

**MAGHULL
TOWN
COUNCIL**

Maghull Town Hall
Hall Lane, Maghull,
Merseyside L31 7BB
Telephone: 0151 526 3705
Facsimile: 0151 520 0253
E-mail: info@maghull-tc.gov.uk
Web Site: maghull-tc.gov.uk

Dated this 28th Day of June 2018

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 4th JULY 2018

The meeting will commence at 7pm (or at rise of Full Council, whichever is the later)

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

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 To confirm the Minutes of Finance and Amenities Committee held 7th March 2018 (Pages 1 – 3)

Finance

- 5 **Treasurer's Report and Financial Statements as at 31 May 2018** – Members are asked to note the report (Pages 4 – 9)

Amenities

- 6 **Demolition of Scout Hut, Moorhey Park**– Members are asked to consider the report (Pages 10 - 27)
- 7 **Recording Table for Operations, Service Requests and Resident's Complaints** - Members are asked to consider the report (Pages 28 - 32)
- 8 **Chair's Report** – Verbal report for noting only.

**Miss A. McIntyre
Chief Executive**

Miss A. McIntyre, Town Clerk & Treasurer



MAGHULL TOWN COUNCIL
FINANCE & AMENITIES COMMITTEE MEETING
HELD 7th MARCH 2018

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

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 Cllr Desmond.
2. **DECLARATION OF INTERESTS** – None received.
3. **PUBLIC PARTICIPATION** – None notified.
4. **MINUTES OF THE PREVIOUS MEETING** - **RESOLVED** that the Minutes of the meeting held on 13th December 2017 were approved as a correct record.

FINANCE

5. **TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31st JANUARY 2018**

The Finance Officer reported a projected overspend of approximately £124,000. The £86,000 overspend on the Facilities budget included leases for the Ransomes, decorating at the Town Hall and equipment for parks. There had been a reduction in income for room hire and from sports facilities. In addition, the lift required essential health and safety work and air conditioning units in the administration suite needed replacing.

The Chief Executive added that there had been some emergency repairs e.g. to the fire alarm and investments e.g. new bins and lighting in the cark parks; the Lease for the Venue was under negotiation; reduced bookings in the Venue had an impact on the amount of admin recharge and the Police had only paid rent for part of the financial year. The increase in subscriptions was due to registering all Cllrs with the ICO. Plans for income generation included taking over the courtyard for use for weddings. Some of the overspend would be met from reserves.

Key points made by Cllrs in discussion:

- Concerned at projected overspend; need to manage budget more effectively
- Aiming for a balanced budget
- Maximise usage of the building and facilities
- Assess issues with roof and potential costs and report to next meeting
- Hold an open day to promote and show case facilities on offer including bowling greens
- Introduce an annual report setting out the Council's contribution to the community and the difference it is making
- Greater clarify in reports about financial implications of projects

RESOLVED that the Treasurer's Report and Financial Statements as at 31st January 2018 be noted.

AMENITIES

6. MAGHULL TOWN COUNCIL FACILITIES SERVICE REPORT

Note: Cllr Carragher left the meeting at 8.25pm

The Business Development and Contracts Manager gave an update on the Facilities Service. Key points as follows:

- 10 officers, carrying 1 vacancy on engineering team
- Grounds maintenance:
 - Spring/Summer programme to start from 19 March 2018
 - Grassed areas in all parks/open spaces to be cut weekly
 - Play areas/surrounding areas to be cut fortnightly
 - Hedges and borders to be maintained throughout year rather than seasonal. Will have regard to wildlife and hedgerow regulations.
 - An additional grounds maintenance contract will begin from 1 April
 - Negotiations on going about transfer of Bobby's Wood and Old Hall Park from Sefton to Maghull Town Council
- Litter/Dog Foul Bins:
 - Bins delivered but not yet installed due to vacancy in engineering team
- Hedge Cutting:
 - Significant progress been made, but more work required
 - Ambitious target; not progressed as quickly as planned due to amount of work required
- Tree Survey:
 - Two quotes received. A further quote required.
- Bowling Greens:
 - Positive feedback about greens from returning clubs
- Football pitches:
 - Closed football pitches from 9 February 2018 on health and safety grounds
 - Major drainage issues on Pimbley; need to be assessed
 - Loss of income of approximately £1,500
 - Propose putting plans for new changing rooms on hold
- Tennis Courts:
 - In regular contact with Maghull Tennis Club about the condition of the courts and outstanding invoices.

Key points made by Cllrs in discussion:

- Noted that parks improving and good work on hedges
- Core business is about improving Maghull; need to make Maghull a great place. Parks and gardens must be prioritised
- Concerns raised about :
 - Bins: Would like some bins to be installed as soon as possible
 - Staffing: understood that new machinery would free up staff time. Look to employ someone on a short term contract
 - Private contracts: impacting on park maintenance and the profit from contracts

RESOLVED that

1. **Work on changing facilities at Pimbley Playing Field to postponed until drainage issues assessed**
2. **The report be noted**

7. SCOUT HUT, MOORHEY PARK

The Chief Executive reported that the Tenant of the Scout Hut had handed the property back to the Council in January 2018. A Fire Risk Assessment had been carried out. It made 18 recommendations of which 15 were priority 1. It would require significant funding to make the building safe before re-letting. Given costs, it was proposed that the building be demolished and the land integrated back into Moorhey Park. Cllrs asked for a written report at the next meeting.

RESOLVED that

- 1. Decision on Scout Hut deferred pending a written report at next meeting**
- 2. The report be noted**

8. GRANT APPLICATION: ALTSIDE SCOUTS

The Finance Officer explained that £5,000 was available for grants in 2018/19. £2,000 had been allocated to Maghull in Bloom. Altside Scouts application, for £450, was originally submitted in November 2017 but deferred as additional information was required.

The Finance Officer proposed an annual bidding round, for grants up to £500, so that all applications could be considered to ensure transparency. Cllrs agreed to this approach. Applications to be considered by Community Support and Engagement Committee. Altside Scouts application to be deferred and considered as part of the annual grant programme.

RESOLVED that

- 1. Altside Scouts grant application to be deferred until the new financial year;**
- 2. Annual grant programme to be introduced; bids to be considered by Community Support and Engagement Committee;**
- 3. The report be noted.**

9. CHAIRS REPORT

No report given

It was requested that the Recording Table for Operations, Service Requests and Resident Complaints that currently goes to Community Support and Engagement Committee be tabled at Finance and Amenities Committee.

CHAIRMAN

Report to:	Finance & Amenities Committee
Date of Meeting:	4 th July 2018
Agenda Item Number	5
Subject:	Treasurer's Report and Financial Statements as at 31 st May 2018.
Report of:	Finance Officer
Exempt / Confidential Report:	No

Summary

Members are asked to consider the attached appendices giving the current position of the Council's budget. The presentation of the budgets is in a new format by Departments. Councillors will have training on this new format as part of the training process. As the budgets are only for 2 months there are no major issues as yet identified. The overspend on the CCTV (Nominal Code 5101) is due to a change over to a new supplier and we are not anticipating any further costs. The mobile phones and professional fees have accruals in i.e. the bill has not yet been received but an anticipated amount has been entered in the nominal code. Department 2 Facilities – the wastewater for Ballswood is an annual fee and there is no budget. The lease overspend is for the Ransomes (nominal code 7319). We have requested the final settlement figure for the leases and we are awaiting the final invoice. Department 3 Community Support & Engagement there are no overspends.

Recommendation(s)

Finance & Amenities Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

(B) Capital

Implementation Date for Decision

Immediately following the conclusion of Finance & Amenities Committee.

Appendices

3

Background Papers

None

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

Codes

<u>INCOME</u>		<u>BUDGET</u>	<u>Profile To Date</u>	<u>Actual</u>	<u>Budget Remaining</u>
			<u>MTH 2</u>	<u>MTH 2</u>	<u>MTH 2</u>
<u>INCOME</u>					
4001	PRECEPT	338,673	56,445.50	176,761.00	161,912.00
4010	BANK INTEREST	1,000	166.67		1,000.00
4101	COUNCIL CHAMBER ROOM HIRE	300	50.00	250.02	49.98
4102	POLICE STATION LEASE	11,000	1,833.33	2,750.00	8,250.00
4103	ACTIVITIES ROOM	4,500	750.00	915.00	3,585.00
4330	BOWLS INDOOR	1,070	178.33		1,070.00
4395	MISC. INCOME	1,040	173.33	896.44	143.56
4396	SOLAR PANEL INCOME	3,500	583.33	724.18	2,775.82
4301	ADMIN CHARGE FOR F/SUITE	1,200	200.00		1,200.00
4300	FUNCTION SUITE LEASE		3,333.33	5,210.14	14,789.86
4363	CRICKET CLUB LEASE	2,000	333.33	2,000.00	0.00
		384,283.00	64,047.17	189,506.78	194,776.22
<u>EXPENDITURE</u>					
	<u>SUPPLIERS</u>				
5100	SECURITY	58,300.00	9,716.67	8,366.87	49,933.13
5101	CCTV	1,070.00	178.33	1,590.00	-520.00
5102	ALARM	2,300.00	383.33		2,300.00
5103	FIRE	1,600.00	266.67		1,600.00
5104	AIR-CON	200.00	33.33		200.00
5105	BOILER	0.00	0.00		0.00
5106	LIFT	2,500.00	416.67	2,989.32	-489.32
5107	CLEANING SERVICES	21,000.00	3,500.00	100.00	20,900.00
5108	HYGIENE	3,000.00	500.00	915.33	2,084.67
5109	PEST CONTROL	500.00	83.33	214.95	285.05
5110	KITCHEN CLEANSING	1,030.00	171.67	799.56	230.44
5111	WASTE DISPOSAL	200.00	33.33	50.00	150.00
5116	CLEANING SUPPLIES	500.00	83.33	54.00	446.00
		92,200.00	15,366.67	15,080.03	77,119.97
	<u>OVERHEADS</u>				
7000	BROADBAND	2,707	451.17		2,707
7002	TELEPHONES	3,500	583.33	114.28	3,386
7003	MOBILE PHONES	200	33.33	-80.02	280
7010	POSTAGE	100	16.67	1.77	98
7021	STATIONERY	1,400	233.33	118.20	1,282
7031	PRINTING	50	8.33		50
7036	BOOKS/TECHNICAL PUBLICATIONS	50	8.33		50
7041	OFFICE EQUIPMENT & FURNITURE	1,040	173.33		1,040
7061	IT	5,200	866.67	153.81	5,046
7088	SAGE	2,000	333.33	346.62	1,653
7071	PHOTOCOPIER	2,000	333.33	603.25	1,397
7082	BANK CHARGES	100	16.67	182.61	-83
7100	SALARIES	113,921	18,986.83	18,636.39	95,285
7106	EMPLOYER'S NI	10,124	1,687.33	2,429.37	7,695
7107	PENSIONS	22,329	3,721.50	5,480.14	16,849
			0.00		
7200	INSURANCE FEES	22,300	3,716.67	3,266.14	19,034
7221	PROFESSIONAL FEES	1,500	250.00	-1,500.00	3,000
7224	AUDIT FEES	2,835	472.50	0.00	2,835
7232	WEBSITE DEVELOPMENT	216	36.00	30.00	186
7236	PERSONNEL CONSULTANCY	5,500	916.67		5,500
7237	TRAINING	3,000	500.00		3,000
7254	SUBSCRIPTIONS	2,000	333.33	2,715.81	-716
7300	RATES	20,000	3,333.33	3,648.00	16,352

7303	ELECTRICITY	9,400	1,566.67	2,309.70	7,090
7308	GAS	6,000	1,000.00	871.74	5,128
7309	WASTEWATER & METERED WATER	4,775	795.83	1,715.00	3,060
7320	CIVIC HOSPITALITY	400	66.67	87.50	313
7359	MAYOR'S ALLOWANCE	2,000	333.33	227.74	1,772
7801	CONFERENCES/TRAVEL/SUBS	200	33.33		200
7810	LICENCES	2,000	333.33	279.82	1,720
7823	PHOTOGRAPHS	300	50.00		300
7846	MISCELLANEOUS EXPENDITURE	334	55.67	16.00	318
		247,481.00	41,246.83	41,653.87	206,827.13
	<u>LOANS</u>				
7916	2000 PROJECTS LOAN	7,008.37	584	3,652.70	3,356
7967	2000 PROJECTS INTEREST	1,383.79	115		1,384
7918	LIFT REPLACEMENT LOAN	8,686.80	724	4,503.66	4,183
7968	LIFT REPLACEMENT INTEREST	3,953.68	329	2,999.97	954
7919	PROJECTS 2009 LOAN	5,816.94	485		5,817
7969	PROJECTS 2009 INTEREST	3,838.22	320		3,838
7920	ROOF SIDES & SOLAR PANELS LOAN	6,565.78	547		6,566
7960	ROOF SIDES & SOLAR PANELS INT	7,348.28	612		7,348
		44,601.86	3,716.82	11,156.33	33,445.53
TOTAL		0	3,717	121,617	-121,616

Community Support

Department 3

Codes

INCOME

INCOME

4001 PRECEPT
4391 FESTIVAL EVENTS INCOME
4392 FIREWORK DISPLAY
4395 MISCELLANEOUS INCOME

EXPENDITURE

SUPPLIERS

5330 NEIGHBOURHOOD ACTIVITIES
5331 EVENTS
5332 FIREWORK DISPLAY
5333 CHRISTMAS ACTIVITIES
5334 YOUTH PROVISION

OVERHEADS

7846 MISCELLANEOUS EXPENDITURE

TOTAL

<u>BUDGET</u>	Profile To Date	Actual	Budget Remaining
	MTH 2	MTH 2	MTH 2
32,490	5,415.00	32,490.00	0.00
2,510	418.33	0.00	2,510.00
5,000	833.33	0.00	5,000.00
0	0.00	73.50	-73.50
40,000	6,666.67	32,563.50	7,436.50
11,500	1,916.67	2,878.79	8,621.21
10,000	1,666.67	180.00	9,820.00
9,300	1,550.00		9,300.00
1,200	200.00		1,200.00
8,000	1,333.33		8,000.00
40,000	6,666.67	3,058.79	36,941.21
0	0.00	100.00	-100.00
0	0.00	29,404.71	-29,404.71

Report to:	Finance & Amenities Committee
Date of Meeting:	4 th July 2018
Agenda Item Number	6
Subject:	Demolition of Scout Hut at Moorhey Park
Report of:	Operations, Contracts & Business Development Manager
Exempt / Confidential Report:	No

Summary

To provide members with an update regarding the proposed demolition of Scout Hut located within Moorhey Park.

Recommendation(s)

Finance & Amenities Committee is requested to:-

1. Approve contractors to undertake a demolition survey of the building.
2. Approve that officers obtain costs for the demolition of the building.
3. Note the contents of this report.

Reasons for Recommendation(s)

The Scout Hut is currently empty and unlikely to be re-leased given the exceptional amount of work required to bring it to an acceptable level of safety.

A fire and safety inspection of the building completed in February 2018 confirmed that in its current condition, the building does not comply with fire & safety standards. In order to become compliant, considerable expenditure would be required.

Alternative Options Considered and Rejected

1. For the Scout Hut to be brought up to an acceptable standard for leasing to a community group or private individual. The cost of this option would be in excess of £40,000. There is no budget for this project.

What will it cost and how will it be financed?

(A) Revenue

Costs for demolition survey will be met by 2018/19 Asset Maintenance Budget.

Costs for demolition works will be reviewed once costs have been obtained. It is anticipated that the demolition (if agreed) will take place in 2019/20.

(B) Capital

Implications of Recommendations:

Resource Implications	Costs for a demolition survey and stopping up of utilities have not been budgeted for within 2018/19 asset maintenance budget, although a budget will remain if works are funded through this budget code.
Legal Implications	Building Act 1984
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Finance & Amenities Committee.

Appendices

None

Background Papers

None

Contact Officer	Alex Spencer – Operations, Contracts & Business Development Manager
Telephone Number	0151 526 3705
Email Address	Alex.spencer@maghull-tc.gov.uk

1. Background

Maghull Town Council is the owner of the Scout Hut located within Moorhey Park, Maghull

The building is of timber, pre-fabricated construction; and has been vacant since 10th January 2018.

Upon becoming vacant, officers instructed a fire safety inspector to assess building compliance with relevant fire and safety regulations.

This completed report identified the building as being of high risk; and did not comply with current regulations. 18 recommendations were put forward within the report, 15 of which were classified as Priority 1 and requiring urgent attention should the building be re-leased.

Within his report, the fire safety inspector stated that:

“Consideration should be taken as to the practicality of spending what would be a considerable amount of money to bring this building up to current regulations in order to re-let. The building in its current state should not be re-leased as it is not compliant with fire and safety regulations”

In addition to the report produced by the appointed fire safety inspection, Maghull Town Council insurers have confirmed that given the construction and condition of the building, it is too high a risk to be insured.

Despite being vacant, the building incurs standing charges for utilities. At the time of writing the following charges apply each quarter:-

Gas	£140.00
Electricity	£36.00
Water	To be confirmed

To prevent vandalism or unauthorised entry, the building is securely locked at the point of entry. In addition, palisade fencing borders the site and is securely locked at the point of entry.

Officers endeavour to complete a weekly observation check of the building and site to ensure it is secure and is safe.

2. Proposals for Demolition

In light of the considerable costs required to refurbish the building in order to make it compliant with fire and safety regulations; and, as a result of the building being of timber pre-fabricated construction and therefore uninsurable, it is the recommendation of officers that the building is demolished.

Officers have already contacted utility companies to determine costs for stopping utility supplies, a breakdown of which is below:

Gas	To Be Confirmed – supplier has been contacted
Electricity	£1,233.09
Water	To Be Confirmed – supplier has been contacted

Officers have also received quotations from four companies regarding completion of a demolition survey. This survey is required before any demolition work is undertaken in order to assess dangers to health and safety, identify utility supplies and state how demolition work will be completed. A breakdown of quotations received is below:

Company	Cost including VAT
One	£834 - £954
Two	£474.30
Three	£390.00
Four	£360.00

It must be remembered that the costs above of are for completion of demolition survey only. Costs for demolition of the building are in addition to this; but will only be obtained upon completion of the survey.

Recommendation(s):-

Finance & Amenities Committee is requested to:-

1. Approve the demolition of the Scout Hut located within Moorhey Park.
2. Approve that officers work with an approved demolition company, to undertake a demolition survey of the building.
3. Approve that officers obtain costs for the demolition of the building.
4. Note the contents of this report.

Alpha Fire Safety Training

Complete Fire Protection Solutions



In conjunction with **SeftonArc**
Fire, Life & Security Services

FIRE RISK ASSESSMENT

For: Maghull Scout Hut HQ
Moorhey Rd. Playing Field
Rear of 116, Grosvenor Rd.
MAGHULL
L31 5NW

By: Alpha Fire Safety Training
5, Waverton Avenue
PRENTON
Wirral
CH43 0XB

Tel: 0800 999 7887

Email: info@alphafiresafetytraining.co.uk

Website: www.alphafiresafetytraining.co.uk

Date of Assessment: 13/2/18

**** "This assessment is for guidance purposes only. No building work should be carried out before prior consultation with relevant bodies."**

Preface:

This fire risk assessment is prepared in accordance with the requirements of the Regulatory Reform Order (Fire Safety) 2005 and the Management of Health & Safety at Work regulations 1992. Briefly, there are six legal duties which you need to know:-

- 1.) Where it is necessary to safeguard the safety of your employees, you must nominate people to undertake any special roles which are required under the emergency plan.
- 2.) You must consult your employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- 3.) You must inform other employees who have also workplaces in the building of any significant risks you found which might affect the safety of their employees and co-operate with them about the measures proposed to reduce or control those risks.
- 4.) If you are not an employer, but have control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts over which you have control.
- 5.) You must establish a suitable means of contacting the emergency services and ensure that they can be called upon easily.
- 6.) The law requires your employees to co-operate with you to ensure the workplace is safe from fire and its effects, and not to do anything which will place themselves or other people at risk.

This risk assessment will help you to decide the nature and extent of the general situation and process fire precautions which you will need to provide.

** It is necessary to differentiate between a "hazard" and a "risk". Quite simply, a "hazard" is something that can cause harm and a "risk" is the chance of that harm occurring. It cannot be stressed enough that, in your ongoing assessments, you should communicate with your employees, whose "local knowledge" will be of significant input in the general scheme.

Remember also, that we are just a phone call away!!

ALPHA FIRE SAFETY TRAINING

07878 785745. www.alphafiresafetytraining.co.uk

Why not ask us to train your staff? We may help you to save lives and your business!!

Statutory Instrument 2005 No. 1541

Regulatory Reform Order (Fire Safety) 2005

Statutory instruments are printed under the superintendence and authority of the controller of HMSO being the Queen's printer of Acts of Parliament.

The legislation contained in this document is subject to Crown Copyright Protection. It may be reproduced free of charge provided that is reproduced accurately and that the source and copyright of the material is made evident to users.

It should be noted that the right to reproduce the text of Statutory Instruments does not extend to the Queen's Printer imprints which should be removed from any copies of the Statutory Instrument Which are issued or made available to the public. This includes reproduction of the Statutory Instrument on the internet and on internet sites. The Royal Arms may only be reproduced where they are an integral part of the original document.

The text of this document of the Statutory Instrument which is published by the Queen's Printer of Acts of Parliament has been prepared to reflect the text as it was made. A print version is also available and is published by The Stationery Office Limited as **The Regulatory Reform Act (Fire Safety) Order 2005**.

STATUTORY INSTRUMENTS

2005 No. 1541

REGULATORY REFORM ENGLAND AND WALES

The Regulatory Reform (Fire Safety) Order 2005

Meaning of "Responsible Person"

In this order "responsible person" means:-

- a.) In relation to a workplace, the employer, if the workplace is to any extent under his control.
- b.) In relation to any premises not falling within paragraph a:-
 - 1) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not) or
 - 2) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

In this premises, at the time of the risk assessment being produced, the responsible person is designated as:-

Mrs. Angela McIntyre
C.E.O. Maghull Town Council

**** It is important to remember that ALL persons HAVE A LEGAL DUTY to assist Mrs McIntyre by observing personal and collective safety provisions in relation to the requirements of this risk assessment.**

Each recommendation made is assigned to appropriate priority in accordance with the following:-

- Priority 1 - Immediate corrective action required**
- Priority 2 - Corrective action within 1 month**
- Priority 3 - Corrective Action within 3 months**

The risk assessment remains valid until any material changes at the premises takes place. This may be the physical alteration (structural or otherwise) of the workspace or the change of use of any area that may have an impact on the risk of a fire developing. Therefore any proposed change to the premises or the nature of the work undertaken there should be "risk assessed" and appropriate measures implemented in order to ensure continued compliance with the Fire Safety Order 2005.

In order that the premises are adequately monitored with regard to the above it is recommended that a review of fire safety measures should be carried out at appropriate intervals. The minimum review period should be ANNUALLY but more frequently subjected to rate of change of conditions of use.

This document is a record of the Fire Risk Assessment carried out on the date shown on the cover page and should be considered as an assessment of the premises as seen on that day.

Note: Included at the end of some of the following sections is a paragraph headed "Statutory Obligations". This is included for the purpose of advising you of those tests, checks and records that should be carried out and kept as a requirement of the Regulatory Reform Order. It is important that these procedures are adopted if not already put in place.

IN THE RISK ASSESSMENT THAT FOLLOWS WHERE POSSIBLE IGNITION SOURCES ARE CONSIDERED TO BE UNCONTROLLED OR THE FIRE LOADING UNREASONABLE, APPROPRIATE MEASURES ARE RECOMMENDED IN ORDER TO REDUCE THE RISK.

INTRODUCTION

- 1) Premises**
- 2) Occupancy**
- 3) Means of Escape and Exits**
- 4) Fire Detection and Warning Systems**
- 5) Emergency Lighting**
- 6) Fire Signs and Notices**
- 7) Fire-Fighting Equipment**
- 8) Electrical Safety**
- 9) Gas Safety**
- 10) Evacuation Procedures**
- 11) Fire Service Access and Water Supplies**
- 12) Records and Training**
- 13) Smoking Policy**
- 14) Disabled Access**
- 15) Risk of Arson**
- 16) Housekeeping**

Occupants of buildings are at serious risk of injury or death in the event of a fire occurring. Direct contact with burning materials can cause burns as can radiated heat, especially if the quantity of burning materials is substantial and occupants have to pass close by in order to escape.

Burning materials also typically produce quantities of toxic and asphyxiant gases and particulates contained in smoke. In some cases, as well as being highly toxic, the products of combustion can obscure vision and disorientate victims sufficiently to make safe escape impossible.

In some cases, particularly with synthetic materials, such as plastics, exposure to the products of combustion can result in serious injury or even death in a very short space of time.

Escape through smoke-filled areas should not be regarded as survivable. Adequate arrangements should be made to maintain escape routes that are protected from adjacent accommodation where appropriate and are kept clear of combustible materials.

In places where people are present in large numbers there is an additional risk of injury presented by a panic situation that may arise in the event of a fire.

In order for ignition to take place oxygen, fuel and heat must be present in the correct proportions. Oxygen is of course a constituent of the air around us. The fuel is provided by the combustible items that are in storage in day-to-day use in the building such as paper, fabrics, furniture etc. Heat may be added to the equation from a wide variety of sources such as heating appliances, cooking processes, electrical apparatus, smoking materials, incandescent light bulbs, friction or even malicious intent.

Fortunately, most of the sources of ignition can be easily identified and accounted for by examination of the workplace. In most cases adopting safe practises such as below can control these factors:-

- a) Storing combustible materials away from sources of ignition.**
- b) Providing training and guidance to those who work in high risk areas.**
- c) Carrying out a programmed safety check on electrical apparatus.**
- d) Controlling smoking and disposal of smoking materials**
- e) Training occupants to be careful and vigilant.**

It is hoped that in this way the incidence of fire will be avoided. However even in the most safety conscious workplace hidden factors may still give rise to fire. It is important therefore, that the incidence is planned for so that:-

- a) Adequate means exist to deal with small outbreaks of fire and that responsible people are trained to use the equipment provided.**
- b) A suitable system of procedures exists to warn occupants of a fire.**
- c) Escape routes are either known to the occupants or are clearly indicated with appropriate signage and that these routes remain available at all material times.**
- d) Occupants are trained to leave the building safely and can be accounted for and appropriate assistance from the Fire Brigade can be promptly summoned.**

1.)PREMISES

The premises is a detached unit of single occupancy, consisting of one floor, designated Ground Floor. The building is owned by Maghull Town Council and recently has been leased as a dance school. The tenant has now vacated the premises. The building is constructed externally of wood with a wooden pitched roof. Compartmentation is poor and requires significant upgrading to make the building viable for re-leasing. Internal partitions are constructed to unacceptable standards and are made from plasterboard construction, which has degenerated over the passage of time. There is a significant "bow" in the ceiling which requires attention, possibly caused by the ingress of rainwater. Fire doors are in need of upgrading to bring them up to minimum FD30 standard.

The compartmentation is the passive resistance which should contain any possible outbreak of fire to its room or compartment of origin. Passive fire resistance works in conjunction with the fire alarm system to create an effective fire strategy plan for the premises if required for any possible evacuation purposes.

There are sufficient fire exits in the premises for evacuation purposes and all the exits lead to a place of safety. If these exits are all available, then travelling distances are not exceeded and the requirement has been adhered to.

Significant findings:-

1.1: All internal doors leading to means of escape should be upgraded to comply with a minimum FD30 standard, so as to prevent the ingress of smoke and fumes into means of escape routes. PRIORITY 2.

1.2: Significant building work is required to provide proper fire separation between compartments. PRIORITY 1.

2.)OCCUPANCY

The premises is currently empty.

Significant Findings:-

2.1: Before considering re-leasing this building, the findings of this Fire Risk assessment need to be evaluated to decide the financial viability of re-letting them. PRIORITY 1.

3.) MEANS OF ESCAPE AND EXITS

Means of escape are currently adequate. There are sufficient escapes to ensure safe evacuation in the event of a fire, provided the significant findings below are adhered to, The fire assembly point is designated as "The front gate." It is not marked as it is in a public place.

Significant Findings:-

3.1: The rear fire escape door operates with a "push bar" and has security locks fitted. If this building is to be used again, it must be unlocked whilst occupied at all times. PRIORITY 1.

3.2: The rear gate from the rear fire exit leading to safety at the fire assembly point proved very difficult to open because of the build-up of leaves and mud and even harder to close

for security purposes. This presents an on-going hazard and should be addressed to ensure easy clearance at all times. PRIORITY 1.

Statutory Requirements:-

- 1) Daily checks of all escape routes and fire exits to ensure that they are available and free of obstructions.
- 2) Weekly checks of all emergency fastening devices to fire exits.
- 3) Monthly checks of any electronic release mechanisms and condition of fire doors.
- 4) Annual checks of all self-closing fire doors and compartmentation.

4.) FIRE DETECTION AND WARNING SYSTEMS

There is no fire alarm of any kind fitted in these premises.

Significant Findings:-

4.1: If this premises is to be re-leased, a fire alarm complying with BS5839 Pt1 requirements should be installed and maintained by a competent person. PRIORITY 1.

Statutory Obligations:

If not already in place, the following test procedure should be carried out:-

- 1) Weekly testing of the systems should be carried out and recorded.
- 2) Six monthly servicing and preventative maintenance should be carried out by a competent person and recorded.
- 3) Call points should be tested weekly in rotation.

5.) EMERGENCY LIGHTING

There is no emergency lighting system fitted in these premises. Significant Findings:

5.1: If the premises are to be re-leased, an Emergency Lighting System which complies with BS5266 should be installed and maintained by a competent person. PRIORITY 1.

6.) FIRE SIGNS AND NOTICES

Existing fire signs are inadequate and do not conform to current Signs & Signals Regulations.

Significant Findings:-

6.1: All existing Fire Exit signs are illegal, being text-only. They should be replaced with signs conforming to current Signs and Signals Regulations. PRIORITY 1.

7.) FIRE-FIGHTING EQUIPMENT

Existing fire extinguishers are of the correct type and sited correctly, but inadequate in numbers. Existing fire extinguishers are not maintained in accordance with current codes of

practise by a competent person. A certificate of maintenance is not issued and kept on record. No systems are in place to ensure any discharged extinguishers are taken out of service and either refilled or replaced.

Significant Findings:-

7.1: The existing fire extinguishers have not been serviced for many years and the water extinguisher to the rear of the premises is in such a state of disrepair that it should be condemned. The existing AFFF extinguisher is made from Stainless Steel, but has some body damage and should also be condemned.

Statutory Obligations:-

- 1.) Fire Extinguishers of the correct type should be installed in accordance with BS5306, Pt3 requirements and should be serviced at least annually by a competent person and records kept. Monthly inspections to ensure no tampering or discharging of extinguishers should be carried out by the fire wardens and recorded in a log book.
PRIORITY 1.

8.) ELECTRICAL SAFETY

The building's main electrical supply is via the National Grid and is used for power sources, cooking, heating and lighting. The mains switchboard isolator switch is in a box outside the main entrance. At the time of this Fire Risk Assessment being completed, no "hard-wiring" certificate is available. PAT Testing is not carried out at prescribed intervals by a competent person and recorded in a ledger.

Significant Findings:-

- 8.1:** A "hard-wiring" certificate should be obtained. **PRIORITY 1.**
- 8.2:** A PAT testing regime should be implemented in line with the requirements of the Electrical Safety at Works Act 1989. **PRIORITY 1.**
- 8.3:** Fire Wardens should make a monthly visual inspection of all the plugs in their area to ensure that there is no damage which might cause an injury. **PRIORITY 1.**

Statutory Obligations:-

- 1.) If not in place, the following should be carried out:-
All electrical installations should be regularly inspected and tested by a competent person and records kept.

9.) GAS SUPPLY AND SAFETY

Gas is used on the premises for cooking (?) and central heating. The gas shut-off valve is in a cupboard in the kitchen.

Significant Findings:-

- 9.1:** There is no evidence of a gas safety certificate in place at the time of this Fire risk assessment. This should be rectified, if not already in place. **PRIORITY 1.**

10.) EVACUATION PROCEDURES

Evacuation procedures should be carried out at least twice a year and logged in a fire log book.

The evacuation assembly point is designated as "The front gate". All staff, visitors and contractors are made aware.

Significant Findings:-

10.1: Fire Wardens should be tested annually to ensure their competence in an emergency. Arrangements can be made to incorporate this with the annual maintenance of the fire extinguishers. PRIORITY 3.

11.) FIRE SERVICE ACCESS AND WATER SUPPLIES

Access to the premises' water supply is good from the main road. Water supplies are available adjacent to the property from the 100mm water main.

Significant Findings:-

None.

12.) RECORDS AND TRAINING

Record-keeping is a vital aspect of the risk assessment process, in order to monitor the upkeep of standards. All testing, training and maintenance should be recorded in a fire log book. Fire Awareness training for all staff should be carried out annually and at induction of new staff and recorded in a log book. Currently there are inadequate numbers of staff trained and certificated as Fire Wardens. Measures have been put in place to rectify this situation. 3 staff will be trained as Fire Wardens in the near future.

Significant Findings:-

12.1: Selected persons should be formally trained to act as Fire Wardens so that, in the event of a fire emergency, they are competent to tackle a fire in its initial stages, supervise a correct evacuation procedure and liaise with the fire officer when he arrives at the scene. PRIORITY 2.

13.) NO SMOKING POLICY

There is No Smoking policy in place. This should be maintained in accordance with current legal requirements.

Significant Findings:-

None.

14.) DISABLED ACCESS

Disabled access is inadequate from the ground floor to the front of the premises.

Significant Findings:-

14.1: If this building is to be re-leased, disabled access will have to be installed. PRIORITY 1.

15.) RISK OF ARSON

Arson is an ever-present risk and should be considered carefully, especially where fire started outside the perimeter of the building could ingress into the main section. Currently all waste materials are kept in an area well away from the main building.

Significant Findings:-

15.1: There is evidence of fly-tipping in the vicinity of this building. A build-up of flammable materials around the perimeter and adjacent to the wooden walls presents a severe risk of arson, especially as the building is isolated and hidden from view, although CCTV cameras are installed and seem to be working. All flammable materials should be removed from said areas. PRIORITY 1.

16.) HOUSEKEEPING

The essence of good housekeeping is to keep, as far as is practically possible, sources of heat or potential heat away from sources of fuel. The best way to ensure this is by being vigilant and taking responsibility for anything seeming to be wrong. This will significantly reduce the risk of a fire starting in the workplace. Training is a vital part of this process, so that employees are aware of what to look for.

Significant Findings:-

16.1. Initiate and maintain an "end-of-day routine" for each person's workstation so that all housekeeping priorities are kept. Most fires start at night, so it is important to ensure that, within reason, flammable materials are kept well away from potential sources of ignition. PRIORITY 1.

EMERGENCY PLAN

A plan of the premises should be provided so that fire exits, locations of fire-fighting equipment and other information relevant to means of escape should be printed so that it can be used in conjunction with the emergency plan.

The category of risk in this premises is HIGH. Consideration should be taken as to the practicality of spending what would be a considerable amount of money to bring this building up to current regulations in order to re-lease it. It has to be said that the building in its current state should not have been leased to a client as it was not compliant.

Fortunately, no harm has come to anyone, but this situation must be viewed objectively, so that similarly leased properties are not putting occupants at risk.

Signed: P. Martin-Hall

NAME: P. Martin-Hall

POSITION: Proprietor, A.F.S.T. DATE: 13.2.18.

TYPICAL SOURCES OF IGNITION

- 1) Radiated heat from sunlight.
- 2) Open flames from gas cylinders (oxy-propane).
- 3) Potential for electrical malfunction.
- 4) Potential for human error.
- 5) Smoking materials in outside smoking areas.
- 6) Risk of Arson.
- 7) Convector heaters.

TYPICAL SOURCES OF FUEL

- 1) Furniture (Wooden & Plastic).
- 2) Carpets, curtains & other textiles (including clothing).
- 3) Gas in cylinders (including aerosols).
- 4) Paper.
- 5) Pallets.
- 6) Self-oxidising agents (acetones; ketones).

Report to:	Finance & Amenities Committee
Date of Meeting:	4 th July 2018
Agenda Item Number	7
Subject:	Recording Table for Operations, Service Requests and Complaints
Report of:	Operations, Contracts & Business Development Manager
Exempt / Confidential Report:	No

Summary

To provide Members with an overview of service requests and complaints received by Maghull Town Council since the last meeting of Finance & Amenities Committee.

Recommendation(s)

Finance & Amenities Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

Service requests and complaints are an important part of Maghull Town Council's transactions with the community. It is important that this information is monitored to ensure that as an organisation, we are responsive to the needs and requests of our community.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

Costs for the resolution of service requests and/or complaints are met by 2018/19 core budgets.

(B) Capital

None

Implications of Recommendations:

Resource Implications	The resolution of service requests will call upon officer time and 2018/19 core budgets.
Legal Implications	Legislation may apply depending on the nature of complaint e.g. Wildlife & Countryside Act 1981 regarding hedge cutting.
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Finance & Amenities Committee.

Appendices

None

Background Papers

None

Contact Officer	Alex Spencer – Operations, Contracts & Business Development Manager
Telephone Number	0151 526 3705
Email Address	Alex.spencer@maghull-tc.gov.uk

1. Background

During the 2016/17 municipal year, a recording table for operations, service requests and residents' complaints was introduced in order to more effectively prioritise and direct council resources.

The recording table continues to be maintained by officers, who update on a regular basis.

This is the ninth occasion on which information from the recording table has been reported to members.

For completeness, information reported in the 2016/17 and 2017/18 municipal years has been included to enable a comparison with the same point of the year.

	Service Requests / Complaints Received*	Number Resolved	Number Requiring Resolution
Meeting One – 2016/17	9	7	2
Meeting Two – 2016/17	14	12	2
Meeting Three – 2016/17	9	4	5
Meeting Four – 2016/17	18	16	0
Meeting One – 2017/18	37	31	9
Meeting Two – 2017/18	42	24	15
Meeting Three – 2017/18	24	14	10
Meeting Four – 2017/18	22	16	6
Meeting One – 2018/19	31	22	9

*Where Maghull Town Council has responsibility for resolving the service request and/or complaint.

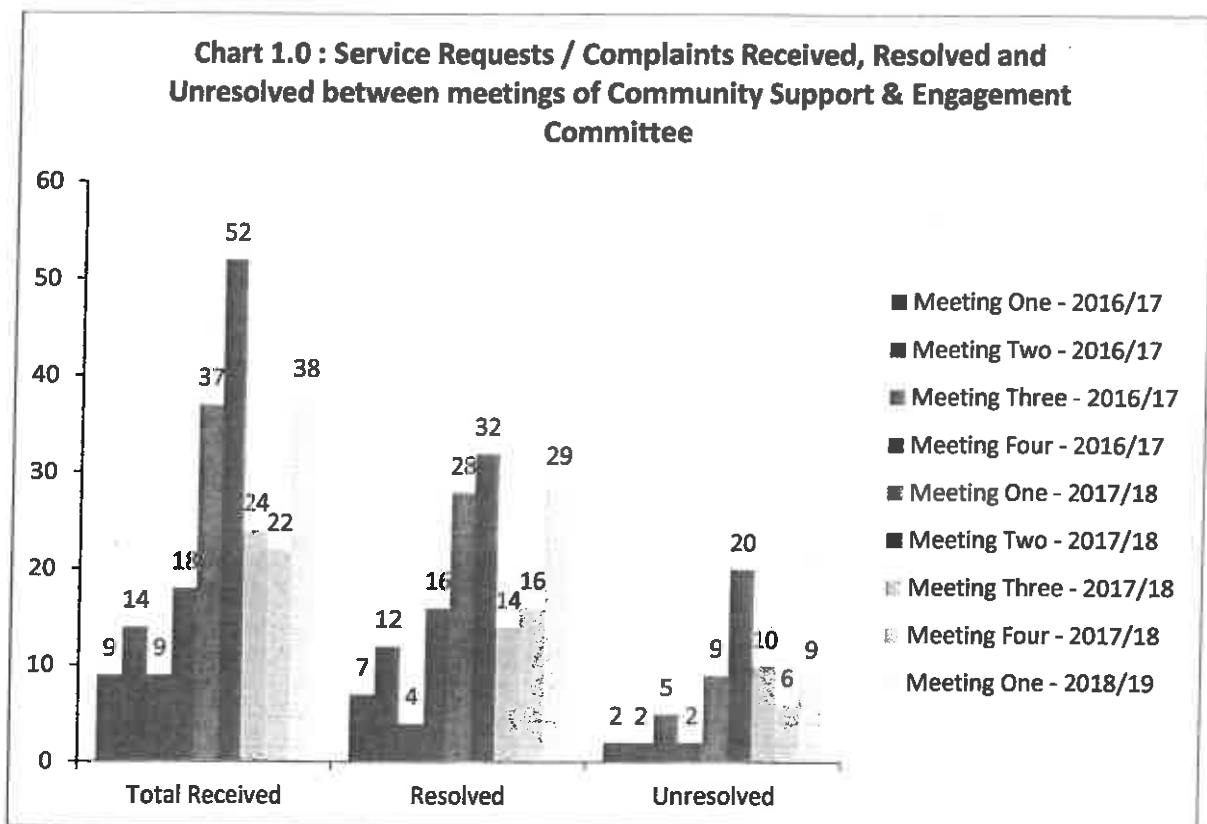


Chart 2.0 : Service Requests / Complaints Received by Residents or Councillors, between meetings of Community Support & Engagement Committee

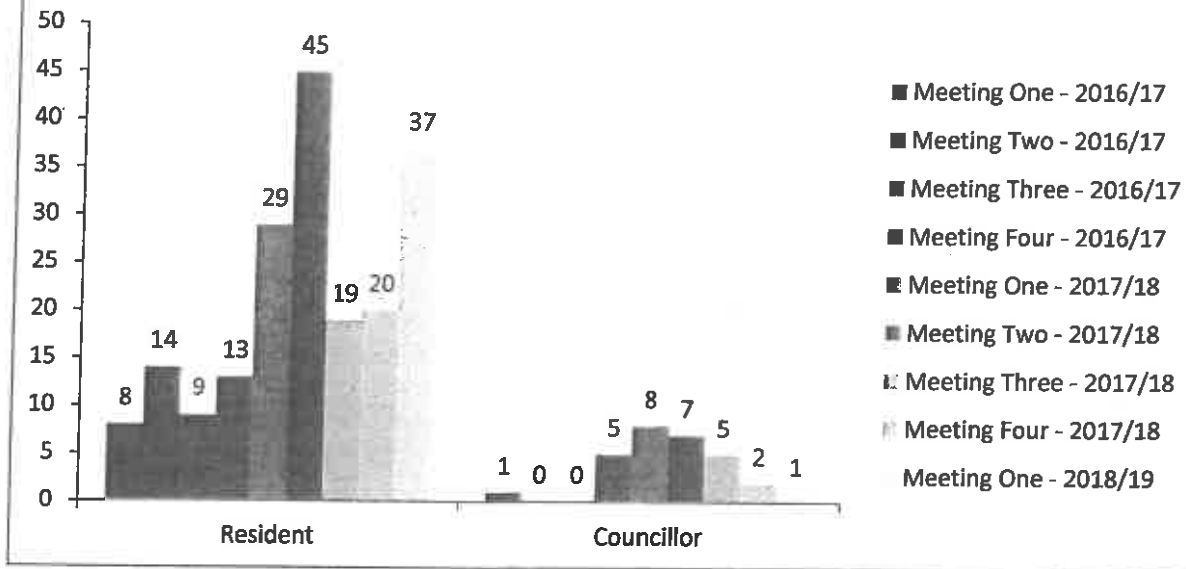
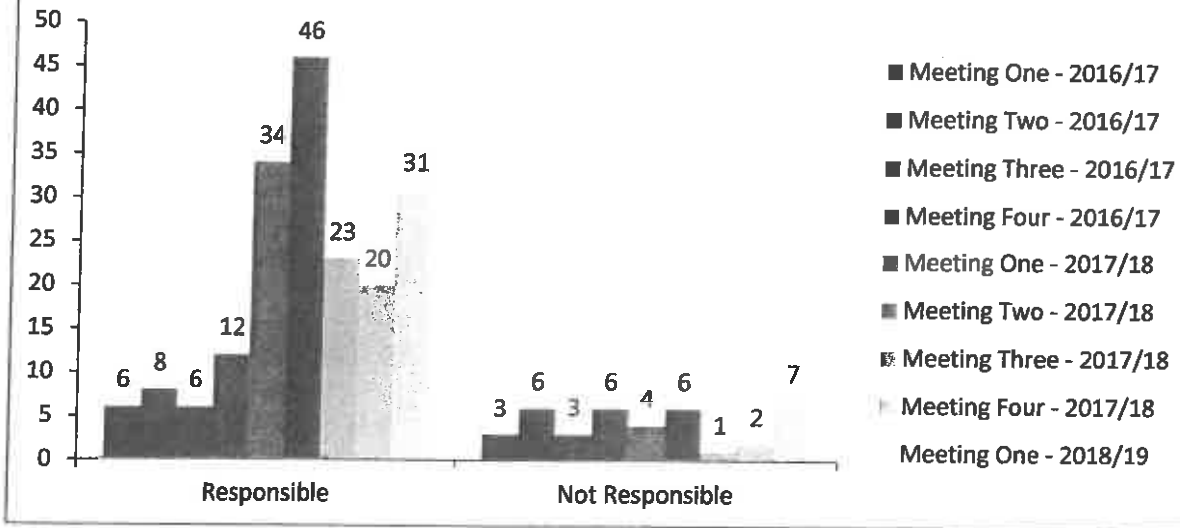


Chart 3.0 : Service Requests / Complaints Received by Residents or Councillors, between meetings of Community Support & Engagement, where Maghull Town Council is Responsible for Resolution



Since the last meeting of this committee, a total of 38 service requests and/or complaints have been received. The vast majority of service requests and/or complaints have been raised by members of the public, totalling 37.

Of the 38 service requests/complaints received, 29 are the responsibility of Maghull Town Council to resolve, with the remaining 9 being the responsibility of Sefton Council or Merseyside Police.

Of the 29 which are the responsibility of Maghull Town Council to resolve, 76% have been fully resolved. These issues include issues such as removing fly-tipping, cutting back encroaching vegetation or providing additional multi-use litter bins.

24% of service requests/complaints have not been resolved. In the main, these issues focus upon overgrown trees/hedges which require maintenance. The provisions of the Wildlife and Countryside Act 1981 and guidance offered by DEFRA restricts the period when tree pruning can take place. As a result these issues will not be dealt with until the autumn/winter seasons.

In terms of comparisons with previous years, both the volume and nature of service requests/complaints are consistent – again, in the main focussing on overgrown trees, hedges and/or vegetation requiring maintenance.

With regards to community feedback, representatives from Anchor Housing have expressed thanks for the work of the Facilities Team regarding grounds maintenance works at Swan Walk, Maghull. The efforts of the team have been welcomed by residents who have expressed a marked improvement in maintenance of the site since Maghull Town Council was awarded this contract in April 2018.

Regional Managers from Anchor Housing have been so impressed by the efforts of the Facilities Team, that they are keen for Maghull Town Council to take on additional sites Merseyside-wide, and quotations for works will be submitted shortly.

Maghull in Bloom have also expressed thanks for the efforts of the Facilities Team regarding watering of planters and barrier baskets at Maghull Square.

Recommendation(s):-

Finance & Amenities Committee is requested to:-

1. Note the contents of this report.

