



**MAGHULL
TOWN
COUNCIL**

Maghull Town Hall

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Dated this 6th Day of December 2016

NOTICE IS HEREBY GIVEN that a meeting of the FINANCE AND AMENITIES COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 13th DECEMBER 2017

The meeting will commence at 6.30pm

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

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation: Maghull in Bloom for Agenda item 6
- 4 To confirm the Minutes of Finance and Amenities Committee held 8th November 2017 (Pages 1 – 3)

Finance

- 5 **Treasurer's Report and Financial Statements as at 31 October 2017** – Members are asked to note the report (Pages 4 – 11)
- 6 **Budget 2018-19** – Members are asked to consider the report for the Budget for 2018-19 (Pages 12 – 29)
- 7 **Chair's report** – for noting only

**Miss A. McIntyre
Chief Executive & Town Clerk**

Miss A. McIntyre, Town Clerk & Treasurer



MAGHULL TOWN COUNCIL
FINANCE & AMENITIES COMMITTEE MEETING
HELD 8th NOVEMBER 2017

PRESENT - Councillor McKinley (In the Chair) and Councillors (Cllrs): June Burns, Josh Burns, Byrne, J. Deegan, R. Deegan, Hart, Mullen, J. Sayers and Y. Sayers.

ALSO PRESENT – A. McIntyre (Chief Executive and Town Clerk). A. Spencer (Business Development and Contracts Manager), D. Healey (Finance Officer) and S. Larking (minutes).

1. APOLOGIES FOR ABSENCE – Apologies received from Cllrs Carlsen, Carragher and Esterson.

2. DECLARATION OF INTERESTS – none.

3. PUBLIC PARTICIPATION – no public participation notified.

4. MINUTES OF THE PREVIOUS MEETING:

RESOLVED that the Minutes of the meeting held on 20th November 2017 were approved as a correct record.

FINANCE

5. TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 30th SEPTEMBER

Cllrs were content with the report and did not raise any issues.

RESOLVED that the Treasurer's Report and Financial Statements as at 30th 2017 be noted.

AMENITIES

6. OUTDOOR PERFORMANCE AREA

The Chief Executive reported that the structure for the proposed outdoor performance area was too big to be installed in the courtyard of the Meadows Leisure Centre. The project was on hold due to the pressures of workloads with the Neighbourhood Plan, Planning Permission was extant for 3 years. Project could be reviewed in the New Year.

RESOLVED that the report be noted.

7. MAGHULL TOWN COUNCIL FACILITIES SERVICE REPORT

The Contracts, Operations and Business Development Manager, presented a report summarising the work of the Facilities Service in the short, medium and long term. Key points presented included:-

- Staff: Following internal recruitment in October, two members of staff joined the Facilities Service.

- Bins in parks: Following a review of bins in parks, 30 litter bins and 20 dog foul bins required replacement. Quotes from three suppliers had been received to provide 30 multi-use Derby Bins (to accept litter and dog waste), at a cost of circa £9,000.00. When requesting quotes, it was stipulated to suppliers that bins should be metal powder coats, with Maghull Town Council laser-printed on face. Bins would be bright in colour as national evidence suggested that they were more likely to be used
- Hedge cutting: Hedge cutting work had already commenced. The report presented at committee estimated that officers would be on site for one week; however since operations commenced timescales required revision to 2 – 3 weeks for larger parks. To support hedge cutting operations, an agreement has been reached with Sefton Council to hire a cage tipper until 31st March 2018 in order to collect waste. All cuttings will be disposed at green waste site in Formby at no charge.
- Tree Survey: Seeking quotes for Tree Survey
- Bowling Greens: Two clubs are likely to return for the 2018 season, with circa £1,000.00 likely to be generated.
- Football Changing Facilities: Quotes received for replacement facilities and for capping utilities during works; works expected to be completed in March 2018

Points raised by Cllrs in discussion:

- Cost of bins expensive at £266 per bin. Noted that issues with bin fires in Maghull and that more robust bins needed
- Details and photos of proposed bins to be circulated to Cllrs
- Signage in parks to be reviewed to provide a clear corporate MTC identify
- Concerns that work to changing rooms would be taking place during the football season. Noted that FA and Clubs aware of timetable for works
- S106 funding not been agreed for new changing room facilities; costs may have to be met from reserves.

RESOLVED that the report be noted.

8. RUNNING HORSES FC

The Chief Executive reported that Running Horses have not provided their accounts to determine the application submitted in July 2017. As a matter cannot be deferred as this amounts to non-determination a decision needs to be made. As financial information hasn't been provided in writing and payment for pitch hire was late this raised concerns about the clubs ability to pay rent for sole use of pavilion at Ballswood.

In discussion Cllrs agreed to refuse

- grant application by Running Horses and
- request for tenancy for sole use of the pavilion at Ballswood

RESOLVED that:

1. Application for grant by Running Horses FC be refused;
2. Application for tenancy by Running Horses FC to be refused.
3. The report be noted.

9. CHAIR'S REPORT

No report given.

CHAIRMAN

DRAFT

**REPORT OF THE
TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

5. Treasurer's Report and Financial Statements as at 31 October 2017

Members are asked to note the current financial position. The main budget codes are showing some underspends. However, it is expected that this will correct itself as invoices etc. are paid in the forthcoming months. The Council overall is in a strong financial position.

Recommendation:

- 1. That the report be noted.**

Profit and Loss

From: Month 1, April 2017
To: Month 7, October 2017

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	605,656.00	605,656.00
Bank Interest	1,131.04	1,131.04
Room Hire	2,300.22	2,300.22
Maghull Community Radio	7,499.00	7,499.00
Function Suite	18,597.39	18,597.39
Playing Fields	3,149.30	3,149.30
Bowls	4,493.75	4,493.75
Tennis	535.09	535.09
Rent	2,666.69	2,666.69
Facilities	14,286.87	14,286.87
Events	2,534.08	2,534.08
Misc Town Hall	3,790.32	3,790.32
Solar Panel	1,520.89	1,520.89
Misc Facilities	9,500.00	9,500.00
	677,660.64	677,660.64
SUPPLIERS		
Security	35,137.93	35,137.93
CCTV	533.00	533.00
Alarm	354.00	354.00
Fire	1,303.71	1,303.71
Air-Con	3,170.00	3,170.00
Lift	6,621.51	6,621.51
Cleaning Services	11,837.42	11,837.42
Hygiene	2,128.00	2,128.00
Pest Control	247.68	247.68
Kitchen Cleansing	865.16	865.16
Waste Disposal Charges	7,027.70	7,027.70
Water Quality	899.45	899.45
Health & Safety General	890.00	890.00
Playground Inspections	598.50	598.50
Cleaning Supplies	237.95	237.95
Engineering Equipment	17,913.05	17,913.05
Engineering Repairs	827.15	827.15
Engineering Consumables	845.11	845.11
Play Equipment Repairs	381.72	381.72
Parks Management	1,107.69	1,107.69
Football Pitches	1,601.31	1,601.31
Bowling Greens	1,809.16	1,809.16
Grounds Maintenance Consumables	348.00	348.00
Neighbourhood Activities	4,157.91	4,157.91
Events	5,870.44	5,870.44

Profit and Loss

From: Month 1, April 2017
To: Month 7, October 2017

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>		<u>Year to Date</u>	
Firework Display	4,157.01		4,157.01	
		110,870.56		110,870.56
DIRECT EXPENSES				
Water Rates/Consumption	1,621.64		1,621.64	
Transport	35.00		35.00	
Protective Clothing/Uniforms	23.00		23.00	
Play Equip/Safety Surf.Repairs	17.98		17.98	
ADT Alarms Security/Alarm	(136.01)		(136.01)	
Waste Disposal Charges/Refuse Bags	2,434.44		2,434.44	
PPG Machinery	21.65		21.65	
PPG Materials	86.95		86.95	
Security/Park Ranger	(4,463.01)		(4,463.01)	
Building Maintenance	83.50		83.50	
Cleaning Services	2,131.58		2,131.58	
		1,856.72		1,856.72
Gross Profit/(Loss):		<u>564,933.36</u>		<u>564,933.36</u>
OVERHEADS				
Telephones	5,092.70		5,092.70	
Administration Costs	6,899.52		6,899.52	
Salaries	260,857.32		260,857.32	
Insurance Premiums	15,691.70		15,691.70	
Audit Fees	1,300.00		1,300.00	
Website Deveolpment	744.00		744.00	
Training	520.00		520.00	
Subscriptions	1,790.83		1,790.83	
General Rates	16,002.25		16,002.25	
Electricity	7,542.30		7,542.30	
Gas	2,233.78		2,233.78	
Water Meter & Wastewater	4,987.09		4,987.09	
Fleet Repairs	1,918.68		1,918.68	
Vehicle Tax	380.00		380.00	
Diesel	3,719.51		3,719.51	
Red Diesel	3,059.77		3,059.77	
Leases	12,241.55		12,241.55	
Civic Hospitality	132.69		132.69	
Mayoral Expenses	1,441.71		1,441.71	
Conferences/Travel/Subs	250.93		250.93	
Licences	877.40		877.40	
Advertising	320.00		320.00	
Photographs	325.00		325.00	
Miscellaneous Expenditure	1,218.93		1,218.93	
Asset Maintenance	13,446.79		13,446.79	

Profit and Loss

From: Month 1, April 2017
To: Month 7, October 2017

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
Loan Principal Repayments	29,025.22	29,025.22	
Loan Interest Repayments	11,601.28	11,601.28	
Projects	314.96	314.96	
	403,935.91		403,935.91
Net Profit/(Loss):	<u>160,997.45</u>		<u>160,997.45</u>

Balance Sheet

From: Month 1, April 2017
 To: Month 7, October 2017

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings	0.00	1,472,695.22	
Equipment Estates	0.00	37,138.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	9,000.00	
		0.00	2,676,465.76
CURRENT ASSETS			
Debtors control Account	10,495.10	15,916.18	
Debtors General	308.84	308.84	
Bank Account (Current)	217,181.04	249,060.44	
Bank Account (Deposit)	(78,868.96)	742,601.45	
Cash on Hand	0.00	113.28	
VAT Liability/Reclaimed	4,622.41	17,927.60	
		153,738.43	1,025,927.79
CURRENT LIABILITIES			
Creditors Control Account	(10,537.96)	11,641.62	
General Creditors	0.00	(5,000.00)	
Salaries Liabilites	12,500.86	12,500.86	
		1,962.90	19,142.48
Current Assets less Current Liabilities:		151,775.53	1,006,785.31
Total Assets less Current Liabilities:		151,775.53	3,683,251.07
LONG TERM LIABILITIES			
Loans PWLB	0.00	412,669.43	
		0.00	412,669.43
Total Assets less Total Liabilities:		151,775.53	3,270,581.64
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	878,225.83	
Specific Reserves	(9,221.92)	221,105.55	
Precept/Revenue Reserves	0.00	591,142.94	
retained funds	0.00	29,184.51	
P & L Account	160,997.45	160,997.45	
Previous Year Adj		(6,149.24)	
		151,775.53	3,270,581.64

INCOME

	CODE	BUDGET 2017/18 £	ACTUAL MTH 07 2017/18	VARIANCES IN BUDGETS 2017/18 £
PRECEPT	4001	605,656	605,656	0
BANK INTEREST	4010	1,434	1,131	303
COUNCIL CHAMBER ROOM HIRE	4101	100	170	-70
YOUTH COFFEE BAR ROOM HIRE	4102	11,000	9	10,991
ACTIVITIES ROOM	4103	10,000	2,096	7,904
KITCHEN HIRE	4104	100	25	75
COPIER/FAX/STAMPS	4105	20		20
CRICKET CLUB	4109	2,000		2,000
MAGHULL COMMUNITY ENTERPRISE	4110			0
MAGHULL COMMUNITY RADIO	4111		7,499	-7,499
PLAYING FIELDS	4321	3,900	3,149	751
BOWLS INDOOR	4330	1,196	1,254	-58
BOWLS OUTDOOR	4331	7,254	3,240	4,014
TENNIS CLUB	4345	1,200	535	665
TENNIS OTHER	4346			0
ATC RENT	4351	1,500	1,500	0
RENT MOORHEY ROAD	4352	1,500	1,167	333
FACILITIES INCOME	4354	25,000	14,287	10,713
FESTIVAL EVENTS INCOME	4391	7,500	2,534	4,966
FIREWORK DISPLAY	4392	3,000		3,000
MISC. INCOME	4395	1,000	3,790	-2,790
SOLAR PANEL INCOME	4396	3,000	1,521	1,479
ADMIN CHARGE FOR F/SUITE	4301	6,000	744	5,256
MISC.AMENITIES INCOME	4399	4,000	9,500	-5,500
FUNCTION SUITE LEASE	4300	33,708	17,853	15,855
RESERVE DRAWDOWN				
TOTAL		730,068	677,661	52,408

EXPENDITURE

<u>SUMMARY</u>	PAGE NO.	BUDGET	ACTUAL	VARIANCES
		2017/18 £	MTH 07 2017/18	IN BUDGETS 2017/18 £
STAFFING COSTS	4	364,247	260,857	103,390
UTILITIES	5	73,385	30,550	42,835
OUTSOURCED SERVICES	6	101,500	69,280	32,220
HEALTH & SAFETY	6	3,300	2,547	753
FACILITIES	7	33,742	60,366	-26,624
TELEPHONES	9	6,407	5,247	1,160
INSURANCE	9	19,000	16,456	2,544
ADMINISTRATION	10	11,551	10,584	967
PROFESSIONAL FEES	10	1,500	-60	1,560
AUDIT FEES	10	2,835	1,300	1,535
PERSONNEL/TRAINING	10	7,000	5,653	1,347
SUBSCRIPTIONS	11	2,000	1,891	109
CIVIC HOSPITALITY	12	500	133	367
MAYORAL EXPENSES	12	1,335	1,661	-326
LOAN REPAYMENTS	14	68,613	40,627	27,987
COMMUNITY ACTIVITIES	15	21,305	14,185	7,120
REVENUE GRAND TOTAL		<u>718,220</u>	<u>521,277</u>	<u>196,942</u>

MONTHLY CASH BALANCES 2017/2018

	April 30/04/2017 £	May 31/05/2017 £	June 30/06/2017 £	July 31/07/2016 £	August 31/08/2017 £	September 30/09/2017 £	October 31/10/2017 £	November 30/11/2017 £	December 31/12/2017 £	January 31/01/2018 £	February 28/02/2018 £	March 31/03/2018 £
INVESTMENT	313,626	338,280	350,074	340,858	344,795	320,567	249,060					
	742,485	742,485	742,485	742,485	742,485	742,485	742,601					
TOTAL	1,056,111	1,080,765	1,092,559	1,083,342	1,087,280	1,063,052	991,662	0	0	0	0	0

NB. THE ABOVE ARE CASH BALANCES HELD IN THE COUNCIL'S BANK ACCOUNTS **BUT DO NOT** REPRESENT THE FINANCIAL POSITION OF THE COUNCIL
SEE THE FINANCIAL STATEMENTS WHICH SHOW THE FINANCIAL POSITION

THESE BALANCES ARE NOT UNALLOCATED MONIES EXCEPT FOR THE MAIN CONTINGENCY RESERVES.
IN ADDITION I WOULD HIGHLIGHT THE FACT THAT THE MAJORITY OF THE COUNCIL'S INCOME IS RECEIVED IN THE FIRST SIX MONTHS OF THE FINANCIAL YEAR.

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

6. Budget 2018-19

Budget

Background

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 has not been received but based on previous years' requests it is anticipated that they will require our figures by mid February 2018. This is so Sefton Council can produce its finance papers for their budget meeting in early March. This year Sefton's budget Council meeting will be held on 1st March 2018.

During the budget process for 2012-13 the Council was informed by Sefton MBC that the Council Tax Rebate would cease. The value of this rebate was £131,000. The Council would receive two parachute payments of £77,000, one in 2013 and one in 2014, to help ease the transition. In 2015 the Council received a grant of £60,000 from Sefton MBC as a result of the increase in their Council Tax collection rates. Since 2016 no grant at all has been received.

It should also be noted that in 2013 the formula for calculating the Council Tax base changed. This resulted in a reduction in the number of Band D equivalent properties and a loss to the Council of £77,637 on top of the loss of the rebate.

In order to cover this gap in funding the Council resolved to make efficiency savings and to start exploring ways to generate more income so that the deficiency would not have a detrimental impact on the provision of services.

Current Position

The precept is currently £93.29 (Band D Property) following the decision to raise the precept last year. This is an 8.4% reduction in real terms. The Council has taken the view that, as the precept in Maghull is the highest of the Ten Parishes within Sefton, that the precept would not be raised if at all possible. As detailed above the Council has had to find considerable savings which it continues to do. However, it must be noted that although there is some scope for savings within the budget, these savings are becoming harder to find and with less overall impact.

The precept currently provides £605,656 to the Council at the current Band D equivalent tax base (6492.2 tax base x £93.29). Figures for the 2018-19 tax base will not be available until January 2018. Therefore, all figures in the report are based on a Council Tax Band D equivalent of 6492.2.

Income Generation

The Council has two main forms on income generation; the lease of part of the council estate e.g. The Venue and room hire of the rooms with the town hall and the

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

the grounds maintenance contract work which continues to expand. The Council currently has four contracts with the expectation that this will increase in the near future. The current value of the contracts is £25,000 with the lease hire contributing £36,500. Further increases to the lease income will include £2,000 from the lease of the Cricket Club pavilion and grounds and the new Community Police Station which will provide £11,000.

Notice has been given on the Moorhey Scout Hut which will leave a reduction in the estate income by £2,000. Council will need to consider whether they advertise for another commercial tenant or whether they use the available accommodation for not for profit or community activities which may lead to a loss of income.

The Venue lease is also up and renegotiations have started with the licensee. From the current state of the negotiations it is unlikely that the lease will continue in its original form. Significant changes will affect the rent payable.

Charging Schedule

The current charging schedule position is detailed in Annexe A attached to these papers. The number of bowling teams using the Council's facilities has dropped and with it the income generated. The football pitch rates are competitive within the wider area of Maghull.

Personnel

Following a recruitment exercise all vacant posts have now been filled. The permanent staff complement has increased by one with the addition of another Grounds Maintenance Operative post which has also been filled. The complement therefore is as follows:

1 Chief Executive (1 FTE)

4 Admin Staff (3.2 FTE)

9 Facilities Staff (9 FTE)

2 Apprentices (2 FTE)

The employment costs have increased following the introduction of the auto-enrolment pension scheme, the increase in the complement and the nationally agreed pay rise. The budget includes an anticipated 1% pay increase across the board. One of the apprentices has completed his year's apprenticeship with the Council and successfully obtained his qualification. Due to the intensive training and guidance required for an admin apprentice the recruitment of another apprentice has been put on hold until the new financial year. Given the pressure on the budget additional staff recruitment will have to be considered very carefully.

The two horticultural apprentices were due to complete their courses in February 2018. However, due to a variety of circumstances, their training will be completed

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

August/September 2018. This has also led to additional pressure on the budget moving forward.

Training continues to be important with a dedicated training budget included in the figures. This is in line with the Council's stated aim of investing in the workforce to attract and keep the best staff and to ensure that they are well trained with good career progression and both personal and professional development.

Projects

The Council has a number of projects that it is keen to take forward. These can be broadly split into improvements to the estate and social engagement. Improvements to the estate include the redesign of some of the parks and works to improve the changing rooms and pavilions at the sporting parks. A tree survey is also required for the parks to determine which should be crowned, pruned or removed due to age or disease. The redesign of the parks will focus on the flagship parks of KGV and Glenn Park which have the most usage across a wide section of the community and Balls Wood (Leatherbarrow Lane) which will be more activity focused.

The social engagement aspect of the Council's work has increased this year with more events being organised including MaghullFest, Battle of the Bands, Health Weekend and the staples of Bonfire Night, Civic Awards and the Christmas Lights Switch On. The aim of the events as much as possible is to be cost neutral. However, sometimes situations or circumstances beyond the Council's control mean that the take on the gate or sponsorship is not as forthcoming as the Council would wish. Obviously, some events such as the Pensioner Christmas Lunch and the Christmas Hamper delivery do not generate any income. The events budget is currently underspent due to the aim of cost neutrality but if the Council wishes to continue with events then a similar budget will be needed for next year. This budget would also need to include any youth offer Council may wish to provide.

The Council is also looking to improve its engagement with the community and so is looking for a suitable site for a Maghull Hub. Further detailed costings will be made available to colleagues once a suitable site is found. However, the provisional costs for this hub have been factored into the budget for next year.

Some of the funding for the parks projects may be met by Section 106 money currently held by the Council. However, the Section 106 funding can only be used for projects to improve the green spaces within Maghull. It cannot be used for events or for the Maghull Hub projects.

The Radio Station continues to be a flagship project for the Council. Several new volunteers have joined and investment in new equipment has been made including new microphones and a mixing desk. The project continues to run at minimal cost to the Council. Annual subscriptions have been introduced for volunteers at the radio station. The money from the subscriptions is ring fenced so that it can only be used for the benefit of the station.

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

General

The Council has previously absorbed cost of living increases to avoid increasing the precept. This is unsustainable in the long term as there is no guarantee that the Council Tax Base will increase to cover those costs. Investment in the core services has begun with new equipment being purchased/leased for the Facilities Team including two Ransome mowers and a new tractor with flail arm. The tractor has been bought outright but the Ransomes are currently on lease at a cost of £25,000 p.a. The decision will need to be taken as to whether the Council agrees to lease for another year or to purchase them. Any purchase would need to be made from Reserves.

The Town Hall car park has been relined with bays clearly outlined and new bigger bins have been ordered for the parks. The lights in the top car park will also be replaced as none of them are currently working and this is a Health & Safety issue. This work is planned for January 2018. The Town Hall itself has been decorated but still needs new carpet. The front of the Town Hall also requires a facelift as the Council focuses on making the building the civic centre of the town. The Town Hall's intruder alarm systems need to be replaced as parts are becoming impossible to source. The fire alarm system has been replaced this year and connected to the Meadows Leisure Centre, work which needed doing as the buildings are linked and each needs to know if the other is evacuated due to fire.

Room Hire

The Council provides free room hire for community groups. The cost of providing this service in 2016-17 was £24,316.53. This is not a cost that can be recovered by removing the free room hire provision. It is often the case that if the Council doesn't provide free room hire then the community group will go somewhere else to meet. In order to encourage paying customers the charges for room hire have been re-examined and appear in the charging schedule.

Reserves

The Council has built up reserves over the past few years. However, the reserves are kept within the general bank account rather than a specific savings account. Therefore, it is proposed to set up a savings account with either the Nationwide Building Society (Business Instant Savings Account) or the Cambridge and Counties Bank both of which offer better interest rates than the Co-op Bank. Cambridge and Counties Bank offers a better interest rate but does not allow withdrawals. This proposal also allows the Council to secure more of its money under the Financial Services Compensation Scheme.

Grant Requests

Maghull in Bloom

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

Maghull in Bloom are seeking continued funding for 2018/19 (1 April 2018 – 31 March 2019) to support their work in Maghull. Anne Hill, George Baker and John Harrison will present their proposal and take questions.

In addition to the grant of £2,000 towards the cost of plants for central square summer display the following support is requested:

Item	Cost to Maghull Town Council in 2018/19
United Utilities charges (stand pipe and water charge) – estimate based on 2017/18 charges	£466.03
Room hire for up to 12 meetings in 2018/19 (1 April 2018 – 31 March 2019) @ £50.00 (including VAT) for Council Chamber.	£600.00
Watering Maghull Square	£1,868.40
Total	£2,934.43

Members are not being asked to approve the funding request at this point. The request has been submitted to allow Members to consider the request in light of the budget discussions for 2018/19. Full Council will consider the proposals on 24 January 2018.

The Committee therefore, has the following options for recommendation to Council:

Option 1

To cover the shortfall in the budget of £16,950 the precept would need to be increased. The increase would be £2.61 or 5p per week. This merely covers the shortfall. There is no additional money to cover any gaps in the budget. Should any additional funding be required for works not currently budgeted for then reserves would need to be utilised.

Option 2

Council does not increase the precept and uses the revised charging schedule in Annex 1. If the Ransomes are purchased rather than leased then the purchase would need to be from reserves which would total £60,000. This allows the budget to balance and produces a small surplus of £3,846. Again this does not allow for any additional projects or events than those already proposed.

Option 3

The above options do not provide provision for any separate youth offer or for any increase in events, projects or services. Therefore, this option is to increase the precept by 10p per week to £98.29. This closes the shortfall between the anticipated

REPORT OF THE TOWN CLERK

To the Chair and Members of the Finance & Amenities Committee
Meeting held 13 December 2017

income and expenditure leaving a small surplus of £15, 512 which can be utilised for any youth offer Council may decide or pay for additional events and services.

Preferred Option

The preferred option is Option 3. The additional revenue would allow the Council to continue with its projects to expand the range of services it provides to residents whilst also improving the estate. This covers the cost of the Facilities Team within revenue budgets rather than using reserves which are still not sufficient for one year's running costs. Members will recall that the Council had to invest in new machines as the old Kubota mowers were not fit for purpose. The new machines mean that the parks and public areas under Council control are now being mown weekly rather than fortnightly. Complaints about the maintenance of the parks have fallen considerably since the new machinery was purchased. It should be noted at 53% of the precept is spent on maintaining our parks and open spaces.

The Council has proved itself to be a prudent financial manager over the past four years and efficiency savings continue to be made where possible. The Council has made over £120,000 of savings over the four years which has allowed it to absorb both the Council Tax Rebate reduction and the cost of living increases. However, the Council must now look to the future and consider its long term role. The Council's ambition is to provide quality services and facilities to the community. This will require investment in both the estate and the services the Council wishes to provide to its residents.

Recommendations:

That:

- 1. Committee recommends that a savings account be opened for reserves;**
- 2. Committee recommends the preferred option (Option 3) to Full Council;**
- 3. Maghull in Bloom's request be noted**
- 4. The report be noted.**

MAGHULL TOWN COUNCIL: HIRE CHARGES 2018/19

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
Radio Room	£15.00 Per Hour including VAT
Venue (160 max) - Mon-Friday & Sunday	£100.00
Venue - Saturday	£200.00
Venue - Funeral	£75.00
Venue - kitchen hire	£0.00 (Just offer with hiring of Venue)
Outdoor Bowls – single session	£1.00
Outdoor Bowls – season contract	£535.20 per club
Indoor Bowls – season contract	£535.20 per club
Indoor Bowls – single session	£1.00
Football - half pitch adult for season	£600.00
Football – half pitch junior for season	£300.00
Football – pre-season charge per game	£30.00

. Option 1

<u>INCOME</u>	CODE	BUDGET
		2018/19
		£
PRECEPT	4001	622,602
BANK INTEREST	4010	1,000
COUNCIL CHAMBER ROOM HIRE	4101	300
YOUTH COFFEE BAR ROOM HIRE	4102	11,000
ACTIVITIES ROOM	4103	4,500
CRICKET CLUB	4109	2,000
PLAYING FIELDS	4321	3,500
BOWLS INDOOR	4330	1,070
BOWLS OUTDOOR	4331	1,070
TENNIS CLUB	4345	1,200
TENNIS OTHER (Fencing)	4346	168
ATC RENT	4351	1,500
RENT MOORHEY ROAD	4352	
FACILITIES INCOME	4354	26,500
FESTIVAL EVENTS INCOME	4391	2,510
FIREWORK DISPLAY	4392	5,000
MISC. INCOME	4395	1,040
SOLAR PANEL INCOME	4396	3,500
ADMIN CHARGE FOR F/SUITE	4301	1,200
FUNCTION SUITE LEASE	4300	
RESERVE DRAWDOWN		
TOTAL		<u>709,661</u>

EXPENDITURE**BUDGET****SUMMARY****2018/19****£**

STAFFING COSTS	4	384,281
UTILITIES	5	49,826
OUTSOURCED SERVICES	6	91,700
HEALTH & SAFETY	6	3,300
FACILITIES	7	59,823
TELEPHONES	9	6,407
INSURANCE	9	19,000
ADMINISTRATION	10	15,491
PROFESSIONAL FEES	10	1,500
AUDIT FEES	10	2,835
PERSONNEL/TRAINING	10	7,000
SUBSCRIPTIONS	11	2,000
CIVIC HOSPITALITY	12	400
MAYORAL EXPENSES	12	2,000
LOAN REPAYMENTS	14	44,602
COMMUNITY ACTIVITIES	15	19,500

REVENUE GRAND TOTAL

709,665

Option 2

INCOME

BUDGET

	Code	2018/19 £
PRECEPT	4001	605,656
BANK INTEREST	4010	1,000
COUNCIL CHAMBER ROOM HIRE	4101	300
YOUTH COFFEE BAR ROOM HIRE	4102	11,000
ACTIVITIES ROOM	4103	4,500
CRICKET CLUB	4109	2,000
PLAYING FIELDS	4321	3,500
BOWLS INDOOR	4330	1,070
BOWLS OUTDOOR	4331	1,070
TENNIS CLUB	4345	1,200
TENNIS OTHER (Fencing)	4346	168
ATC RENT	4351	1,500
RENT MOORHEY ROAD	4352	
FACILITIES INCOME	4354	26,500
FESTIVAL EVENTS INCOME	4391	2,510
FIREWORK DISPLAY	4392	5,000
MISC. INCOME	4395	1,040
SOLAR PANEL INCOME	4396	3,500
ADMIN CHARGE FOR F/SUITE	4301	1,200
FUNCTION SUITE LEASE	4300	
RESERVE DRAWDOWN		
TOTAL		<u>692,715</u>

EXPENDITURE

BUDGET

<u>SUMMARY</u>		2018/19	
		£	
STAFFING COSTS	4	384,281	
UTILITIES	5	49,826	
OUTSOURCED SERVICES	6	91,700	
HEALTH & SAFETY	6	3,300	
FACILITIES	7	38,027	Taking the Ransomes lease payment out £23,000
TELEPHONES	9	6,407	
INSURANCE	9	19,000	
ADMINISTRATION	10	15,491	
PROFESSIONAL FEES	10	1,500	
AUDIT FEES	10	2,835	
PERSONNEL/TRAINING	10	7,000	
SUBSCRIPTIONS	11	2,000	
CIVIC HOSPITALITY	12	400	
MAYORAL EXPENSES	12	2,000	
LOAN REPAYMENTS	14	44,602	
COMMUNITY ACTIVITIES	15	19,500	
REVENUE GRAND TOTAL		<hr/> 687,869 <hr/>	

Option 3.

INCOME

BUDGET

	Code	2018/19 £
PRECEPT	4001	638,118
BANK INTEREST	4010	1,000
COUNCIL CHAMBER ROOM HIRE	4101	300
YOUTH COFFEE BAR ROOM HIRE	4102	11,000
ACTIVITIES ROOM	4103	4,500
CRICKET CLUB	4109	2,000
PLAYING FIELDS	4321	3,500
BOWLS INDOOR	4330	1,070
BOWLS OUTDOOR	4331	1,070
TENNIS CLUB	4345	1,200
TENNIS OTHER (Fencing)	4346	168
ATC RENT	4351	1,500
RENT MOORHEY ROAD	4352	
FACILITIES INCOME	4354	26,500
FESTIVAL EVENTS INCOME	4391	2,510
FIREWORK DISPLAY	4392	5,000
MISC. INCOME	4395	1,040
SOLAR PANEL INCOME	4396	3,500
ADMIN CHARGE FOR F/SUITE	4301	1,200
FUNCTION SUITE LEASE	4300	
RESERVE DRAWDOWN		
TOTAL		<u>725,177</u>

EXPENDITURE**BUDGET**

<u>SUMMARY</u>		2018/19
		£
STAFFING COSTS	4	384,281
UTILITIES	5	49,826
OUTSOURCED SERVICES	6	91,700
HEALTH & SAFETY	6	3,300
FACILITIES	7	59,823
TELEPHONES	9	6,407
INSURANCE	9	19,000
ADMINISTRATION	10	15,491
PROFESSIONAL FEES	10	1,500
AUDIT FEES	10	2,835
PERSONNEL/TRAINING	10	7,000
SUBSCRIPTIONS	11	2,000
CIVIC HOSPITALITY	12	400
MAYORAL EXPENSES	12	2,000
LOAN REPAYMENTS	14	44,602
COMMUNITY ACTIVITIES	15	19,500
REVENUE GRAND TOTAL		<u>709,665</u>

Maghull Town Council – Precept Stats 2017-18

- Dunstable Town Council (Central Bedfordshire) had the highest level of precept at £2,178,736 (Band D £175.21)
- Maghull Town Council is 117th (109th 2016) on the list of highest setting precepts
- Earnley Parish Council (Chichester) has the highest Band D charge at £363.68 (Precept £137,800)
- Maghull Town Council is 628th (574th 2016) on the list of highest Band D charges
- Sutton Coalfield Town Council (created 2016) has the largest tax base of 36,689
- Maghull Town Council is 184th (174th 2016) on the list of highest tax bases.
- Knowsley Town Council has the highest Band D charge in Merseyside at £107.89
- Maghull Town Council precept was raised in 2017 and is currently £93.29
- There are 8586 precepting parishes in England.
- The Bank of England inflation calculator gives an average inflation rate of 2.3% 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	£90.89	£648,053 (£633,508)
2013-14	£92.98	£581,709 (£555,871)
2014-15	£95.12	£595,098 (£562,591)
2015-16	£97.31	£620,028 (£566,124)
2016-17	£99.55	£641,875 (£575,548)
2017-18	£101.84	£663,225 (£605,656)

MAGHULL TOWN COUNCIL Grant Application

Any grant received from the Town Council **MUST** be used solely for the purposes specified in the application – if this is not the case then the applicant will be liable for full repayment of the grant to the Town Council, immediately.

Date	November 2017		
Name of Group/Body	MAGHULL IN BLOOM		
Please provide details of charity no., company reg no. or constitution.	Community group with constitution, financial regulations, bank account and annually audited accounts		
Purpose for which required	Grant towards the summer display in Central Square in 2018		
Description of project	Providing floral displays in Central Square for the benefit of all residents and to encourage shoppers		
Amount applied for	£2K		
Latest accounts	attached		
Quotations attached	no		
Level of subs or payments made by members to group/body	No fee required as members are contributing their work for the benefit of Maghull residents. However, some members make financial donations to MiBloom and assist with fund raising.		
Please provide information on the social, economic & environmental outcomes of your groups activity	Social	Economic	Environmental
	Reducing social isolation: We provide around 50 sessions annually of outdoor activities, professional development; working together, socialising over tea & coffee .	We bring new money into Maghull and we spend it in or nearby to Maghull. Since 2007, we have brought nearly £100,000 new money into Maghull [excluding Maghull Town Council Grants]. Our displays make it a pleasure to shop in Maghull all year round	We draw attention to improving our environment. This encourages others to improve the environment. We reduce litter with weekly litterpick along canal towpath..
Has application been made to another body. Please give details	Our 2017 application to Awards for All [National Lottery] was successful. We plan to apply for another NL grant at the earliest possible date, i.e.in February 2018.		
Person responsible	Anne Hill, Treasurer Maghull in Bloom		
Contact details	28A Foxhouse Lane L31 3 EZ 0151-531-9438		
Signature	Anne Hill		

The clerk must receive an application more than 7 days before the next Town Council Meeting for it to be listed for consideration.

Grant Application for 2018

Presentation to Maghull Town Council, January, 2018

1. Maghull in Bloom Requests for 2018

- That Maghull Town Council waters the Central Square displays from 1st June to 30th September, 2018 and gives £2,000 grant towards the cost of the plants.
- The use of a Town Hall meeting room for 12 meetings in 2018
[only on dates when the rooms are not being used otherwise.]

MiB appreciates the essential support of Maghull Town Council.

Central Square floral displays rely on MTC and MiB sharing the costs and work.

Central Square displays generate sponsorship of around £3K annually to MiB.

2. Maghull in Bloom - Plans for Activities in Maghull in 2018

- Central Square
 - Year round displays, pavement planters & barrier planters
- The Meadows
 - Fruit Meadows *[in collaboration with Maghull Town Council]*
 - 200 fruit bushes/trees
[now producing harvests]
 - Car Park Beds *[in collaboration with Sefton Council]*
 - Summer hanging basket display
 - Entrance planters – year round displays
 - 7 large flowerbeds - weeded, fully planted
 - Courtyard *[in collaboration with Sefton Council]*
 - thousands of seedlings/dead plants removed
 - on-going maintenance programme
 - now useable for wedding photos, children's stories, residents
- Canal towpath weekly litter-pick and 3 planters, spring bulbs for 2018
- Gateway planters – 5 roadside planters – year round displays
- Tree View Court/Station Road; wonderful displays *[in collaboration with Great Mogul pub]*
- Deyes Lane shopping parade hanging baskets

3. Maghull in Bloom Volunteers *[background information]*

- Started in 2007; open free membership, monthly meetings; 25+ active members including committee of 9; constitution; bank account, annually audited accounts.
- Volunteers use their own tools/equipment/transport; they help to make Maghull a better place to live and work.
- In 2017, over 1,000 volunteer hours improving public spaces IN MAGHULL
[+ another 1,000 hours of committee members' time, organising & planning]
[CVS value volunteer work @ £10+ an hour, so that is over £20,000 worth of time].
- Monthly e-mailed newsletter distributed to 40+ households *[councillors are welcome to receive the newsletter – give your e-mail address to John Harrison]*
- Facebook page 'Maghull in Bloom News' linked to Maghull Community Page *[with 4000 friends]*
- Scheduled practical & learning activities, social interaction whilst working in public spaces, maintaining floral displays and improving the 'grot spots'. This is a 'health and well-being' programme for mainly senior citizens in collaboration with Maghull and Sefton Councils.
- Sustainability – we are using fewer annuals; and increasing our use of perennials, propagating and overwintering to reduce the annual cost of plants.
- Britain in Bloom North West awards since 2008,
 - i. many 'outstanding' and 'thriving' Neighbourhood Awards every year
 - ii. 4 Gold and 2 Silver Gilt Awards for Maghull [large town category] ;
 - iii. Discretionary Awards for Community Involvement and the Fruit Meadows.
- Finance *[information below is taken from the independently & professionally audited annual accounts from 2008 to 31.8.2017]*
 - i. We are wholly dependent on sponsorship and grants.
[Grants cover specific capital and/or revenue expenditure within a stated period].
 - ii. The National Lottery & Maghull Town Council grants have provided the vast majority of the finance to support our activities .
 - iii. In 10 years we have raised over £110,000 *[of which £27.5K is from Maghull Town Council]* and have spent over £100,000 in Maghull public spaces
[we use local businesses whenever possible]
 - iv. In 2017, over £4,000 was raised from business & public sponsorship.
 - v. We have slowly accrued sensible reserves of approximately 1 year's spend to cover gaps between grants.
 - vi. In 2017, 73% income is from grants, 96% of expenditure was on the activities, plant food, compost & tools, training, support. Only 4% was spent on administration.

For every £1 grant MTC has given to MiB, we have generated another £5

**MAGHULL IN BLOOM
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 AUGUST 2017**

	Restricted Funds			Total Unrestr. Funds £	2016-17 Total £	2015-16 Total £
	Maghull Town Council £	National Lottery £	Total Restr. Funds £			
	Cash at 1 September	0	0			
RECEIPTS						
Grants	2,000	10,000	12,000	0	12,000	13,000
Donations / Sponsorship / Fund raising			0	4,527	4,527	6,047
	<u>2,000</u>	<u>10,000</u>	<u>12,000</u>	<u>4,527</u>	<u>16,527</u>	<u>19,047</u>
PAYMENTS						
Plants / Compost / Grc	2,000	5,975	7,975	1,820	9,795	10,006
Equipment		369	369		369	0
Competition		80	80		80	75
Training / Professional advice		1,885	1,885		1,885	4,973
Publicity		446	446	50	496	1,006
T Shirts / Hi Viz			0	120	120	195
Canalfest			0		0	334
Charity night			0		0	253
Awards Event			0		0	66
Administration		614	614	448	1,062	1,321
	<u>2,000</u>	<u>9,369</u>	<u>11,369</u>	<u>2,438</u>	<u>13,807</u>	<u>18,229</u>
Surplus / (Deficit) for	0	631	631	2,089	2,720	818
Cash at 31 August :	0	631	631	14,449	15,080	12,360

ACCOUNTANT'S REPORT

I confirm that the above statement has been compiled from the records and explanations presented to me.

D Nicholls FCCA
15 October 2017

APPROVAL BY THE COMMITTEE

The above statement was approved by the committee on..... (Date)

.....
Chairman