



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**Dated this 27th Day of February 2017**

**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 8<sup>th</sup> MARCH 2017**

**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 Town Clerk at least 24 hours in advance of the meeting.*

### **A G E N D A**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 To confirm the Minutes of Finance and Amenities Committee held 14<sup>th</sup> December 2016 (Pages 1 - 3)

#### **Finance**

- 5 **Treasurer's Report and Financial Statements as at 31 January 2017** – Members are asked to note the report (Pages 4 - 10)

#### **Amenities**

- 6 **Outdoor Performance Area** – Verbal report
- 7 **2017/18 Grounds Maintenance Schedule and Contracts** - Members are asked to note the report (Pages 11 - 13)
- 8 **Chair's report** – for noting only

**P.T.O.**



9 **Exclusion of the Press and Public**

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

10 **Maghull Cricket Club** – Verbal update

11 **Running Horses FC** - Members are asked to note the report (Page 14)



Miss A. McIntyre  
**Town Clerk & Treasurer**

**MAGHULL TOWN COUNCIL**  
**FINANCE & AMENITIES COMMITTEE MEETING**  
**HELD 14<sup>th</sup> DECEMBER 2016**

**PRESENT** - Councillor McKinley (In the Chair) and Councillors: M. Byrne, Josh Burns, C. Carlsen, P. Hart, J. Roughley, J. Sayers, Y. Sayers & C. Shaw.

**ALSO PRESENT** – A. McIntyre (Town Clerk & Treasurer), A. Spencer (Operations and Contracts Manager) & D. Healey (Finance Officer), and 1 member of the public.

**1. APOLOGIES FOR ABSENCE** – Councillors J. Deegan, R. Deegan, June Burns, J. Desmond, C. Esterson & D. Mullen

**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 12<sup>th</sup> October 2016 were approved as a correct record.

At 18:35, at the request of the Chair, standing orders were suspended and the meeting adjourned for a period of up to 10 minutes to enable Cllr Shaw to arrive. Cllr Shaw had indicated he was on his way but had been held up.

The meeting continued at 18:45 with Cllr Shaw in attendance.

**FINANCE**

**5. TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 30<sup>th</sup> NOVEMBER 2016**

The Town Clerk reported that the Council's finances were in a good position and not overspent.

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

**RESOLVED that:**

- 1. The Treasurer's Report and Financial Statements as at 30<sup>th</sup> November 2016 be noted.**

**6. BUDGET 2017-18**

The Town Clerk presented a report concerning the 2017/18 Budget, which contained a number of options for councillors to consider.

The Town Clerk presented information regarding the national position of Maghull Town Council in comparison with other Parish and Town Councils. In summary

- Dunstable Town Council had the highest level of precept at £2,117,238 (Band D £175.21)
- Maghull Town Council is 109<sup>th</sup> on the list of highest setting precepts
- South Kirkby and Moorthorpe Town Council (Wakefield) has the highest Band D charge at £311.05 (Precept £842,000)
- Maghull Town Council is 586<sup>th</sup> on the list of highest Band D charges
- Sutton Coalfield Town Council (created 2016) has the largest tax base of 36,501
- Maghull Town Council is 174<sup>th</sup> on the list of highest tax bases.
- Maghull Town Council precept has not been raised since 2011
- 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)

The Town Clerk confirmed that rent generated from the proposed community police station located within Maghull Town Hall had been incorporated into the 2017/18 budget.

The Town Clerk went on to discuss each option in turn, and invited members' views; these included:-

- Agreement that Option 5 was preferred;
- Agreement that any income generated should be reinvested for the benefit of the community in terms of events, facilities improvement or new facilities;
- Officers should continue in the production of business plans to clearly showing how Maghull Town Council will move forward and what resource is required;
- As a matter of urgency, consultation is required with groups affected by charge increase, and determination of how effects of charge may be ameliorated;

**RESOLVED that:**

1. Option 5 of the report was the preferred option;
2. Option 5 would be recommended to Full Council at their next meeting;
3. That the report was noted.

7. CHAIR'S REPORT

Chair confirmed that he has met with officers who are in the process of developing business plans which will continue to be worked through.

Given Council's recent adoption of the power of general competence, it was intended that Maghull Community Enterprises would act as a trading company for Maghull Town Council. This would require the company be sold to the council, with articles and membership also requiring review.

This would be worked through with the Town Clerk and Operations, Contracts & Business Development Manager in the coming months.

**RESOLVED that the Chair's report be noted.**

DRAFT

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CHAIRMAN

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 8 March 2017*

**5. Treasurer's Report and Financial Statements as at 31 January 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.**

**INCOME**

	CODE	BUDGET 2016/17 £	ACTUAL MTH 10 2016/17	VARIANCES IN BUDGETS £
PRECEPT	4001	575,548	575,548	0
BANK INTEREST	4010	1,434		1,434
FUNCTION SUITE CLOSING BALANCE	4088	35,098	36,098	-1,000
COUNCIL CHAMBER ROOM HIRE	4101	100	143	-43
YOUTH COFFEE BAR ROOM HIRE	4102	100	549	-449
ACTIVITIES ROOM	4103	10,000	4,506	5,494
KITCHEN HIRE	4104	100	330	-230
COPIER/FAX/STAMPS	4105	20		20
CRICKET CLUB	4109	2,000	3,768	-1,768
MAGHULL COMMUNITY ENTERPRISE	4110		12,952	-12,952
PLAYING FIELDS	4321	3,100	2,918	182
BOWLS INDOOR	4330	365	221	144
BOWLS OUTDOOR	4331	1,500	1,292	208
TENNIS CLUB	4345	1,200	1,070	130
TENNIS OTHER	4346			0
ATC RENT	4351	1,500	1,500	0
RENT MOORHEY ROAD	4352		500	-500
FACILITIES INCOME	4354	25,000	23,007	1,993
FESTIVAL EVENTS INCOME	4391	3,132	8,384	-5,252
FIREWORK DISPLAY	4392	4,000		4,000
MISC. INCOME	4395	1,000	3,115	-2,115
SOLAR PANEL INCOME	4396	3,000		3,000
ADMIN CHARGE FOR F/SUITE	4301	6,000	1,266	4,734
MISC.AMENITIES INCOME	4399	4,000	1,007	2,993
FUNCTION SUITE LEASE	4300	26,500	25,767	733
RESERVE DRAWDOWN				0
<b>TOTAL</b>		<b>704,697</b>	<b>703,941</b>	<b>756</b>
RESERVES UNALLOCATED	17	50,000		
RESERVES SPECIFIC	17	8,000		
RES.PREC.SUPP	17	421,640		
<b>TOTAL RESERVES</b>		<b>479,640</b>		

## EXPENDITURE

<u>SUMMARY</u>	PAGE NO.	BUDGET	ACTUAL	VARIANCES
		2016/17	MTH 10 2016/17	IN BUDGETS 2016/17
		£		£
STAFFING COSTS	4	327,000	348,920	-21,920
OTHER STAFF COSTS	4	650	7,392	-6,742
UTILITIES	5	73,385	42,464	30,921
OUTSOURCED SERVICES	6	80,370	90,163	-9,793
ALARMS	6	6,200	2,490	3,710
AIR CON MAINTENANCE	6	700	0	700
BOILER MAINTENANCE	6	700	0	700
PEST CONTROL/HYGIENE	6	5,000	3,761	1,239
LIFT MAINTENANCE	6	3,220	2,974	247
HEALTH & SAFETY	6	5,650	4,557	1,093
WASTE DISPOSAL CHGS	6	10,000	6,421	3,579
PPG OTHER	7	10,500	3,300	7,200
TRANSPORT	7	16,500	13,398	3,102
PPG MATERIALS	8	1,996	1,446	550
PPG MACHINERY	8	4,746	7,003	-2,257
TELEPHONES	9	4,600	1,128	3,472
INSURANCE	9	11,919	12,005	-86
ADMINISTRATION	10	13,100	28,225	-15,125
ASSET VALUATION	10	0	700	-700
PROFESSIONAL FEES	10	0	365	-365
LEGAL FEES	10	1,500	0	1,500
INTERNAL AUDIT SERVICE	10	1,500	0	1,500
AUDIT FEES/INSPECTION	10	2,800	0	2,800
PERSONNEL/TRAINING	10	7,000	50	6,950
SUBSCRIPTIONS	11	4,805	2,563	2,242
CITIZENS ADVICE BUREAU	11	750	271	479
F.O.C.S.137 T.H/F.S	11	350	0	350
CIVIC HOSPITALITY	12	1,400	149	1,252
MAYORAL DONNS.ALLOWANCES	12	1,200	4,565	-3,365
PUBLICITY/CONSULTATION	13	292	249	43
GENERAL EXPENDITURE	13	2,934	6,300	-3,366
SUNDRIES	13	534	0	534
LOAN REPAYMENTS	14	68,613	36,679	31,934
COMMUNITY ACTIVITIES	15	21,305	22,639	-1,334
REVENUE GRAND TOTAL		<b>691,219</b>	<b>650,176</b>	<b>41,043</b>



Date: 14/02/2017

Time: 09:37:15

**MAGHULL TOWN COUNCIL (TH)**

**Balance Sheet**

From: Month 1, April 2016

To: Month 10, January 2017

Chart of Accounts:

Layout 1

	<u>Period</u>	<u>Year to Date</u>	
<b>FIXED ASSETS</b>			
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
<b>CURRENT ASSETS</b>			
Debtors control Account	9,458.38	19,241.99	
Debtors General	0.00	236.25	
Bank Account (Current)	(2,539.94)	6,948.85	
Bank Account (Deposit)	98,563.72	963,634.66	
Cash on Hand	91.14	252.22	
VAT Liability/Reclaimed	(6,062.06)	16,153.58	
		99,511.24	1,006,467.55
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	(26,010.74)	10,611.92	
General Creditors	(421.99)	(663.54)	
Income in Advance	0.00	1,601.68	
Salaries Liabilites	88,610.37	88,610.37	
		62,177.64	100,160.43
<b>Current Assets less Current Liabilities:</b>		37,333.60	906,307.12
<b>Total Assets less Current Liabilities:</b>		37,333.60	3,582,772.88
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	0.00	502,613.04	
		0.00	502,613.04
<b>Total Assets less Total Liabilities:</b>		37,333.60	3,080,159.84
<b>CAPITAL &amp; RESERVES</b>			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	788,282.22	
Contingency Reserves	0.00	50,000.00	
Specific Reserves	(40,867.50)	239,900.00	
Capital Projects Reserves	0.00	41,071.70	
Precept/Revenue Reserves	0.00	540,211.55	
retained funds	0.00	(44,615.93)	
P & L Account	78,201.10	78,201.10	
Previous Year Adj		(8,965.40)	
		37,333.60	3,080,159.84

Date: 14/02/2017

Time: 09:36:23

**MAGHULL TOWN COUNCIL (TH)**

**Profit and Loss**

From: Month 1, April 2016  
To: Month 10, January 2017

Chart of Accounts:

Layout 1

	<u>Period</u>	<u>Year to Date</u>	
<b>RECEIPTS</b>			
Precept	575,548.09	575,548.09	
Finance & G.P.Committee	22,168.12	22,168.12	
Amenities Committee	69,898.51	69,898.51	
Function Suite Contribution	36,098.20	36,098.20	
	703,712.92		703,712.92
<b>STAFF COSTS</b>			
Staff Costs Admin	5,498.81	5,498.81	
Staff Costs Facilities	508.64	508.64	
Staff Travel & Subsistence	73.08	73.08	
	6,080.53		6,080.53
<b>DIRECT EXPENSES</b>			
General Rates	22,788.90	22,788.90	
Electricity	10,742.08	10,742.08	
Gas	2,275.32	2,275.32	
Water Rates/Consumption	1,514.63	1,514.63	
Transport	13,197.43	13,197.43	
Protective Clothing/Uniforms	884.35	884.35	
Play Equip/Safety Surf.Repairs	1,539.55	1,539.55	
ADT Alarms Security/Alarm	2,490.43	2,490.43	
Pest Control/Hygiene	3,760.65	3,760.65	
Lift Maintenance	2,973.50	2,973.50	
Waste Disposal Charges/Refuse Bags	6,421.47	6,421.47	
PPG Machinery	7,002.90	7,002.90	
PPG Materials	1,446.34	1,446.34	
Vandalism Repairs	21.66	21.66	
Security/Park Ranger	52,671.31	52,671.31	
Building Maintenance	578.38	578.38	
Health & Safety	4,398.71	4,398.71	
Cricket Club recon.	221.50	221.50	
Cleaning Services	17,288.14	17,288.14	
	152,217.25		152,217.25
<b>Gross Profit/(Loss):</b>	<u>545,415.14</u>		<u>545,415.14</u>
<b>OVERHEADS</b>			
Telephones	1,127.76	1,127.76	
Administration Costs	27,762.08	27,762.08	
Salaries	348,920.71	348,920.71	
Insurance Premiums	12,005.14	12,005.14	
Asset Valuation	700.00	700.00	
Professional Fees	365.00	365.00	
Audit Fees BVPP / Finance/Governance	1,335.00	1,335.00	

**MONTHLY CASH BALANCES 2016/2017**

	April 30/04/2016 £	May 31/05/2016 £	June 30/06/2016 £	July 31/07/2016 £	August 31/08/2016 £	September 30/09/2016 £	October 31/10/2016 £	November 30/11/2016 £	December 31/12/2016 £	January 31/01/2017 £	February 28/02/2017 £	March 31/03/2017 £
INVESTMENT	313,626	30,510	154,757	174,399	164,989	124,019	155,170	82,330	133,404	55,148		
F/S CURRENT F/S INSTANT	846,473	1,070,099	970,099	970,099	970,099	970,099	971,470	971,470	871,470	871,470		
<b>TOTAL</b>	<b>1,161,099</b>	<b>1,100,609</b>	<b>1,124,857</b>	<b>1,144,498</b>	<b>1,135,088</b>	<b>1,094,119</b>	<b>1,126,640</b>	<b>1,053,800</b>	<b>1,004,874</b>	<b>926,619</b>	<b>0</b>	<b>0</b>

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.

Date: 14/02/2017

Time: 09:36:23

**MAGHULL TOWN COUNCIL (TH)**

**Profit and Loss**

**From:** Month 1, April 2016  
**To:** Month 10, January 2017

**Chart of Accounts:**

Layout 1

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
Publicity Materials	248.50	248.50	
Training Expenses	1,546.36	1,546.36	
Subscriptions	1,058.94	1,058.94	
Civic Functions	148.50	148.50	
Mayoral Expenses	4,564.99	4,564.99	
C.A.B. Expenses	270.55	270.55	
General Expenditure	6,219.54	6,219.54	
Technical Suspense A/CS	4,321.19	4,321.19	
Loan Principal Repayments	22,878.02	22,878.02	
Loan Interest Repayments	11,428.24	11,428.24	
Projects	22,313.52	22,313.52	
		467,214.04	467,214.04
<b>Net Profit/(Loss):</b>		<u>78,201.10</u>	<u>78,201.10</u>

## **REPORT OF THE TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 8 March 2017*

### **7. 2017/18 Grounds Maintenance Schedule & Contracts**

#### ***Parks & Open Spaces***

Maghull Town Council will commence its 2017/18 grounds maintenance operations in mid-March 2017.

13 parks and 18 open spaces are currently maintained by Maghull Town Council.

Operatives will work to a service standard of fortnightly visits to parks and open spaces; and provide an "all in one visit" service encompassing grass cutting, strimming, blowing, edging and litter removal. Visits may however be negatively impacted by weather and/or mechanical breakdown.

#### ***Grounds Maintenance Contracts***

Council's adoption of the power of general competence has authorised the council to generate profit from its private grounds maintenance operations.

Whilst Maghull Town Council has entered into works for a number of organisations, income has always been on a cost recovery basis.

Private grounds maintenance contracts awarded during 2016/17 have been successfully renegotiated for 2017/18. As a result, income of circa £30,000.00 will be generated.

To date, five private grounds maintenance contracts have been agreed. Further quotes for works will be submitted during the year.

#### ***Grounds Maintenance Schedule 2017/18***

To ensure council meets its service standards for parks & open spaces; and its obligations under ground maintenance contracts, the following schedule has been developed for 2017/18.

The schedule offers sufficient flexibility for parks & open spaces insofar as operatives are not expected to maintain a specific park on a specific day. Instead, flexibility is provided through a rolling maintenance programme – with an ethos of completing one park, before moving onto the next on the rota.

This approach accommodates factors beyond our control such as inclement weather and/or mechanical breakdown.

More rigidity applies to the council's grounds maintenance contracts. A specific number of officers are expected to attend site, on a specific day and for a specific length of time. Whilst factors beyond our control may intervene, the council is bound to complete its obligations at the earliest opportunity.

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 8 March 2017*

As a result, two schedules will operate at the same time – a schedule for parks & open spaces, and a schedule for grounds maintenance contracts. These are stated in Appendix One.

Before grounds maintenance operations commence in mid-March, the schedule will be implemented to both assess and address operational issues, and to hit the ground running before the growing season starts in earnest.

This schedule will be published on the Maghull Town Council website. Any queries or complaints will be monitored and addressed by the Council's Operations, Contracts and Business Development Manager.

**Recommendation:**

- 1. That the report be noted.**

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 8 March 2017*

**Appendix One**

Parks and Open Spaces			Grounds Maintenance Contracts		
Park Number	Park Name	Duration on Site	Client Name	Day on Site	Duration on Site
1	Kenyons Park & Play Area	¼ Day	St Thomas' Primary School	Monday (AM)	½ Day
2	Moss Park & Play Area	¼ Day	Jigsaw School	Monday (PM)	½ Day
3	Dodds Park & Play Area	½ Day	Aintree Parish Council	Tuesday	1 Day
4	Mersey Avenue & Play Area	½ Day	Chapel House	Thursday (AM)	½ Day
5	Ballswood, Play Area & Pitch	¾ Day	Air Training Corps	Thursday (PM)	½ Day
6	Whinneybrook Playing Field	½ Day			
7	Glenn Park & Play Area	1 Day			
8	Pimbley Playing Field	½ Day			
9	Moorhey Park & Play Area	¼ Day			
10	Maghull Cricket Field	¼ Day			
11	Round Meade & Play Area	½ Day			
12	South Meade & Play Area	½ Day			
13	Areas, Mounds & Manor House	1 Day			
14	Kings George V Field & Play Area	1 Day			

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 8 March 2017*

**11. Running Horses Football Club**

Members will be aware that Running Horses Football Club have put forward a proposal to renovate Maghull Town Council's storage hut located within Ballswood, Maghull.

In its current condition, the storage hut is unusable and unsafe for public use. However, should the proposal be adopted and renovations completed; the storage hut would be transformed into changing facilities for the exclusive use of the club.

Maghull Town Council has worked closely with representatives of the club; and based on market value, an annual rent for exclusive use has now been agreed.

An inspection of the clubs accounts has also been completed. No concerns have been raised relating to club funds, ability to pay for renovations and ability to meet rent charges and utility charges.

Sefton Council Legal Services are now in the process of developing heads of terms following the submission of documents supporting the proposal.

Heads of terms will be reported back to this committee and Running Horses Football Club; with renovation works likely to commence at the beginning of the new financial year.

**Recommendation:**

- 1. That the report be noted.**