

Dated this 21st Day of January 2021

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

You are hereby summoned to attend a Remote Meeting of the Council which will be held on Wednesday 27th January 2021 at 6.30pm to transact the business detailed below.

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

This meeting will be open to the press and public to view via the following link:

<https://youtu.be/y9g8FrqJ9nE>

A G E N D A

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation. Due to the Covid 19 pandemic public participation will be dealt with via the submission of comments or questions to the Council prior to the meeting commencing. Anyone wishing to submit a comment or a question to the Council must do so by 5pm on Tuesday 26th January 2021.
- 4 **To confirm the Minutes of Full Council held 25th November 2020 (Pages 1-4)**
- 5 **Budget 2021/22** Members are asked to approve the budget for 2021/22 (Pages 5-26)
- 6 **Annual Governance and Return** Members are asked to consider the response of the External Auditor, PKF Littlejohn (Pages 27-36)
- 7 **Innovative Resilience Bid** Members are asked to consider the report and the letter of support submitted. (Pages 37-44)

P.T.O



- 8 **Land East of Maghull – Planning Inspectorate Hearing Update** Members are asked to consider the update.
- 9 **Minutes for Noting** – Members are asked to note the following:
Amenities 23rd September 2020 (Pages 45-51) and
Community Services on 19th August 2020 (Pages 52-55).
- 10 **Christmas Hampers** – Members are asked to consider the report (Pages 56-60)
- 11 **Chair's Closing Comments**

A handwritten signature in black ink, appearing to read 'A. McIntyre'.

Miss A. McIntyre FSLCC
Town Clerk

MAGHULL TOWN COUNCIL
FULL COUNCIL
HELD 25th NOVEMBER 2020
VIRTUAL MEETING

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

ALSO PRESENT – A. McIntyre (Town Clerk), P. Dillon (Community Services Manager), S. Lawrence (minutes), Edward & Philippa Landor (Landor Planning Consultants), Peter Dixon (Barrister) Public viewing via YouTube.

1. **APOLOGIES FOR ABSENCE**: Apologies were received from Cllr Doherty.
2. **DECLARATION OF INTERESTS**: None.
3. **PUBLIC PARTICIPATION**: due to the Covid 19 pandemic public participation is by submission of comments or questions to the Council prior to the meeting commencing. None received.
4. **MINUTES OF PREVIOUS MEETINGS**:

RESOLVED that the minutes of Full Council held on 30th September 2020 were approved as a correct record.

5. **PLANNING APPLICATIONS DC/2020/01437**:

The major planning application was for a new Aldi food store to be situated on Northway with associated access, car parking, servicing and hard and soft landscaping following demolition of existing buildings, and outline permission for the erection of two drive thru restaurants. Town Clerk advised to resubmit previous response with any additional comments.

Comments made by Cllrs:

- Resubmit comments regarding; S106 payments requested and for works/improvements, Flooding, adding another set of lights could be confusing to drivers.
- Gather information from a third-party regarding wastewater to provide to the Aldi developer, they could be encouraged to have tanks on the roof to collect wastewater which have slow release.
- Suggestion to close the pedestrian crossing and only use the new crossing at the proposed site.

- Noise could be an issue for local residents during the development phase, a proposal for screening around the site to ensure minimal noise.

RESOLVED that:

1. The Town Clerk to take resubmit questions/comments made by Cllrs to the planning authority.
2. Letter to be sent to all future developments asking for Section 106 payments;
3. The application be recommended for approval;
4. The application be noted.

6. MINUTES OF COMMITTEES FOR NOTING:

RESOLVED that the minutes of Amenities 23rd September 2020 and Community Services on 19th August 2020 be noted.

7. WEBSITE UPDATE:

Members were informed of the need to update the website so that it would be more responsive. The current website hosted by BOnline has proved to be increasingly difficult to modernise and update. The proposed website has an attractive and user friendly front page, with an easy to access menu that incorporates all the key areas that are the focus of public queries, and highlights the key meetings and events that are pending at a glance. Also includes a private area for Cllrs and staff allowing access to procedures and policy documents and enabling closed discussion areas. The new website also ensures that the Council is fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard. Members was encouraged to take part in upcoming training. The website to go 'live' in 30 days if agreed.

RESOLVED that:

1. The Council's website be updated to the proposed version;
2. The report be noted.

8. ANNUAL GOVERNANCE AND RETURN:

Members were informed that the external auditors had not yet responded to the Council regarding the Annual Return.

RESOLVED that this item be deferred until the next meeting of the Council.

9. LOW SECURE UNIT MAGHULL HEALTH PARK:

Members were asked to note the consultation for the low secure unit, Maghull Health Park.

RESOLVED that the report be noted.

10. NALC CONSULTATION COMMITTEE ON STANDARDS IN PUBLIC LIFE:

Members are asked to note the consultation for NALC committee on standards in public life.

RESOLVED that the report be noted.

11. MUNICIPAL CALENDER:

Members were asked to agree the municipal calendar for the year.

RESOLVED that:

- 1. The Council agreed the municipal calendar 20-2021.**
- 2. The report be noted.**

12. CHRISTMAS ARRANGEMENTS:

Christmas tree: Members were asked to discuss options for a Christmas tree. Traditionally a Christmas tree has been erected in Maghull Square. However now the car park has been resurfaced etc this is no longer viable. KGV is suitable as electric supply has been installed previously.

Comments made by Cllrs:

- All in agreement to buy a Christmas tree bring the community together.
- Tree should be planted not bought and discarded.
- KGV should be the permanent place for the Christmas tree.

TH Christmas close down period: Members were asked to consider closing TH on Wednesday 23rd December for the Christmas period and returning after New Year's Day. Cllrs agreed to gift an extra annual leave day for 24th December 2020 and thanked all staff for their hard work during the pandemic.

RESOLVED that:

- 1. A Christmas tree be provided at KGV playing fields;**
- 2. The Council offices would be closed from 24th December 2020 until 4th January 2021;**
- 3. The report be noted.**

13. CHAIRS CLOSING COMMENTS:

The Chair thanked everyone for attending. A special Thank you to Cllrs Ken & Thomas Hughes for laying the wreath of remembrance.

14. EXCLUSION OF PRESS & PUBLIC:

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

15. LAND EAST OF MAGHULL – PLANNING INSPECTORATE HEARING UPDATE:

Members received an update regarding the progress of the Public Inquiry relating to the Appeal for the southern site on the Land East of Maghull. Members were informed of the key dates leading up to the Inquiry which was due to be held 15th – 18th December 2020.

RESOLVED that:

- 1. The Clerk's instruction of Counsel to represent the Council at the Public Inquiry be approved;**
- 2. The Statement of Case, as drafted by MTC's Planning Consultants and agreed by Counsel be agreed by Council and forwarded to the Planning Inspector;**
- 3. The representation from Maghull Town Council for case hearings and round table discussions would be the Town Clerk in conjunction with the Leader and Deputy Leader of the Council;**
- 4. The report be noted.**

CHAIRMAN

Report to: Full Council
Date of Meeting: 27th January 2021
Agenda Item Number 5
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 Full Council determine the level of precept to the requested for the financial year 2021-22;
2. That the budget be agreed for the forthcoming financial year 2021-22;
3. 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

Financial year 2021-22.

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 15th February 2021. This is so Sefton Council can produce its finance papers for their budget meeting in 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.

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 has been calculated at 6697.7 which is a reduction of 68.8 from last year and is a reduction in money terms of £7,130 before any calculation is made. This reduction is because more homes are claiming Council Tax benefit together with the number of deaths has meant the level of Council Tax collected has dropped which in turn has an impact on the Council Tax base calculation.
- 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 for the current financial year. 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.

- 2.6 Following the Finance and General Purposes Committee in December the Committee recommended a rise in the precept to cover the increase in running costs for the Council but not to pay for any projects or maintenance works.

Income Generation

- 2.7 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.
- 2.8 Due to national lockdown again being imposed it is not anticipated that income generation for the facilities will be possible for the first 6 months of the new financial year. In any event, the Vaccine Centre has meant that there is a loss of income from the Activities Room although the NHS are being charged £1,000 p.m. rent plus incidental charges.

Charging Schedule

- 2.9 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.
- 2.10 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

- 2.11 The Council has not been able to offer free room hire to any community groups for the year. It is unlikely that this will change for the forthcoming year.

Personnel

- 2.12 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.
- 2.13 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.

Projects

- 2.14 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.
- 2.15 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.
- 2.16 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. Finance and General Purposes Committee also declined to recommend anything to Council.

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 £105.64 per Band D property, an increase of £2.00 p.a. or a 4p per week increase. This would give an overall precept level of £707,545 or 65p 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 1.93% 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 level of precept requested does not allow for any of the projects to be taken forward as proposed in the Business Plan.

3.3.3 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 Full Council determine the level of precept to the requested for the financial year 2021-22;**
- 2. That the budget be agreed for the forthcoming financial year 2021-22;**
- 3. 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.

Finance and General Purposes considered the plan at their meeting of 9th December 2020.

The Finance and General Purposes Committee resolved to refer this plan to Full Council 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.

5 Year Asset Maintenance Plan (Year One Works)		
Works	Estimated Cost (£)	Status
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
Bins for Parks	6,069.00	To be funded from Revenue by March 31 st 2021
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

5 Year Asset Maintenance Plan (Revised Year Two Works)		
Works	Estimated Cost (£)	Status
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
Demolish Pavilion Whinneybrook	5,000.00	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
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).

ASSET MAINTENANCE 5 YEAR PLAN - 2020-2021

Item	Amount	Department
Re-Wire Town Hall & LED lights	25,000.00	2 Urgent
Demolish Judo Hut	7,000.00	2 Completed 2/11/2020
Bins for Parks	7,898.00	2 Completed 1/03/2021
TOTAL	39,898.00	

ASSET MAINTENANCE 5 YEAR PLAN 2021-2022

Item	Amount	Department	
Replace Air Conditioning units in Venue & Council Chamber and install one in the Radio Station	13,450.00	4	Moved from 20/21
Install new electricity meter on Whinneybrook (pump)	3,000.00	4	Moved from 20/21
Reflooring Town Hall	5,000.00	4	Moved from 20/21
More CCTV around Town Hall and overflow car park etc	1,600.00	4	
CCTV at Glenn Park	4,000.00	4	
Demolish Whinneybrook Pavillion	5,000.00	4	
Separate Electricity supply to outside buildings	5,000.00	4	
Repaint indoors at Town Hall to improve appearance	7,000.00	4	
Shutters to Town Hall Main entrance	7,000.00	4	
Replace Park Equipment as per ROSPA report	30,000.00	4	New
	81,050.00		

ASSET MAINTENANCE 5 YEAR PLAN 2022-2023

Item	Amount	Department
Electricity Supply Lower Bowling Hut	5,000.00	2
Stair Carpet at Town Hall	4,564.80	2
Replacement Windows Town Hall		2
Total	9,564.80	

ASSET MAINTENANCE 5 YEAR PLAN 2023-2024

Item	Amount	Department
Provide extra storage for Facilities Team	2	
Provide new facility for Facilities Team	2	

ASSET MAINTENANCE 5 YEAR PLAN 2024-2025

Item	Amount	Department
CCTV around parks		2

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



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THE HIGHEST COUNCIL TAX AT BAND D

	£
Spaldington	369.32
Bodmin	334.96
Filton	315.32
Falmouth	306.72
Horden	305.27
South Kirkby and Moorthorpe	293.96
Peterlee	287.56
Schildon	275.81
Easington Colliery	272.96
Langport	265.75
Shirebrook	263.51
Truro	262.64
Chippenham	262.05
Cranbrook	256.03
Launceston	254.79
Lilbourne	254.39
Thornley	251.87
Great Aycliffe	250.08
Carnelford	247.99
Seaham	246.59
Bude Stratton	241.05
Saltash	240.97
Bridport	238.82
Woughton	236.59
Ferryhill	228.07
Bishop's Castle	227.67
Blandford Forum	227.13
Sherborne	219.90
Newquay	219.78
Martock	219.73
Spennymoor	219.71
Oundle	219.23
Chilton	218.19
Bradford On Avon	216.90
Sturminster Newton	215.86
Wadebridge	215.58
Calne	215.57
Gillingham	214.70
Callington	211.95
Malmesbury	210.63
Royal Wootton Bassett	209.81
Salisbury City Council	208.00
Dursley	207.22
Hemsworth	206.50
Marlborough	206.37
Penzance	205.80
Camborne	204.86
Amptill	204.53
Cricklade	203.79
Whitwell	203.10
Diss	202.73
Hayle	202.70
Great Dawley	202.15
Silloth on Solway	202.14
Lostwithiel	202.08
Castle Cary	200.84
Corsham	199.09
Broad Clyst	198.93
Redenhall with Harleston	198.66
Lydney	198.39

COUNCILS WITH PRECEPTS IN EXCESS OF £1M

	£
Weymouth	3,355,030
Chippenham	3,236,261
Salisbury City Council	3,064,133
Weston super Mare	2,567,270
Dunstable	2,369,323
Central Swindon South	2,344,468
Leighton Linlade	2,265,946
Falmouth	2,208,221
Trowbridge	1,936,950
Banbury	1,929,411
Truro	1,862,334
Sutton Coldfield	1,853,566
Lowestoft	1,837,731
St. Neots	1,806,000
Newquay	1,801,523
Bracknell	1,759,546
Great Aycliffe	1,717,500
Abingdon	1,633,160
Frome	1,633,108
Witney	1,628,699
Bicester	1,566,506
Shrewsbury	1,517,035
Dorchester	1,503,515
Bodmin	1,502,455
Crowborough	1,454,171
Penzance	1,435,230
Stratton St Margaret	1,369,964
Spennymoor	1,358,599
Yate	1,334,190
Huntingdon	1,313,630
Calne	1,309,754
Saltash	1,304,083
Peterlee	1,296,004
Blyth	1,287,196
Littlehampton	1,279,268
Aylesbury	1,271,990
Central Swindon North	1,260,292
Totton and Eling	1,248,700
Camborne	1,234,869
Sevenoaks	1,215,276
Lewes	1,213,829
Hertford	1,212,714
Woodley	1,203,188
Warminster	1,180,666
Saffron Walden	1,167,736
Biggleswade	1,166,677
Yeovil	1,152,589
Farnham	1,146,027
Seaham	1,137,298
New Milton	1,130,212
Ryde	1,123,605
Stowmarket	1,108,711
Newbury	1,107,171
Rushden	1,106,667
Bishop's Stortford	1,096,515
Crewe Town Council	1,093,674
Hailsham	1,092,828
Malvern	1,084,576
Ware	1,084,380
Fleet	1,084,358
Harpender	1,069,930
Digby	1,050,668
Devizes	1,037,180
Haverhill	1,023,551
East Grinstead	1,008,464
West Bletchley	1,008,424

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	289,585.00			Reduced
4010	BANK INTEREST	2,000.00			Increased
4101	COUNCIL CHAMBER ROOM HIRE	1,000.00			Increased
4102	POLICE STATION LEASE	11,550.00			Increased
4103	ACTIVITIES ROOM	6,000.00			Vaccinations until Sept 21
4104	STORAGE HIRE	555.00			Reduced
4300	FUNCTION SUITE LEASE	7,500.00			Reduced
4330	BOWLS INDOOR	1,515.00			
4353	CRICKET CLUB LEASE	2,035.00			
4395	MISC. INCOME	1,040.00			
4396	SOLAR PANEL INCOME	4,000.00			Increased
		326,780.00	0.00	0.00	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	29,836.00			Reduced
5101	CCTV	1,600.00			Reduced
5102	ALARM	1,600.00			
5103	FIRE	1,000.00			Reduced
5104	AIR-CON	300.00			
5105	BOILER	1,000.00			Increased
5106	LIFT	3,500.00			
5107	CLEANING SERVICES	12,500.00			Reduced
5108	HYGIENE	2,500.00			Reduced
5109	PEST CONTROL	600.00			
5110	KITCHEN CLEANSING	1,950.00			Reduced
5111	WASTE DISPOSAL	50.00			Reduced
5116	CLEANING SUPPLIES	500.00			
5117	COVID-19	2,000.00			New
		58,936.00	0.00	58,936.00	
	OVERHEADS				
7000	BROADBAND	4,200.00			Reduced
7002	TELEPHONES	200.00			Reduced
7003	MOBILE PHONES	200.00			
7010	POSTAGE	200.00			
7021	STATIONERY	1,000.00			Reduced
7031	PRINTING	200.00			Increased
7036	BOOKS/TECHNICAL PUBLICATIONS	100.00			
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00			Reduced
7061	IT	10,000.00			Increased
7068	SAGE	3,022.00			
7071	PHOTOCOPIER	2,400.00			
7082	BANK CHARGES	750.00			
7100	SALARIES	81,967.00			
7106	EMPLOYER'S NI	7,953.00			
7107	PENSIONS	16,065.00			
7200	INSURANCE FEES	15,000.00			Reduced
7221	PROFESSIONAL FEES	6,000.00			
7224	AUDIT FEES	2,850.00			Reduced
7232	WEBSITE DEVELOPMENT	1,216.00			
7236	PERSONNEL CONSULTANCY	5,500.00			
7237	TRAINING	5,000.00			Reduced
7254	SUBSCRIPTIONS	3,000.00			

7300	RATES	19,000.00			Reduced
7303	ELECTRICITY - TOWN HALL	15,000.00			Increased
7308	GAS	11,000.00			
7309	WASTEWATER & METERED WATER	8,000.00			Increased
7320	CIVIC HOSPITALITY	200.00			Reduced
7359	MAYOR'S ALLOWANCE	2,000.00			
7801	CONFERENCES/TRAVEL/SUBS	700.00			
7810	LICENCES	1,500.00			Reduced
7817	ADVERTISING	1,200.00			Reduced
7823	PHOTOGRAPHS	300.00			
7846	MISCELLANEOUS EXPENDITURE	715.00			
		227,438.00	0.00	0.00	
	LOANS				
7916	2000 PROJECTS LOAN	4,081.40			
7967	2000 PROJECTS INTEREST	114.79			
7918	LIFT REPLACEMENT LOAN	9,117.66			
7968	LIFT REPLACEMENT INTEREST	3,523.00			
7919	PROJECTS 2009 LOAN	6,062.56			
7969	PROJECTS 2009 INTEREST	3,592.53			
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03			
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03			
		40,406.00	0.00	0.00	
TOTAL		0.00	0.00	-58,936.00	

FACILITIES	Department 2						
		Budget	Actual	Budget Remaining	Explanation		
	INCOME						
4001	Precept	314,663.00					
4321	Playing Fields	600.00					
4331	Bowls Outdoor	855.00					
4345	Tennis Club	1,200.00					
4346	Tennis Fences	168.00					
4350	Rent Bowling Hut	4,200.00			Increase 5%		
4351	Rent ATC Hut	1,500.00					
4354	Facilities Income				No income due from Sefton		
		323,186.00	0.00	0.00			
	SUPPLIERS						
5112	Water Quality	710.00					
5113	Electrical Safety	600.00					
5114	Health & Safety General	630.00					
5115	Playground Inspections	1,000.00					
5118	Drainage	500.00			New		
5200	Engineering Equipment	1,000.00					
5201	Engineering Repairs	1,600.00					
5202	Engineering Consumables	1,500.00					
5203	Play Equipment Repairs	2,250.00					
5204	Parks Management	8,451.00					
5205	Football Pitches	1,000.00					
5206	Bowling Greens	1,925.00					
5207	Grounds Maintenance Consumables	600.00					
		21,766.00	0.00	0.00			
	OVERHEADS						
7003	Mobile Phones	500.00					
7029	Uniforms	1,951.00					
7100	Salaries	200,132.00					
7106	Employer's NI	17,543.00					
7107	Pensions	35,669.00					
7200	Insurance Fees	6,000.00					
7301	Rates Garage	3,634.00					
7302	Rates Judo Hut	0.00					
7304	Electricity Glenn Park	355.00					
7305	Electricity Pimbley	300.00					
7307	Elec Ballswood	150.00					
7310	Water Garage	700.00					
7311	Wastewater Ballswood	800.00					
7313	Water & Wastewater Pimbley	130.00					
7314	Water & Wastewater Glenn P	120.00					
7315	Fleet Repairs	3,000.00					
7316	Vehicle Tax	920.00					
7317	Diesel	4,400.00					
7318	Red Diesel	4,342.00					
7319	Leases	8,774.00			Reduce		
7851	Asset Maintenance	12,000.00					
		301,420.00	0.00	0.00			
TOTAL		0.00	0.00	0.00			

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	77,359.00			
4395	MISC INCOME	0.00			Reduced
		77,359.00	0.00	77,359.00	
EXPENDITURE					
	SUPPLIERS				
5330	NEIGHBOURHOOD ACTIVITIES	5,500.00			Reduced by £1,000
5331	EVENTS	4,960.00			Reduced by £1,540
5333	CHRISTMAS ACTIVITIES	5,000.00			
5334	YOUTH PROVISION	4,000.00			Reduced by half
5335	GRANTS	5,000.00			
		24,460.00	0.00	24,460.00	
	OVERHEADS				
7100	SALARIES	41,333.00			
7106	EMPLOYER'S NI	3,465.00			
7107	PENSIONS	8,101.00			
		52,899.00	0.00	52,899.00	
TOTAL		0.00	0.00	0.00	

	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	
		25,938.00		25,938.00	
TOTAL		0.00	0.00	-25,938.00	

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

MAGHULL TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/07/20

and recorded as minute reference:

107-7

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature of Chairman]
[Signature of Clerk]

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.maghull-tc.gov.uk

Section 2 – Accounting Statements 2019/20 for

MAGHULL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	526,035	547,395	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	643,347	652,974	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	125,284	75,764	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	344,666	349,513	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	44,602	44,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	358,003	289,088	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	547,395	592,930	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	613,252	493,750	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,763,253	2,763,253	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	333,060	302,242	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D. Healey

24/07/20

Date

The accounting statement is unaudited and subject to change D. Healey

Finance Officer

I confirm that these Accounting Statements were approved by this authority on this date:

27/07/20

as recorded in minute reference:

7

Signed by Chairman of the meeting where the Accounting Statements were approved

Final External Auditor Report and Certificate 2019/20 in respect of Maghull Town Council LA0133

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

External auditor report 2019/20

On 29 November 2020, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2020. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Information received from the smaller authority indicates that expenditure on new park equipment amounting to £78,663 was omitted from Section 2, Box 6 for the current year as it was incorrectly included in the Box 7 to 8 reconciliation as a year end debtor. The figures in Section 2, Boxes 6 and 7 for the current year should read £367,751 and £514,267 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to the asset register by ticking 'No' to internal control objective H. This is because a review of the asset ledger was in progress at the time of the audit. In addition, the smaller authority has been working on implementing the recommendations from the prior year internal audit report. While it has made good progress on this there are still some recommendations that have not yet been fully implemented. The smaller authority should ensure that any remaining matters identified by the internal auditor are addressed in a timely manner.

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PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

PKF Littlejohn LLP



Accountants &
business advisers

External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

A handwritten signature in black ink that reads 'PKF Littlejohn LLP'.

PKF Littlejohn LLP

21/12/2020

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Maghull Town Council LA0133

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has submitted its AGAR and supporting documentation prior to 30 November 2020; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

An invoice for the standard annual review fee (and chaser letter charges where they apply) has been issued with this interim certificate; however, this interim invoice does not fall due for payment until we certify completion and issue our final report and certificate. Should we receive challenge correspondence before we have certified completion, any additional fees arising from additional work required as a result of that correspondence will be invoiced with the certificate of completion; where no additional fees apply a zero invoice will be issued on completion. Both the interim and final invoices do not fall due for payment until we issue our final invoice with the certificate of completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2019/20

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020

We do not certify completion because:

We have received the AGAR and supporting documentation but we have not been able to complete our review work prior to 30 November 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Ms D Healey
Maghull Town Council
Maghull Town Hall
Hall Lane
Maghull
L31 7BB

Our ref LA0133
SAAA ref SB05555

Email sba@pkf-l.com

06 January 2021

Dear Ms Healey

Maghull Town Council

Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Maghull Town Council for the year ended 31 March 2020. On 30 November 2020, we issued an 'interim' report in respect of our review of Maghull Town Council's AGAR for the year ended 31 March 2020. We explained the reasons that we were unable to certify completion of the review at that time. We are now able to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based, and a copy of our 'interim' Section 3 report. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 November (or as soon as possible where this date has passed), which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time that for which the Notice must be published. There is no requirement for the Notice to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3, plus the attached final report and certificate, of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity** as well as the first fee note which was issued with our 'interim' external auditor report.

Additional charges are itemised on the fee note if applicable. These arise where either

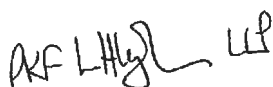
- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference LA0133 or Maghull Town Council as a reference when paying by BACS.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>.

Yours sincerely



PKF Littlejohn LLP

Maghull Town Council

Notice of conclusion of audit Annual Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for Maghull Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Maghull Town Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Ms D Healey
Maghull Town Council
Maghull Town Hall
Hall Lane
Maghull
L31 7BB

Our ref LA0133
SAAA ref SB05555
Invoice no: SB20204459

VAT no: GB 440 4982 50

Email sba@pkf-l.com

06 January 2021

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020

Additional charges (where applicable) as detailed on attached appendix A

Additional fees (where applicable) as detailed by separate cover £0.00

TOTAL NET £0.00

VAT @ 20% £0.00

TOTAL PAYABLE £0.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include LA0133 or Maghull Town Council as the reference.

For account queries, contact creditcontrol@pkf-l.com.

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

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L31 7BB

Our ref LA0133
SAAA ref SB05555
Invoice no: SB20204459

VAT no: GB 440 4982 50

Email sba@pkf-l.com

06 January 2021

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020

Additional charges (where applicable) as detailed on attached appendix A

Additional fees (where applicable) as detailed by separate cover £0.00

TOTAL NET £0.00

VAT @ 20% £0.00

TOTAL PAYABLE £0.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf,
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Report to: Full Council
Date of Meeting: 27th January 2021
Agenda Item Number 7
Subject: Innovative Resilience Measures
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

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	No
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	No
7. Health and wellbeing Programme	No
8. Statutory Requirement	No

Recommendation(s)

1. That Full Council agrees to support the Expression of Interest being submitted by Sefton Council;
2. That the report be noted.

Reasons for Recommendation(s)

Maghull is subject to considerable surface flooding and this is increasing. Measures to assist with the management of surface flood water would be welcomed in the community.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Bid by Sefton Council to fund the entire project

(B) Capital

None

Implications of Recommendations:

Financial Implications	Bid by Sefton Council to fund the entire project
Resource Implications	Officer time (could be funded by bid)

Legal Implications	LGA 1972
Equality & Diversity Implications	None

Implementation Date for Decision

Following Council meeting

Appendices

None

Background Papers

Letter of Support dated 8th January 2021

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

1. Background

The Council has received an email with the following information relating to possible funding from the Environment Agency.

In the 2020 Budget, the government announced a £200 million fund to test and demonstrate a range of innovative projects to help communities become more resilient to flooding and coastal change. This fund will provide an opportunity to develop and test new and emerging approaches and ambitions set out in the new Government Policy Statement and the National Flood & Coastal Erosion Risk Management Strategy. They are looking for 25 areas to deliver this 'Innovative Flood and Coastal Resilience programme'. Each area will undertake a range of innovative actions to improve their resilience, such as nature-based solutions, sustainable drainage systems, pro-active approaches for making existing properties more flood resilient, encouraging local businesses to improve their flood resilience, and building voluntary sector capacity to respond and recover.

This programme outcome is to help communities to become more resilient to the impacts of climate change. Over the next six years (2021-2027) the programme aims to:

- *Support the households, communities and businesses in 25 areas affected by flooding or coastal change now, and in the future, to adapt to a changing climate by improving their resilience to flooding and/or response to coastal change.*

- *Work with local partners to trial and evaluate the costs and benefits of different actions and explore how they can work individually and together in a place to improve resilience and adaptation of households, communities and businesses to flooding and/or coastal change.*
- *Inform the development of future flood and coastal erosion policy and funding programmes (post-2027).*

There are significant challenges in developing the bids as they must be innovative and use a package of solutions, broaden the range of options available and increase the uptake of resilience actions. The project must address at least two of the following themes:

- *Integrated water management solutions*
- *Nature-based solutions*
- *Property flood resilience*
- *Community infrastructure resilience*
- *Monitoring and management of local assets*
- *Minimise damages and disruption to small and medium-sized businesses*
- *Community and voluntary sector action to be better prepared and recover more quickly*
- *Local emergency response equipment*
- *Enhanced flood warning systems*
- *Investigate policy challenge areas*

There are several constraints with the funding and proposals cannot:

- *Construction of new conventional community flood defences. This includes formal engineered structures such as walls, dams, artificial channels, water control and pumping installations, breakwaters, groynes and artificial foreshores etc. which are designed to reduce the risk of flooding or coastal change to communities.*
- *The programme funding cannot be used as a contribution to FCERM partnership funding.*
- *Action which has been funded under other programmes. We encourage projects to harness other funding mechanisms (e.g. Environmental Land Management Schemes, Nature for Climate Fund) and dovetail with actions funded through those routes, but there must be no duplication.*
- *Recovery actions following a flood event during the lifetime of this programme, including compensation for households or property owners impacted by flooding and coastal change.*
- *Business-as-usual actions, i.e. those normally expected of RMAs or required by statute.*

We have engaged with partners across Merseyside to understand any bids the other local authorities will be making. Only Wirral Council are considering putting a bid in. Officers from both Sefton and Wirral have discussed their bid and there are a

number of similarities between the bids. The officers are exploring the opportunity of submitting a joint bid which could strengthen the overall bid.

Programme Timescales

Stage 1 – develop the expression of interest (EOI) - Closing date 15 January 2021.

Stage 2 –bid assessment 15 January 2021 to February 2021.

- Phase 1 The EOIs will be screened to make sure they meet the programme principles and eligibility requirements.*
- Phase 2. Assessment panels will score and shortlist the EOIs. The assessment panels will include representatives from the Environment Agency, Defra and others. Some of the applicants expressing an interest may be invited to an interview.*
- Phase 3 The assessment panel will carry out a moderation process.*

Stage 3 - area selection from February 2021 to March 2021. The Environment Agency will announce the successful local areas.

Stage 4 - project development from March 2021 to June 2021. Detailed business case development and funding application.

Stage 5 - project implementation from June 2021 to April 2027. Data collection, testing and analysis, and reporting throughout the project

Funding

Funding will vary depending on the resilience actions that the projects provide. The Environment Agency will decide how much funding to allocate when they assess the expressions of interest (EOI). Each local area should prepare an EOI assuming there will be an average of around £6 million in total. The Environment Agency will make this funding available to projects over the 6 years.

Paul Wisse from Sefton Council contacted the Council to see if we would be interested in supporting the bid. His email contained the following information:

I wanted to update you on a bid that is in development for the Maghull area relating to flood risk management for a new pot the Environment Agency has made available for innovative resilience measures (below is more background information regarding the funding and process involved and further details are available at <https://www.gov.uk/guidance/flood-and-coastal-resilience-innovation-programme>). We are engaging with a number of partners to pull together a comprehensive bid and there may be an opportunity to submit a joint bid with Wirral MBC (that would likely strengthen the bid overall but could reduce the amount of funding we could bring in). We are still determining the full area that the bid will cover. Unfortunately, we have a very tight deadline of the 15th January to submit a bid.

We see Maghull Town Council being a critical partner in the delivery of this project, should we be successful in securing funding. Whilst we are looking at a number of interventions to improve the management of water the engagement and support of the community is vital for the project's success. We know that flooding has had

devastating impacts across Maghull for the community through those directly impacted and those who have been disrupted through the likes of flooded roads etc. We can imagine that the feeling towards water in Maghull is that it is a nuisance and a waste product that serves no purpose other than disruption, and this is something that we want to be able to change. We want the community in Maghull to appreciate and value water in a way they have never done before. Through the project we want to be able to provide resources so the community feel in control of water and can use it for their benefit and the communities benefit. I know this is a significant challenge and we have a lot of work to achieve this. I believe if we can work with yourselves to develop the messages, gain support for the ideas and work together through the project we can make a real change in Maghull.

We would welcome any ideas you have regarding this and are keen to work with you on this, myself and Michelle Barnes are pulling the bid together for Sefton. As you can imagine we are having to develop this at some speed to meet a January 15th deadline.

Currently, officers have been focussing on developing the following ideas for the project:

- Partners: EA, United Utilities, Rivers Trust, Canal and Rivers Trust, Town Council, Highways Authority and possibly Planning Authority*
- Develop a culture of valuing water and not just seeing it as a waste product or nuisance, as discussed above*
- Develop a Surface Water flood warning system*

This would see a network of water level monitors deployed across the surface water system with a live feed to a web portal. We currently use a system Called Map Rain that can provide bespoke rainfall warnings for a set area. The system is capable of taking in data from additional sensors. We would look to work with the provider to expand the warning system to take into account the levels within the surface water system. The system can be set up to automatically send out warnings to various media feeds.

- Develop and implement property level surface water storage*

This can be as simple as using water butts as a flood storage device – ie the homeowner ensures it is empty before a significant rainfall event, there are two ways this could be achieved, through an engagement programme where warnings go out for rainfall events to remind them to empty their water butts before it rains, or set water butts up to drain at a set rate effectively leaking, so there is no intervention needed from the homeowner, it fill up in the rain and then gradually drains out later. We would look to install both types initially as part of a research phase to see the impact that they have and towards the middle/end of the project undertake a wider deployment of the most effective system. We would also be looking at raingardens, green roofs and walls. This would include both residential and business premises. During other time the water can be used for watering gardens etc. If sites are appropriate this can also include rain gardens, suds in grass verges, green roofs and walls

- Install a community SuDS garden in the town to provide benefit plus also demonstrate various methods that the community could implement in their properties.*

At a central or key location we would like to install a Suds garden when a number of flood interventions can be installed aimed at inspiring the community to take the ideas home and use them in their own property, this could link to a webpage where all the design information is available.

- *An opportunity could be in the pipeline for a parcel of land behind Fouracres that could be used for flood storage,*

We have spoken to Cllr Sharp and the Healthy River Trust about the potential for the site to developed to operate as a flood storage area and have multiple functions as well, so targeting environmental improvements – could be linked to the bee corridor concept, provide space for nature and access for all the community , it can have a space set up the community and have information on a number of topics including health and wellbeing

- *Linked into Climate Emergency to derive wider benefits from interventions.*

Sefton's Councils climate emergency recognises the impacts of flooding and potential future increases in risk, but also impacts of droughts etc There are opportunities to align the both project to deliver multiple benefits. For example we have been looking at using water butts made from recycled plastic by a British Company – thus reducing waste and transportation.

- *There are numerous watercourses that flow through private land and the land owner is responsible for the maintenance,*

This poses a particular challenge in Maghull as many of these run through back gardens and have been put into pipe. Through previous engagement activities a number of residents didn't even know they had a watercourse or couldn't access it due to it being piped. It is hope that through the project we could work with the town council to explore options for a more coordinated and structured programme of maintenance. This could include upskilling the town council ground staff or Green Sefton's Ground staff and purchasing the appropriate equipment to allow them to undertake the work. How this is funded into the future would also need to be explored to ensure a long lasting legacy.

- *Engage the schools in the project*

There are numerous opportunities for the schools to become heavily involved with many aspects of the programme from designing posters and messages for the project, site visits, water management features installed on school grounds, lesson plans, analysing data etc

- *Develop a citizen science programme to monitor a number of aspects of the project*

There are opportunities to better engage the community by providing them monitoring and reporting activities, they can become the eyes and ears of the project. Simple web forms can be set up to collect data and information on they system. The Healthy Rivers Trust also have a river guardian programme where volunteers collect water samples to test water quality.

- *Work with a research institute to monitor the impact of interventions*

A key part of the innovation programme is to understand the impacts of the proposals being made, there are two aspects to this firstly the physical side, do any interventions make significant impact to the flood risk and secondly the social aspect – how does individuals and the community relationship with water and flooding change through the project.

- *Include costs for at least 1 project officer.*

We see that a dedicated officer for the project is critical and it would need at least one individual, we would also look to create apprentice opportunities

We would welcome any ideas you have regarding this and are keen to work with you on this, myself and Michelle Barnes are pulling the bid together for Sefton. As you can imagine we are having to develop this at some speed to meet the January 15th deadline.

A briefing has gone to the Cabinet Member Health and Wellbeing earlier this week and will be going to Cabinet Member Locality Services next week. I will endeavour to keep you updated but we will be developing this very quickly and are unlikely to be able to undertake as much engagement as we normally would.

As this project would benefit Maghull I have responded with a letter of support in the first instance. A copy is attached to this report. However, should Council decide it does not wish to support this project that letter of support can be withdrawn.

Recommendation(s):-

- 1. That Full Council agrees to support the Expression of Interest being submitted by Sefton Council;**
- 2. That the report be noted.**

Paul Wisse
Team Leader – Development, Green Sefton.
Magdalen House,
30 Trinity Road,
Bootle,
L20 3NJ

Angela McIntyre Town Clerk
Maghull Town Hall
Hall Lane
Maghull
Merseyside L31 7BB

Date: 8th January 2021
Our Ref:
Your Ref:
Tel: 0151 526 3705

Email: angela.mcintyre@maghull-tc.gov.uk

Dear Paul

Re: Innovative Resilience Fund Bid

I am writing with regard to your email which set out the proposed Expression of Interest for the above bid.

I can confirm that Maghull Town Council would be very interested in supporting this bid and providing any necessary resources. To this end I would suggest that Round Meade Park be put forward as a proposed site for the Community SuDs Garden which has the added benefit of Green Park and St Bosco's Primary Schools being opposite which would nicely bring the local schools into the project.

Round Meade Park is currently unusable due to the high level of surface water and poor drainage conditions. The Town Council sees this as an opportunity to demonstrate to local residents on the west side of the town the benefits of improving property resilience as the climate changes.

This matter will need to go to Full Council on 27th January for the ratification of the decision made under delegated powers to support this bid. I am happy to provide outline costings for officer time etc. when that becomes necessary.

If there is anything further that you need from me for the EoI please do not hesitate to contact me.

Yours sincerely



A. McIntyre (Miss)
Town Clerk to Maghull Town Council

MAGHULL TOWN COUNCIL
AMENITIES COMMITTEE MEETING
HELD 23rd SEPTEMBER 2020
VIRTUAL MEETING VIA ZOOM

PRESENT - Councillor Y. Sayers (In the Chair) and Councillors (Cllrs): Josh Burns, Desmond, K. Hughes, McKinley and J. Sayers.

ALSO PRESENT – A. McIntyre (Town Clerk), A. Spencer (Amenities Manager), S. Larking (Minutes) and B. Greenaway (Mersey Forest)

1. **APOLOGIES FOR ABSENCE** – Apologies received from Cllr Carr
2. **DECLARATION OF INTERESTS** – None received.
3. **PUBLIC PARTICIPATION** – No requests received
4. **MINUTES OF AMENITIES COMMITTEE 4th MARCH 2020.**

RESOLVED that the Minutes of Amenities Committee held on 4th March 2020 were approved as a correct record. **Note: Minutes to be signed at the next opportunity.**

5. **PROPOSED TREE PLANTING SCHEME WITH MERSEY FOREST**

Ben Greenaway from The Mersey Forest explained that he was working with Maghull Town Council to increase tree planting in Maghull. Funding streams were available to support planting. The focus has been on 8 public green spaces and one privately run space:

- Hall Lane Park
- Pimbley Playing Fields
- Mersey Avenue Playing Fields
- Moss Park
- Dodds Park
- Round Meade
- South Meade
- Bobby's Wood
- Moss Side Cricket Field

There are 34 hectares of green spaces in Maghull which includes 14 parks and 19 open spaces. Using data from Fields in Trust the Green Space Index for Maghull is 20m² of green space per person; the average is 29.37m².

The offer from Mersey Forest is as follows:

- Woodlands and micro forests: Hall Lane, Pimbley, Round Meade and Bobby's Wood. Cost £21,000
- Standard Trees and additional hedging: Mersey, Dodds, Moss, South Meade and Moss Side Cricket Club.

Notes:

- Money not secured for standard trees
- No funding for street trees
- Urban Tree Funding requires 50% match funding
- No rush to do work. Funding to be spent in a timely manner. Good quality woodland and green space is the priority
- Mersey Forest may comment on local plans but do not comment on individual planning applications. Recommended looking at a development in North Knowsley which incorporated green space

Key points made by Cllrs:

- Amenities and green space a priority for Maghull residents
- Surprised by amount of green space in Maghull. Thought Maghull was green compared with other areas
- Developers on Land East of Maghull sites making claims about biodiversity. Concerns about infrastructure and flooding. Will ask Sefton if the proposals meet the requirements for Green Space
- Noted that planting trees is a mitigation against climate change

The Amenities Manager made the following points:

- Community engagement needed to get support for proposals. Will build on Cllr Sharp's work in Bobby's Wood
- Two of the sites owned by Sefton Council (Old Hall Park and Bobby's Wood) and there will therefore be a requirement to consult.
- Planting provides an opportunity for the Amenities Team to develop their skills. Team have capacity to deliver planting scheme as winter works started early.
- Aim of presentation was to flag up work to Committee and get agreement to firm up proposals and start community consultation.

RESOLVED that

- 1. Officers to develop proposals and work with the Community and Sefton Council**
- 2. The presentation be noted**

6. AMENITIES MANAGER UPDATE – COMMITTEE RESOLUTIONS

The Amenities reported that 6 resolutions were in progress. Updates by exception for the actions in progress (highlighted in grey in report) as follows:

- Mersey Forest: Presentation to Members
- Council's Vehicles/Fleet: Progress delayed by Covid 19 pandemic and waiting for agreement of Procurement Policy. Procurement Policy and agreement with Knowsley Council was approved by Finance and General Purposes Committee on 9th September. Work on fleet will be progressed as part of Procurement Policy
- Judo Hut: Update to be provided as part of the Agenda (item 11)
- Alternative Legal Provision: This has not been progressed due to savings required due to Covid 19 Pandemic

- Bid Writer: This has not been progressed due to savings required due to Covid 19 Pandemic
- Grounds Maintenance Operations 2020/21: Update to be provided as part of the Agenda (item 7)

RESOLVED that

1. The report be noted

7. REVIEW OF GROUNDS MAINTENANCE OPERATIONS 2020/21

At its meeting on 4th March 2020 Amenities Committee had approved proposals for 2020/21 Grounds Maintenance Operations. The ambition was to enhance parks and open spaces. Work had been impacted due to lockdown during the Covid-19 pandemic. Following return to work the Grounds Maintenance Team have prioritised work to achieve pre lockdown standards. They have achieved, and in some areas exceeded pre-lockdown standards and some winter works e.g. hedge cutting have started early. However, maintenance of play equipment and assets such as pavilions was behind schedule.

The Amenities Manager asked for the Committee to consider five changes to the work programme:

1. Removal of Play Equipment identified as posing a danger to health and safety in the annual ROSPA report
2. Repainting of play equipment and assets (pavilions, entrance barriers and park signs)
3. Installation of bins as part of phase two of bin replacement programme
4. Installation of benches as part of council's celebration bench scheme
5. Tree planting. As well as improving parks and open spaces would be an investment in the team and meet training needs

Key points raised by Cllrs:

- Positive feedback about grass cutting in Old Hall Park
- Concerned that equipment removed and not replaced. Long term funding strategy required as core duty of Council to provide and maintain parks and equipment
- Update requested on Maintenance Operative vacancy

The Town Clerk noted that Personnel Committee would need to meet to agree to fill the vacancy – the budget had been approved. Preference was to hold face to face rather than virtual interviews which may need to wait until local lockdown restrictions were lifted.

RESOLVED that

- 1. Additional works approved for the 2020/21 autumn/winter operations window**
- 2. The report be noted**

8. UPDATE ON THE REFURBISHMENT OF CHILDREN'S PLAY AREA AT GLENN PARK PROPOSED 2020/21

The Amenities Manager reported that he had liaised with Wicksteed regarding the refurbishment of the play area at Glenn Park. They are aiming to start work in the second week of October. There are some works for the Facilities Team to complete in advance e.g. removal of concrete posts. There is ongoing ASB in the park. Priority is to protect

the play equipment. Hedgerow had been retained. Considering a two-metre high fence with access gates at either end. He noted a comment from Cllrs about fencing being scrambled and potential liability. His informal view was that if anyone fell after climbing the fence that contributory negligence could be used in defence

RESOLVED that

1. Verbal report be noted

9. PROPOSED PARTNERSHIP WITH MAGHULL IN BLOOM TO SUPPORT LITTER PICKING IN GLENN PARK

The Amenities Manager reported that he had received a request from Maghull in Bloom (MiB) to support litter picking in Glenn Park. Three regular park users had volunteered to litter pick. The Council could provide litter pickers and high viz tabards (without logos) if needed. Litter picking on Council land is covered by Council's insurance. Residents are keen to form "Friends Of" groups in Balls Wood and Round Meade. Work on-going with the Community Services Manager to formalise groups.

Key points from Cllrs:

- Conservative Group have up to 10 volunteers available to help with litter picking in parks: litter pickers, glove and high viz tabards
- Would like an update on "Friends Of" Groups at the next meeting

RESOLVED that

- 1. Members supported the partnership with Maghull in Bloom for litter picking in Glenn Park.**
- 2. Update on "Friends Of" Groups for next meeting.**
- 3. Report be noted.**

10. FOOTBALL PITCH HIRE 2020/21

The Amenities Manager reported that work by Sefton Council to improve drainage at Pimbley Playing Field had been successful. Water logging had been reduced. Sefton District School Boys Under 15s FC had played on one pitch last season with no adverse impacts. Both pitches ready for hire for 2020/21 season. Lots of interest from clubs. Sefton District School Girls Football Club had enquired first (February 2020) and should be offered the pitch. Changing rooms are not be available. Covid-19 risk assessments will be required from both clubs to support the Council's own risk assessment. Clubs also providing/will provide contact details for Government's trace and test programme. Details will be kept for 21 days and destroyed thereafter.

Key points raised by Cllrs:

- A football club is providing Football Coaching at Whinney Brook on Saturday mornings. Up to 60 parents and children attend. Cars parked on verges causing a nuisance to residents. If this is a business, they should be charged as they are using a Council asset which incurs costs to maintain. Officers to investigate.
- Noted clubs hiring MTC facilities are providing contact details for Government's trace and test programme.

The Town Clerk suggested using social media to make residents aware that the organisers of the coaching sessions do not have permission to use Council land and that their insurance may be invalid

RESOLVED that:-

1. **Both football pitches at Pimbley Playing Field are reopened for the 2020/21 football season.**
2. **One pitch is made available to Sefton District Schoolboys Under 15's Football Club.**
3. **The reopened second pitch is made available to Sefton District School Girls Football Club.**
4. **Officers to explore use of Whinneybrook Playing Field on Saturday mornings and issue message on social media that Council has not agreed the hire and that insurance may not be valid**
5. **The report be noted**

11. DEMOLITION OF FORMER JUDO HUT AT SITE OF MAGHULL TOWN HALL

The Amenities Manager reported that despite efforts to secure the judo hut, it is blighted by high levels of vandalism and puts the tennis pavilion at risk. The cost of demolition is £7,320 and £200 + VAT to disconnect the electricity.

Cllrs noted the following

- Building not been used in recent years
- Options to retain skeleton and refurbish considered as a base for Grounds Maintenance Team. Council has other assets it could use
- Access an issue for use as a garage
- Plan to rationalise the estate going forward and bid for funding for a sports facility

RESOLVED that

1. **The former Judo hut is demolished by Winterburns of Rochdale Ltd and electricity disconnected**
2. **The costs associated with demolition of the former judo hut to be met by asset maintenance nominal code within the 2020/21 Facilities Budget**
3. **The report be noted**

12. RESPONSE TO SEFTON COUNCIL'S CONSULTATION ON PUBLIC SPACES PROTECTION ORDER (DOG CONTROL)

The Amenities Manager reported that Sefton Council's Public Spaces Protection Order (PSPO) (Dog Control) had been in place for 3 years. Sefton Council is carrying out a consultation about its effectiveness and any improvements. Closing date is 5th October. Key points from MTC response:

1. State the names of Town/Parish Parks and Open Spaces within the annex of the new PSPO to give greater certain in terms of enforcing the order

2. Universal signage across Sefton would help as currently each Parish/Town Council has different signage.
3. A contact point within Sefton Council should be identified to help inform where patrols should be deployed where dog control is an issue.
4. Funding should be made available to support community clear ups

RESOLVED that

1. **The verbal report be noted**

13. FUNDING APPLICATION – FRIENDS OF MAGHULL AND DISTRICT

Friends of Maghull and District have requested funding for two crowd funding signs (£95.00) to help promote the work of the Friends of Maghull and District. The cost will be met from the Parks Management nominal code.

Cllrs commended Cllr Sharp for his work to improve the local environment. They noted that he had raised over £66,000 for projects in Maghull

RESOLVED that

1. **Funding of £95.00 agreed for Friends of Maghull and District to purchase crowd funding signs to be installed at Bobby's Wood**
2. **The report be noted**

14. CHAIRS REPORT

No report given

15. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that

1. **The press and public be excluded due to the confidential nature of the item under discussion.**

16. HEDGE PLANTING AT DODD'S PARK

A resident, whose property borders Dodds Park, requested that a hedge is planted on the boundary of the property due to privacy issues from an item of play equipment. The resident has made a number of complaints which have been investigated by Officers. The resident has planted a laurel hedge along their boundary, but growth is slow. The resident claims that poor growth has resulted from the proximity of two silver birch trees and has requested one or both are felled. The Council's policy is not to remove trees unless they are damaged or diseased. Knowsley Council's Tree Officer (who carried out the 2018 Tree Survey) advised that it was not necessary to fell either tree which were both in good health.

The Town Clerk confirmed that she had visited the property. Part of the laurel hedge was not growing as fast as in other parts of the garden. This could be due to a number of reasons. Silver birches are not known to take up large quantities of water. The Council has been working to reduce the height of hedges across Maghull's parks, in response to feedback from residents and was something which members supported within council's Parks Review. Hedges are cut to a uniform height rather than by household preference.

Cllrs carefully considered the request to plant a hedge to the rear of the property in Dodds Park. A majority decided to reject the request to plant a hedge and agreed that there should be no works to either silver birch trees.

RESOLVED that

- 1. Rejected request to have hedging with the boundary of Dodd's Park to the rear of a property on Dodd's Lane**
- 2. The Town Clerk should write a letter to the resident explaining the resolution of members.**
- 3. The report be noted**

CHAIRMAN

MAGHULL TOWN COUNCIL
VIRTUAL COMMUNITY SERVICES COMMITTEE
HELD 19th AUGUST 2020 BY ZOOM

PRESENT - Councillor Carragher (In the Chair) and Councillors (Cllrs) Desmond, Ferguson, T. Hughes and Mullen

ALSO PRESENT - A. McIntyre (Town Clerk), P. Dillon (Community Services Manager) and S. Larking (Minutes)

1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Josh Burns, Doherty, Lloyd, Sharp, and Y. Sayers

2. DECLARATIONS OF INTEREST

None received.

3. PUBLIC PARTICIPATION

None received. Meeting being recorded and will be available for viewing. Note: due to technical issues only part of the meeting was recorded.

4. MINUTES OF COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE OF 11th MARCH 2020

RESOLVED THAT: The minutes of the meeting held on 11th March 2020 were approved as an accurate record.

5. COMMUNITY SERVICES WORK PROGRAMME

The Community Services Manager reported on the impact of Covid 19 pandemic on events and activities agreed by the Committee on 11 March:

1. Cinema Trip: Cancelled by Sefton CVS. Credit note from Maghull Coaches to be used when event is rescheduled
2. Mini Soccer: Postponed. Will run in September/October when schools return
3. Go Girl afterschool project: Postponed. Looking to start again when schools return
4. Green Trail; Lottery Funding directed to Emergency Covid Funding. Unclear when will be able to bid for funding
5. Family Fun Day: Cancelled. No current plans to re-arrange
6. Family Park events: Cancelled
7. Mini Olympics: Postponed.
8. Literary Festival: Postponed. Library has been closed.
9. Lantern Event: Unlikely to happen as no funding. Community Services budget reduced (by £16,000) due to Covid

10. Fun Fair: Postponed. Organisers keen to host an event in September 2020. They have been advised this is not possible under current regulations. Looking at one or two fairs in 2021.
11. Circus: Offered dates for 2021. Agreed to invite back on same terms
12. Toy Fair/Kite event: To revisit in 2021

Views from Cllrs are welcomed about other potential events.

On a more positive note, the Community Services Manager ran through what had been delivered in recent months:

1. Calls to vulnerable residents. 50 people contacted and offered support. The list may increase as other residents identified who need support due to isolation
2. Sefton CVS Volunteer Shopping: 200 deliveries. Scheme closed on 14th August. Some is shopping continuing for the most vulnerable residents. Unfortunately, the Sefton CVS Community Connector for Maghull is moving to a new post. In the short term there will be a shared service, with Southport, which will create a gap
3. Maghull Food Bank: Working with Morrison's Community Champion to support the Food Bank. Funding secured via Cllr McKinley. Some money still available. Generous donations from Maghull residents; sometimes food gets reallocated to other parts of the borough. Numbers attending the food bank range from 2 to 31. Includes single people and families. Most users are from Maghull and Lydiate.
 - a. Points raised by Cllrs:
 - i. Local churches all offer Food Banks
 - ii. Trussle Trust has strict rules about referral (via GP or Cllr) and there is a maximum number of visits (3 per year)
 - iii. Some people are embarrassed by using a Food Bank and will go out of area to avoid being seen by people they know
4. Social Media: Promoting and signposting advice and assistance e.g. information about Citizens Advice services. Increased number of likes. More work to do to drive users
5. Bobby's Wood: Good response on survey monkey. Support for "Friends Of" group. Draft guide for "Friends Of" groups which will be used for Bobby's Wood and Glen Park
6. Land East of Maghull: Over 100 responses sent directly to MTC and collated in support of Option 6 (Haul Road).
7. Tesco Bags of Help: £500 funding received for Volunteer Expenses. Forwarded to Sefton CVS as the volunteer co-ordinator. Some money still available to support volunteers
8. Sefton's Community Response Cell: Community Services Manager has been liaising with support officer and circulating minutes to councillors. Helpful to have a co-ordinated approach across Sefton. Three cells being merged. Meetings moving to bi-monthly.

9. Community Groups in Maghull: Officers have had regular contact with Community Groups and hirers. Outdoor bowlers are back bowling at KGV Park. It was noted that Maghull in Bloom had been in contact about social distancing for volunteers. Government Guidance about social distancing applies to all activities.

RESOLVED THAT: The report be noted.

6. TACKLING SOCIAL ISOLATION

The Community Services Manager reported that he has spoken to the Chair about loneliness and how to tackle it. He attended a virtual conference which had some good ideas. There is lots going on in Maghull; work is needed to map services to identify gaps. A second wave of Covid over Autumn/Winter could increase isolation. Need to think how to communicate and reach out to elderly residents who are not on social media. There was a pool of volunteers (8) who provided the shopping services. The plan is to try and retain services for Maghull and increase the numbers.

Looking at options for Christmas. Will be able to provide Hampers but there is no social contact. Unlikely will be able to host a Christmas Lunch but will keep under review. Will maintain contact with vulnerable residents to identify who needs help.

Partnership arrangements to be reviewed. Will host a virtual partnership/volunteer event.

Maghull Radio exploring digital inclusion and digital champions. Maghull not a priority for digital inclusion scheme run by Sefton CVS

Key points from Cllrs:

- Link up young children and elderly residents e.g. pen pals. Evidence has shown this lifts the spirits of all involved. Could set up with schools when they return from summer holiday
- Details of people wanting to volunteer to be passed to MTC Officers to forward to Sefton CVS
- Remote buddying, good neighbour schemes
- Funding available from IT/Media companies to encourage digital inclusion and access to Social Media
- Issues about Zoom/Skype for some people e.g. those with learning disabilities, not just the elderly. The preference is for 1-2-1 contact

RESOLVED THAT: The report be noted

7. COMMUNITY YOUTH SUPPORT NETWORK

Cllr Mullen gave an update on proposals to support families with a child living with neurodevelopmental conditions including Autism Spectrum Disorder and ADHD. She is in contact with ADDvanced Solutions who have been supporting families who have been under pressure due to isolation/withdrawal. Meeting space is urgently needed to engage with those who want to meet in person. Looking at Zoom meetings for those families who are struggling. It was noted that issues include anxiety and separation.

Concerns about availability of A Level courses in local schools. Schools supporting students but more support may be needed.

In response the Community Services Manager reported that as the Town Hall was currently closed to the public it could signpost to services and support. It was suggested that a working group be set up to look at issues and how to support children and young people

RESOLVED THAT: The report be noted.

8. CHAIRS REPORT

The Town Clerk gave a short update on the consultation about Land East of Maghull.

- Around 4,000 individual views had been recorded
- 1,300 responses received
- 94% of respondents voted for Option 6 for a haul road route through the northern part of the site
- This was a very good response
- Social media worked
- Thank you to all Cllrs who delivered posters etc. in a short timescale
- An email would follow to all Cllrs about the latest developments with the planning application

The Chair thanked everyone for staying at/working from home to help keep everyone safe. Priorities for the Committee would be tackling social isolation of the elderly and supporting young people. Her final message was stay safe.

RESOLVED THAT: The report be noted.

CHAIRMAN

Report to: Full Council
Date of Meeting: 27th January 2021
Agenda Item Number 10
Subject: Delivery of Christmas Hampers
Report of: Community Services Manager
Exempt / Confidential No
Report:

Summary

The Council expanded its delivery scheme of Christmas Hampers to vulnerable residents to 100 hampers delivered by volunteers, councillors and staff commencing the week of 14th December 2020.

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

Recommendation(s)

1. The report be noted.

Reasons for Recommendation(s)

The hamper scheme is considered crucial by many of the council's partners in the community and during the COVID 19 pandemic assumed even more important to check on vulnerable residents' health and wellbeing.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

The costs of the hamper scheme was included in the overall Community Services budget and the increase to provide more hampers was achieved by moving money from other budget heads as agreed by the Community Services Committee.

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	Officer time included as part of the year's activities
Legal Implications	None
Equality & Diversity Implications	Support for vulnerable residents with a range of physical and mental health issues.

Implementation Date for Decision

Completed

Appendices

Appendix 1 – list of hamper contents

Appendix 2- photos

Background Papers

None

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

1. Background

The Council has delivered food hampers at Christmas for a number of years. This year it was deemed as being particularly important to target and support vulnerable residents suffering from isolation due to the COVID19 pandemic. This was an opportunity to provide food hampers and to allow for limited social contact to check on people's wellbeing, which was encouraged by support organisations such as Age Concern. Given the circumstances of the pandemic the Community Services Committee decided to increase the number of hampers from around 50 to 100 as we were unable to host the annual pensioners Christmas lunch.

2. **Delivery of hampers**

The Community Services team identified vulnerable households across the town updating the existing list and drawing on nominations from local voluntary organisations including the churches, neighbourhood watch, Hudson Children's Centre, Sefton CVS, Westway Medical Centre and councillors. This proved to be a productive exercise in partnership working, ensuring the hampers reached those most in need. In particular working with Gerry McConaghy, Maghull Health & Wellbeing Trainer at Sefton CVS and his colleagues allowed us to identify individuals we may otherwise have missed. As agreed by the Community Services Committee it was decided to accept nominations for vulnerable families as well as frail elderly and this was reflected in the overall deliveries made, 18 of which went to families.

As per the previous year the goods were obtained from Maghull Morrisons as we had worked successfully with them supporting the Foodbank throughout the year, alongside their dedicated Community Champion. We had also negotiated a generous discount of nearly £300 on £1600 worth of items as well as free delivery to the Town Hall. This allowed us to achieve our target and keep to the budget agreed for the hundred hampers to be packed. (See appendix 1 for contents)

Volunteers had been organised by the Community Services team from local people who had helped with the shopping delivery service during the first lockdown and from individuals who had asked if they could be of assistance in the run up to Christmas in addition to councillors and staff.

This meant that when the goods were delivered on Friday 11th December the items were packed on Monday 14th December by two volunteers and staff, with distribution starting that afternoon. Thanks to the efforts of volunteers, councillors, and staff all but two of the hampers were delivered to the identified recipients during the course of that week. The two remaining hampers, delayed due to issues with a wrong address and difficulty in obtaining access to a frail elderly person's property, were delivered the week of 4th January. This was a tremendous effort by all those involved including 12 hampers delivered directly by Sefton CVS and 9 delivered by nurses based at Westway Medical Centre. The Mayor delivered 20 hampers to Hudson Childrens' Centre assisted by two local volunteers. (appendix 2 photos)

The response from recipients and their families has been unanimously positive with several thank you cards and many messages applauding the council for not forgetting the vulnerable people in our community at such a difficult time. In particular families who had hampers delivered were very grateful and commented that the items included in the hamper had been carefully chosen and were exactly what was needed to help them over the holiday period. The voluntary organisations we worked with also thanked the council for doubling its supply and for broadening the range of people to be included.

This provides some food for thought for consideration as to what is needed for next year's deliveries and how can the council build on the partnerships we developed this year.

Recommendation(s): -

1. The report be noted.

Appendix 1

HAMPERS 2020

Morrisons		
Item	INDIVIDUAL	FAMILY
Morrisons Everyday Teabags (80/250g)	✓	✓
Morrisons Squash no added sugar fruit squash 1L		✓
Morrisons Full instant roast coffee 100g		✓
Tube of Pringles original 200g		✓
Morrisons Instant Hot Chocolate 400g	✓	
Ye Olde Oak 6 Jumbo hot dogs in brine		✓
Morrisons meatballs in Italian sauce		✓
Morrisons apple and cinnamon porridge 8 sachets 288g	✓	
Morrisons Fusilli Pasta 500g		✓
Morrisons Tomato and Chilli Pasta Sauce 500g		✓
Morrisons Christmas Pudding (100g)	✓	
McVities Victoria biscuits (600g)		✓
Morrisons mince Pies (6)	✓	
Morrison milk chocolate digestives 300g	✓	
Cadbury Dairy milk Selection boxes 89g x2		✓
Batchelors Cup a Soup cream of veg (packet of 4)	✓	
Branston Baked Beans 4 x 410g		✓
Heinz baked beans 3x 200g	✓	
Morrisons Pole Tuna Chunks In Springwater 3x80g	✓	
Morrisons Premium Ham (200g)	✓	
Morrisons jam (454g) - strawberry	✓	
Morrisons part baked baguettes 2		✓
Morrisons diet lemonade 2L		✓
Morrisons Long life semi skimmed milk 1L (Fam x2)	✓	✓

Appendix 2



Volunteers packing Christmas hampers 2020



Loading hampers with Sefton CVS Christmas 2020



The Mayor delivering to Hudson Childrens' Centre Christmas 2020