
- Anticipated 2% pay raise for MTC Staff based on estimate from the past five years.
- Projects were included in the Business Plan in September 2019, social engagement and improvement to the Estate.
- Drainage is an issue in various places around Maghull. The increased precept would not include works to parks drainage. Maghull Town council would look to bidding for a grant from the Landfill Tax pot as the area was within the specified distance from a Landfill site.
- Town Hall needs considerable investment; replacement lighting, a full re-wire, new windows and frames, replacement of radiators.
- Current asset maintenance budget for all buildings on the estate is £12500, the estimate cost for works on the TH lighting and rewire is £25000.

It was recommended that the precept be raised by £8.77 (17p weekly increase). The reserves were currently at £332000 which was a lower rate than that recommended by the Audit Guidelines. The levels of reserves were not sufficient to cover the outstanding loans or to pay for any redundancies. The precept would need to be increased to cover the additional staffing costs anticipated in the new financial year. It was also noted that the vehicles in the fleet were becoming more difficult to maintain and needed replacing with newer more efficient models.

Key Points made by Cllrs:

- Close monitoring of flooding/drainage issues.
- Potential for precept to be lower when the new housing developments are complete.
- Rather than raise precept to 8.82% MTC need to look at the assets to raise more income. Also look at all existing contracts of expenditure. Where can we make savings?

The Chair proposed a 6.37% precept increase against 8.82% recommended by Town Clerk. Members were informed that the recommendation would be taken to the next Full Council meeting.

RESOLVED that:-

- 1. The Committee recommended to Full Council that the precept be raised by 8.87%;**
- 2. The free room hire for Tai Chi be reviewed;**
- 3. The security and cleaning contracts to be reviewed;**
- 4. The report be noted.**

7. S106 EXPENDITURE

A. Spencer (Amenities Manager) provided a brief explanation of the report seeking approval for the use of section 106 funds to progress projects identified by Members.

Projects:

- Play equipment and play area upgrades at King George V Playing Field
- Play equipment and play area upgrades at Glenn Park
- Soft landscaping at Maghull North Train Station
- Installation of an interactive information screen at Maghull North Train Station.

RESOLVED that:-

- 1. The funding for all projects detailed above be approved;**
- 2. The report be noted.**

8. CHAIRS REPORT

Cllr Carr wished all a Merry Christmas.

CHAIRMAN

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 5
Subject: Treasurer's Report and Financial Statements as at 31st January 2020.
Report of: Finance Officer
Exempt / Confidential Report: No

Summary

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

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

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue
N/A

(B) Capital
N/A

Implementation Date for Decision

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

Appendices

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

Background Papers

None

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

Current Position

Town Hall Budget – This budget is currently on target and is being monitored. Final bi-annual payments for the PWLB loans are towards year end. Although it is showing an under spend there is still 2 months to go until the end of the financial year.

Facilities Budget – This budget is showing a large underspend due to the post of Maintenance Officer not being filled. The Council did recruit to the post but the post holder only stayed 2 days. The post has been previously been advertised in Indeed and is currently in the Champion newspaper. A member of the Grounds Maintenance team has also left so this has increased the short fall.

Community Support & Engagement –The budget is currently showing as an under spend. However, the following activities have been agreed. Youth Budget: £1,200 for Go Girl scheme at Maghull Parish Hall supporting an after school skill/confidence building club for girls under 16. A budget of £2,500 for mini league football has been agreed with Active Soccer who will run a 12 week programme for up to 100 children under 16 on Friday nights.

Events: Civic Awards will cost around £1800 to £2,000. Community Grants: A request for £500.00 from Altside Scouts has been received and will be subject to committee approval on 11th March

No spend on retained “Coronation grants” as yet.

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Note the contents of this report.**
- 2. If there are underspends at year end the RFO to transfer to unallocated reserves.**

TOWN HALL	Department 1	Budget	Actual	Budget Remaining	Explanation
INCOME					
			MTH 10	MTH 10	
4001	PRECEPT	291,869.00	291,869.00	0.00	
4101	COUNCIL CHAMBER ROOM HIRE	900.00	2,166.84	-1,266.84	More bookings this year
4102	POLICE STATION LEASE	11,000.00	11,000.00	0.00	
4103	ACTIVITIES ROOM	4,500.00	3,200.04	1,299.96	Debtor slow in paying
4104	STORAGE HIRE	1,000.00	1,239.41	-239.41	
4300	FUNCTION SUITE LEASE	25,000.00	23,408.70	1,591.30	
4330	BOWLS INDOOR	1,200.00	1,515.00	-315.00	
4353	CRICKET CLUB LEASE	2,000.00	2,035.00	-35.00	See debtors report
4395	MISC. INCOME	1,040.00	1,064.40	-24.40	
4396	SOLAR PANEL INCOME	3,700.00	4,063.10	-363.10	
		342,209.00	341,561.49	647.51	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	52,000.00	43,882.76	8,117.24	On target
5101	CCTV	2,070.00	1,590.00	480.00	
5102	ALARM	1,160.00	278.60	881.40	
5103	FIRE	1,500.00	313.05	1,186.95	
5104	AIR-CON	300.00	300.00	0.00	
5105	BOILER	300.00		300.00	Will be servicing shortly
5106	LIFT	3,240.00	3,238.56	1.44	
5107	CLEANING SERVICES	30,000.00	26,551.80	3,448.20	On target
5108	HYGIENE	3,000.00	2,128.00	872.00	On target

5109	PEST CONTROL	600.00	424.56	175.44	On target
5110	KITCHEN CLEANSING	2,030.00	1,442.41	587.59	On target
5111	WASTE DISPOSAL	200.00	50.00	150.00	
5116	CLEANING SUPPLIES	500.00	199.25	300.75	
		96,900.00	80,398.99	16,501.01	
	OVERHEADS				
7000	BROADBAND	5,187.00	4,123.00	1,064.00	
7002	TELEPHONES	1,000.00	151.89	848.11	
7003	MOBILE PHONES	200.00	21.74	178.26	
7010	POSTAGE	200.00	114.00	86.00	
7021	STATIONERY	1,400.00	363.46	1,036.54	
7031	PRINTING	220.00	190.00	30.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	100.00	51.50	48.50	
7041	OFFICE EQUIPMENT & FURNITURE	1,040.00	630.13	409.87	
7061	IT	7,200.00	6,993.00	207.00	
7068	SAGE	2,600.00	2,142.00	458.00	
7071	PHOTOCOPIER	2,000.00	1,530.41	469.59	
7082	BANK CHARGES	700.00	616.60	83.40	
7100	SALARIES	66,056.00	58,563.24	7,492.76	
7106	EMPLOYER'S NI	6,878.00	5,479.53	1,398.47	
7107	PENSIONS	12,947.00	11,185.68	1,761.32	
7200	INSURANCE FEES	14,880.00	11,419.04	3,460.96	
7221	PROFESSIONAL FEES	3,000.00	1,070.00	1,930.00	
7224	AUDIT FEES	2,873.00	1,600.00	1,273.00	
7232	WEBSITE DEVELOPMENT	216.00	150.00	66.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	Awaiting invoice
7237	TRAINING	1,400.00	1,102.16	297.84	
7254	SUBSCRIPTIONS	4,000.00	2,777.47	1,222.53	
7300	RATES	20,000.00	18,658.00	1,342.00	

7303	ELECTRICITY - TOWN HALL	16,900.00	14,891.19	2,008.81	Includes 2,708.84 Cricket Club
7308	GAS	10,000.00	8,187.72	1,812.28	
7309	WASTEWATER & METERED WATER	6,575.00	6,475.55	99.45	
7320	CIVIC HOSPITALITY	400.00	88.00	312.00	
7359	MAYOR'S ALLOWANCE	2,000.00	1,157.06	842.94	
7801	CONFERENCES/TRAVEL/SUBS	600.00	219.83	380.17	
7810	LICENCES	2,000.00	1,145.20	854.80	
7823	PHOTOGRAPHS	300.00	297.92	2.08	
7846	MISCELLANEOUS EXPENDITURE	715.00	706.51	8.49	
7817	ADVERTISING	1,620.00			Advert for amenities post
		200,707.00	162,101.83	36,985.17	
	LOANS				
7916	2000 PROJECTS LOAN	7,830.69	7,830.69	0.00	
7967	2000 PROJECTS INTEREST	561.47	561.47	0.00	
7918	LIFT REPLACEMENT LOAN	9,569.91	9,569.91	0.00	
7968	LIFT REPLACEMENT INTEREST	3,070.57	3,070.57	0.00	
7919	PROJECTS 2009 LOAN	6,318.69	6,318.69	0.00	
7969	PROJECTS 2009 INTEREST	3,336.47	3,336.47	0.00	
7920	ROOF SIDES & SOLAR PANELS LOA	6,827.03	3,514.71	3,312.32	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	3,442.32	3,644.71	
		44,601.86	37,644.83	6,957.03	
TOTAL		0.14	61,415.84	-59,795.70	

Department 2

Facilities

Codes

	<u>INCOME</u>	<u>BUDGET</u>	<u>Actual</u>	<u>Budget Remaining</u>	
			MTH 10	MTH 10	
INCOME					
4001	PRECEPT	281,852.00	281,852.00	-	Received all income
4321	PLAYING FIELDS	600.00	1,142.25	542.25	
4331	BOWLS OUTDOOR	855.00	960.20	105.20	
4345	TENNIS CLUB	1,200.00	1,070.17	129.83	See debtors policy
4346	TENNIS OTHER (Fencing)	168.00	140.00	28.00	
4350	RENT BOWLING HUT	3,500.00	3,499.96	0.04	
4351	ATC RENT	1,500.00	1,500.00	-	
4354	FACILITIES INCOME	7,000.00	9,180.00	2,180.00	Income from Sefton for Bobby's Wood & Old Hall Park, old contracts. After 20/21 this ceases from Sefton.
		296,675.00	299,344.58	-	2,669.58
EXPENDITURE					
	SUPPLIERS				
5112	WATER QUALITY	1,500.00	590.00	910.00	
5113	ELECTRICAL SAFETY	600.00		600.00	
5114	HEALTH & SAFETY GENERAL	630.00	630.00	0.00	
5115	PLAYGROUND INSPECTIONS	700.00	678.15	21.85	
5200	ENGINEERING - NEW EQUIPMENT	2,415.00	910.00	1,505.00	
5201	ENGINEERING - EQUIPMENT MAINTENANCE	1,600.00	1,259.05	340.95	
5202	ENGINEERING - CONSUMABLES	1,500.00	1,332.50	167.50	
5203	GM - PLAY EQUIPMENT MAINTENANCE	1,000.00		1,000.00	
5204	GM - PARKS MANAGEMENT	14,718.00	14,714.77	3.23	
5205	GM - FOOTBALL PITCH MAINTENANCE	1,000.00	728.00	272.00	
5206	GM - BOWLING GREEN MAINTENANCE	1,923.00	1,922.86	0.14	

5207	GM - CONSUMABLES	577.00	225.57	351.43
		28,163.00	22,990.90	5,172.10
	OVERHEADS			
7003	MOBILE PHONES	1,000.00	65.24	934.76
7029	FACILITIES - PPE & UNIFORMS	1,484.00	1,224.61	259.39
7100	SALARIES	186,559.00	142,043.82	44,515.18
7106	EMPLOYER'S NI	15,670.00	10,563.40	5,106.60
7107	PENSIONS	29,556.00	22,337.55	7,218.45
7200	ENGINEERING - FLEET INSURANCE	6,071.00	6,070.86	0.14
7301	RATES - GARAGE	3,634.00	3,633.40	0.60
7302	RATES - JUDO HUT	650.00	503.28	146.72
7304	ELECTRIC - GLENN PARK	315.00	301.23	13.77
7305	ELECTRIC - PIMBLEY	300.00	109.72	190.28
7307	ELECTRIC - BALLSWOOD	150.00	107.93	42.07
7310	WATER - GARAGE	700.00	556.65	143.35
7311	WATER - BALLSWOOD	695.00	647.98	47.02
7312	WATER - WHINNYBROOKE			0.00
7313	WATER - PIMBLEY	100.00	84.38	15.62
7314	WATER - GLENN PARK	115.00	106.70	8.30
7315	ENGINEERING - FLEET MAINTENANCE	2,342.00	1,816.89	525.11
7316	ENGINEERING - FLEET TAX	920.00	920.00	0.00
7317	ENGINEERING - FLEET FUEL (DIESEL)	4,400.00	4,046.20	353.80
7318	ENGINEERING - FLEET FUEL (RED DIESEL)	4,000.00	3,124.14	875.86
7319	ENGINEERING - LEASES	1,020.00	496.00	524.00
7851	ENGINEERING - ASSET MAINTENANCE	8,831.00	6,932.34	1,898.66
		268,512.00	205,692.32	62,819.68
TOTAL		0.00	70,661.36	-70,661.36

Codes

<u>INCOME</u>	<u>BUDGET</u>	<u>Actual</u>	<u>Budget Remaining</u>
	MTH 10	MTH 10	MTH 10
PRECEPT	79,253	79,253.00	0.00
EVENTS		1,300.00	-1,300.00
	79,253	80,553	-1,300

EXPENDITURE

SUPPLIERS

5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	2,287.00	4,213.00
5331	EVENTS	6,500.00	3,920.24	2,579.76
5333	CHRISTMAS ACTIVITIES	5,000.00	2,025.66	2,974.34
5334	YOUTH PROVISION	8,000.00		8,000.00
5335	GRANTS	5,000.00	2,500.00	2,500.00
		31,000.00	10,732.90	20,267.10

OVERHEADS

7100	SALARIES	37,851.00	27,829.20	10,021.80
7106	EMPLOYER'S NI	2,984.00	2,069.63	914.37
7107	PENSIONS	7,418.00	5,746.89	1,671.11
		48,253.00	35,645.72	12,607.28

TOTAL

		-	34,174.38	-	34,174.38
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Date: 10/02/2020

Time: 16:28:10

MAGHULL TOWN COUNCIL (TH)

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Profit and Loss

From: Month 1, April 2019
To: Month 12, March 2020

Chart of Accounts:

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	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	652,974.00	652,974.00
Bank Interest	3,082.46	3,082.46
Council Chamber Room Hire	2,166.84	2,166.84
Police Station Lease	11,000.00	11,000.00
Activity Room Hire	3,200.04	3,200.04
Storage Hire	1,239.41	1,239.41
Function Suite	23,408.70	23,408.70
Playing Fields	1,142.25	1,142.25
Bowls Indoor	1,515.00	1,515.00
Bowls Outdoor	960.20	960.20
Tennis Club	1,070.17	1,070.17
Tennis Fences	140.00	140.00
Rent Bowling Hut	3,499.96	3,499.96
Rent ATC Hut	1,500.00	1,500.00
Rent Cricket Club	2,035.00	2,035.00
Facilities Income	9,180.00	9,180.00
Events	1,300.00	1,300.00
Misc Income	1,064.40	1,064.40
Solar Panel	4,063.10	4,063.10
	724,541.53	724,541.53
SUPPLIERS		
Security	43,882.76	43,882.76
CCTV	1,590.00	1,590.00
Alarm	278.60	278.60
Fire	313.05	313.05
Air-Con	300.00	300.00
Lift	3,238.56	3,238.56
Cleaning Services	26,551.80	26,551.80
Hygiene	2,128.00	2,128.00
Pest Control	424.56	424.56
Kitchen Cleansing	1,442.41	1,442.41
Waste Disposal Charges	50.00	50.00
Water Quality	590.00	590.00
Health & Safety General	630.00	630.00
Playground Inspections	678.15	678.15
Cleaning Supplies	199.25	199.25
Engineering Equipment	910.00	910.00
Engineering Repairs	1,259.05	1,259.05
Engineering Consumables	1,332.50	1,332.50
Parks Management	14,714.77	14,714.77
Football Pitches	728.00	728.00

Profit and Loss

From: Month 1, April 2019
To: Month 12, March 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
Bowling Greens	1,922.86	1,922.86
Grounds Maintenance Consumables	225.57	225.57
Neighbourhood Activities	2,287.00	2,287.00
Events	3,920.24	3,920.24
Christmas Activities	2,025.66	2,025.66
Grants	2,500.00	2,500.00
	114,122.79	114,122.79
DIRECT EXPENSES		
	0.00	0.00
Gross Profit/(Loss):	<u>610,418.74</u>	<u>610,418.74</u>
OVERHEADS		
Broadband	4,123.00	4,123.00
Telephones	151.89	151.89
Mobile Phones	86.98	86.98
Postage & Courier	114.00	114.00
Stationery	363.46	363.46
Uniforms	1,224.61	1,224.61
Printing	190.00	190.00
Books/Technical Publications	51.50	51.50
Office Equipment & Furniture	630.13	630.13
IT	6,993.00	6,993.00
Sage	2,158.00	2,158.00
Photocopier	1,530.41	1,530.41
Bank Charges	627.78	627.78
Salaries	234,551.93	234,551.93
Employer's NI	18,559.14	18,559.14
Pensions	40,468.78	40,468.78
Insurance Fees	18,704.90	18,704.90
Professional Fees	1,070.00	1,070.00
Audit Fees	1,600.00	1,600.00
Website Development	150.00	150.00
Training	1,102.16	1,102.16
Subscriptions	2,777.47	2,777.47
Rates Town Hall	18,658.00	18,658.00
Rates Garage	3,633.40	3,633.40
Rates Judo Hut	503.28	503.28
Electricity Town Hall	14,891.19	14,891.19
Electricity Glenn Park	301.23	301.23
Electricity Pimbley	109.72	109.72
Elec Ballswood & Moorhey	107.93	107.93
Gas	9,656.28	9,656.28
Water & Wastewater Town Hall	6,901.01	6,901.01

Date: 10/02/2020
Time: 16:28:10

MAGHULL TOWN COUNCIL (TH)

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Profit and Loss

From: Month 1, April 2019
To: Month 12, March 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
Water Garage	556.65	556.65
Wastewater Ballswood	647.98	647.98
Water & Wastewater Pimbley	105.77	105.77
Water & Wastewater Glenn P	111.70	111.70
Fleet Repairs	1,816.89	1,816.89
Vehicle Tax	920.00	920.00
Diesel	4,046.20	4,046.20
Red Diesel	3,124.14	3,124.14
Leases	496.00	496.00
Civic Hospitality	88.00	88.00
Mayoral Expenses	1,157.06	1,157.06
Conferences/Travel/Subs	219.83	219.83
Licences	1,145.20	1,145.20
Photographs	297.92	297.92
Miscellaneous Expenditure	706.51	706.51
Asset Maintenance	6,932.34	6,932.34
2000 Projects Loan	7,830.69	7,830.69
Lift Replacement Loan	9,569.91	9,569.91
2009 Projects Loan	6,318.69	6,318.69
Roof Sides & Solar Panels Loan	3,514.71	3,514.71
Roof & Solar Panels Int	3,442.32	3,442.32
2000 Projects Interest	561.47	561.47
Lift Replacement Interest	3,070.57	3,070.57
2009 Projects Interest	3,336.47	3,336.47
	452,008.20	452,008.20
Net Profit/(Loss):	<u>158,410.54</u>	<u>158,410.54</u>

Date: 10/02/2020
Time: 16:26:40

MAGHULL TOWN COUNCIL (TH)

Page: 1

Balance Sheet

From: Month 1, April 2019
To: Month 12, March 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings & Statues	0.00	1,472,695.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,763,253.26
CURRENT ASSETS			
Debtors control Account	446.10	13,303.14	
Debtors General	300.00	300.00	
Bank Account (Current)	17,016.17	36,480.53	
Bank Account (Deposit)	70,457.53	664,114.98	
VAT Liability/Reclaimed	(6,099.15)	3,298.81	
		82,120.65	717,497.46
CURRENT LIABILITIES			
Creditors Control Account	(4,047.32)	0.01	
Accruals/Creditors Reserves	(42,640.00)	0.00	
General Creditors	(1,295.11)	1,016.75	
Salaries Liabilites	2,137.54	0.00	
		(45,844.89)	1,016.76
Current Assets less Current Liabilities:		127,965.54	716,480.70
Total Assets less Current Liabilities:		127,965.54	3,479,733.96
LONG TERM LIABILITIES			
Loans PWLB	0.00	333,060.43	
		0.00	333,060.43
Total Assets less Total Liabilities:		127,965.54	3,146,673.53
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	957,834.83	
Contingency Reserves	21,359.49	71,359.49	
Specific Reserves	(30,445.00)	137,308.60	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	(21,359.49)	0.00	
P & L Account	158,410.54	158,410.54	
		127,965.54	3,146,673.53

Report to:	Finance & General Purposes Committee
Date of Meeting:	26th February 2020
Agenda Item Number	6
Subject:	New Budgets for each Department 2020/21
Report of:	Finance Officer
Exempt / Confidential Report:	No

Summary

Members are asked to consider the attached appendices showing the new budgets for each department for 2020 - 2021.

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

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Agree the budgets for the forthcoming year.**

Reasons for Recommendation(s)

The report sets out the budgets for the forthcoming financial year and is required for the prudent running of the Council.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

Precept and Income

(B) Capital

N/A

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

Implementation Date for Decision

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

Appendices

Budget Town Hall Income and Expenditure 2020/2021,
 Budget Facilities Income and Expenditure 2020/2021,
 Budget Community Support & Engagement Income and Expenditure 2020/2021

Background Papers

None

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

Background

At Full Council on 29th January 2020, it was agreed to request a precept of £701,280. Priorities including long term asset maintenance were agreed at full council and the proposed budgets reflect those priorities. Following an internal audit recommendation an asset management plan has been produced with a 5 year rolling programme. Proposed works include a rewire and replacement lighting of the Town Hall and other essential works. The Council works to three departments; Town Hall, Facilities and Community Services. The appendices show all the new budgets for 2020/21 for each department.

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Agree the proposed budgets for the next financial year.**

TOWN HALL	Department 1		
		Budget	Explanation
INCOME			
4001	PRECEPT	301,290.00	
4101	COUNCIL CHAMBER ROOM HIRE	900.00	
4102	POLICE STATION LEASE	11,000.00	
4103	ACTIVITIES ROOM	4,500.00	
4104	STORAGE HIRE	1,000.00	
4300	FUNCTION SUITE LEASE	28,090.00	
4330	BOWLS INDOOR	1,747.00	
4353	CRICKET CLUB LEASE	2,035.00	
4395	MISC. INCOME	1,040.00	
4396	SOLAR PANEL INCOME	3,700.00	
		355,302.00	
EXPENDITURE			
	SUPPLIERS		
5100	SECURITY	51,560.00	
5101	CCTV	2,070.00	
5102	ALARM	1,600.00	
5103	FIRE	1,500.00	
5104	AIR-CON	300.00	
5106	LIFT	3,240.00	
5105	BOILER	300.00	
5107	CLEANING SERVICES	30,000.00	
5108	HYGIENE	3,000.00	
5109	PEST CONTROL	600.00	
5110	KITCHEN CLEANSING	2,030.00	
5111	WASTE DISPOSAL	200.00	
5116	CLEANING SUPPLIES	500.00	
		96,900.00	
	OVERHEADS		
7000	BROADBAND	5,187.00	
7002	TELEPHONES	1,000.00	
7003	MOBILE PHONES	200.00	
7010	POSTAGE	200.00	
7021	STATIONERY	1,400.00	
7031	PRINTING	120.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	100.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,040.00	
7061	IT	6,200.00	
7068	SAGE	2,600.00	
7071	PHOTOCOPIER	2,000.00	
7082	BANK CHARGES	700.00	
7100	SALARIES	79,774.00	
7106	EMPLOYER'S NI	7,651.00	
7107	PENSIONS	12,524.00	
7200	INSURANCE FEES	16,000.00	
7221	PROFESSIONAL FEES	6,000.00	
7224	AUDIT FEES	2,873.00	

7232	WEBSITE DEVELOPMENT	1,216.00	
7236	PERSONNEL CONSULTANCY	5,500.00	
7237	TRAINING	6,000.00	
7254	SUBSCRIPTIONS	4,000.00	
7300	RATES	20,000.00	
7303	ELECTRICITY - TOWN HALL	9,400.00	
7308	GAS	10,000.00	
7309	WASTEWATER & METERED WATER	6,000.00	
7320	CIVIC HOSPITALITY	400.00	
7359	MAYOR'S ALLOWANCE	2,000.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00	
7810	LICENCES	2,000.00	
7823	PHOTOGRAPHS	300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00	
		213,800.00	
	LOANS		
7916	2000 PROJECTS LOAN	7,408.13	
7967	2000 PROJECTS INTEREST	984.03	
7918	LIFT REPLACEMENT LOAN	9,117.66	
7968	LIFT REPLACEMENT INTEREST	3,522.82	
7919	PROJECTS 2009 LOAN	6,062.63	
7969	PROJECTS 2009 INTEREST	3,592.53	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	
		44,601.86	
TOTAL		0.14	

FACILITIES	Department 2	Budget	Explanation
	INCOME		
4001	Precept	321,631.00	
4321	Playing Fields	600.00	
4331	Bowls Outdoor	855.00	
4345	Tennis Club	1,200.00	
4346	Tennis Fences	168.00	
4350	Rent Bowling Hut	4,000.00	
4351	Rent ATC Hut	1,500.00	
4354	Facilities Income	3,795.00	
		333,749.00	
	SUPPLIERS		
5112	Water Quality	1,500.00	
5113	Electrical Safety	600.00	
5114	Health & Safety General	500.00	
5115	Playground Inspections	700.00	
5200	Engineering Equipment	3,000.00	
5201	Engineering Repairs	2,500.00	
5202	Engineering Consumables	1,500.00	
5203	Play Equipment Repairs	2,250.00	
5204	Parks Management	8,451.00	
5205	Football Pitches	1,000.00	
5206	Bowling Greens	2,000.00	
5207	Grounds Maintenance Consumables	1,250.00	
		25,251.00	
	OVERHEADS		
7003	Mobile Phones	1,000.00	
7029	Uniforms	1,951.00	
7100	Salaries	190,719.00	
7106	Employer's NI	16,244.00	
7107	Pensions	27,170.00	
7200	Insurance Fees	6,000.00	
7301	Rates Garage	3,216.00	
7302	Rates Judo Hut	650.00	
7304	Electricity Glenn Park	315.00	
7305	Electricity Pimbley	300.00	
7307	Elec Ballswood	150.00	
7310	Water Garage	700.00	
7311	Wastewater Ballswood	395.00	
7313	Water & Wastewater Pimbley	100.00	
7314	Water & Wastewater Glenn P	100.00	
7315	Fleet Repairs	1,700.00	
7316	Vehicle Tax	800.00	
7317	Diesel	4,400.00	
7318	Red Diesel	4,342.00	
7319	Leases	10,308.00	
7851	Asset Maintenance	37,938.00	Increased by £25,438 for Re-Wire
		308,498.00	
TOTAL		0.00	

Community Support	Department 3		
Codes			
		BUDGET	COMMENTS
<u>INCOME</u>			
4001	PRECEPT	78,359.00	
4391	EVENTS	1,300.00	
		79,659.00	
<u>EXPENDITURE</u>			
	<u>SUPPLIERS</u>		
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	
5331	EVENTS	6,500.00	
5333	CHRISTMAS ACTIVITIES	5,000.00	
5334	YOUTH PROVISION	8,000.00	
5335	GRANTS	5,000.00	
		31,000.00	
	<u>OVERHEADS</u>		
7100	SALARIES	39,303.00	
7106	EMPLOYER'S NI	3,185.00	
7107	PENSIONS	6,171.00	
		48,659.00	
TOTAL		-	

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 7
Subject: Revised Financial Regulations
Report of: Finance Officer
Exempt / Confidential No
Report:

Summary

Members are asked to review the amended Financial Regulations

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

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Review the Financial Regulations before they are presented to Full Council.**

Reasons for Recommendation(s)

It is appropriate for Finance & General Purposes Committee to review the proposed financial regulations before they are presented to Full Council 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:

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

Implementation Date for Decision

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

Appendices

None

Background Papers

None

Contact Officer	Debbie Healey – Finance Officer
Telephone Number	0151 526 3705
Email Address	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. Note the contents of this report.**
- 2. Review the proposed amended Financial Regulations and recommend to Full Council.**

MAGHULL TOWN COUNCIL



MAGHULL TOWN COUNCIL

FINANCIAL REGULATIONS

Date Revised	Review Date
November 2018	February 2020

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 26th February 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 25th 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 1st 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 Regulations¹.

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)².

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

¹ 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

² 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.

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 8
Subject: Risk Register
Report of: Finance Officer
Exempt / Confidential No
Report:

Summary

The Risk Register is the method by which the Council identifies the risks to the financial security of the organisation. The Risk Register must be reviewed at least annually to satisfy audit requirements. It would also be reviewed following any changes to legislation within the financial year.

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

Recommendation(s)

1. Members agree the proposed amendments to the Risk Register.
2. Members agree the level of risk on the Risk Register.
3. Members agree to set a limit on the drawdown of reserves used to fund possible legal challenges to decisions.

Reasons for Recommendation(s)

The Risk Register must be reviewed at least yearly. The Register can be requested by the External Auditor as part of their Assurance checks and must be up to date. It is appropriate for Finance & General Purposes to review and agree the Register as part of their audit function.

Alternative Options Considered and Rejected

The Council would be at risk of a Qualified Opinion by the External Auditor if the Risk Register is not reviewed.

What will it cost and how will it be financed?

(A) Revenue
None.

(B) Capital

N/A

Implications of Recommendations:

Financial Implications	None.
Resource Implications	Officer Time
Legal Implications	LGA 1972, Audit and Accountability Guidelines 2015
Equality & Diversity Implications	None.

Implementation Date for Decision

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

Appendices

None

Background Papers

N/A

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1. Current Position

The Risk Register must be reviewed at least annually. As part of that review the Neighbourhood Plan is included in the Risk Register following its successful adoption in 2019. The RFO has increased the risk to the Council to high due to proposals to build 1700 homes on land East of Maghull. Council has stated that they would look at the possibility of a Judicial Review on the decisions of the Planning Committee at Sefton MBC if they feel it would be appropriate to do so. In order to safeguard the level of reserves already accumulated by the Council it is recommended that a limit be set as to the level of drawdown to be taken from the reserves.

Recommendation(s):-

1. That the Committee agree the Risk Register and its contents;
2. The Finance & General Purposes Committee recommend the level of Reserves to be drawn down for the 'Legal Fees' for Land East of Maghull.
3. That the report be noted.

Risk Assessment and Management (financial) 2020/21 REVIEW DATE - March 2021				
Action: Town Clerk (TC); Amenities Manager (AM), Responsible Finance Officer (RFO), Finance & General Purposes, Personnel Committee				
Topic	Risk Identified	H/M/L	Management of Risk	Action
Data Protection	Security of Data	M	Mapping data	TC, AM, RFO,
	Data breach	M	All staff have received training about new GDPR (May 2018)	TC
	Agreement to use data for purpose collected	L	Annual review of data sets	TC
		L	Consultancy/Tender invitations provided by suitably qualified people	TC & AM
Use of professional services		L	Internal Audit Service provided by qualified Auditor	RFO
		L	External Auditor appointed by SAAA	TC
		L	Council's Constitution and Financial Regulations	TC
		L	Only tested firms used	AM
		L	Use made of Sefton Council Officers for independent professional services - Legal and H.R. Advice	TC & AM
Neighbourhood Plan	Challenge of planning decisions that do not comply with Neighbourhood Plan	H Change to High	Identify costs associated with defending appeals and costs involved.	TC & RFO
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	TC & RFO
Cash	Loss through theft or dishonesty	L	Insurance cover review, ensure adequacy of fidelity guarantee insurance	TC & RFO
Maintenance	Poor performance of assets of amenities, loss of income or performance TC	M	Annual review	AM & RFO

Topic	Risk Identified	H/M/L	Management of Risk	Action
Borrowing/Lending	Adequacy of finance to be able to repay loans	L	Financial review and cash flow forecasting monthly	RFO
Legal powers	Illegal activity or payment	H	Educate council as to their legal powers	RFO
Financial records	Inadequate records	L	FO/TC to review quarterly plus regular internal audit	RFO
Minutes of Council Meetings	Accurate and legal	L	Review at following meeting	TC
Electors right to inspection of minutes of Council Meetings	Availability of documents	L	Minutes available on line and for inspection in council offices Minutes circulated to all Town Councillors	TC
Members interests	Conflict of interest	M	Update declarations of interests - annual	TC
Projects	Loss of business	M	Consult on timing work	TC, AM & RFO
	Costs within budget	H	Ongoing review and monitoring	TC, AM & RFO
	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	TC
Lease - The Venue	Damage to premises	L	Ensure adequate safety and security arrangements in place	TC
	Damage to reputation	M	Quality assurance policy and complaints policy to be implemented and performance managed Review Venue regularly and ensure any repairs done quickly	TC
	Litigation against the council	L	Ensure refurbishment improvements comply with all health and safety and DOA requirements council to vet all third party contractors supplying goods and service	TC

Topic	Risk Identified	H/M/L	Management of Risk	Action
Lease - Community Police Station	Failure to re-let tenancy	M	Strategy required to market the function suite	TC
	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Targeted attack on Police Station	M	Ensure adequate safety and security arrangements in place	AM
	Damage to premises	M	Ensure adequate safety and security arrangements in place	AM
Lease - Tennis Club	Damage to reputation (Police Station seen as part of MTC)	M	Merseyside Police to provide details about when Police Station is open to the public Merseyside Police to ensure public phone is working to report issues	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
	Tenant fails to pay rent	M	Quarterly review meetings	AM
Lease - Bowling Pavillion	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Quality of the Courts	L	Ensure courts maintained to a playable standard	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
Lease - Bowling Pavillion	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
Lease - Bowling Pavillion	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
Lease - Bowling Pavillion	Tenant fails to pay rent	M	Quarterly review meetings	AM

Topic	Risk Identified	H/M/L	Management of Risk	Action
Lease - Cricket Club	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
VAT Recoverable	VAT Analysis	M	All items in cash book lists	RFO verify/Internal Audit
	Charged on sales	M	Consider annually	RFO verify/Internal Audit
	Charged on purchases	L	Consider all items per cash book lists	RFO verify/Internal Audit
	Partial Exemption	M	Maintenance of accurate records	RFO verify/Internal Audit
	Claimed within time limits	M	Agree returns submitted	RFO verify/Internal Audit
Reserves general	Adequacy Safety	M	Consider at budget setting	TC & RFO
	Adequacy	M	Investment in secure financial institution	TC & RFO
Reserves earmarked	Earmarked or contingent liability	L	Consider and budget financial accounts	RFO
	Loss, damage etc.	M	Review minutes with chair of Finance & General Purposes Committee	RFO / Chair of F&GP Committee
	Risk or damage to third party property or individual	M	Annual inspection, update insurance and asset registers Maintenance Programme Repairs carried out promptly Review adequacy of Public Liability insurance	RFO TC/AM/RFO

Topic	Risk Identified	H/M/L	Management of Risk	Action
Assets	Failure to maintain Council owned assets and buildings (to manage the Health and Safety risk of customers and staff and to ensure budgets are managed effectively to maintain assets to a satisfactory standard)	M	Effective budget monitoring, sound management of assets/buildings including a planned maintenance approach. Risk assessments and regular health and safety inspections	TC/AM/RFO
Security and safety for buildings & equipment	Loss, damage etc.	L	Contracted on-site security for Town Hall	AM
			Patrol of parks and pavilions	AM
			Alarm systems connected to 24hr service	AM
			Review of CCTV provision at Town Hall	TC
Security of data	Loss, damage etc.	L	Upgrade of Fire Alarm System at Town Hall linked to Meadows Leisure Centre	TC
			Use of professional services for maintenance and management	AM
			External back up	AM
Staff	Loss of key personnel (Town Clerk)	H	Hours, health, stress, training management	Personnel Committee
	Loss of personnel	M	Long term sickness, early departure, terms and conditions	
	Fraud by staff	L	Long term sickness, early departure, terms and conditions	TC, AM, Personnel Committee
	Failure to manage the health, safety and welfare of the public, visitors and staff	M	Insurance cover conditions met, procedures, segregation of duties	RFO
	Cash Banking	L	Safe working environment policies and procedures e.g. Fire Safety Policy, Safe Driving etc	TC, AM, CSM
Banking	Cash transport to Bank	L	Accuracy of banking sheet and bank paying in books	RFO to review and sign off
		L	Safety of staff and insurance cover	RFO

Topic	Risk Identified	H/M/L	Management of Risk	Action
Income	Adequacy of precept	H	Monthly review of budget to actual spend	TC, AM, RFO, CSM
	Wrong rate pay	L	Use of Sage Payroll/HMRC advice	TC, RFO
Salaries	Wrong salary paid	M	Use of Sage Payroll/HMRC advice	TC, RFO
	Wrong hours paid	L	Use of Sage Payroll/HMRC advice	TC, RFO
	Wrong deductions - NI	M	Use of Sage Payroll/HMRC advice	TC, RFO
	Wrong deductions - income tax	M	Use of Sage Payroll/HMRC advice	TC, RFO
	Wrong payment made	L	Verify against payroll return	TC, RFO
Direct costs and overhead expenses	Goods not supplied to TC	L	Order systems	RFO
	Invoice incorrectly calculated	L	Check arithmetic	RFO
	Power to pay	M	Minute Power	TC
Grants & support	Agreement of Council to pay	L	Application, confirmation in writing	TC
	Conditions agreed	L	Use reasonable condition/application form	TC
	Follow up verification	M	FO check and consider budget	CSM
Signed (Chair of Finance and General Purposes): Tony Carr				
Date:				

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 9
Subject: Service Level Agreement Knowsley MBC
 Procurement Team
Report of: Finance Officer
Exempt / Confidential No
Report:

Summary

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

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

Recommendation(s)

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

Reasons for Recommendation(s)

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

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Within budget 2020/21

(B) Capital
N/A

Implications of Recommendations:

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

Implementation Date for Decision

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

Appendices

None

Background Papers

N/A

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

1. Background

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

2. Current Position

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

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

Recommendation(s):-

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

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 10
Subject: Maghull in Bloom Community Grant
Report of: Community Services Manager
Exempt / Confidential Report:

Summary

Members are asked to approve ring fencing of part of the overall annual community grant for Maghull in Bloom.

Maghull Town Council Priority	Yes/No
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	No
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	No
7. Health and Wellbeing Programme	No
8. Statutory Requirement	No

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. Approve the ring fencing of community grant to the amount of £2,000 for Maghull in Bloom.

Reasons for Recommendation(s)

Recent years has seen £2,000 awarded from the community grant which is not in line with grant policy which limits grants awards to £500.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

From the existing Community Grant budget of £5,000

(B) Capital

N/A

Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

Appendices

Grant Awarding Policy

Background Papers

None

Contact Officer	Phil Dillon – Community Services Manager
Telephone Number	0151 526 3705
Email Address	Phil.dillon@maghull-tc.gov.uk

Background

Maghull Town Council support Maghull in Bloom (MIB) by means of funding as a community grant currently amounting to £2,000 annually, provided at the start of each financial year. This is to cover part of the expenditure incurred by MIB for work that group does throughout the year in maintaining planters and floral displays across the town, primarily at Central Square, in order to improve the aesthetic appeal and help to increase footfall at local retailers.

MIB attended Community Services Committee on 20th November 2019 to provide a report on their activities, future working proposals with MTC and to support their grant application for 2020. MIB highlighted the practical sessions they host for volunteers, the money they have raised to support their activities aside from MTC grant and the focus they have on improving the environment to the benefit of all Maghull residents. Whilst the committee was satisfied with the work carried out by MIB the issue of awarding £2,000 was raised by officers as it does not comply with the existing Grant Awarding Policy (appendix 1):-

- condition 6 of the Grant Awarding Policy is contravened as the annual amount is over and above the £500 maximum.

A decision is therefore required regarding the awarding of an exceptional annual amount to MIB and whether this is possible, subject to annual review by officers. As the funding is to be taken from community grants but is above £500 this should be clearly identified in the budget allocation. A condition should be added to the policy to allow Finance and General Purposes committee to approve such exceptional community grant awards once approved by Community Services Committee.

Recommendation(s)

Finance & General Purposes Committee is requested to:-

- 1. Agree to amending the Grant Awarding Policy conditions to enable approving of grants larger than £500 in exceptional circumstances.**

Appendix 1

Maghull Town Council - Grant Awarding Policy

The Town Council will consider applications for grants from voluntary groups or charitable organisations.

To qualify for an award the applicant must be able to demonstrate that any funding from the Town Council will benefit the Town, or residents of the Town.

Grant applications will be dealt with by the Full Council or under delegated powers by the Clerk.

In determining the validity of an application, the committees will refer to the following guidelines:

Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of free recreational facilities.

Conditions: -

1. Grants will not be awarded to individuals
2. Additional applications within a 12 month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Financial assistance will be limited to a maximum of £500 to each group.
7. Grants will be given for either room hire or financial assistance not both.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within the Town and are of benefit to the local community, with the following provisos:
 - The Town Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Town Council will not fund activities outside its powers and functions.
 - The organisation/charity/group cannot charge more in subs than covers the costs of materials/equipment/room hire etc. to be used for the immediate community of Maghull.
3. The organisation must demonstrate social, economic and/or environmental value to the community.

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 11
Subject: Internal Audit Report
Report of: Responsible Finance Officer
Exempt / Confidential No
Report:

Summary

Members are asked to consider the Internal Auditor’s report and the work completed by the Council in implementing the recommendations in the report.

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

Recommendation(s)

1. That members note the progress made with the implementation of the internal auditor recommendations;
2. That members note the report.

Reasons for Recommendation(s)

Maghull Town Council is required under the audit regulations to have a robust and comprehensive audit regime. The latest audit visit has been completed and the auditor’s report is before the Committee for their comments.

Alternative Options Considered and Rejected

None. The Council must comply with audit regulations.

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	Officer Time
Legal Implications	Local Audit & Accountability Act 2014, Audit &

	Accounts Regulations 2015
Equality & Diversity Implications	None

Implementation Date for Decision

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

Appendices

None

Background Papers

None

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

1. Background

The Council employs Knowsley MBC Audit Team as their internal auditors. A visit has been completed which examined the work completed on implementing the recommendations contained in the last auditor's report. The auditor included 23 recommendations for the Council, a much more robust level of audit than had previously been completed. This has taken considerable work, which has been acknowledged by the auditor. The report contains the auditor's comments for the Committee's information.

Recommendation(s):-

- 1. That members note the progress made with the implementation of the internal auditor recommendations;**
- 2. That members note the report.**

Appendix 1

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
1.	<p><u>Financial Regulations - Processing of invoices and authorisation of payments</u> From review of the Financial Regulations and from discussion with the Finance Officer, the process documented within the financial regulations is no longer the process followed with regards to the electronic payment of accounts via BACS. Furthermore there is no reference to the set authorisation limits or the segregation of duties in relation to the authorisation of invoices for payment and releasing the payment from the bank. Risk - Unable to demonstrate compliance with Financial Procedures.</p>	<p><u>ISS.2 - Financial Regulations - Processing of invoices and authorisation of payments</u> The Financial Regulations currently in place should be reviewed and updated with regards to the authorisation of invoices and the process of electronic payments. The updated regulation should detail the segregation of duties in place for both processes. The updated financial regulations should be presented to full council and officially adopted.</p>	<p>Officer Responsible: Debbie Healey - Owner Angela McIntyre - Final Approver</p> <p>Target Date: July 2019</p> <p>Client Response: Amendment already made to Financial Regulations to include the BACS process. This was taken to Audit & Governance on 21st November 2018. Financial Regulations will be reviewed alongside the Staff Handbook and expanded.</p>	<p>Partially Implemented Financial Regulations have been reviewed and updated. They will be presented to the Finance and General Purposes Committee at the meeting on 26 February 2020. March 2020. After Finance and General Purposes it will go to Full Council on 25th March 2020. Revised implementation date: March 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
2.	<p><u>Regular Budget Monitoring</u> From discussion it was identified that regular budget monitoring meetings do not take place between the Finance Officer and the budget holders to monitor and discuss the overall budget and the individual nominal codes.</p> <p>Orders should only be raised with the approval of the budget holder and invoices should only be posted to nominal codes once authorised for payment by the designated budget holder. However, it was identified on occasion that orders were being posted without the approval of the budget holder.</p> <p>Sage training should be provided to budget holders to assist with robust budget monitoring.</p> <p>Risk - Budgets may be overspent leading to a financial loss.</p>	<p><u>ISS.3 - Regular Budget Monitoring</u> A monthly timetable of budget monitoring meetings should be implemented to ensure that each budget is monitored on a regular basis. These meetings will assist with expenditure, income projections, staffing and investments. Explanations for any variances should be provided and discussed as part of the monthly meetings.</p> <p>The timetable should be shared with all budget holders to ensure that all members of staff are adhering to the same deadlines each month.</p> <p>All employees should be reminded of the correct process of raising orders and authorising expenditure and the requirement for budget holder approval.</p>	<p>Officer Responsible: Debbie Healey - Owner Angela McIntyre - Final Approver</p> <p>Target Date: July 2019</p> <p>Client Response: Finance Officer to provide sage refresh training to budget holders.</p> <p>Sage to be used at budget monitoring meetings.</p> <p>Budget meetings will be held on a monthly basis with the budget holders</p>	<p>Implemented Budget Monitoring is more robust. Regular budget monitoring meetings are taking place with budget holders and currently operating effectively.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
3.	<p>Submission of VAT Returns Review identified that VAT returns are not submitted on a timely basis prior to the deadline each quarter. Therefore due to the repayment nature of the VAT status funds owed to Maghull Town Council, VAT reimbursements are not repaid into the bank account on a timely basis.</p> <p>Furthermore the Finance Officer would benefit from VAT training to assist with the treatment of transactions.</p> <p>Risk - Transactions may not be treated correctly for VAT purposes.</p> <p>Due to the repayment nature of the VAT returns, late submission could affect the cash flow of the organisation.</p>	<p>ISS.4 - Submission of VAT Returns VAT training should be arranged for the Finance Officer to ensure that all transactions are treated correctly for VAT purposes.</p> <p>VAT returns should be submitted on a timely basis and no later than the designated date to ensure timely repayment from HMRC into the bank account.</p>	<p>Officer Responsible: Debbie Healey Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Finance Officer has requested training in January 2019.</p> <p>VAT Returns will be submitted on a timely basis.</p>	<p>Implemented The last three VAT returns all submitted on a timely basis.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
4.	<p><u>No segregation of duties in the payroll process</u> From review of the payroll process and from discussion with the Chief Executive it was identified that there is no segregation of duties in place in relation to the processing, authorisation and checking of the payroll.</p> <p>Furthermore there is no segregation of duties in place for the new starter process.</p> <p>Risk - Inappropriate payments may be made resulting in a financial loss.</p>	<p><u>ISS.5 - No segregation of duties in the payroll process</u> An independent check on the monthly payroll should be incorporated into the payroll process to ensure that there is a sufficient segregation of duties in place. This check should be dated and confirmed with a signature of the nominated employee assigned with checking the payroll.</p> <p>A process should be implemented for the processing of new starters to the organisation to ensure that there is adequate segregation.</p>	<p>Officer Responsible: Debbie Healey - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Finance Officer to input all new starters going forward.</p> <p>In dependent check to be carried out by the Finance Officer on the monthly payroll.</p>	<p>Implemented</p> <p>Segregation of duties in place within the payroll system.</p> <p>Checks are also carried out on the monthly totals by the Finance Officer.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
5.	<p><u>Time Off in Lieu</u> From review of the time off in lieu spreadsheets it was identified that the amount of hours built up exceeded 50 hours in two instances with the additional hours worked not always signed/authorised by an appropriate member of staff.</p> <p>Furthermore the Staff Handbook does not make reference to time off in lieu.</p> <p>Risk - By not having set procedures in relation to time off in lieu there may be negative impact on service delivery.</p>	<p><u>ISS.7 - Time Off in Lieu</u> The staff handbook should be updated to include time off in lieu arrangements and the process involved with accruing the hours and taking the time off.</p> <p>All hours worked and time off in lieu taken should be authorised by a relevant member of staff of appropriate grade.</p> <p>Consideration should be given to capping the number of hours accrued to ensure that service delivery isn't affected and time off in lieu can be taken.</p>	<p>Officer Responsible: Angela McIntyre - Observer</p> <p>Target Date: June 2019</p> <p>Client Response: Finance Officer and Town Clerk to review the Time off in lieu process and incorporate/review the information from the Staff handbook and combine with the review of the Financial Regulations to strengthen the processes and procedures.</p>	<p>Partially Implemented</p> <p>There has been an effort to reduce the hours in lieu over the last 12 months.</p> <p>However the process has not been reviewed, a decision has not been made in relation to 'capping' the hours and the TOIL process has not been incorporated into the Staff Handbook.</p> <p>Going to Personnel Committee before end of March.</p> <p>Revised implementation date: March 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
6.	<p><u>Key Code for cupboard in the Security office</u> The code for the key cupboard in the security room is identical to the code for the key cupboard in the finance office. Therefore, all of the office staff working in Maghull Town Council finance office know the code and have access to the key cupboard in the security room.</p> <p>Furthermore it was confirmed that the key cupboard code does not get changed on a regular basis.</p> <p>Risk - By not restricting access to the key cupboard assets are at risk of loss or misuse.</p>	<p><u>ISS.8 - Key Code for cupboard in the Security office</u> The code for the key cupboard in the security office should be changed at the earliest convenience.</p> <p>Only individuals who require the code should be provided with this. The code should be changed on a regular basis, e.g. every 6 months, or immediately after an individual who knows the code should leave Maghull Town Hall/Council employment.</p>	<p>Officer Responsible: Alex Spencer - Owner</p> <p>Target Date: February 2019</p> <p>Client Response: Key codes to be changed</p> <p>Review of opening up procedures to reduce number of individuals having access to key cupboard to G4S and Senior Managers</p>	<p>Implemented</p> <p>Key code changed.</p> <p>Only two staff have the code for the security office; the Business, Contracts and Operations manager and one of the Grounds Maintenance staff who opens up the building in the morning. G4S also have the number for when they start their shift at 4.30pm.</p> <p>During the last 6 months the front door access from Maghull Town Council to the Meadows Leisure centre has been locked during the evening resulting in reduced footfall.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
7.	<p>Obtaining three quotes Quotes are not always obtained for purchases over £5,000 as per the purchasing policy. The Ransomes were purchased for £75,600 and although officers stated that 3 quotations had been obtained no evidence of three quotes being obtained was provided.</p> <p>Risk - There is a risk that value for money is not being obtained.</p>	<p>ISS.11 - Obtaining three quotes Maghull Town Council should be obtaining 3 quotes for high value purchases as stated in the purchasing policy / financial regulations to ensure value of money is demonstrated. The quotes should be discussed with full council prior to approval and acceptance and this should be documented in the minutes.</p>	<p>Officer Responsible: Debbie Healey - Owner Alex Spencer - Observer</p> <p>Target Date: July 2019</p> <p>Client Response: Finance officer and Business, Contracts and Operations manager will ensure that three quotes are obtained for all high value purchases in line with the Financial Regulations.</p> <p>Consideration will be given to setting up a supplier list of suppliers who have been sufficiently checked for suitability.</p> <p>Long standing contracts to be reviewed and consideration given to commence a tender process.</p> <p>3 quotes were obtained for the leases. These were provided minutes attached. Purchased of the equipment was of already leased equipment. So we didn't need 3 quotes.</p> <p>We feel that financial regulations were followed.</p>	<p>Implemented</p> <p>Maghull Town Council are requesting quotes from suppliers for works/goods and services.</p> <p>A 'Quote Folder' is held with all quotes filed away for all the different requirements. A log of all suppliers contacted and whether replies/quotes were received is also retained.</p> <p>There has been nothing over £25,000 in value so there has been no need to go to Members for approval. There also haven't been any instances where Maghull TC have been unable to obtain three quotes for procurements under £25,000 or where a quote other than the lowest has been accepted, so officers have been able to make decisions under delegated powers.</p> <p>Contracts/Lease Index prepared as at January 2020 showing the contract length and the expiry/ review dates. This is work in progress. Maghull TC are Intending to enter into discussions with KMBC with a view to entering into a Service Level Agreement for procurement. Looking to strengthen arrangements further by using KMBCs Procurement Team and the Chest (e-tendering system).</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
8.	<p>Quotation level The Purchasing policy incorporated into the Financial regulations state that 'formal quotations will be sourced (wherever possible) for orders for works, goods or services between an estimated value of £5,000 and £25,000. All officers are responsible for obtaining value for money'.</p> <p>All purchases less than £5,000 do therefore not require three quotes.</p> <p>Risk - There is a risk that Maghull Town Council is not obtaining value for money for purchases between £1,000 and £4,999.</p>	<p>ISS.12 - Quotation level Maghull Town Council should consider lowering the quotation level to £1,000 to ensure that value for money is demonstrated for all purchases from £1,000. All decisions made should be discussed and presented to Full Council.</p> <p>Quotations should be obtained wherever possible, even for lower value items (e.g. over £250), to ensure that value for money is obtained.</p>	<p>Officer Responsible: Alex Spencer Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Finance officer to consider amending the Financial Regulations to ensure that three quotes are obtained for all purchases over £1,000.</p> <p>This will be presented to the Full Council.</p> <p>The level of £5,000 was agreed at Audit & Governance and Council last May. They will need to consider the auditor's report.</p>	<p>Implemented Consideration was given to lowering the quotation level from £5,000 to £1,000 but the decision was made not to at the Audit & Governance Committee meeting of 20 March 2019.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
9.	<p>Purchase of Ransomes Prior to the decision being made to lease the Ransomes to replace the Kubotas, the costs were calculated to provide a comparison of acquiring them on a lease or purchasing them outright.</p> <p>The decision was made in April 2017 to lease the Ransomes for a year however they were then purchased in September 2018. There is no record of this decision to purchase having been discussed or agreed upon.</p> <p>Risk - Decisions may not be agreed upon or fully communicated to all stakeholders.</p>	<p>ISS.13 - Purchase of Ransomes All purchasing decisions should be discussed, approved and minuted to ensure that an audit trail exists of high value purchases.</p>	<p>Officer Responsible: Target Date: October 2019</p> <p>Client Response: The purchase was agreed at the budget meeting January 18 as part of the budget deliberations and the budget process of 18/19.</p>	<p>Implemented Discussion confirmed that going forward all purchasing decisions will be minuted correctly.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
10.	<p>Retrospective Ordering From a review of a sample of 10 payments made it was identified that six of the purchase orders were completed on the same day of the invoice date and one was raised nine days after the invoice date. Therefore it can be concluded that orders are being raised retrospectively, once the invoice is received by Maghull Town Council.</p> <p>Of the 10 payments selected, two did not have any authorising signatures, whilst one only had one authorising signature.</p> <p>Financial regulations do not make reference to the raising of purchase orders and retrospective ordering.</p> <p>Risk – There is a risk that unauthorised orders could be raised. It is also the case that budget commitments will not be reflected in sage, meaning that budget monitoring reports will not take into account commitments.</p>	<p>ISS.14 - Retrospective Ordering Maghull Town Council should review and update the Financial Regulations to make reference to the raising of purchase orders, receipt of invoices and authorising signatures.</p> <p>No requisitions should be raised without an official purchase order being completed beforehand. Purchase orders should be raised and authorised prior to the ordering of any goods and services with suppliers. Where emergency telephone or online orders need to be placed an official purchase order should be raised immediately afterwards or on the next working day.</p>	<p>Officer Responsible: Alex Spencer - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Finance officer to provide training to employees who raise purchase orders.</p> <p>Financial Regulations will be expanded to include the process with regards to raising purchase orders.</p> <p>Procedures will be reviewed.</p>	<p>Implemented Finance Officer meets with the Business, Contracts and Operations manager on a weekly basis and reviews all invoices, purchase orders.</p> <p>Calendar entries verified to confirm that these meetings are taking place. Staff are aware of the requirements in relation to retrospective ordering.</p> <p>Testing confirmed that no orders had been raised retrospectively from the sample selected.</p> <p>Financial Regulations have been expanded to include further information in relation to purchase orders.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
11.	<p>Correct and complete asset register Review of the inventory register and discussion with officers confirmed that the asset register was not up to date or completed correctly. It was identified that some parts of the register were not fully completed, with serial numbers, model, number, user id were not included, e.g. Equipment Administration and Facilities (Portacabin), Machinery and Vehicles. This made it more difficult to locate the exact item when carrying out the physical verification checks.</p> <p>New additions are not always included on the register. The Ransomes were leased during 2017/18 financial year and purchased during 2018/19 but are not on the inventory register. The new chipper purchased in 2018 was not included on the register. Furthermore disposals are not presented to Full Council.</p> <p>Risk - Asset register is not up to date for insurance purposes. There is a risk that there is no audit trail established when acquiring and disposing of assets.</p>	<p>ISS.17 - Correct and complete asset register All separate sheets that make up the inventory register should be reviewed to ensure that all information for each item is correct and fully completed. By completing this exercise all items will be easily identifiable.</p> <p>All additions should be included on the register ensuring the date of acquisition and purchase price is included. A process should be introduced to ensure that purchases are added to the register immediately.</p> <p>Any disposals should be presented to Full Council and proceeds treated accordingly. A full audit trail should be retained. Items should only be removed from the register once their disposal has been approved and they have been disposed of.</p>	<p>Officer Responsible: Debbie Healey - Owner Alex Spencer - Observer</p> <p>Target Date: October 2019</p> <p>Client Response: Inventory will be completed in full.</p> <p>Financial regulations will be updated to include the process with regards to all additions and disposals. And the requirement to obtain a full audit trail.</p> <p>Full Council will be informed of all disposals</p>	<p>Partially Implemented An up to date copy of the asset register provided. This is work in progress and the Finance Officer has acknowledged that the full up to date register is not yet completed.</p> <p>Financial Regulations have been updated and make reference to additions and disposals.</p> <p>It was confirmed that there have been no further disposals to be reported to Full Council.</p> <p>Revised implementation date: July 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
12.	<p>Regular review of Policies and Procedures</p> <p>From review of the policies and procedures provided it was identified that documents are not always reviewed, amended and approved on a regular basis. The following was confirmed:</p> <ul style="list-style-type: none"> • Debtors policy and procedure last reviewed January 2017; • Disciplinary & Dismissal Procedure, last reviewed October 2017; • Flexi Time Scheme has no review date or version control; and • Grievance Policy was last updated March 2014. <p>Risk - Policies and procedure are out of date and may not be relevant. Council are not aware of the recent policies.</p>	<p>ISS.20 - Regular review of Policies and Procedures</p> <p>From review of the key policies and procedures Maghull Town Council would benefit from reviewing all policies on a regular basis to ensure they are still relevant to the organisation and fit for purpose. The next review date, reviewer and approver should be incorporated and a log of all policies retained along with the next review date.</p> <p>Furthermore by introducing a version control this will help with tracking any amendments made to the documents.</p> <p>All updated policies should be presented to Full Council or relevant committee for approval.</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: October 2019</p> <p>Client Response: All policies will be reviewed, amended were required and approved by Full Council. The next review and approval date will be documented on the front of each policy to ensure policies are not out of date.</p> <p>Review date of policies will be monitored.</p>	<p>Partially Implemented</p> <p>Confirmed that the review of policies and procedures is currently work in progress.</p> <p>A document has been prepared that lists all the policies and procedures, when they were last reviewed and when the next review/approval is due.</p> <p>Revised implementation date: September 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
13.	<p><u>Review and amendment of Financial Regulations</u> From review of the Financial Regulations currently in use at Maghull Town Council it has been identified that the document requires a full review and amendments made to incorporate more detail around the operations of the organisation. Areas that would benefit from improvement and further detail include procurement, inventory and payment of salaries. It is acknowledged that some areas are included within the staff handbook.</p> <p>Risk - Staff may not be aware of their responsibilities and of the current procedures in place.</p>	<p><u>ISS.21 - Review and amendment of Financial Regulations</u> Financial Regulations should be reviewed, updated and amended to ensure that they cover all of the operations that take place within the organisation as well as ensuring that the procedures are detailed and concise. A model document could be utilised to ensure that the correct procedures are included in the correct detail. The staff handbook should be reviewed alongside the Financial Regulations</p> <p>The updated Financial Regulations should then be presented to Full Council or the relevant committee for approval and then distributed to all staff.</p> <p>A schedule should be signed and dated by all staff to confirm that they have received, read and understood the updated Financial Procedures and the Staff Handbook.</p>	<p>Officer Responsible: Debbie Healey - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Financial Regulations will be reviewed alongside the Staff Handbook and expanded.</p>	<p>Partially Implemented</p> <p>Financial Regulations have been reviewed and updated.</p> <p>However this review has not been in line with the Staff Handbook. Last reviewed July 2018, prior to the Audit visit.</p> <p>Revised implementation date: March 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
14.	<p>Access to Safe Key Discussion confirmed that the key to the safe was held in a lockable cupboard in the main admin office. As the cupboard contains numerous keys all four employees know the code for the cupboard and therefore have access to the safe key and the safe.</p> <p>It was observed on numerous occasions during the audit review that the cupboard was left open with the contents in view. During the day the office can be accessed by other individuals.</p> <p>Risk - There is a risk that the contents of the safe will be compromised.</p>	<p>ISS.1 - Access to Safe Key The code to gain access to the lockable cupboard and the keys to the safe should be changed on a regular basis with only the minimal number of employees provided with the new code.</p> <p>Furthermore the cupboard door should be closed over and locked at all times to ensure that the contents are not on view and easily accessible.</p>	<p>Officer Responsible: Debbie Healey - Owner Angela McIntyre - Observer</p> <p>Target Date: April 2019</p> <p>Client Response: Agreed. Key code to be changed. Debbie Healey and Kevin Spofforth will be the designated officers provided with the new key code. Consideration for new key box to be purchased for the safe keys only to be retained.</p>	<p>Implemented</p> <p>New key cupboard purchased for safe keys.</p> <p>Only Finance Officer, and Business, Contracts and Operations Manager know the code. The Town Clerk has her own keys.</p> <p>It was confirmed the code to the cupboard has been changed.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
15.	<p>Authorisation of Expenses From review of the expenses claimed to date in the financial year it was identified that expense forms are not always fully completed with missing dates, signatures and printed names. Furthermore expenses are not always authorised by the relevant manager.</p> <p>Risk - Unauthorised expenses may be submitted and claimed.</p>	<p>ISS.6 - Authorisation of Expenses All expense forms should be fully completed by the employee submitting the form and the authorising officer. All fields should be completed including signature, printed name and date.</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: June 2019</p> <p>Client Response: Finance Officer to ensure that all expense forms are completed correctly and in full.</p>	<p>Implemented All expenses forms were completed correctly and in full. All expenses forms were authorised by the relevant manager.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
16.	<p>Use of CCTV During the review the two monitors held in the security room were not switched on and it wasn't known from what time the CCTV system is recording from and until.</p> <p>Risk - Assets may be at risk of damage whilst the safety of employees and the community may be at risk.</p>	<p>ISS.9 - Use of CCTV The CCTV should be switched on and in use at all times to ensure that the buildings and the individuals both using the facilities and working on the premises are safe.</p>	<p>Officer Responsible: Alex Spencer - Owner</p> <p>Target Date: January 2019</p> <p>Client Response: CCTV active 24 hours 365.</p> <p>CCTV accessible via the Town Clerks computer. Costings will be obtained for a monitor in the office.</p>	<p>Implemented</p> <p>Consideration was given to enabling access to the CCTV cameras on the Town Clerk's computer and it was deemed not necessary as there already two downstairs in the Security Room.</p> <p>Also due to the downstairs doors into the Meadows Leisure Centre being locked there is less 'footfall' through the front doors.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
17.	<p>Use of key Pads to gain access The two key pads to gain access to Maghull Town Council offices and the finance office are not always utilised with the doors sometimes left unlocked allowing individuals to gain access. However, it is acknowledged that this relates more to the Finance office door.</p> <p>Risk - Safety of employees and security of assets/income is at risk</p>	<p>ISS.10 - Use of key Pads to gain access The keypads installed on the main Maghull Town Council door and the finance office door should be utilised at all times ensuring restricted access. The number combinations should be different for each door and changed on a regular basis with only the relevant employees being aware of these codes.</p>	<p>Officer Responsible: Alex Spencer - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Codes will be changed every 6 months or if an employee leaves. Main door will remain unlocked for external hirings. At these times The Town Clerks office and finance office to remain locked.</p>	<p>Implemented Key pad numbers have been changed and the doors are locked when not in use. At the time of the audit, the main door into the offices was locked. The doors to the finance room and the Town Clerks office were unlocked. Confirmation that all officers and employees had been reminded of the requirement to keep doors locked.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
18.	<p><u>Signatures on paying in slips</u> From a review of 11 paying in slips it was identified that seven of the paying in slips had not been signed by a second officer.</p> <p>Risk - Incorrect income may be paid into the bank account.</p>	<p><u>ISS.15 - Signatures on paying in slips</u> All paying in slips should be signed by two officers, the preparer and the authoriser, prior to any income being banked to ensure that amounts are correct and the income paid in to the bank account is accurate.</p>	<p>Officer Responsible: Debbie Healey - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Paying in slips will be signed by two officers to ensure that income paid into the bank is correct.</p> <p>Financial procedures to be updated to include this process.</p>	<p>Implemented</p> <p>Confirmation given that all paying in slips are checked before colleagues go to the bank.</p> <p>From a review of a sample of paying in slips it was evident that there were two signatures on all paying in slips.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
19.	<p><u>Amendment of Financial Regulations regarding Fixtures and Fittings</u> Inventories, Section 18 of the Financial Regulations state 'inventories shall be maintained and in these shall be recorded an adequate description of furniture, fittings, equipment, plant and machinery.' The asset register would usually include 'high value/desirable items' and not all furniture and fittings. Risk - Desirable items may be missed off the asset register at the expense of lower value items.</p>	<p><u>ISS.16 - Amendment of Financial Regulations regarding Fixtures and Fittings</u> Financial regulations should be reviewed and the section on inventories amended to exclude the requirement for all fixtures and fittings to be included within the asset register. The regulations should specify that high value/desirable items should be listed on the asset register.</p>	<p>Officer Responsible: Debbie Healey - Owner Target Date: July 2019 Client Response: Finance officer is in the process of reviewing fixed assets with KMBC. Meeting arranged in January 2019. Financial Regulations will be amended to specify that all high value and desirable items are to be listed on the inventory record.</p>	<p>Implemented Review of the financial regulations confirmed that they have been updated in relation to fixed assets.</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
20.	<p>Stock list and regular stock takes From discussion with the Business and Operations Manager it was identified that there are no controls in place over the ordering and holding of stocks. It was also established that there are no regular stock takes carried out by the Grounds maintenance department.</p> <p>Although it is acknowledged that there are not large quantities of stock and the majority is ordered in for specific jobs.</p> <p>Risk - Stock items may be mislaid or misused leading to a financial loss</p>	<p>ISS.18 - Stock list and regular stock takes Consideration should be given to introducing a stock register to enable the organisation to control the levels and use of stocks and consumables and allow for regular stock takes to be carried out.</p>	<p>Officer Responsible: Debbie Healey - Owner</p> <p>Target Date: October 2019</p> <p>Client Response: Stock system to be implemented to include a stock register and regular/quarterly stock takes.</p>	<p>Partially Implemented Stock Control Records have now been introduced that detail movements of stock.</p> <p>The stock is requested by the Grounds Maintenance Supervisors or Maintenance Engineer, and issued by the Business, Contracts and Operations Manager.</p> <p>No evidence of regular/quarterly stock takes.</p> <p>Revised implementation date: May 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
21.	<p>Fuel Log It was established that Maghull Town Council do have fuel cards and that fuel is purchased by the driver and then receipts provided to the Business and Operations Manager.</p> <p>Following discussion with the Business and Operations Manager there are fuel logs in place within each vehicle, however these are not used by any of the grounds maintenance team who use the vehicles. Therefore there is no fuel log maintained to ensure that the miles driven are appropriate for the fuel purchased and utilised.</p> <p>Risk - There is a risk that the vehicles are used inappropriately and the fuel used for trips not required for grounds maintenance.</p>	<p>ISS.19 - Fuel Log Consideration should be given to utilising the fuel logs retained within each vehicle as a check of the amount of fuel used for each job/trip.</p>	<p>Officer Responsible: Alex Spencer - Owner</p> <p>Target Date: July 2019</p> <p>Client Response: Business, Contracts and Operations Manager to ensure that fuel logs held within each vehicle are completed after every journey.</p> <p>Fuel logs to be reviewed regularly to ensure compliance.</p>	<p>Partially Implemented Fuel logs are linked to the Facilities budget monitoring spreadsheet which keeps a running total of how much has been spent on fuel during the course of year and who has filled up.</p> <p>Receipts are retained and reconciled with statements from Esso, before being processed by Finance.</p> <p>Further evidence required of checks and reconciliations.</p> <p>Revised implementation date: April 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
22.	<p>Booking in and out of Equipment From discussion with the Business and Operations Manager and from testing during the review it was identified that there is no system in place for the booking in and out of equipment that is used for the work carried out by the grounds maintenance team.</p> <p>Risk - Equipment may be misplaced.</p>	<p>ISS.22 - Booking in and out of Equipment A booking system should be introduced to ensure that all equipment is accounted for whether it be held in the garage at Maghull Town Hall or being used on a specific job by the grounds maintenance team.</p> <p>This will also ensure that individuals are accountable for any equipment that is damaged or goes missing.</p>	<p>Officer Responsible: Alex Spencer Owner</p> <p>Target Date: June 2019</p> <p>Client Response: Business, Contracts and Operations Manager to draw up a booking system. Debbie Healey to monitor quarterly.</p>	<p>Partially Implemented Given the comparatively small grounds maintenance operation we have not introduced a "Check in, Check out" system for our equipment. Instead we have assigned equipment to a vehicle which is dependent upon the job.</p> <p>Evidence still required of the new arrangements.</p> <p>Revised implementation date: April 2020</p>

Ref	Findings and Risk	Recommendation	Client Response and Agreed Action	Current Status
23.	<p>Asset Management Plan From review and discussion it was evident that certain nominal codes have exceeded the budget prior to the year end, for example 7851 Asset Management. The budget was £12,000 for the year but as at December the amount of expenditure was £12,611, three months prior to the year end.</p> <p>It was identified that there is currently no asset management plan produced in advance of the financial year that details known / planned works and estimated costs. This would provide assurance that the budget set is aligned with planned activity / work.</p> <p>Risk - The budget for Maghull Town Council may not be viable.</p>	<p>ISS.23 - Asset Management Plan Consideration should be given to introducing an asset management plan that will include estimated costs for the year and is aligned to the available budget.</p>	<p>Officer Responsible: Debbie Healey - Owner Alex Spencer - Observer Angela McIntyre - Observer</p> <p>Target Date: October 2019</p> <p>Client Response: Business, Contracts and operations Manager, Finance Officer, to discuss/consider drawing up an asset management plan. Due to the budget setting process this to be considered for 2020/21.</p>	<p>Implemented An asset maintenance plan had been set up and is being discussed as part of the budget settings process for 2020/21 and currently being discussed by councillors.</p>

KNOWSLEY Maghull Town Council	From:	Elisabeth Harris Follow up of Internal Audit Recommendations	Date:	17 February 2020
	To:	Angela McIntyre Town Clerk	cc:	Chair of Full Council Chair of Finance and General Purposes Committee
Subject:	IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS			

1. Reason for Briefing

The briefing is to update members on the progress that has been made implementing the recommendations raised in the Audit Report issued on 12 February 2019.

2. Key Issues/Options

- 2.1 The Internal Audit Service has reviewed the progress made by Maghull Town Council in implementing the 23 recommendations that were raised in the 2019/20 Audit Report. All of the recommendations were due to have been implemented by October 2019. It was confirmed that 15 of the recommendations have been fully implemented. Implementation of the remaining eight recommendations has commenced and it was confirmed that they have been partially implemented.
- 2.2 Of the eight recommendations that are partially implemented, five are high priority and three are medium priority; and these recommendations had implementation dates ranging from June to October 2019. It was confirmed that work has commenced to implement all of these recommendations.
- 2.3 Through discussions with the relevant officers at Maghull Town Council it was confirmed that due to the scale of the audit report and the subsequent number of recommendations, implementation of all of the recommendations has taken longer than expected and the timescales set had not been achievable for them all.
- 2.4 The recommendations that are currently partially implemented relate to the review of the Staff handbook in line with Financial Regulations, the review of the time off in lieu process, review of all policies and procedures; and fuel logs etc.
- 2.5 The follow up review has established that good progress has been made overall in implementing the recommendations.

3. Next Steps

- 3.1 The eight recommendations that are still to be fully implemented have been discussed with the Finance Officer and Town Clerk and full details are provided in Appendix 1. New implementation dates have been agreed for the outstanding recommendations, which are detailed in Appendix 1.

Contributing Officers:-

Elisabeth Harris, 443 3656

Karen Hogan, 443 3646

Lee Walker, 443 3418

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 12
Subject: Personnel Sub Committee
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	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 Committee agree the membership of the Personnel Sub Committee with agreed Political Balance;
2. That the report be noted.

Reasons for Recommendation(s)

The Council deals with HR issues by way of a Personnel Sub Committee which is a Sub Committee of the Finance & General Purposes Committee. A meeting needs to be held to review several HR policies and any H&S issues which may arise. The Sub Committee needs to meet before the end of March 2020 to comply with audit requirements.

Alternative Options Considered and Rejected

The Sub Committee is not agreed and does not meet. This would put the Council at risk of criticism by both the internal and external auditor and at risk of implementing out of date policies.

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	Officer time
Legal Implications	LGA 1972, ACAS guidelines
Equality & Diversity Implications	None

Implementation Date for Decision

The meeting will be arranged before the end of March 2020.

Appendices

None

Background Papers

Political Balance Report – May 2019

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

1. Background

At Annual Council on 15th May 2019 the Council agreed the Scheme of Delegation to Officers and to Committees as well as the Political Balance report. The Political Balance report gave the total number of seats on each Committee split on political balance rules giving the numbers of seats each political party or independent member were entitled to hold.

The Scheme of Delegation stated that HR matters would be dealt with by Finance & General Purposes Committee by way of a Personnel Sub Committee. This Sub Committee has not yet met nor has it had its membership agreed.

2. **Current Position**

The Sub Committee needs to meet to review various HR policies including disciplinary, grievance etc. In order to meet the membership needs to be agreed.

It is proposed that the Personnel Sub Committee be made up as follows:

Committee	Seats	L	Con	LD	Vac
Finance & General Purposes	10	6	2	1	1
Personnel Sub Committee	5	4	1		

This would keep to the political balance rules and ensure the meeting was quorate (quorum = 3). In order to facilitate the meeting it would start at 6.30 pm.

Recommendation(s):-

- 1. That the Committee agree the membership of the Personnel Sub Committee with agreed Political Balance;**
- 2. That the report be noted.**

Report to: Finance & General Purposes Committee
Date of Meeting: 26th February 2020
Agenda Item Number 15
Subject: Debtors to the Council

Report of: Finance Officer
Exempt / Confidential Yes
Report:

Summary

The Responsible Finance Officer to discuss the outstanding debtors with the councillors.

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

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. Review the position of bad debtors;
2. To authorise the writing off of 3 bad debts;
3. To note the contents of the report.

Reasons for Recommendation(s)

It is poor financial management to continue to hold debts which have no reasonable chance of being paid. The appropriate way to deal with such matters, once all avenues to obtain the money have failed, is to write off the debt.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

Loss of projected income due to write offs.

(B) Capital

N/A

Implications of Recommendations:

Financial Implications	Loss of Income
Resource Implications	Officer Time
Legal Implications	LGA 1972
Equality & Diversity Implications	None.

Implementation Date for Decision

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

Appendices

Maghull Town Council Debtors Report

Background Papers

None

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

Background

As it is coming to the end of the financial year the Responsible Finance Officer is recommending the Council write off debt which cannot be recovered.

Write Off of Bad Debtors.

Anchor Housing Group – The Facilities team were previously doing contract work. This company has claimed that the Facilities team did not do all the visits that were required as part of the contract. The facilities manager has stated that although they did not do all the visits in December, they did complete the number of overall visits. The debt is from 18/19 Therefore the recommendation is to write this debt off. The debt is £448.08.

Homestead - The Facilities team were previously doing contract work. This company required signatures from residents, not all signatures were obtained and this company is also disputing the number of visits completed due to the lack of signatures. The debt is from 18/19. Therefore the recommendation is to write this debt off. The debt is £1,380.00 for 3 invoices.

St Thomas CE Primary – As above this school is disputing the number of visits. Therefore the recommendation is to write this debt off. The debt is £477.00.

Late Payers

The Committee will receive a verbal update relating to the Tennis and Cricket

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. **Review the position of bad debtors;**
2. **To authorise the writing off of 3 bad debts;**
3. **To note the contents of the report.**

Restricted

MAGHULL TOWN COUNCIL DEBTORS		
<u>A/C</u>	<u>Name</u>	<u>Balance</u>
AN003	ANCHOR HANOVER GROUP	448.08
HO002	HOMESTEAD CONSULTANCY SERVICES LTD	1,380.00
MA001	MAGHULL TENNIS CLUB	1,070.17
MA015	MAGHULL CRICKET CLUB	2,708.34
ST003	ST THOMAS C OF E PRIMARY SCHOOL	477.00
		2,305.08

Grounds Maintenance Contract 2018/19. Disputing

Grounds Maintenance Contract 2018/19. 3 invoices.

Court and Pavilion hire at KGV Park 2019/20. Persistent late payer. Disputing. Waiting for dates from Tennis Club to meet Cllrs Carr and McKinley

Loan repayment. Invoice issued 8/1/2020. Grounds Maintenance Contract 2019/20. Disputing

Write off as bad debtors.

Discuss at meeting

Discuss at meeting