

Dated this 30th Day of November 2020

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

The meeting will commence at 6.30pm

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

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

A G E N D A

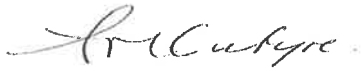
- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation due to the Covid 19 pandemic public participation will be dealt with via the submission of comments or questions to the Committee prior to the meeting commencing. Anyone wishing to submit a comment or a question to the Committee must do so by 5pm on Tuesday 8th September 2020.
- 4 To confirm the Minutes of Finance and General Purposes Committee held 9th September 2020 (Pages 1 – 3)
- 5 **Treasurer's Report and Financial Statements as at 31 October 2020** – Members are asked to consider the report (Pages 4 - 15)
- 6 **Projected Loss of Income for the Financial Year 2020/2021** - Members are asked to consider the report (Pages 16 - 19)
- 7 **Budget Report** – Members are asked to consider the report (Pages 20 - 34)

8 **S106 Expenditure** – Members are asked to consider the report (Pages 35 -37)

9 ***Exclusion of the Press and Public***

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

10 **Maghull Tennis Club** – Members are to receive an update regarding the Tennis Club's position. (Pages 38 - 55)



Miss A. McIntyre
Town Clerk

MAGHULL TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD 9th SEPTEMBER 2020

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

ALSO PRESENT – A McIntyre (Town Clerk) D. Healey (Finance Officer) and S. Lawrence (Minutes). Public viewing via YouTube.

1. **APOLOGIES FOR ABSENCE** – Cllr C Carlsen, T Carr & P Mckinley.

2. **DECLARATION OF INTERESTS** – None notified.

3. **PUBLIC PARTICIPATION** – due to the Covid 19 pandemic public participation is submission of comments or questions to the Council prior to the meeting commencing. None received.

4. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the Minutes of the meeting held on 27th February 2020 for Finance & General Purposes Committee were approved as a correct record.

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

The Finance Officer reported that all budgets are currently showing an under spend. This is mostly due to the Covid 19 pandemic. Town Hall budget has completed payments on two PWLB loans; however there is an outstanding amount £302,242.48 on other loans. The Local Government Association has agreed a 2.75% pay award for staff on Green Book Terms and Conditions. The pay award is for one year and has been backdated to April 2020 for all Maghull Town Council Staff. Facilities have received there ROSPA reports and shows a lot of work needs completing to the park equipment, therefore there will be a rise in spending from there budget.

RESOLVED that The Financial Statements as of 31st July 2020 be noted.

6. **AGREEMENT WITH KNOWSLEY COUNCIL TO PROVIDE PROCUREMENT SUPPORT**

The Town Clerk gave a brief overview of the report, explaining the importance of procurement. Members requested as the Finance & General Purposes Committee held in February 2020 that Sefton MBC and Liverpool City Region Authorities be approached to see if they would be willing to provide support for procurement purposes to the Council. LCR stated that they would not be willing to enter into such agreement with the Council. Sefton MBC stated that they were not in a position to assist the Council at this time. Therefore Knowsley is our best option at this time. Also the re-wire on the Town Hall is on hold due to MTC needing a full specification to

provide to a contractor. Procurement training would be provided to MTC Staff and Cllrs.

RESOLVED that:-

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

7. CHAIRS REPORT – None Given.

8. EXCLUSION OF PRESS & PUBLIC

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

9. DEBTORS TO THE COUNCIL

The Finance officer provided members with a brief update of the debtors report. Prior to lockdown a number of invoices were issued to users of the Town Hall and other buildings. A recommendation to write to debtors to ensure debt is paid before access is granted to the Town Hall.

RESOLVED that:-

1. **All members agreed to follow the debtors policy;**
2. **Agreed the Finance Officer to write to bad debtors informing them access will be restricted until all outstanding debt is paid;**
3. **The report be noted.**

10. MAGHULL TENNIS CLUB

The Town Clerk provided overview of the report. The Tennis club has met with officers and councillors in the past to discuss their difficulties in paying their rent. Before lockdown officers of the Club met with representatives of the Council to discuss a way forward for the club. To date the Council has not received any communication from the Club despite several promptings. Maghull Town Council officers have issued invoices according to the debtors' policy and are at stage 2.

If members decide to give the Club notice to quit, an asset would come back into the Council's use. It is proposed to refit the pavilion to enable the Grounds Maintenance Team to have wet/dry rest facilities i.e. sufficient space to dry their wet gear. The portakabin is classed as a temporary structure and as such has lasted well as the GMT's rest room. However, it is not particularly suitable for their needs and it would be an opportunity to improve their working environment. Quotes are currently being

obtained for the work to facilitate this change. The Tennis club would still be able to use the courts free of charge and use the Town Hall for players meetings going forward.

RESOLVED that:-

- 1. Agreed to give Maghull Tennis Club notice to quit;**
- 2. Transfer the GM team to the pavilion;**
- 3. The report be noted.**

CHAIRMAN

DRAFT

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

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

Background Papers

None

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

Current Position

All budgets are currently showing an under spend. However, Maghull Town Council receive a number of invoices and recharges towards the end of the financial year. The Town Council has lost income due to the pandemic like many councils across the country. This is due to the Town Hall being closed and we are unable to receive rent, the Venue remains closed and this has led to a significant loss of income for the Town Hall budget. The RFO has prepared a separate report on this matter.

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

As members will be aware, several projects were due to come online this year the most important of which is the rewire of the Town Hall. Specifications will soon be prepared. Any underspends within budgets may be re-aligned to this nominal code.

Facilities Budget – This budget is showing an under spend due to Covid 19 and the vacant post of Assistant Maintenance Officer not being filled, however at the last Full Council meeting it was agreed to increase this funding for this post to full time. The Personnel Committee has agreed to this post increasing to full time and advertising will commence shortly. The Facilities Manager and members of the Amenities Committee felt that the Asset Maintenance budget needs to be split, although the RFO has been reluctant to do this, a new department has been created. Department 4, Planned Asset Maintenance.

Planned Asset Maintenance – This budget of £25,938 is specifically for work that needs doing to the whole estate. The Planned Asset Maintenance was agreed previously at Full Council. In the November monitoring the expenditure for the demolish of the Judo Hut will be shown. The remaining budget will be used for the re-wire of the Town Hall. The Asset Maintenance in the Facilities budget of £12,000.00 is a yearly amount for the repair or replacement of equipment for the estate whereas the Planned Asset Maintenance is for major upgrades for the estate e.g re-wire, demolish and a 5 year plan has been produced. This will be viewed on a yearly basis and the RFO will discuss with Senior Officers the requirements needed and present to Councillors, sometimes due to unforeseen circumstances the Planned Asset Maintenance targets may change.

Community Support & Engagement –The budget is currently showing an under spend due to Covid 19. The team are currently working on preparing Christmas hampers for residents who are in need. The team have been working with local foodbanks and have received 2 grants which are being used to help fund the local volunteers as well as the foodbanks. The Community Support and Engagement committee agreed to continue to support local foodbanks.

Recommendation(s)

Finance & General Purposes Committee is requested to:-

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

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	301,290.00	233,760.00	67,530.00	
4010	BANK INTEREST	1,000.00		1,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	900.00		900.00	
4102	POLICE STATION LEASE	11,000.00	8,250.00	2,750.00	
4103	ACTIVITIES ROOM	4,500.00	416.70	4,083.30	
4104	STORAGE HIRE	1,000.00	555.98	444.02	
4300	FUNCTION SUITE LEASE	28,090.00		28,090.00	
4330	BOWLS INDOOR	1,747.00		1,747.00	
4353	CRICKET CLUB LEASE	2,035.00	407.00	1,628.00	
4395	MISC. INCOME	1,040.00	-25.00	1,065.00	
4396	SOLAR PANEL INCOME	3,700.00	3,721.54	-21.54	
		356,302.00	247,086.22	109,215.78	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	51,560.00	33,153.53	18,406.47	
5101	CCTV	2,070.00	1,590.00	480.00	
5102	ALARM	1,600.00	40.00	1,560.00	
5103	FIRE	1,500.00	177.50	1,322.50	
5104	AIR-CON	300.00	270.00	30.00	
5105	BOILER	300.00	932.48	-632.48	
5106	LIFT	3,240.00	3,497.64	-257.64	
5107	CLEANING SERVICES	32,574.00	100.00	32,474.00	
5108	HYGIENE	3,000.00	2,128.00	872.00	
5109	PEST CONTROL	600.00	302.60	297.40	
5110	KITCHEN CLEANSING	2,030.00	1,001.54	1,028.46	
5111	WASTE DISPOSAL	200.00	50.00	150.00	
5116	CLEANING SUPPLIES	500.00	30.84	469.16	
5117	COVID-19	2,000.00	2,408.20	-408.20	
		101,474.00	45,682.33	55,791.67	
	OVERHEADS				
7000	BROADBAND	5,187.00		5,187.00	
7002	TELEPHONES	1,000.00		1,000.00	
7003	MOBILE PHONES	200.00		200.00	
7010	POSTAGE	200.00		200.00	
7021	STATIONERY	1,400.00	265.37	1,134.63	
7031	PRINTING	120.00		120.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	100.00	184.79	-84.79	
7041	OFFICE EQUIPMENT & FURNITURE	1,040.00	39.00	1,001.00	
7061	IT	6,200.00	149.00	6,051.00	
7068	SAGE	3,022.00	1,608.58	1,413.42	
7071	PHOTOCOPIER	2,000.00	1036.79	963.21	
7082	BANK CHARGES	700.00	445.26	254.74	
7100	SALARIES	79,774.00	47,217.30	32,556.70	
7106	EMPLOYER'S NI	7,651.00	4,392.84	3,258.16	
7107	PENSIONS	12,524.00	7,413.12	5,110.88	
7200	INSURANCE FEES	16,000.00	8,238.73	7,761.27	
7221	PROFESSIONAL FEES	6,000.00	3,790.00	2,210.00	
7224	AUDIT FEES	2,873.00	-50.00	2,923.00	
7232	WEBSITE DEVELOPMENT	1,216.00	1,204.00	12.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7237	TRAINING	6,000.00	975.00	5,025.00	
7254	SUBSCRIPTIONS	3,000.00	2,964.48	35.52	

7300	RATES	20,000.00	6,322.00	13,678.00	
7303	ELECTRICITY - TOWN HALL	9,400.00	5,392.04	4,007.96	
7308	GAS	10,000.00	5,368.48	4,631.52	
7309	WASTEWATER & METERED WATER	6,000.00	3,000.12	2,999.88	
7320	CIVIC HOSPITALITY	400.00	17.00	383.00	
7359	MAYOR'S ALLOWANCE	2,000.00	792.36	1,207.64	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	2,000.00	501.50	1,498.50	
7817	ADVERTISING	1,200.00		1,200.00	
7823	PHOTOGRAPHS	300.00		300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00	-461.50	1,176.50	
		214,422.00	100,806.26	113,615.74	
	LOANS				
7916	2000 PROJECTS LOAN	4,081.40	4,081.40	0.00	
7967	2000 PROJECTS INTEREST	114.79	114.79	0.00	
7918	LIFT REPLACEMENT LOAN	9,117.66	10,044.58	-926.92	
7968	LIFT REPLACEMENT INTEREST	3,523.00	2,595.90	927.10	
7919	PROJECTS 2009 LOAN	6,062.56	3,258.74	2,803.82	
7969	PROJECTS 2009 INTEREST	3,592.53	1,568.84	2,023.69	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03	3,654.55	3,172.48	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	3,302.48	3,784.55	
		40,406.00	28,621.28	11,784.72	
TOTAL		0.00	71,976.35	-71,976.35	

FACILITIES:		Department 2						
		Budget	Actual	Budget Remaining	Explanation			
	INCOME							
4001	Precept	295,693.00	109,111.00	186,582.00				
4321	Playing Fields	600.00	600.00	0.00				
4331	Bowls Outdoor	855.00	0.00	855.00				
4345	Tennis Club	1,200.00	0.00	1,200.00				
4346	Tennis Fences	168.00	0.00	168.00				
4350	Rent Bowling Hut	4,000.00	-83.34	4,083.34				
4351	Rent ATC Hut	1,500.00	1,500.00	0.00				
4354	Facilities Income	3,795.00	3,795.00	0.00				
		307,811.00	114,922.66	192,888.34				
	SUPPLIERS							
5112	Water Quality	1,500.00	341.25	1,158.75				
5113	Electrical Safety	600.00	0.00	600.00				
5114	Health & Safety General	500.00	240.00	260.00				
5115	Playground Inspections	700.00	1,034.80	-334.80				
5118	Drainage		500.00	-500.00				
5200	Engineering Equipment	3,000.00	0.00	3,000.00				
5201	Engineering Repairs	2,500.00	732.19	1,767.81				
5202	Engineering Consumables	1,500.00	384.96	1,115.04				
5203	Play Equipment Repairs	2,250.00	0.00	2,250.00				
5204	Parks Management	8,451.00	1,363.70	7,087.30				
5205	Football Pitches	1,000.00	528.95	471.05				
5206	Bowling Greens	2,000.00	0.00	2,000.00				
5207	Grounds Maintenance Consumables	1,250.00	296.27	953.73				
		25,251.00	5,422.12	19,828.88				
	OVERHEADS							
7003	Mobile Phones	1,000.00		1,000.00				
7029	Uniforms	1,951.00	1,917.24	33.76				
7100	Salaries	190,719.00	100,019.82	90,699.18				
7106	Employer's NI	16,244.00	8,403.70	7,840.30				
7107	Pensions	27,170.00	14,102.14	13,067.86				
7200	Insurance Fees	6,000.00	6,030.98	-30.98				
7301	Rates Garage	3,216.00	2,585.60	630.40				
7302	Rates Judo Hut	650.00	171.48	478.52				
7304	Electricity Glenn Park	315.00	133.77	181.23				
7305	Electricity Pimbley	300.00	75.88	224.12				
7307	Elec Ballswood	150.00	74.07	75.93				
7310	Water Garage	700.00	137.79	562.21				
7311	Wastewater Ballswood	395.00	815.22	-420.22				
7313	Water & Wastewater Pimbley	100.00	149.73	-49.73				
7314	Water & Wastewater Glenn P	100.00	57.50	42.50				
7315	Fleet Repairs	1,700.00	1,664.58	35.42				
7316	Vehicle Tax	800.00	405.00	395.00				
7317	Diesel	4,400.00	1,328.14	3,071.86				
7318	Red Diesel	4,342.00	2,209.90	2,132.10				
7319	Leases	10,308.00	650.30	9,657.70				
7851	Asset Maintenance	12,000.00	753.46	11,246.54				
		282,560.00	141,686.30	140,873.70				
TOTAL		0.00	-32,185.76	32,185.76				

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	78,359.00	66,209.00	12,150.00	
4395	MISC INCOME	1,300.00	1,250.00	50.00	
		79,659.00	67,459.00	12,200.00	
EXPENDITURE					
	SUPPLIERS				
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	1,421.90	5,078.10	
5331	EVENTS	6,500.00		6,500.00	
5333	CHRISTMAS ACTIVITIES	5,000.00		5,000.00	
5334	YOUTH PROVISION	8,000.00		8,000.00	
5335	GRANTS	5,000.00	2,500.00	2,500.00	
		31,000.00	3,921.90	27,078.10	
	OVERHEADS				
7100	SALARIES	39,303.00	22,296.93	17,006.07	
7106	EMPLOYER'S NI	3,185.00	1,663.13	1,521.87	
7107	PENSIONS	6,171.00	3,500.63	2,670.37	
		48,659.00	27,460.69	21,198.31	
TOTAL		0.00	36,076.41	-36,076.41	

	Planned Asset Maintenance				
	Department 4				
		Budget	Actual	Budget Remaining	Explanation
	INCOME				
4001	Precept	25,938.00			
		25,938.00	0.00	0.00	
	OVERHEADS				
7851	Asset Maintenance	25,938.00			
		25,938.00	0.00	0.00	
TOTAL		0.00	0.00	0.00	

Profit and Loss

From: Month 1, April 2020
To: Month 7, October 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
INCOME			
Precept	409,080.00	409,080.00	
Police Station Lease	8,250.00	8,250.00	
Activity Room Hire	416.70	416.70	
Storage Hire	555.98	555.98	
Playing Fields	600.00	600.00	
Rent Bowling Hut	(83.34)	(83.34)	
Rent ATC Hut	1,500.00	1,500.00	
Rent Cricket Club	407.00	407.00	
Facilities Income	3,795.00	3,795.00	
Misc Income	1,225.00	1,225.00	
Solar Panel	3,721.54	3,721.54	
	429,467.88		429,467.88
SUPPLIERS			
Security	33,153.53	33,153.53	
CCTV	1,590.00	1,590.00	
Alarm	40.00	40.00	
Fire	177.50	177.50	
Air-Con	270.00	270.00	
Boiler	932.48	932.48	
Lift	3,497.64	3,497.64	
Cleaning Services	100.00	100.00	
Hygiene	2,128.00	2,128.00	
Pest Control	302.60	302.60	
Kitchen Cleansing	1,001.54	1,001.54	
Waste Disposal Charges	50.00	50.00	
Water Quality	404.25	404.25	
Health & Safety General	285.00	285.00	
Playground Inspections	1,034.80	1,034.80	
Cleaning Supplies	30.84	30.84	
Covid - 19	2,408.20	2,408.20	
Drainage	500.00	500.00	
Engineering Repairs	1,187.08	1,187.08	
Engineering Consumables	384.96	384.96	
Parks Management	1,783.70	1,783.70	
Football Pitches	528.95	528.95	
Grounds Maintenance Consumables	394.16	394.16	
Neighbourhood Activities	5,146.90	5,146.90	
Grants	2,500.00	2,500.00	
	59,832.13		59,832.13
DIRECT EXPENSES			
	0.00		0.00

Profit and Loss

From: Month 1, April 2020
To: Month 7, October 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
Gross Profit/(Loss):	<u>369,635.75</u>	<u>369,635.75</u>
OVERHEADS		
Stationery	265.37	265.37
Uniforms	1,972.57	1,972.57
Books/Technical Publications	184.79	184.79
Office Equipment & Furniture	39.00	39.00
IT	149.00	149.00
Sage	1,608.58	1,608.58
Photocopier	1,036.79	1,036.79
Bank Charges	445.26	445.26
Salaries	169,534.05	169,534.05
Employer's NI	14,459.67	14,459.67
Pensions	25,015.89	25,015.89
Insurance Fees	14,269.71	14,269.71
Professional Fees	3,790.00	3,790.00
Audit Fees	(50.00)	(50.00)
Website Development	1,204.00	1,204.00
Training	1,070.00	1,070.00
Subscriptions	2,964.48	2,964.48
Rates Town Hall	6,322.00	6,322.00
Rates Garage	2,585.60	2,585.60
Rates Judo Hut	171.48	171.48
Electricity Town Hall	5,392.04	5,392.04
Electricity Glenn Park	133.77	133.77
Electricity Pimbley	75.88	75.88
Elec Ballswood & Moorhey	74.07	74.07
Gas	5,368.48	5,368.48
Water & Wastewater Town Hall	3,000.12	3,000.12
Water Garage	137.79	137.79
Wastewater Ballswood	815.22	815.22
Water & Wastewater Pimbley	149.73	149.73
Water & Wastewater Glenn P	57.50	57.50
Fleet Repairs	1,744.58	1,744.58
Vehicle Tax	405.00	405.00
Diesel	1,406.01	1,406.01
Red Diesel	2,209.90	2,209.90
Leases	805.80	805.80
Civic Hospitality	17.00	17.00
Mayoral Expenses	792.36	792.36
Licences	501.50	501.50
Miscellaneous Expenditure	(461.50)	(461.50)
Asset Maintenance	1,283.46	1,283.46

Date: 03/12/2020
Time: 11:33:01

MAGHULL TOWN COUNCIL (TH)
Profit and Loss

Page: 3

From: Month 1, April 2020
To: Month 7, October 2020

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
2000 Projects Loan	4,081.40	4,081.40	
Lift Replacement Loan	10,044.58	10,044.58	
2009 Projects Loan	3,258.74	3,258.74	
Roof Sides & Solar Panels Loan	3,654.55	3,654.55	
Roof & Solar Panels Int	3,302.48	3,302.48	
2000 Projects Interest	114.79	114.79	
Lift Replacement Interest	2,595.90	2,595.90	
2009 Projects Interest	1,568.84	1,568.84	
		299,568.23	299,568.23
Net Profit/(Loss):		<u>70,067.52</u>	<u>70,067.52</u>

Date: 03/12/2020
Time: 11:21:19

MAGHULL TOWN COUNCIL (TH)
Balance Sheet

Page: 1

From: Month 1, April 2020
To: Month 7, October 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	126.67	5,039.36	
Debtors General	0.00	2,605.08	
Bank Account (Current)	85,446.49	95,081.75	
Bank Account (Deposit)	0.00	484,114.98	
VAT Liability/Reclaimed	(16,382.99)	10,489.18	
		69,190.17	597,330.35
CURRENT LIABILITIES			
Creditors Control Account	6,087.11	7,888.98	
Accruals/Creditors Reserves	(8,250.00)	0.00	
General Creditors	(1,061.49)	187.39	
Salaries Liabilites	2,347.03	2,347.03	
		(877.35)	10,423.40
Current Assets less Current Liabilities:		70,067.52	586,906.95
Total Assets less Current Liabilities:		70,067.52	3,350,160.21
LONG TERM LIABILITIES			
Loans PWLB	0.00	302,242.48	
		0.00	302,242.48
Total Assets less Total Liabilities:		70,067.52	3,047,917.73
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	988,652.78	
Contingency Reserves	0.00	71,359.49	
Specific Reserves	0.00	50,542.58	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	0.00	45,535.29	
P & L Account	70,067.52	70,067.52	
		70,067.52	3,047,917.73

Report to:	Finance & Purposes Committee
Date of Meeting:	9th December 2020
Agenda Item Number	6
Subject:	Reduction in income for the Town Hall and Facilities Budget for 2020/21 due to Covid 19
Report of:	Responsible Finance Officer
Exempt / Confidential Report:	No

Summary

Members are asked to consider the attached appendices showing the reduction in income for the Town Hall and Facilities budgets for 2020 - 2021. Consideration for further rent reductions due to Covid 19 until the end of the financial year for community groups, charities, sport clubs and business rents.

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. Consider the income reduction for the Town Hall and Facilities budgets for the financial year 20/21.
2. Reduce rent for the rest of the financial year for community groups, charities, sports clubs and business rent.

Reasons for Recommendation(s)

The report sets out the income reduction for the financial year 20/21 due to Covid 19

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue
Precept and Reserves.

(B) Capital
N/A

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 and General Purposes Committee.

Appendices

Projected reduction in income for the Council.

Background Papers

None

Contact Officer	Debbie Healey – Responsible 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 budgets reflected this. Proposed works include a rewire and replacement lighting of the Town Hall and other essential works.

However due to Covid 19, the Town Hall has been closed. At the Full Council meeting of 22nd June it was agreed to rebate the rents owed to the Council for April to December 2020. This would give tenants an opportunity to raise funds in order to pay the remaining rent once lock down had eased. However, we have entered into another national lockdown in November and it does not appear possible that tenants would be able to pay the remainder of their rent. This would lead to a projected income loss for the Town Hall budget for the financial year 20/21 of **£37,957.32**. The main loss of income would be the rent for the Venue. The Facilities budget has a projected loss of income of **£6,306.34**. Overall a projected income loss of **£44,263.66** is anticipated for the financial year 20/21.

Various organisations who use our Council buildings will probably not return for some time. Social distancing and an ageing and vulnerable population will probably not want to do group activities. Charities, voluntary organisations, sport clubs and businesses have seen large reductions in their income due to Covid 19.

Recommendation(s)

Finance and General Purposes Committee is requested to:-

- 1. Note the projected loss of income for the financial year 2020/2021.**
- 2. Rebate the rent demand for voluntary/charitable/sport clubs and small businesses due to Covid 19 for the rest of the financial year so that no rent is payable.**

Loss of Income due to Covid 19

	Town Hall	Budget	Actual	Budget Remaining
INCOME				
4101	Council Chamber Room Hire	900.00		900.00
4103	Activities Room	4,500.00	416.70	4,083.30
4104	Storage Hire	1,000.00	555.98	444.02
4300	Function Suite Lease	28,090.00		28,090.00
4330	Bowls Indoor	1,747.00		1,747.00
4353	Cricket Club Lease	2,035.00	407.00	1,628.00
4395	Misc Income	1,040.00	-25.00	1,065.00
		39,312.00	1,354.68	37,957.32

	Facilities	Budget	Actual	Budget Remaining
INCOME				
4321	Playing Fields	600.00	600.00	0.00
4331	Bowls Outdoor	855.00	0.00	855.00
4345	Tennis Club	1,200.00	0.00	1,200.00
4346	Tennis Fences	168.00	0.00	168.00
4350	Rent Bowling Hut	4,000.00	-83.34	4,083.34
		6,823.00	516.66	6,306.34

Town Hall loss of income
 Facilities loss of income
TOTAL

37,957.32
 6,306.34
44,263.66

Report to: Finance & General Purposes Committee
Date of Meeting: 9th December 2020
Agenda Item Number 7
Subject: Budget 2021-22
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

This report sets out the proposals for next year's budget and the stresses the budget is currently under.

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

Recommendation(s)

1. That Finance & General Purposes Committee consider their recommendations to Full Council for the budget for financial year 2021-22;
2. The report be noted.

Reasons for Recommendation(s)

Full Council is required to set a balanced budget for the forthcoming financial year and to notify Sefton MBC of the precept requirement for Maghull Town Council area so this can be added to the Council Tax demand. This must be done by the beginning of February 2021. This report forms part of the budget setting process.

Alternative Options Considered and Rejected

None. The Council must set a balanced budget.

What will it cost and how will it be financed?

(A) Revenue

The precept and income from the estate.

(B) Capital

None.

Implications of Recommendations:

Financial Implications	Sufficient funding to undertake project and fund core business
Resource Implications	Officer time
Legal Implications	LGA 1972, Audit and Accountability Guidelines 2015
Equality & Diversity Implications	None

Implementation Date for Decision

Recommendations will go to the budget Full Council meeting on 27th January 2021.

Appendices

1. Asset Maintenance Plan
2. Charging Schedule
3. Precept Stats for Local Councils 2020-21
4. Precept Levels in England

Background Papers

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

1. Background

- 1.1 The Council is required to set a budget for the forthcoming financial year which includes setting the level of precept for notification to the Treasury Department of Sefton MBC. The date by which the Council has to notify Sefton MBC is the beginning of February 2020. This is so Sefton Council can produce its finance papers for their budget meeting in February/March. This year Sefton's budget Council meeting will be held on 4th March 2021.
- 1.2 The Council is committed to making efficiency savings wherever they can be made and has also sought to maximise additional income by using external funding to make up the gap between core business responsibilities and the burden on the tax payer. However, the precept has had to be raised in the last 2 years to ensure that services continue to be provided. The Band D precept level was last raised in 2019-20 to its current level of £103.64. This equates to £8.64 a month or £1.99 a week.
- 1.3 Following a staffing review which took place in November 2018 Council also decided to cease its income generation efforts providing grounds maintenance services and admin services for the Venue as they were no longer cost effective. This meant that

the Council would have more resources to concentrate on core business (parks and recreational facilities) rather than supplementing income with business activities to the detriment of the core business. The Council continues to be a landlord to several commercial companies and community/sports groups

2. Current Position

- 2.1 The precept is currently £103.64 (Band D Property) following the decision to raise the precept last year. Although this precept level is the highest in Sefton it is not the highest within Merseyside as Knowsley Town Council has a Band D precept of £111.71. It must be noted however, that this Council has the most responsibilities of any Council within Merseyside and Lancashire and is second only to Crewe Town Council in Cheshire. Therefore, the comparison is not like for like.
- 2.2 The precept currently provides £701,280 to the Council at the current Band D equivalent tax base (6766.5 tax base x £103.64). The Council Tax Base for 2021-22 will be decided at a Cabinet meeting in early January and until the Council knows its tax base all figures are produced based on 6766.5.
- 2.3 The Council's current income overall would have been £767,410. This is made up of rents, fees and charges, income from the solar panels etc. as well as the precept demand. However, the effects of coronavirus have decimated the income generation focus of the Council as rent for commercial and community groups has been rebated during the year. This coupled with the cancellation of sporting events has meant that no income has been generated through the hire of facilities.
- 2.4 Referendum principles for the Local Council sector have still not been introduced. Although the sector continues to be monitored the requirement for a referendum for increases over 3% is still not in place, unlike Local Authorities.
- 2.5 The Council is required to set a balanced budget for the year. This means the proposed income and expenditure must match. In order to produce a balanced budget, the Council cannot look to fill a funding gap by using reserves as this is bad practice and unsustainable in the medium to long term. Reserves are to be used for such difficulties as interruption to cash flows, unexpected crises and unplanned, emergency works and if used within one year should be replaced the next to maintain sufficient leeway to ensure the smooth running of the Council. Reserves can only be used for capital expenditure in any event. Prudent budgeting allows for the Council to maintain general reserves of 6 to 9 months' worth of precept. A rule of thumb is the larger the Council the higher the level of reserves needs to be. This would mean general reserves of £350,640 - £525,960 being held by the Council although the Council should be aiming for reserves at the higher end of the target. Earmarked reserves are those monies set aside for specific projects or contingencies. The current level of general reserves is £425,700. Earmarked reserves total £120,895. Running costs for the Council total £769,710. The Council also has outstanding loans of £302,242 to the Public Works Loan Board which it is uneconomical to repay earlier than the agreed settlement date.

Income Generation

- 2.6 The Council's main form of additional income is from the lease of part of the council estate e.g. The Venue and room hire of the rooms with the town hall to commercial and community groups and the provision of sporting facilities. The lease hire of Council assets should contribute £66,130 to the income stream. This is with a minimum of involvement by Council staff in the lease process. However, this year this has reduced to £15,700 leading to a loss of 6.57% from our budget.
- 2.7 The Venue lease was being renegotiated with the licensee. However, that has stalled due to the corona virus outbreak. From the state of the negotiations when they stalled, it is unlikely that the lease would continue in its original form. Significant changes could affect the rent payable. Once the Town Hall is due to re-open the renegotiations will start again in earnest.
- 2.8 The Tennis Club continue to have difficulties and remain a bad debtor to the Council. Their lease ended in 2018 and they have been granted a licence to occupy to give them time to see if they can continue as a viable group given their small and reducing membership. The Club owes last year's rent and repayment of the fencing and have not yet stated when this debt will be paid despite enquiries. The Clerk has met with members of the Tennis Club together with councillors to see if the Club can find a way of becoming viable in the short term.
- 2.9 The Cricket Club's lease continues in place and following a rent review, as specified in the lease, their rent was increased to £2,035 p.a. The issues with the electricity usage have been investigated by the Working Group following a loan to the Club of £2,700 for them to pay their outstanding electricity bill. The matter of the electricity has been resolved to the Council's satisfaction but not to the Club's, who continue to insist that they are owed further compensation. However, this is not the case. Some of the loan has been repaid but £1,000 remains outstanding.
- 2.10 The Police continue to use the building and the lease is working well. There are slight issues regarding access for essential works (e.g. legionella testing) but these are being ironed out.

Charging Schedule

- 2.11 The current charging schedule position is detailed in Appendix A attached to these papers. It will remain to be seen whether the facilities provided to the community groups and sporting clubs reaches its previous usage following the corona virus lockdowns and restrictions on use for the building.
- 2.12 The football pitch rates remain competitive within the wider area of Maghull should they be able to be used. This was benchmarked 2018 and the situation continues to be monitored. However, Pimbley Playing Fields remain at low capacity until the drainage works are completed and the changing rooms are replaced or improved. The Council does not have sufficient funds to complete this work at this time.

Free Room Hire

2.13 The Council currently offers free room hire to a variety of local groups and organisations to enable them to function and have a presence in the town although the Town Hall has remained closed to the public since the lockdown in March. It is anticipated that community groups would continue to use the Town Hall on a free room hire basis. However, the Council may see a reduction in this usage as people become used to zoom meetings etc.

Personnel

- 2.14 The Personnel budget includes an anticipated 2% pay increase across the board following NJC negotiations (national terms and conditions). The last negotiated pay rise was 2.75% with the additional costs being covered by the underspend within the salaries budget. The pension contribution level for the Council remains at 15.7 % which has created savings in the budget of £13,000 since 2019. This level will continue for the next financial year.
- 2.15 Although last year it was proposed to revisit the post of Events Co-ordinator this year it has not been possible to do so within the tight budget framework. Therefore, it is recommended that this post be put on hold again. It is in any case unclear when events will be able to be held given the current corona virus lockdowns/tiering systems.
- 2.16 The additional posts have been filled within the Grounds Maintenance Section but the Council has experienced difficulty filling the post of Assistant Maintenance Officer. The post is on hold during the corona virus outbreak although additional funding has been agreed to increase the hours of the post to 37 hrs.
- 2.17 It is not proposed to increase the staffing complement in 2021-22 other than to replace should any members of staff leave. Therefore, the staffing budget for 2021-22 will be £412,229 in total.
- 2.18 It is proposed to keep the training budget at £5,000. This allows the Council to meet its stated aim of investing in the staff and upskilling the workforce. It should be noted that by training the Grounds Maintenance team in chainsaw work this had a considerable saving for the Council when the tree survey recommendations were put into effect. Such investment in the staff will of course pay dividends next year and the years after.
- 2.19 The Council is also responsible as the employer to provide a safe and well-maintained working environment for the staff. The Town Hall is tired and needs updating, specifically a new flat roof, a rewire and replacement lighting and windows. The portacabin is also tired and the Grounds Maintenance Team do not have enough space for changing rooms and space to dry wet weather gear in it. This leads to an, at times, uncomfortable rest area for them. However, there is not currently sufficient space within the Town Hall or the garage to provide space for them.

Projects

- 2.20 The Council has a number of projects that it is keen to take forward. These are specified in more detail within the Business Plan. However, these can be broadly split into improvements to the estate and social engagement. Improvements to the estate include the redesign of some of the parks and works to improve the changing rooms and pavilions at the sporting parks. Members will be aware of the issues at both Pimbley and Whinneybrook playing fields with the accommodations and the drainage. Whinneybrook Playing Fields flooded in 2019 to a level which was close to breaching the brick wall separating the fields from the flats on Deyes Lane. Drainage also continues to be a problem in Round Meade Park which due to its slightly higher position can lead to flooding in gardens which surround the park. Complaints from residents have been received regarding this matter. Land drains will need to be replaced to fix this problem.
- 2.21 It is hoped that further S106 monies will become available to continue the parks improvements. However, the S106 monies are held by Sefton MBC and will need to be applied for and meet strict criteria before any monies will be released. It is unlikely that Sefton Council would allow Maghull Town Council to receive the money in a lump sum. The monies can only be used for capital expenditure and for green spaces within Sudell ward. This would allow for improvements to be made to Dodd's Park, Balls Wood and Mersey Avenue. It would also allow for the reclamation of the area in Moorhey Park which housed the Scout Hut which was demolished earlier in the year. The revenue implications of maintaining the new equipment will need to be absorbed by the Council. As it is hoped to use S106 monies to fund new play areas they do not appear on the Asset Maintenance Plan. This leaves a problem for parks within Park Ward (Round Meade, South Meade) as there is insufficient S106 monies to do any refresh to the parks and the ward also covers Lydiate Parish Council (3 parks) and Sefton and Lunt Parish Council who may also bid for the money.
- 2.22 The play equipment continues to age and repairs become ever more extensive and expensive. This takes up a considerable amount of maintenance officer time which together with the age of the vehicles and their maintenance requirements means that the buildings within the estate don't always get the attention they need. The play equipment is inspected each year by ROSPA who then makes recommendations for repair/replace which the Council then puts into practice. It is the Council's responsibility to ensure that all play equipment is inspected regularly and maintained to a high standard. This continues to be a drain on resources due to the age of the equipment. All of the Council's parks require a refresh of the equipment except KGV and Glenn Park play areas which have been upgraded this financial year. Although refreshing the parks is a core business activity the works in KGV and Glenn Park were completed using S106 monies.
- 2.23 Anti-Social Behaviour (ASB) continues to affect the Council with play areas damaged by arson or glue or just wanton destruction. Arson has been a particular problem in KGV and Glenn Parks with new rustic play areas burnt and fires set on the grassed areas. The Council is in discussion with the Police and other partners to seek ways of combatting this problem and limited budgets have been set aside for this. Requests have been received for better lighting in the parks and improved CCTV coverage. This would need to be of evidential quality to be of use to the

Police. However, to place CCTV in all the parks in Maghull is not feasible at this time due to cost. The limited CCTV around the Town Hall costs £1,600 p.a. for maintenance alone. To install the system cost £1,600 2 years ago on a like for like basis. CCTV in the parks would require wifi installations to transmit the picture to the monitoring station (whether this would be at the Town Hall or somewhere else) as well as the capital cost to place cameras to cover the areas. Therefore, it is not possible to include these costs in the current budget as the total cost is prohibitive. Further work will continue over the forthcoming year.

2.24 Lighting in the parks would also be a considerable cost. The replacement lighting on Old Hall Playing Fields cost £3,200 in November 2019. This did not include buying the lamp posts or providing an electrical supply to the field as this was already in place. To provide lighting for the major parks in Maghull would cost in the region of £100,000 capital with revenue costs of the electricity and maintenance of the posts to factor into the ongoing budgets.

2.25 Overall, the current budget position is very tight with little room for manoeuvre. The Town Hall needs considerable investment including:

- New lighting
- A full rewire
- Corrections to cabling and conduits (if rewire not undertaken)
- New windows and frames
- Replacement roof*
- Replacement air conditioning units
- Replacement radiators
- Intruder alarm renewal

* The works to the roof refer to the replacement of the flat roof which was not undertaken when the solar panels and cladding were undertaken in 2011.

2.26 The Asset Maintenance Plan continues to be updated and has been produced for Councillors' consideration based over the next 5 years. This gives details of the works proposed and how they may be funded. Not completing required maintenance tasks will lead to higher prices in the future, higher energy costs and an unfit and unsafe working and leisure space putting the Council at risk of insurance claims. The Asset Maintenance Plan has been submitted to the Amenities Committee for their recommendations to feed into the budget process. However, the Committee has referred this item to the Finance and General Purposes Committee for their input instead.

3. Financial Implications

3.1 It is recommended that the precept demand for 2021-22 be raised to cover the increased running costs of the Council. The precept should be raised to £108.66 per Band D property, an increase of £5.02 p.a. or a 10p per week increase. This would give an overall precept level of £735,248 or 67p per week per resident. This level is still below the level the precept would be had it increased in line with inflation since 2011.

- 3.2 The total reserves are currently at £546,595. The general advice is that general reserves for a large Town Council should be set at 6 – 9 months precept. The current level of general reserves are 7.28 months so at the lower range of this figure. The tightness of the budget does not allow for reserves to be built up to increase this figure. Therefore, it is not advised that the Reserves be used to cover any capital expenditure needed.
- 3.3 The reasons for this increase are detailed in this report. However, the main points are listed below.
- 3.3.1 The increase in running costs i.e. the changes following Brexit and the impact that will have on the provision of consumables. The budget has been factored to cover this and a proposed increase in staffing costs. This might not necessarily be any proposed pay increase but also anticipates an increase in Employers NI following the Chancellor's budget in March. This is the equivalent of a rise of 4.84% in the precept and the Council is still not able to complete the projects it wants to do. This includes any ASB improvements, improvements to the estate and refresh of the parks.
- 3.3.2 The vehicles are coming to the end of their working life with the Council. Although they continue to pass their MOTs more and more time is spent maintaining them (by the Maintenance Officer) which will mean more costs in spare parts and poor fuel efficiency. To replace two of the four vehicles would cost an additional £10,308 if purchased on leases.
- 3.3.3 To complete Year One of the Asset Maintenance Plan would cost an additional £65,612 (please see below).
- 3.3.4 The increase requested if all aspects of the proposed budget are agreed is an 12.5% rise in the precept. Although this is much higher than that requested in previous years it must be noted that no significant maintenance work has been completed on any building within the estate for the past 8 years. This maintenance work was funded by obtaining loans from the Public Works Loan Board (PWLB) and the loans have another 16 years to go before they are paid off. Members will note that the Council is paying £41,000 p.a. in loan capital and interest which is a considerable drain on the budget. This has been reduced from £72,000 in the last years by paying off loans which were within 10 years of completion. Unfortunately, this has not been possible with the more recent loans. Although the PWLB offers a very attractive rate of interest they are punitive with their charges if Councils wish to pay back early. It is for this reason that it is not recommended that further loans be taken out.
- 3.3.5 The level of precept requested does not allow for some of the projects to be taken forward as proposed in previous years including the Hub in the Square and the due diligence for the Parish Hall. Both of these projects are in the Business Plan.
- 3.3.6 The increase proposed would be significant but would allow a considerable number of works to move forward within the Council's core business strategy of refreshing the parks. Members will need to consider carefully whether they wish to move forward with improvements to the estate or continue with maintenance only of the

estate and playground equipment which will inevitably, due to the age of the equipment, result in a declining offer to residents.

Recommendation(s):-

- 1. That Finance & General Purposes Committee recommend the level of precept to Full Council;**
- 2. That the report be noted.**

Appendix 1 – Planned Asset Maintenance Plan

The details below were presented to the Amenities Committee on 18th November for their consideration as to the budget increase requested.

The Amenities Committee resolved to refer this plan to the Finance and General Purposes Committee for their consideration of the issue instead.

1. 5 Year Asset Maintenance Plan

At its meeting of Full Council on 29th January 2020, a five year asset maintenance plan was presented to Members.

As part of year one works, Members resolved to fund a rewire of Maghull Town Hall and the undertaking of risk assessment of the closed churchyard at St. Andrews Church.

Members resolved to raise the precept to cover these works, with funds being assigned to the Asset Maintenance nominal code (code 7851) increasing it from £12,500.00 in 2019/20 to £37,938.00 in 2020/21.

5 Year Asset Maintenance Plan (Year One Works)		
Works	Estimated Cost (£)	Status
Re-wire of Maghull Town Hall & LED Lights	25,000.00	Officers are liaising with Knowsley Council to develop a specification for rewire of Maghull Town Hall in addition to procuring services as per procurement agreement.
Demolition of Judo Hut	7,000.00	Works completed in November 2020, with costs being met by 2020/21 Asset Maintenance nominal code
Replace air conditioning units in The Venue & Council Chamber and install in Radio Station	13,450.00	Not funded from 2020/21.
Install new electricity meter at Whinneybrook Playing Field	3,000.00	Not funded from 2020/21.
Reflooring Town Hall	5,000.00	Not funded 2020/21.
Cemetery Risk Assessment	3,000.00	Maghull Town Council is not required to completed assessment as confirmed through Society of Local Council Clerks

5 Year Asset Maintenance Plan (Year One Works)		
Works	Estimated Cost (£)	Status
Bins for Parks	6,069.00	Officers have agreed with Sefton Council that S.106 funds will be used to purchase bins.
TOTAL	62,519.00	

In consideration of the table above, several proposed works have not been completed in 2020/21 and it is recommended that these are carried forward as year two works within the overall 5 Year Asset Maintenance Plan.

In addition, officers recommend incorporating replacement play equipment into year two works in order to replace those pieces of equipment which have been removed as per our annual Royal Society for the Prevention of Accidents (ROSPA) report.

Based on newly installed play areas at King George V Playing Field and Glenn Park, officers recommend an indicative budget of £30,000.00 be incorporated into year two works for replacement play equipment.

In consideration of the above, year two works with the 5 Year Asset Maintenance Plan would be as follows:

5 Year Asset Maintenance Plan (Revised Year Two Works)		
Works	Estimated Cost (£)	Status
Replace air conditioning units in The Venue & Council Chamber and install in Radio Station	13,450.00	Carried forward from Year One
Install new electricity meter at Whinneybrook (Pump)	3,000.00	Carried forward from Year One
Reflooring Town Hall	5,000.00	Carried forward from Year One
Sub Total One	21,450.00	
More CCTV around Town Hall and overflow car park etc	1,600.00	As reported to Full Council in January 2020
CCTV at Glenn Park	4,000.00	As reported to Full Council in January 2020
Separate Electricity supply to outside buildings	5,000.00	As reported to Full Council in January 2020
Replacement Pavilion Whinneybrook	15,000.00	As reported to Full Council in January 2020
Repaint indoors at Town Hall to improve appearance	7,000.00	As reported to Full Council in January 2020

5 Year Asset Maintenance Plan (Revised Year Two Works)		
Works	Estimated Cost (£)	Status
Shutters to Town Hall Main entrance	7,000.00	As reported to Full Council in January 2020
Replacement play equipment for parks as per ROSPA report	30,000.00	New works for year two as per officer recommendation.
Sub Total Two	69,600.00	
TOTAL	91,050.00	

Should all year two works progress within the 5 Year Asset Maintenance Plan, total estimated costs would be £91,050.00.

The Asset Maintenance Nominal Code (7851) within the Amenities Service Budget already has a commitment of £25,438.00 to the Asset Maintenance Plan, resulting in a shortfall of £65,612.00.

In order to offset the £65,612.00 Asset Maintenance Plan shortfall in 2021/22, officers project that the precept would need to be increased by £10.00 to £113.64 to generate an additional income to £67,665.00.

2. Projected 2021/22 Precept Demand for the Amenities Service and 5 Year Asset Maintenance Plan

In consideration of committee resolutions to date and information currently available, officers project a precept increase of £13.00, raising the precept demand to £116.34 in order to bridge budgetary gaps within the Amenities Service and progress all year two works under the 5 Year Asset Maintenance Plan.

Members are reminded that this precept demand only relates to the Amenities Service and 5 Year Asset Maintenance Plan and does not cover any budgetary gaps identified by the Town Hall Budget (Department 1) or Community Services Budget (Department 3).

MAGHULL TOWN COUNCIL: HIRE CHARGES 2021/22

FACILITY	CHARGE
Council Chamber (40 max. Formal seating 25)	£100.00 Per Day Including VAT
Council Chamber (40 max. Formal seating 25)	£50.00 Per Half Day Including VAT
Activities Room (140 max)	£30.00 Per Hour Including VAT
Activities Room (140 max)	£100.00 Per Day Including VAT
Activities Room (140 max)	£50.00 Per Half Day Including VAT
Radio Room	£15.00 Per Hour including VAT
Outdoor Bowls – season (individual)	£26.00
Outdoor Bowls – season contract	£535.20 per club
Indoor Bowls – season contract	£535.20 per club
Indoor Bowls – single session	£1.20
Football - half pitch adult for season	£600.00
Football – half pitch junior for season	£300.00
Football – pre-season charge per game	£30.00

Maghull Town Council – Precept Stats 2020-21

- Weymouth Town Council (Dorset) had the highest level of precept at £3,355,030 (Band D £185.69)
- Maghull Town Council is 153rd (143rd 2019) on the list of highest setting precepts
- Spaldington Parish Council (East Riding of Yorkshire) has the highest Band D charge at £369.32 (Precept £26,000)
- Maghull Town Council is 700th (703rd 2019) on the list of highest Band D charges
- Sutton Coalfield Town Council (created 2016) has the largest tax base of 37,101
- Maghull Town Council is 190th (190th 2019) on the list of highest tax bases.
- Knowsley Town Council has the highest Band D charge in Merseyside at £111.71
- Maghull Town Council precept was raised in 2019 and is currently £103.64
- There are 8858 precepting parishes in England (8858 in 2019).
- The Bank of England inflation calculator gives an average inflation rate of 2.5% since 2011. If the precept had risen in line with inflation from 2011 the precept would be as follows:

Year	Band D equivalent	Precept (Actual)
2011-12	£88.85	£635,142 (£635,142)
2012-13	£91.07	£649,337 (£633,508)
2013-14	£93.35	£584,024 (£555,871)
2014-15	£95.68	£606,161 (£562,591)
2015-16	£98.07	£624,871 (£566,124)
2016-17	£100.23	£649,265 (£575,548)
2017-18	£103.04	£668,955 (£605,656)
2018-19	£105.61	£683,248 (£643,347)
2019-20	£108.25	£719,581 (£652,974)
2020-21	£110.96	£750,830 (£701,280)

- This is an overall reduction of 15.41% in precept since 2011-12
- It has taken 8 years for the precept to match 2011–12 levels.

<https://www.gov.uk/government/statistical-data-sets/live-tables-on-council-tax# council-tax-statistics-for-town-and-parish-councils-in-england>

PARISH PRECEPTS IN ENGLAND 2020/2021

The Ministry of Housing, Communities and Local Government (MHCLG) has published details of the precepts issued by all parish councils in England in 2020/21. At the time of going to press, comparable figures for Wales were not available.

There are currently 10,227 councils in England of whom 8,885 raised a precept this year with an aggregate total of £596,000,000. The average Band D precept was £69.89, a 4% rise.

It is also interesting to note that there are currently:

- 5,190 parishes in England with precepts in excess of £10,000;
- There are 66 local councils in England with precepts in excess of £1M;
- 246 councils have precepts exceeding £500,000; and,
- 720 councils have precepts exceeding £200,000.

Full comparable statistics can be viewed at:

www.gov.uk/government/statistics/council-tax-levels-set-by-local-authorities-in-england-2020-to-2021

THE HIGHEST COUNCIL TAX AT BAND D	£	COUNCILS WITH PRECEPTS IN EXCESS OF £1M	£
Spaldington	369.32	Weymouth	3,355,030
Bodmin	334.96	Chippenham	3,236,261
Filton	315.32	Salisbury City Council	3,064,133
Falmouth	306.72	Weston super Mare	2,567,270
Horde	305.27	Dunstable	2,369,323
South Kirkby and Moorthorpe	293.96	Central Swindon South	2,344,468
Peterlee	287.56	Leighton Linlade	2,265,946
Sildon	275.81	Falmouth	2,208,221
Easington Colliery	272.96	Trowbridge	1,936,950
Langport	265.75	Banbury	1,929,411
Shirebrook	263.51	Truro	1,862,334
Truro	262.64	Sutton Coldfield	1,853,566
Chippenham	262.05	Lowestoft	1,837,731
Cranbrook	256.03	St. Neots	1,806,000
Launceston	254.79	Newquay	1,801,523
Lilbourne	254.39	Bracknell	1,759,546
Thornley	251.87	Great Aycliffe	1,717,500
Great Aycliffe	250.08	Abingdon	1,633,160
Seaham	246.59	Frome	1,633,108
Bude Stratton	241.05	Witney	1,628,699
Saltash	240.97	Bicester	1,566,506
Bridport	238.82	Shrewsbury	1,517,035
Woughton	236.59	Dorchester	1,503,515
Ferryhill	228.07	Bodmin	1,502,455
Bishop's Castle	227.67	Crowborough	1,454,171
Blandford Forum	227.13	Penzance	1,435,230
Sherborne	219.90	Stratton St Margaret	1,369,964
Newquay	219.78	Spennymoor	1,358,599
Martock	219.73	Yate	1,334,190
Spennymoor	219.71	Huntingdon	1,313,630
Oundle	219.23	Calne	1,309,754
Chilton	218.19	Saltash	1,304,083
Bradford On Avon	216.90	Peterlee	1,296,004
Sturminster Newton	215.86	Blyth	1,287,196
Wadebridge	215.58	Littlehampton	1,279,268
Calne	215.57	Aylesbury	1,271,990
Gillingham	214.70	Central Swindon North	1,260,292
Callington	211.95	Totton and Eling	1,248,700
Malmesbury	210.63	Cambarne	1,234,869
Royal Wootton Bassett	209.81	Sevenoaks	1,215,276
Salisbury City Council	208.00	Lewes	1,213,829
Dursley	207.22	Hertford	1,212,714
Hemsworth	206.50	Woodley	1,203,188
Marlborough	206.37	Warminster	1,180,666
Penzance	205.80	Saffron Walden	1,167,736
Camborne	204.86	Biggleswade	1,166,677
Ampthill	204.53	Yeovil	1,152,589
Cricklade	203.79	Farnham	1,146,027
Whitwell	203.10	Seaham	1,137,298
Diss	202.73	New Milton	1,130,212
Hayle	202.70	Ryde	1,123,605
Great Dawley	202.15	Stowmarket	1,108,711
Silloth on Solway	202.14	Newbury	1,107,171
Lostwithiel	202.08	Rushden	1,106,667
Castle Cary	200.84	Bishop's Stortford	1,096,515
Corsham	199.09	Crewe Town Council	1,093,674
Broad Clyst	198.93	Hailsham	1,092,828
Redenhall with Harleston	198.66	Malvern	1,084,576
Lydney	198.39	Ware	1,084,380
		Fleet	1,084,358
		Harpenden	1,069,930
		Didcot	1,050,668
		Devizes	1,037,180
		Haverhill	1,023,551
		East Grinstead	1,008,464
		West Blatchley	1,008,424



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Report to: Finance & General Purposes Committee
Date of Meeting: 9th December 2020
Agenda Item Number 8
Subject: Update of Section 106
Report of: Responsible Finance Officer
Exempt / Confidential No
Report:

Summary

To update Members of S.106 funds to progress projects identified by Committee Members and/or Working Group Members.

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

Recommendation(s)

Finance & General Purposes Committee is requested to:-

1. Proceed with projects c and d.
2. Note the contents of this report.

Reasons for Recommendation(s)

Members of Finance & General Purposes Committee have responsibility for approving the use of S.106 funds.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

S.106 funding held by Maghull Town Council.

Implications of Recommendations:

Financial Implications	All section 106 is spent by March 31 st 2021
Resource Implications	Officer time in terms of liaising with external partners
Legal Implications	None
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

Appendices None

Background Papers

Contact Officer	Debbie Healey Responsible Finance Officer/Alex Spencer Facilities Manager
Telephone Number	0151 526 3705
Email Address	debbie.healey@maghull-tc.gov.uk/alex.spencer@maghull-tc.gov.uk

1. Background

During the municipal year 19/20, Members of the Finance & General Purposes Committee approved S.106 expenditure for the following projects

- a. **Play equipment and play area upgrades at King George V Playing Field**
- b. **Play equipment and play area upgrades at Glenn Park**
- c. **Soft landscaping at Maghull North Train Station to complement the statue "Compassion in Conflict"**
- d. **Installation of an interactive information screen at Maghull North Train Station.**

A and B have been completed, the balance of S.106 funds held by Maghull Town Council is £46,542.48. The cost of Glenn Park is approx. £49,000.00 net. Sefton Council have agreed to provide a further £10,000.00 this will cover the additional amount for Glenn Park and projects C and D. Any unspent funds by 31st March 2021 will have to be returned to Sefton Council unless an agreement is reached e.g delays due to the pandemic. Councillors are reminded that S.106. funding can only be used for capital expenditure. Subsequent revenue costs will be funded through council core budgets.

Recommendation(s):-

Finance & General Purposes Committee is requested to:-

- 1. Proceed with projects c and d.**
- 2. Note the contents of this report.**

Report to: Finance & General Purposes Committee
Date of Meeting: 9th December 2020
Agenda Item Number 10
Subject: Maghull Tennis Club
Report of: Town Clerk
Exempt / Confidential Yes
Report:

Summary

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

Recommendation(s)

1. Members consider the update and decide the way forward
2. Report be noted

Reasons for Recommendation(s)

Maghull Tennis Club is a bad debtor to the Council and the matter needs to be resolved.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue N/A

(B) Capital N/A

Implications of Recommendations:

Financial Implications	Loss of revenue
Resource Implications	Officer time
Legal Implications	LGA 1972, Audit and Accountability Regulations 2015
Equality & Diversity Implications	N/A

Implementation Date for Decision

Decision to be implemented immediately following the meeting.

Appendices

Maghull Tennis Club Business Plan

Background Papers

Notice of eviction.

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

1. Background

Members will be aware that Maghull Tennis Club is a bad debtor to the Council. Rent for the pavilion and the hire of the courts is outstanding for 2019-20 and no payment has been made to date. At the last meeting of the Finance and General Purposes Committee Members agreed to give notice to the Club for non-payment of rent. This notice was given and the Club was given a date of 31st October to quit the premises.

2. **Current Situation**

The Club contacted the Council to see if there was a way forward members of the Club's Management Committee met with the Town Clerk and members of the Amenities Committee and the Club were advised that the debt needed to be paid and that the Council needed to see a business plan from the Club so that it could ascertain whether the plan was financially viable. This business plan has been received and is attached for members' information and consideration.

The Club is still occupying the pavilion and using the courts which were cleaned in October.

Recommendation(s):-

- 1. Members consider the update and decide the way forward**
- 2. Report be noted**

**Maghull Tennis Club
Business Plan
29/11/2020**

Contents

1. The Club – About us
2. The Club
3. The Service the Club will offer
4. The Market
5. The Competition
6. Strengths and Weaknesses
7. Outstanding Liabilities
8. Marketing
- Appendices

1. The Club – About us

1.1 Club Name:

Maghull Tennis Club

1.2 Club Location:

KGV Complex, Hall Lane, Maghull, L31 7BB

1.3 Email Address:

maghulltc@gmail.com

1.4 Club Facebook Link:

<https://en-gb.facebook.com/maghulltennisclub/>

2. The Club

2.1 Summary of the Club:

Maghull Tennis club is a voluntary run community club that has been established in the Maghull area for over 90 years. We pride ourselves on providing an environment where people of all ages can play Tennis socially or competitively in the Liverpool Tennis League and can enjoy playing the game whilst keeping themselves fit and active.

We recognise the importance of integrating junior members within the club as this not only improves the health and wellbeing of the individual but also hopefully leads to them becoming a future adult member who will stay with the club for many years when looking at the long term strategy of the club. In terms of the impact this will have on the local community, as the juniors progress into their teenage years, a time typically associated with anti-social behaviour, they will be enjoying their time on the tennis court instead of hanging around the streets, learning to have respect for others, have a sense of togetherness at the club and gain enjoyment from the game.

2.2 Describe the service the club will provide:

We have an LTA accredited club coaching team who deliver numerous sessions on a weekend for different age groups and abilities. We also run the LTA Tennis For Free scheme which encourages the whole family to attend together giving tennis a try and seeing if they would like to join the club as members and receive further training in a smaller groups which enables them to receive enhanced quality of coaching as a result of the time in which the coach can spend with each participant.

One of our proposals if our application to Sport England proves successful is to offer free tennis coaching sessions to the local community to encourage people to be fit and active post covid-19 pandemic. The funding application will cover the cost of delivering the coaching sessions between January and March. At this point it is anticipated that there will be a regular group of adults and children turning up each week for the coaching who will then join the club and continue the coaching but from April by paying each week.

Tennis is at the forefront of sports which can be carried out in a covid safe manor which enables people to play whereas other sports may not be able to resume. We believe that there will be a big take up of the offer with many wishing to get out of the house to improve their mental health.

In the short term we plan on running cardio tennis classes. Cardio Tennis is a fun, sociable group fitness class set on a tennis court and open to people of all ages and abilities. It is supported by music and allows the participants to hit lots of tennis balls during your class and have a great cardio workout at the same time. Ideally we would like to link in with the Maghull Leisure Centre and offer this as a paid class and we would also like to work with local Doctors surgeries and offer this as a service that they can use to offer to patients. Initial enquiries have been made with both the Maghull Leisure Centre and the local Doctors surgery. The leisure centre have responded to our enquiry and a meeting will be arranged in the near future to discuss the opportunity further.

2.3 Describe how the product(s) or service(s) will be sold:

Our club membership's enables people to attend social tennis nights, participate in the Liverpool Tennis League and attend our coaching sessions.

We offer the following membership options:

Adult: £60.00
Student: £40.00
Junior: £25.00
Family: £100.00 (2 Adults + Children)

Our coaching sessions are priced as follows:

Juniors: £16.00 per month (The sessions are paid for monthly) £4.00 per week
Adults: £20.00 per month (£5.00 per week)
Individual coaching: £20 per session

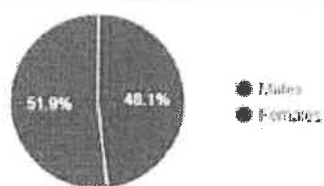
For each participant the club receives 20% of the revenue generated.

2.4 What is the clubs mission (the main purpose of the club):

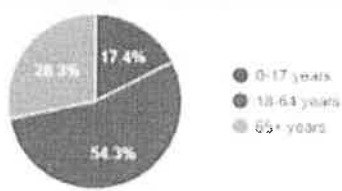
Our aim is to continually grow the club and make it the flagship sports club in our town. We understand that this is a bold statement to make but we truly believe that there is so much scope and demand within our local community for a club that our new coaching team will deliver and will continue to grow in the next few years.

We understand that football is the predominant sport in our local area, however Tennis offers people of all ages the opportunity to play. You often see kids play football until under 18's level, a large majority of those who play will stop playing when they get to open age, they may continue to play 5 aside socially but not dedicated to a club. We've seen kids as young as 4 years old up to old aged pensioners of 80 playing at our club over the years and throughout the Merseyside community. Furthermore, Tennis is a sport which is fully inclusive for both men and women. Differing from other sports, men and women can participate in the same game offering a unique platform to play with mixed doubles, something which is hugely popular.

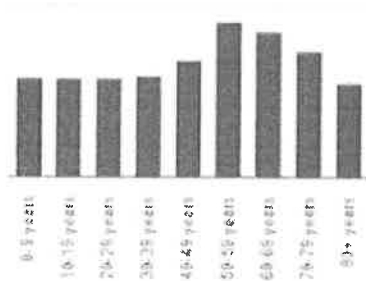
When looking into the local statistics for our town's population, there is a wide age range shown which offers encouragement with our objective of increasing participation for all. As we play socially at the club, any member who doesn't wish to play competitively can do so and enjoy playing non-competitively. The sport also lends itself those of older age who wish to stay fit and healthy and the local statistics show a consistent number of people in those age categories which offers encouragement when trying to recruiting older members.



Males	12,439
Females	11,438



Age Group	Population
0-17 years	4,504
18-64 years	14,042
65+ years	7,331



Age Group	Population
0-9 years	2,473
10-19 years	2,469
20-29 years	2,461
30-39 years	2,502
40-49 years	2,922
50-59 years	3,687
60-69 years	3,674
70-79 years	3,153
80+ years	2,371

Source: https://www.citypopulation.de/en/uk/northwestengland/merseyside/E34000628__maghull/

2.5 What is the clubs vision?

Our first year ambition is to establish our presence in the local community with our new coaching programme. This will provide us with our platform to grow in the next few years. Our coaching team will be going into the local primary and secondary schools delivering sessions which will in turn lead to an increase in club memberships and coaching attendance at the club.

Once this has been achieved and the clubs income stream is steady; our aspiration is to upgrade both the playing and leisure facilities at the club. Astro turf courts with floodlight capability would increase the demand of prospective members and would lure other players from competitor clubs as a result of the facilities on offer.

The upgrading of the clubhouse has been a discussion for many years. We have architectural plans designed for our facility but are realistic in saying that unless funding is obtained this remains purely the ultimate aspiration for the club.

We have been open minded to what this facility can offer however and we're aware that we have to move with the times and therefore have plans in place to include a squash and badminton court to become a rackets club. These plans can be value engineered should the funding be sought but not the entire scope be achieved with the funding available.

2.6 What sets the club apart from the competition?

The tennis club is well positioned in the sense that most people who play tennis will play for their local club and given that we don't have any other clubs within the immediate vicinity this is a big positive.

We also offer an annual membership for members which is cheaper than our competitors to the best of our knowledge. Our aim is to grow the club from the bottom up and attracting new members is key therefore we want to keep the price at an affordable rate.

We also have a first class coaching team and programme in place and we hope that once more people become aware of this then the popularity and the numbers will increase. Finally, in terms of children, other than football there are very few alternative sports that are on offer in Maghull all year round therefore there is a potential gap in the market that we could capitalise on.

2.7 How will this club be staffed?

Maghull Tennis Club is run by volunteers. The committee is made up of 4 members who all live in the town and have been part of the club for a large amount of their lives. The board consists of Trevor Owens, Stuart Cahill, Gary Schneider and Mark Guyers.

All of our coaching team are LTA qualified coaches. We have Oli Hobson as Lead Coach, John Chatterley as Programme Manager and Rob Owens – Quality Assurance.

Oli is a Level 2 coach (will be undertaking Level 3 in 2021) coach who plays at 1st Division level in the Southport and District League and has previously played at County level as part of the Lancashire County Team.

John is a Level 3 coach and oversees the programme run by Oli with Rob Owens acting in a quality assurance capacity to make sure that the programme is of the high standard expected and that it grows in line with our target timescales.

All our coaches hold current qualifications and accreditation and therefore are fully insured, have a current DBS check and are first aid trained.

3. The Service the Club will offer

The club will offer a number of coaching sessions throughout the week for various ages and abilities. Below is a typical breakdown for how we intend on running the coaching sessions moving into the spring:

Activity		
Day	Time	Session
Tuesday	4:30pm to 5:30pm	Mini Tennis Green
	5:30pm to 6:30pm	Adult Team Players
Saturday	11:00am to 12pm	Adult Beginner
	12:30pm to 1:30pm	Mini Tennis Red & Orange
	1:45pm to 2:45pm	Mini Tennis Green and Yellow Ball
	3pm to 4pm	Tennis for Free – adult and child
	4:15pm to 5:15pm	Individual
	5:15pm to 6:15pm	Individual

In addition to this, the coaching team will be attending local schools to deliver sessions, increasing the demand to join in of a weekend with the aim of recruitment to the club.

3.1 How long will the service be carried out for?

The initial coaching programme outlined above will run until the end of March 2021. Thereafter a new summer programme will be implemented which will also incorporate summer training camps over the school holidays, something which has been a success in the past at Maghull Tennis Club.

3.2 How much does the service cost to deliver / how much will the service be sold to members for?

Our coaching sessions are priced as follows:

Juniors: £16.00 per month (The sessions are paid for monthly) £4.00 per week

Adults: £20.00 per month (£5.00 per week)

Individual coaching: £20 per session

For each participant the club receives 20% of the revenue generated.

3.3 How will the service be delivered?

The coaching sessions will start at the times specified in the training schedule above. A registration attendance check will be carried out prior to commencement and coaching will then begin on courts 1-4. Parents have the option of staying and observing the session or drop off and pick up at the end of the session.

All of our coaching team are LTA qualified coaches and hold current qualifications and accreditation and therefore are fully insured, have a current DBS check and are first aid trained.

3.4 What is the growth potential for the service?

We are a town of circa 26,000 people with one Tennis club. We believe that once the coaching sessions are in full flow, the demand will be there for participation. We can also draw on the current circumstances of being a covid safe sport to enhance participation as opposed to other sports. This club should be one of the most thriving clubs in the district and we are now taking the first steps of that journey.

As per previous comments, there is also a gap in the market in terms of alternative sports available to children therefore this could be a perfect time to really push the tennis club. There is also the opportunity to get into schools as well.

Also, there are plans in place to link in with the Maghull Leisure Centre and the local Doctors surgery so there are plenty of opportunities out there.

We believe therefore that there are opportunities to grow the club with a variety of different groups – children, gym goers and those who could use tennis and cardio tennis to improve their mental health and wellbeing.

4. The Market

One of our unique selling points is that tennis really is for everyone. Recruitment of players of all ages is desired but engaging with the local schools and signing up junior members is part of the long term strategy. All of our members are from the Maghull area, however it's not just here where we can focus on, there isn't a tennis club in Lydiate, Old Roan, Netherton or Aintree Village so there is a deep pool of potential members which we hope to recruit from.

4.1 How many members will the club have potential to reach?

Our club coaching team took over a competitors club a few years back and they were in a similar position to where we are currently. After a few years, they now have over 200 members and thriving as a club. This is a position we hope to be in and are excited about reaching within 3-5 year period. As mentioned in 4.1, with the amount of people in the local population, we feel this number is a realistic goal.

4.2 Have you sold your service to customers already?

We undertook of first week of coaching prior to lockdown on 31st October 20. The first two weeks of coaching are free of charge to encourage interest, thereafter the monthly costs shown in 2.3 will apply.

4.3 Why will potential members choose Maghull Tennis Clubs services instead of your competitors?

The vast amount of people wishing to play tennis socially or for coaching sessions join their local club. Fortunately, Maghull Tennis Club is the only club locally to facilitate Maghull, Aintree and Lydiate residents. Also, we have an excellent coaching team which new members particularly juniors appreciate. Membership price is always a key factor due to our competitive pricing, we are lower than any other Liverpool or Sefton Tennis Clubs.

4.4 What can be learned about the market from an internet search:

From the market research undertaken, we have discovered that our membership costs are extremely competitive compared to our market rivals. We have also been reassured by our coaching prices which appear to correlate with other clubs, The research has provided us with comfort that we are offering a value for money for our members.

4.5 What can be learned about the clubs market from field research?

We think it would be prudent to ask the local community what they think of the Tennis Club, where they think Improvements can be made to entice them into joining, we can then take this on board and try to implement as a committee.

5 The Competition

5.1 Table of Competitors

Club Name	Services provided	Membership Price	Strengths of Competitor	Weaknesses of Competitor
Aughton Tennis Club	Tennis Membership / Coaching	£190 per annum + £190 joining fee (Adult)	Astroturf courts, floodlit, clubhouse / function room	Cost to join the club and membership cost
Town Green Tennis Club	Tennis Membership / Coaching	£60 per annum (Adult)	Key accessed courts, floodlit	No Clubhouse
Trinity Tennis Club	Tennis Membership	Not known	Loyal members.	No floodlights, courts not in great condition.
Ormskirk Tennis Club	Tennis Membership / Coaching	£165 per annum (Adult)	Clubhouse bar, floodlit,	Cost of membership
David Lloyd Knowsley	Gym & Tennis Membership / Coaching	At least £60 per month	Access to gym, bar, restaurant, indoor and outdoor courts floodlit	Cost of membership

6. Strengths and Weaknesses

6.1 What are the clubs strengths?

- Location – no other clubs nearby and we are located centrally in Maghull with access to free parking
- Cost – we provide a competitively priced membership fee
- Schools – we have a number of primary and secondary schools in the local that our coaching team can potentially work with
- People – we have a dedicated core of members who have been and will be prepared to devote considerable amounts of time to the club
- History – we are one of the oldest clubs in Merseyside

6.2 What are the clubs weaknesses?

Facilities:

- Our club does not have as good a facilities as the majority of other clubs in the league.
- We don't have floodlights which would offer members the opportunity to play all year round.
- We don't have a bar or function room facility that enables to us to generate income
- Our clubhouse is fairly run down with facilities that haven't been updated for decades, although members have painted and decorated inside and out on a number of occasions.

6.3 What are the main opportunities available to your club?

Coaching Team:

- After several coaches and a number of years searching for the right coaching setup we now have a team in place, which is led by Rob Owens with a proven track record. They have transformed Ormskirk Tennis club and have won awards in doing so. Below is an extract from an article in relation to the award that they won in May 2018 - https://www.qlocal.co.uk/ormskirk/news list/Game_set_and_match_for_Ormskirk_Tennis_Club_in_LTA_awards-55030465.htm

"Wonderful news from the popular Ormskirk Tennis Club that's been named as 'Lancashire Club of the Year' in this Year's LTA British Tennis Awards.

It beat off competition from clubs based all over Lancashire and Liverpool to be named as the number 1 Club in the area!

The judging panel highlighted the Club's family friendly ethos, excellent School links, comprehensive coaching and social programme and an inclusive approach as some of the key reasons why the Club was selected for the award.

Chairman Rob Owens told QLocal yesterday: "We are absolutely delighted to be named Club of the Year!

"This reflects the hard work of the management committee and coaching team and reinforces the success of our approach to getting more people playing tennis and, more importantly, enjoying the benefits which that brings.

"We have worked hard over the past few year to create and maintain a comprehensive and

vibrant programme of tennis both at the Club and within the local community and this award recognises that effort.

"And a heartfelt thanks must go to all of the members, both junior and senior, parents and community partners who contribute to the Club."

- We hope to emulate Ormskirk Tennis club and develop in the same way that they have and feedback from Rob has indicated that we are potentially in a better position in Maghull than Ormskirk was in terms of opportunities, particularly in terms of the number of schools.

Funding:

- Having researched the funding opportunities we have discovered that there are a number of options that are available to us. Furthermore, our coach Rob Owens has experience of successfully applying for funding at different clubs in the past and has pledged to assist and guide us on the right funding opportunities to apply for. Table 6.5 shows the funding opportunities that the club will be applying for imminently.

Potential Members:

- We live in a large town and therefore we have a lot of people to potentially attract to the club. We also have a number of primary and secondary schools that we can approach and a number of opportunities with the already established membership of Maghull Leisure Centre and a potential link in with the local Doctors surgery.

6.4 What are the main threats to your club?

The main threat would be that we don't progress as a club in terms of our facilities. This has been the reasons that a number of members have left the club over the past decade. They have left to join clubs with floodlights so they can play on all year round and courts that they feel are safe to play on all year round. These clubs also have better facilities in terms of changing rooms, showers, kitchens and a bar which also has a television. Some of the best clubs we play at feel like a proper club because of the fact that they have facilities where they can go back to after the game and have a drink and watch sport on TV. Other members come down of an evening to watch the tennis matches and to socialise.

6.5 Summary of funding opportunities which will be applied for imminently

Fund Provider	Link to Opportunity	Funding Amount Available	Funding Details
Angus Irvine Playing Fields Fund	https://www.accesssport.org.uk/pages/category/angus-irvine-playing-fields-fund	Grant: Up to £5,000	The fund is available to local community groups and sports clubs based in deprived communities (see definition below), that deliver sports with a focus on including young people (up to the age of 25) who otherwise be excluded from sport such as: <ul style="list-style-type: none"> • Disadvantaged young people • Women and girls • Disabled children and young people • Young people from Black, Asian and minority ethnic communities
LTA	https://www.lta.org.uk/workforce-venues/tennis-venue-support/tennis-and-padel-facility-funding-and-advice/quick-access-loan-scheme/	Loan: Up to £250,000	The LTA's facility loan scheme provides interest free loans from £25,000 up to £250,000 and will prioritise investment into low cost indoor structures and floodlights to enable communities to grow participation by accessing all year round facilities.
LTA	https://www.lta.org.uk/workforce-venues/tennis-venue-support/gate-access-technology/	Grant funding for gate access systems	Grant funding for gate access systems
Sport England	https://www.sportengland.org/how-we-can-help/our-funds/return-play-community-asset-fund	Grant: Between £10,001 and £50,000	Capital awards of between £10,001 and £50,000 will help clubs and community groups adapt and open important places and spaces, so that sport and physical activity can happen during the pandemic.
Suez Community Fund	https://www.suezcommunitiestrust.org.uk/	Grant: Up to £50,000	SUEZ Communities Trust provides funding awards of up to £50,000 to not-for-profit organisations in England and Scotland. The Trust will consider projects which focus on long lasting physical improvements at a specified site or amenity. Funding is typically awarded for the purchase of materials, equipment and the appointment of a contractor to undertake the improvement work.
Veolia Environmental Trust	https://www.veoliatrust.org/funding/index.php?page=Our_Criteria_1	Grant: Between £10,200 to £75,000	Community Grant Scheme is available to constituted not-for-profit organisations and local authorities. Grants of between £10,200 and £75,000 are available to create or improve buildings or outside spaces for the benefit of the community.
Government Funding	https://www.sefton.gov.uk/covid-19-in-sefton/covid-19-and-business/business-support.aspx	Grant: Between £667 and £1,500	The grant is available for all businesses that have had to close due to the current national lockdown. The Liverpool Tennis League Treasurer has advised us that it appears to be applicable to most Tennis clubs. To claim the grant you have to go through your local authority.

7. Outstanding Liabilities

7.1 What is the clubs yearly rent to Maghull Town Council?

The club currently has a yearly rent of £1,070.00 per annum. There is also a yearly cost of £140.00 for the repayment of a paladin fencing erected in 2015, this was to be paid back over a 10 year period.

7.2 What is the clubs outstanding debt to Maghull Town Council:

The club has a current debt to Maghull Town Council of £1,210.00 from the 2019 season.

7.3 How is the club going to raise the funds to cover such costs moving forward:

The main income will come from club membership fees. In addition to this we receive 20% of the coaching fees received. Previously in 2018 and 2019, we had a sponsorship deal with two local companies and our plans for 2021 is to gain further sponsorship. We have extensively engaged with local businesses within the area offering the opportunity to become a club sponsor. As part of their investment, we have proposed the idea of their company name and logo being imprinted on Tennis wind breakers clearly advertising their business and also the possibility of club t-shirts and hoodies being made with their company logo on. We are currently awaiting responses but are optimistic that we will have a sponsor on board. Appendix 1 below shows the local businesses approached. We have also held fund raising events in the past which included raffles and Sportsman's Night's which proved popular therefore we will continue with these.

7.4 Timescales in which the debt can be repaid:

We hope to pay the debt off by next season (2021)

7.5 Strategy to ensure healthy cash flow in the future:

- Promote the club and the coaching facilities
- Maintain membership
- Regular committee meetings including financial status

8. Marketing Plan

8.1 How will you market and promote your club?

We intend to use our Facebook page to promote the club on social media. We also intend on issuing leaflets throughout the local area such as local meadows leisure centre, notice boards in shops, GP practices and also distribute throughout the local schools which our club coaches visit. We will engage with the local newspaper to write an article to promote the new coaching programme.

8.2 How much will it cost to market your club?

We don't expect the marketing costs to be too significant. A lot of the advertising will be done free of charge on social media and in person by members of the coaching team who will make contact with the local schools. Rob has contacts at MADCOS (Maghull and District Community of Schools) which is a crucial link that will not cost a penny.

Depending on how our discussions go with Maghull Leisure Centre we may need to spend some money on leafletting and posters for inside the Leisure Centre but the cost of this should be fairly insignificant.

Appendices

Appendix 1. – List of local businesses approached to become a club sponsor

1. Sefton Meadows Garden Centre
2. G Callaghan & Son Butchers
3. Motor Range
4. Alexandra Mays Florist
5. Ian Charles Salon
6. Bespoke Bathrooms
7. Christopher Diggle Jewellers
8. Ian Crane Estate Agents
9. Waterfields
10. Tiger Tuft Carpets
11. Maghull Garages
12. Tuitionin Maghull & Crosby
13. Blueline Taxi's
14. The Fence and Shed Factory
15. WT Jenkins
16. EA Ceramics
17. Liverpool Glass Company
18. The Fun Factor
19. Farmer Ted's
20. Hartley's Nurseries: Flowers, Plants and Café
21. Firwood Timber
22. Maghull Bathroom & D I Y Centre
23. Neptune Brewery
24. Maghull Motorist Centre