



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**Dated this 1<sup>st</sup> Day of March 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 7<sup>th</sup> MARCH 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 and Town Clerk 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 13<sup>th</sup> December 2017 (Pages 1 – 4)

#### **Finance**

- 5 **Treasurer's Report and Financial Statements as at 31 January 2018 – Members are asked to note the report (Pages 5 – 13)**

#### **Amenities**

- 6 **Maghull Town Council Facilities Service Report – Members are asked to consider the report (Pages 14 - 20)**
- 7 **Scout Hut, Moorhey Park - Members are asked to consider the verbal report**
- 8 **Grant Application: Altside Scouts - Members are asked to consider the grant application (Pages 21 -28)**
- 9 **Chair's Report – Verbal 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 13<sup>th</sup> DECEMBER 2017**

**PRESENT** - Councillor McKinley (In the Chair) and Councillors (Cllrs): Byrne, Desmond, Hart, 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), S. Larking (minutes) and A. Hill and J. Harrison (Maghull in Bloom).

The meeting started with Cllr McKinley leading Council in a minutes silence in memory of former Maghull Town Councillor Merrick Stott who had passed away recently.

**1. APOLOGIES FOR ABSENCE** – Apologies received from Cllrs June Burns, Carlsen, and Esterson.

**2. DECLARATION OF INTERESTS** – All Cllrs present as the proposals include an increase in the Precept.

**3. PUBLIC PARTICIPATION** – Representatives from Maghull in Bloom (MIB) spoke in support of their grant application for funding. Key points:

- Another successful year working with Maghull Town Council (MTC)
- MIB dependent upon the support of MTC in respect of watering planters around Maghull Square as no irrigation system is in place.
- Display costs £6,000 per year
- Generate sponsorship from local businesses and apply for annual Lottery funding
- 20 volunteers which is equivalent to £20,000 in staff time; Team of 5 litter pick along the canal
- Canal and Rivers Trust (CRT) provide hoops and litter pickers; volunteers work to CRT's Health and Safety requirements
- Bring in money to Maghull. Sefton CVS advise that for every £1 spent £5 is generated
- Have built up reserves for up to a year in case do not receive funding
- Bid includes
  - Grant towards plants
  - Continued use, free of charge, of meeting room for monthly volunteer meetings
  - Continued share of workload for watering displays in Maghull Central Square
- Sponsors made aware of MTC's contribution. MTC's logo is being added as signs are replaced
- Finance discussed at monthly meetings
- Sefton CVS looking for groups of volunteers to film over 12 months. Maghull in Bloom to discuss with Sefton CVS and Volunteers

In response Cllrs made the following points:

- Welcomed the breakdown of income and expenditure
- Thanks for all the hard, particularly along the canal and at the railway station
- MTC's contribution to be promoted and MTC logo to be included on sponsors signs, as previously requested
- Maghull in Bloom to explore if Sefton CVS continue to offer awards for every 100 hours volunteered.

#### 4. MINUTES OF THE PREVIOUS MEETING:

**RESOLVED** that the Minutes of the meeting held on 8<sup>th</sup> November 2017 were approved as a correct record.

#### **FINANCE**

#### 5. TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31<sup>st</sup> OCTOBER

Cllrs asked for future reports to include projected annual spend to help identify under/over spends to inform future budget setting.

The Chief Executive noted that the budget would balance overall and that any underspends e.g. on Utilities would be used to offset overspends. Reserves would be used to meet some of the costs of new equipment for the Facilities Team.

**RESOLVED** that the Treasurer's Report and Financial Statements as at 31<sup>st</sup> October 2017 be noted.

#### 6. BUDGET 2018/19

The Town Clerk set the context:

- Town Council required to set a budget including the Precept and inform Sefton Council; deadline to provide information to Sefton is early February
- Reductions in funding from Sefton (Council Tax rebate and changes to the Council Tax base) have impacted on revenue
- Precept increased in 17/18
- MTC is one of the most proactive Councils, and has considerable operations when compared to other parish and town councils
- Increase in precept when new developments at Poppy Fields and Park Haven are delivered
- Two main forms of income:
  - Grounds Maintenance Contracts: work continues to expand. Will present further projections at January meeting
  - Rent:
    - Youth Coffee bar: Merseyside Police paying rent since August 2017;
    - Scout Hut in Moonhey Park - Tenant has given notice. May be some costs for Council e.g. roof need works. Demolition option will be considered as part of Landlord review
    - Venue: Tenant paying 2016/17 as current contract has expired. Current rent is approximately £33,000 which includes rent, additional services (cleaning and security) and administration charge for bookings. Budget includes indicative rent of £20,000 as tenant is looking for a reduction. Additional security charges for early access for christenings met by MTC
- Proposed changes to charging Schedule
  - Reduction in charge for hire of Council Chamber from £85.64 for half a day to £50.00
  - Notional costs for use of Radio Room (£15.00) by Community Groups
  - Venue charges set by Licensee
  - Bowling: Methodology for bowling charges revised. In 2017/18 season charge per member at £1.50 x 26 weeks = £39.00. For the 2018/19 season the charge will be against the club. Annual bowling green maintenance costs are circa £7,500. 364 bowling sessions are available over the course of the season, equating to charge of £20.60 per session. The annual charge for the season therefore calculates to

£535.6 per club. Revised methodology has been welcomed by bowling clubs. Clubs have acknowledged that this methodology benefits clubs with larger membership numbers. MTC remains committed to bowling greens.

- Two bowling clubs have confirmed that they are returning for 2018/19 season, and it has been acknowledged that communication with clubs has improved.
- Works to improve appearance around greens include reducing hedges, removing ivy and installing planting raised beds
- Charges for indoor bowling will follow the same methodology
- Staffing: 2 new permanent staff for the Facilities Team; 2 Apprentices to finish in 2018. This is later than planned due to maternity leave and sick leave. Budget includes a 1% pay increase. Employers offered 2%
- Projects:
  - Tree Survey: Taking longer than anticipated to get 3 quotes
  - Event: Budget is £20,000. Most events (e.g. Christmas Lunch) are free; charges for some e.g. (fireworks)
  - Youth Offer: no provision in budget. Would need to drop something
  - Maghull Hub: Meeting London and Cambridge Properties (LCP) to consider suitability of refurbished toilets to host Hub. May need someone to take bookings for use of the space. This could be taken on by MTC.
  - S106: could be used to meet parks projects including new changing rooms at Pimbley and Whinney Brook and rugby posts in Pimbley.
  - Reserves: £486,000 in reserves. Not building reserves. Current reserves provide running costs for 6/7 months. Potential costs including work on roof.
    - Reserves kept in general bank account rather than a savings account. Proposed to set up a savings account which offers better interest than the current bank
  - Loans: Outstanding loans amount to £440,000 over 20 years. Early redemption of loans incurs charges
  - Equipment: Option to buy Ransomes rather than lease. When proposals originally submitted to Councillors the costs and benefits of leasing and purchasing were set out – it was very close, only 3 points difference. Benefits of lease include agreement to repair/replace equipment if issues with machine. No cover if operator causes damage. If Ransomes were purchased, MTC would seek a Service Level Agreement with Sharrocks to parts and labour at a reduced rate.
- Radio Station: Funding from Sefton and volunteers make contributions (£25 or £15).
- General: Precept raised in 2017/18 by 10p per week; Parking bays in Town Hall car park been relined to make clearer; fire alarm being replaced; new larger bins ordered for parks; lighting in top car park will be replaced in January. Issue with Sefton about getting other lights replaced. CCTV in Town Hall to be upgraded by Sefton Arc
- Room Hire: Costs of free room hire by Community Groups cannot be recovered
- Reserves: further advice will be presented to Cllrs in January
- Grant Requests:
  - Maghull in Bloom are not charged for meetings attended by Cllrs. Watering at Maghull Square, biggest cost to MTC, now consumed within day to day operations on Mondays, Wednesdays and Fridays. Rotas are tight with park and commercial work and will get tighter in 2018/19
  - MTC allocate £2,000 for grants.
  - No funding from LCP towards costs of floral displays at Maghull Square
- Recommendations: There is a shortfall in the budget. 3 options for Cllrs to consider
  - Option 1: Increase Precept by £2.61 or 5p per week. This covers the shortfall only; reserves need for any unbudgeted expenditure
  - Option 2: No increase in Precept. Ransomes purchased from reserves. This would give a small budget surplus.

- Option 3 – Recommended option: Increase precept by 10p per week to £98.29. This would leave a small surplus of £15,512 to meet the youth offer and an additional events or services.
- A fourth Option to be developed – increase precept (no adverse publicity following 2017/18 increase) and buy Ransomes from reserves. This would give a surplus to allow funding for a youth offer which is much needed
- Agreed that a proportion of reserves should be moved into a savings account. Preference for an account without penalties for withdrawals.

**RESOLVED that**

1. A saving account with Cambridge and Counties Bank be opened;
2. A fourth option to increase the precept by 10p per week, resulting in an annual charge of £98.29 per household be taken forward to Full Council.
3. Of the £643,347 2018/19 precept raised, £8,000.00 be ringfenced to provide a youth offer in Maghull.
4. The report be noted.

**7. CHAIR'S REPORT**

- New Vicar at St Andrews
- Sefton recruiting into the Youth Justice Service
- Trying to arrange a meeting with CCG about the Neighbourhood Plan
- Discussions about National Planning Policy Framework (NPPF) and mitigations to prevent flooding from new developments
- Meeting on 15 December about Moss Side memorial, peace Garden, and permanent exhibition of records from Moss Side. Cllrs welcome to attend. Noted that should collaborate with other initiatives across Sefton on 100-year anniversary of WW1
- Happy Christmas and Prosperous New Year

**RESOLVED that the report be noted.**

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**CHAIRMAN**

**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 7 March 2018*

**5. Treasurer's Report and Financial Statements as at 31 January 2018**

As we have just 1 month left in this financial year there is a projected overspend of £124,146.

In 17/18 the projected income reduction of £12,956, including the following :-

- Youth Coffee bar estimated the police would take up the premises earlier, therefore less rent received than budgeted for of £2,990.
- Activities room budget over estimated and the art club no longer use the facility. There is mainly one sole user. Shortfall of around £7,015. Budgeted amended in 18/19.
- Cricket Club £2,000 due to invoice awaiting lease to be signed.

Bowling Outdoors budget was £7,254 income received £3,113 therefore less income than budgeted for.

Tennis Club ongoing issues regarding not paying their invoices.

Facilities Income projected less income than anticipated, will be pursuing any outstanding invoices that need to be raised and paid.

Festival Events income budget for £7,500 but we received less, showing a reduction in income of £4,121, however the fireworks display received more than anticipated.

Admin charge for the Venue a reduction of £5,056 this is due to less events being held at the venue and therefore a reduction in income for us.

Venue lease – this is ongoing and will be resolved in the near future.

In 17/18 the projected expenditure overspend is £124,146. The outsourced services is generally within budget, however this financial year essential health and safety work had to be done on the lift to make it safe for the men who go into the pit of the lift. Air conditioning units are so old that they do not manufacture some of the parts anymore. Air conditioning units were replaced in the office and town clerk's/chief executive office. However the council chamber and the venue will eventually require new air conditioning equipment.

Facilities budget is projecting an overspend of £86,112 this is due to the leases for the ransomes. Purchase of a tractor, painting & decorating the building, painting lines within the car park. Bins for our parks. Football pitches, bowling greens.

**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

Insurance projecting an overspend of £3,339 extra insurance had to be taken out for the ransomes and the new tractor.

Administration budget projecting an overspend of £14,482 this is mainly due to a large IT invoice from Knowsley which should have come from last year's budget. We have upgraded all the IT infrastructure. There has also been an increase in licences costs as we are doing more events that require road closures and notices.

Subscriptions overspent by £1,001.

Community activities projecting an overspend of £785 however the income received cancels out the overspend.

Although a large overspend is projected the council has had to invest in new equipment for the parks and the Town Hall.

**Recommendation:**

- 1. That the report be noted.**

Date: 28/02/2018

Time: 16:37:47

**MAGHULL TOWN COUNCIL (TH)**

**Balance Sheet**

From: Month 1, April 2017

To: Month 11, February 2018

Chart of Accounts:

Copy (1) of 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	9,154.48	14,575.56	
Bank Account (Current)	28,610.18	60,489.58	
Bank Account (Deposit)	(146,756.46)	674,713.95	
Cash on Hand	0.00	113.28	
VAT Liability/Reclaimed	14,889.58	28,194.77	
		(94,102.22)	778,087.14
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	(22,180.08)	(0.50)	
General Creditors	0.00	(5,000.00)	
		(22,180.08)	(5,000.50)
<b>Current Assets less Current Liabilities:</b>		(71,922.14)	783,087.64
<b>Total Assets less Current Liabilities:</b>		(71,922.14)	3,459,553.40
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	0.00	412,669.43	
		0.00	412,669.43
<b>Total Assets less Total Liabilities:</b>		(71,922.14)	3,046,883.97
<b>CAPITAL &amp; RESERVES</b>			
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	(3,937.39)	25,247.12	
P & L Account	(58,762.83)	(58,762.83)	
Previous Year Adj		(6,149.24)	
		(71,922.14)	3,046,883.97



Date: 28/02/2018  
Time: 16:39:35

**MAGHULL TOWN COUNCIL (TH)**

**Profit and Loss**

From: Month 1, April 2017  
To: Month 11, February 2018

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
Firework Display	5,637.41	5,637.41	
Christmas Activities	2,359.26	2,359.26	
			165,593.43
<b>DIRECT EXPENSES</b>			
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
<b>Gross Profit/(Loss):</b>			<u>547,378.48</u>
<b>OVERHEADS</b>			
Telephones	5,901.34	5,901.34	
Administration Costs	19,121.10	19,121.10	
Salaries	364,664.83	364,664.83	
Insurance Premiums	20,865.80	20,865.80	
Professional Fees	675.00	675.00	
Audit Fees	1,313.00	1,313.00	
Website Development	1,306.50	1,306.50	
Training	1,517.84	1,517.84	
Subscriptions	2,901.47	2,901.47	
General Rates	23,310.25	23,310.25	
Electricity	11,282.47	11,282.47	
Gas	3,934.99	3,934.99	
Water Meter & Wastewater	10,290.86	10,290.86	
Fleet Repairs	2,593.65	2,593.65	
Vehicle Tax	860.00	860.00	
Diesel	5,367.58	5,367.58	
Red Diesel	3,059.77	3,059.77	
Leases	20,041.55	20,041.55	
Civic Hospitality	200.69	200.69	
Mayoral Expenses	2,054.55	2,054.55	
Conferences/Travel/Subs	250.93	250.93	
Licences	1,117.40	1,117.40	
Advertising	320.00	320.00	
Photographs	325.00	325.00	

Date: 28/02/2018

Time: 16:39:35

**MAGHULL TOWN COUNCIL (TH)**

**Profit and Loss**

From: Month 1, April 2017

To: Month 11, February 2018

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
<b>INCOME</b>		
Precept	605,656.00	605,656.00
Bank Interest	1,131.04	1,131.04
Room Hire	11,285.17	11,285.17
Maghull Community Radio	6,458.00	6,458.00
Function Suite	29,311.59	29,311.59
Playing Fields	2,151.37	2,151.37
Bowls	4,480.30	4,480.30
Tennis	535.09	535.09
Rent	3,000.03	3,000.03
Facilities	22,150.23	22,150.23
Events	7,031.28	7,031.28
Misc Town Hall	6,911.22	6,911.22
Solar Panel	3,721.71	3,721.71
Misc Facilities	11,005.60	11,005.60
	714,828.63	714,828.63
<b>SUPPLIERS</b>		
Security	52,053.84	52,053.84
CCTV	799.50	799.50
Alarm	354.00	354.00
Fire	1,856.71	1,856.71
Air-Con	3,170.00	3,170.00
Lift	6,621.51	6,621.51
Cleaning Services	23,108.92	23,108.92
Hygiene	2,128.00	2,128.00
Pest Control	371.52	371.52
Kitchen Cleansing	1,308.29	1,308.29
Waste Disposal Charges	9,891.28	9,891.28
Water Quality	1,111.05	1,111.05
Health & Safety General	890.00	890.00
Playground Inspections	598.50	598.50
Cleaning Supplies	315.08	315.08
Engineering Equipment	18,425.85	18,425.85
Engineering Repairs	1,903.70	1,903.70
Engineering Consumables	1,679.87	1,679.87
Play Equipment Repairs	381.72	381.72
Parks Management	11,680.02	11,680.02
Football Pitches	2,077.31	2,077.31
Bowling Greens	2,484.20	2,484.20
Grounds Maintenance Consumables	464.00	464.00
Neighbourhood Activities	7,048.35	7,048.35
Events	6,873.54	6,873.54

Date: 28/02/2018

Time: 16:39:35

**MAGHULL TOWN COUNCIL (TH)**

**Profit and Loss**

From: Month 1, April 2017

To: Month 11, February 2018

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
Miscellaneous Expenditure	1,687.70	1,687.70	
Asset Maintenance	40,504.06	40,504.06	
Loan Principal Repayments	47,461.78	47,461.78	
Loan Interest Repayments	14,193.61	14,193.61	
Projects	(982.41)	(982.41)	
		606,141.31	606,141.31
<b>Net Profit/(Loss):</b>		<u>(58,762.83)</u>	<u>(58,762.83)</u>

**INCOME 17/18**

CODE	BUDGET	Profile To		Budget Remaining	Year End
		Date	Actual		
	£	MTH 11	MTH 11	£	
PRECEPT					
BANK INTEREST	4001 605,656	555,185	605,656	0	0
COUNCIL CHAMBER ROOM HIRE	4010 1,434	1,315	1,131	303	-200
YOUTH COFFEE BAR ROOM HIRE	4101 100	92	741	-641	708
ACTIVITIES ROOM	4102 11,000	10,083	7,343	3,657	-2,990
KITCHEN HIRE	4103 10,000	9,167	2,736	7,264	-7,015
COPIER/FAX/STAMPS	4104 100	92	55	0	-45
CRICKET CLUB	4105 20	18	0	20	-20
MAGHULL COMMUNITY ENTERPRISE	4109 2,000	1,833	54	1,946	-1,941
MAGHULL COMMUNITY RADIO	4110 0	0	0	0	0
PLAYING FIELDS	4111 0	0	6,458	-6,458	6,458
BOWLS INDOOR	4321 3,900	3,575	2,151	1,749	-1,553
BOWLS OUTDOOR	4330 1,196	1,096	1,368	-172	172
TENNIS CLUB	4331 7,254	6,650	3,113	4,141	-4,014
TENNIS OTHER	4345 1,200	1,100	535	665	-616
ATC RENT	4346 0	0	0	0	0
RENT MOORHEY ROAD	4351 1,500	1,375	1,500	0	0
FACILITIES INCOME	4352 1,500	1,375	1,500	0	0
FESTIVAL EVENTS INCOME	4354 25,000	22,917	22,150	2,850	-836
FIREWORK DISPLAY	4391 7,500	6,875	2,534	4,966	-4,736
MISC. INCOME	4392 3,000	2,750	4,497	-1,497	1,906
SOLAR PANEL INCOME	4395 1,000	917	6,911	-5,911	6,540
ADMIN CHARGE FOR FSUITE	4396 3,000	2,750	3,722	-722	1,060
MISC.AMENITIES INCOME	4301 6,000	5,500	944	5,056	-4,970
FUNCTION SUITE LEASE	4399 4,000	3,667	11,006	-7,006	7,006
RESERVE DRAWDOWN	4300 33,708	30,899	23,686	10,023	-7,869
<b>TOTAL</b>	<b>730,068</b>	<b>669,229</b>	<b>709,790</b>	<b>20,233</b>	<b>-12,956</b>

Please note projections are based on current income received and this is a variable target  
 Those marked in red are projecting less income than budgeted at year end

**EXPENDITURE 17/18**

	PAGE NO.	BUDGET 2017/18	Profile To			Year End Variance
			Date	Actual	Budget Remaining	
		£	MTH 11	MTH 11	MTH 11	
<b>SUMMARY</b>					£	
STAFFING COSTS	4	364,247	333,893	364,665	-418	33,569
UTILITIES	5	73,385	67,270	48,385	25,000	-20,601
OUTSOURCED SERVICES	6	101,500	93,042	101,717	-217	9,465
HEALTH & SAFETY FACILITIES	6	3,300	3,025	2,758	542	-291
TELEPHONES	7	33,742	30,930	119,854	-86,112	97,008
INSURANCE	9	6,407	5,873	6,056	351	199
ADMINISTRATION	9	19,000	17,417	14,356	4,644	-3,339
PROFESSIONAL FEES	10	11,551	10,588	23,864	-12,313	14,482
AUDIT FEES	10	1,500	1,375	615	885	-829
PERSONNEL/TRAINING	10	2,835	2,599	1,313	1,522	-1,403
SUBSCRIPTIONS	10	7,000	6,417	6,342	658	-81
CIVIC HOSPITALITY	11	2,000	1,833	3,001	-1,001	1,274
MAYORAL EXPENSES	12	500	458	201	299	-281
LOAN REPAYMENTS	12	1,335	1,224	2,274	-939	1,146
COMMUNITY ACTIVITIES	14	68,613	62,895	61,655	6,958	-6,958
	15	21,305	19,530	21,919	-614	785
<b>REVENUE GRAND TOTAL</b>		<b>718,220</b>	<b>658,368</b>	<b>778,976</b>	<b>-60,756</b>	<b>124,146</b>

Please note projections are based on current spend and this is a variable target  
 Those marked in red are projecting an overspend at year end

Reserve drawdown of £27,887.50 for tractor & bins allocated to facilities  
 Draw down from Reserves £26,761 for Fire Alarm  
 Draw down from Reserves £4,600 for White & Yellow Lines in Car Park

**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 £
TH CURRENT INVESTMENT	313,626 742,485	338,280 742,485	350,074 742,485	340,858 742,485	344,795 742,485	320,567 742,485	249,060 742,601	191,297 742,601	172,416 714,714	98,198 714,714	59,435 674,714	
<b>TOTAL</b>	<b>1,056,111</b>	<b>1,080,765</b>	<b>1,092,559</b>	<b>1,083,342</b>	<b>1,087,280</b>	<b>1,063,052</b>	<b>991,662</b>	<b>933,899</b>	<b>887,130</b>	<b>812,912</b>	<b>734,149</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

The above 90 day account includes section 106 of £221,105

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 CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

### **6. Maghull Town Council Facilities Service Report**

Members will be aware that Maghull Town Council employs a number of Grounds Maintenance and Engineering Officers; all of whom form the Facilities Service of the Council.

In November 2017, Full Council received a report detailing the work of the Facilities Service in the short, medium and long term. Full Council resolved to receive further reports at future meetings.

This is the second occasion on which the operations of the Facilities Service has been reported.

#### **Work Areas**

##### **Staff**

The Facilities Service is currently comprised of 10 officers, and is structured as follows:

##### **Job Title**

- 1 x Operations, Contracts and Business Development Manager
- 1 x Grounds Maintenance Supervisor
- 5 x Grounds Maintenance Operatives
- 2 x Horticultural Apprentices
- 1 x Maintenance Engineer

Since reporting last to Full Council, an officer within the engineering team has left the organisation - having secured employment within the private sector.

The Facilities Service is currently operating with 1 x Maintenance Engineer who is responsible for servicing all vehicles/machinery and maintaining all fixed assets. Given the nature and volume of engineering work, it is clear that the current vacancy will need to be filled; although a replacement will not be appointed before the commencement of the 2018/19 financial year.

#### **2018/19 Ground Maintenance Operations**

The Facilities Service will commence its spring/summer maintenance programme week commencing Monday 19<sup>th</sup> March 2018.

Maintenance schedules for the town's 13 parks and 18 open spaces are in the process of being finalised, and, in light of current staff levels, will *prima facie* result in grassed areas being cut weekly; and play areas and/or surroundings cut fortnightly.

## **REPORT OF THE CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

Unlike previous years, whilst attending parks during 2018/19 operations, Grounds Maintenance Operatives will maintain hedges and borders more effectively. This is to ensure that they are maintained throughout the course of the year as opposed to undertaking specific work during spring/summer and autumn/winter months. All work undertaken will be in adherence to the provisions of the Wildlife and Countryside Act 1981, Hedgerow Regulations and DEFRA Guidelines.

As reported to Full Council in November 2017, all park and open spaces work will be completed by a core team of 3 x Grounds Maintenance Operatives, supported by 1 x Horticultural Apprentice.

Having successfully secured an additional grounds maintenance contract to take effect from 1<sup>st</sup> April 2018, council now has a portfolio of five clients for 2018/19; generating income of circa £30,000.00 per annum.

Negotiations between Maghull Town Council and Sefton Council are at an advanced stage regarding the leasehold transfer (at a peppercorn rent) of Bobby's Wood and Old Hall Park. Should these areas be transferred to the town council, grounds maintenance operatives will maintain to the same standard as all Maghull parks. If successfully transferred, income of circa £10,000 would be generated.

Grounds maintenance contracts work will be completed by a core team of 2 x Grounds Maintenance Operatives, supported by a further 1 x Operative and/or 1 x Horticultural Apprentice.

### **Replacement Litter Bins and Dog Foul Bins**

As reported in November 2017, officers received many complaints both from Members and residents regarding the poor condition of litter bins and dog fouling bins sited within parks across Maghull. Engineering officers undertook an inspection of all bins, and drafted a list of those requiring replacement.

Since this meeting, council has taken delivery of 30 x Single Derby Bins and 5 x Double Derby bins. These bins are multi-use and can accept both litter and dog foul.

Installation of bins will commence shortly, albeit within the constraints of operating with a 1 x Maintenance Engineer. As new multi-use bins are installed, damaged litter bins and all dog fouling bins will be removed from site.

Installation progress will be posted via the Maghull Town Council website and social media channels; in addition to raising public awareness that new multi-use bins can accept both litter and dog waste.



**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 7 March 2018*

**2017/18 Hedge Cutting Operations**

Significant progress has been made with regards to hedge cutting operations; all work undertaken being in compliance with the Wildlife and Countryside Act 1981, Hedgerow Regulations and DEFRA Guidelines.

The table below shows progress to date for each park and/or open space.

<b>Name of Park</b>	<b>Visited</b>	<b>Work Completed</b>	<b>Work Outstanding</b>
Glenn Park	Yes	Lowering of hedge on Eastway side of park Lowering of hedge on Haymans Green side of park Removal of hedge near Eastway side of park running towards former bowling pavilion	Lowering of internal hedges Lowering of hedges bordering Bluestone Lane, Flatfield Way and Broadoak Road
Whinneybrook Field	Yes	Lowering of hedge on Eastway side of park	Lowering of hedges near to Penfold and Longfold.
KGV Playing Field	Yes	Lowering hedges bordering A59 Removal of vegetation from former rose garden.	Lowering and removal of internal hedges
Ballswood	Yes	Lowering hedges on Station Road side of park	Lowering of hedges on Poverty Lane side of park. Lowering of internal hedges
Round Meade Park	Yes	Lowering of hedges within park Removal of vegetation within park.	Clearance of vegetation on land between 76 and 78 Round Meade
South Meade Park	Yes	Lowering of hedges within park Removal of vegetation within park.	None
Manor House Close	Yes	Lowering of hedges and vegetation	None
Pimbley Playing Field	No		
Dodds Park	No		
Mersey Avenue Park	No		
Moss Park	No		
Kenyons Lane	No		

**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
**Meeting held 7 March 2018**

Name of Park	Visited	Work Completed	Work Outstanding
Park			
Moorhey Park	No		
Old Hall Field	No		

The table demonstrates that significant progress has been made during the autumn/winter months, although a considerable amount of work remains. As previously reported to Council, the 2017/18 hedge cutting schedule was ambitious in light of many hedges being inadequately maintained over a number of years; and with hindsight (having completed hedge work this season), the allocation of one week per park was insufficient to complete work to the required standard. By way of reference - Grounds Maintenance Operatives attending Glenn Park were on site for three weeks when lowering hedges along Eastway and Haymans Green such were the height/thickness of hedges, and amount of green waste generated.

Those hedges which have been lowered can now be maintained at a manageable height. Where work is outstanding, our intention is to address whilst progressing our spring/summer maintenance programme; albeit that grounds maintenance operatives must act in accordance with provisions of the Wildlife and Countryside Act 1981, Hedgerow Regulations and guidelines set out by DEFRA.

Hedge cutting operations have been supported by Sefton Council colleagues, who have not only facilitated the hiring of an appropriate vehicle to remove green waste from site, but have accepted all green waste once transported. In total, to date, officers have completed almost 160 trips to the green waste processing site in Formby, transporting in the region of 0.5 tonne per trip.

Focussing upon hedgework operations in autumn/winter 2018/19, two options (in support of operations) will need to be considered. Firstly, whether the Facilities Service will commit to an agreement with Sefton Council whereby a vehicle is hired at a reduced rate, and green waste is accepted by a processing site. Alternatively, whether a wood chipper is purchased or hired, with all green waste being chipped and reused in our parks and open spaces. Officers will review both options during spring/summer 2018/19.

***Tree Survey***

The Facilities Service is acutely aware of complaints received from Members and residents regarding large trees in parks. Large trees can overhang residential properties, reduce light and/or cause TV reception interference.

Although the Facilities Service employs Grounds Maintenance Operatives, no officer within the service is qualified to deal with trees of such a height or diameter.

Historically, when a problematic tree was identified, an arboriculturist was instructed to prune back or fell a problematic tree. Though this approach may have addressed a single tree, a comprehensive programme of tree identification and maintenance has

**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
*Meeting held 7 March 2018*

not been implemented. To instruct on a case-by-case basis is not good practice, and can be costly.

The historic approach is changing.

Officers have met with a number of environmental consultancy groups to scope out a comprehensive tree survey for all parks, and to obtain quotes for works. Two quotes have been submitted to date, and officers are in the process of determining which group should be appointed to carry out the survey.

Following completion of the survey, an arboriculturist will be appointed to undertake works within all parks.

**Bowling Green Operations**

Grounds maintenance operatives continue to maintain both bowling greens ahead of the bowling season commencing in April 2018.

The table below shows the status of work for each green:

<b>Top Green</b>		<b>Bottom Green</b>	
<b>Work Completed</b>	<b>Work to Be Completed</b>	<b>Work Completed</b>	<b>Work to Be Completed</b>
Hollowing coring, top dressing, seeding and fertilising green	Painting of benches	Hollowing coring, top dressing, seeding and fertilising green	Painting of benches
Removal of Ivy on palisade fencing	Construction of flower planters near pavilion	Lowering of hedges	Power supply to be installed
Removal of bushes and soiling of area near to palisade fence on car park side	Construction of flower planters near palisade fencing near car park		Hanging baskets to be hung onto pavilion
	Painting of back boards		Painting of back boards
	New electronic shutters on pavilion		Servicing of roller shutters on pavilion

At the time of writing, officers have met with one of the returning two bowling teams for 2018/19. In their view, the greens are looking in excellent condition and they are looking forward to having much improved greens and facilities for the 2018/19

## **REPORT OF THE CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

season. A meeting with our second returning bowling team has been arranged week commencing Monday 5<sup>th</sup> March 2018.

### **Football Pitch Operations**

Maghull Town Council currently provides three football pitches at two sites:-

- 1 x Junior Football Pitch at Ballswood
- 2 x Adult Football Pitches at Pimbley Playing Field

Since reporting to Full Council in November, officers have taken the decision to close all pitches with effect from 9<sup>th</sup> February 2018 on the grounds of health and safety; in light of pitches being severely rutted through a combination of poor weather and normal play.

This decision was communicated to all football teams hiring pitches on 9<sup>th</sup> February 2018; and as a gesture of good will and appreciation of inconvenience caused, football clubs were charged 50% of the annual hiring fee. As a consequence of this decision, £1,500.00 has been lost in terms of income generation. However, given the poor condition of pitches and dangers to football players, officials and spectators, no other options were available to officers.

Operationally, the maintenance of football pitches needs to improve in 2018/19. Both Ballswood and Pimbley Playing Field suffer significant water retention as a result of poor site drainage; which would cost in the region of £30,000.00 per pitch to rectify.

To improve maintenance, officers have already undertaken a demonstration of a tractor mounted spiker; which although would not solve issue of poor site drainage, would aid the dispersal of standing and under-soil water. Officers will continue to trial equipment during 2018/19 and gather indicative costs in consideration of purchase.

Members will remember that previous reports recommended the demolition of existing changing facilities at Pimbley Playing Field; with modular changing facilities sited as a replacement. In light of officers being required to close down football pitches midway through this footballing season, officers recommend that work around replacement changing facilities is postponed until comprehensive maintenance schedules are developed; and equipment suitable for required maintenance levels is identified, trialled and purchased/hired. Unless proper maintenance schedules are in place, supported by investment in appropriate equipment, a repeat of officers' decision to close down pitches is likely in 2018/19.

### **Tennis Court Operations**

Officers are acutely aware of issues regarding the maintenance of two tennis courts hired by Maghull Tennis Club, and are in the process of developing schedules to

**REPORT OF THE  
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To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

more adequately maintain the playing surface of all courts within the site of Maghull Town Hall.

To date, officers have applied two specialised treatments on courts near to the tennis pavilion in order to remove accumulated moss and other detritus. The effectiveness of these treatments has been affected by poor weather and overhanging trees bordering tennis courts/car park.

Officers will continue to discuss tennis courts maintenance and outstanding payments with representatives of Maghull Tennis Club.

**Recommendation:**

- 1. That work on changing facilities at Pimbley Playing Field be postponed until drainage issues are assessed;**
- 2. That the report be noted.**

**REPORT OF THE  
CHIEF EXECUTIVE**

To the Chair and Members of the Finance & Amenities Committee  
***Meeting held 7 March 2018***

**8. Grant Application- Altside Scouts**

Altside Scouting District (Young Leaders Unit) has submitted a grant request for £450 to provide training for Young Leaders. The Young Leaders Unit are Explorers who give up their times to help Adult Leaders run Beavers, Cubs and Scouts. The aim is that Young Leaders will go on to become Adult Leaders.

The budget for grants for 2018/19 is £5,000. An application from Maghull in Bloom for £2,000 was approved at Full Council on 24 January 2018.

**Recommendation:**

- 1. That Members consider this request**
- 2. That the report be noted**

**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 immediately.  
(For Grant Awarding Policy please see page 2)

<b>Date</b>	12 <sup>th</sup> February 2018		
<b>Name of Group/Body</b>	Altside Scouting District (Young Leaders Unit)		
<b>Purpose for which required</b>	The Young Leaders Unit are Explorers who give up their time to help Adult Leaders run Beavers, Cubs and Scouts. They are supported by a small district team led by an Explorer Scout Leader. The main aim is to ensure they receive all the training they need to work in the above sections. Any donation will go towards doing sleepover training weekends where they will receive all the training needed		
<b>Description of project</b>	To train all the Young Leaders (please find attached the training programme for the next sleepover training weekend.) These Young Leaders are the future of Scouting so with the right training and encouragement they will go on to become Adult Leaders.		
<b>Amount applied for</b>	£450 (which will finance our next 3 course's)		
<b>Latest accounts attached</b>	Yes <input type="checkbox"/>	These accounts are for District as a whole	Quotations attached: See attached spreadsheet
<b>Additional information including level of subs or payments made by members etc</b>	The course we ran in November last year was part paid for by bag packing and part from District funds.		
<b>Has application been made to another body?. Please give details</b>	To the Lord Mayor of Sefton		
<b>Please provide information on the social, economic, &amp; environmental outcomes of your Organisation's activity</b>	<b>Social</b>	<b>Economic</b>	<b>Environmental</b>
	Scouting allows Young People to socialise not only with young people in Maghull but in different parts of Merseyside at County camps, and while at camps in other parts of the Country and at International Jamborees.	On average groups charge subs at £125 per year which covers Group & National fees and the young person's insurance while doing scouting activities, this averages out at appox £3 an evening where the young person learns many new skills while doing badges.	A lot of these badges deal with environment issues such as Conservation, Gardener, Naturalist, Forester to name but a few



**MAGHULL  
TOWN  
COUNCIL**

<b>Person responsible</b>	Patrick Brennan		
<b>Contact details</b>			
<b>Signature</b>			

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



## Young Leaders' Scheme

The Young Leaders' Scheme is just one of the exciting programme elements in the Explorer Scout section. All leaders in the Beaver Scout, Cub Scout and Scout Section who are between the ages of 14 and 18 must be members of an Explorer Scout Young Leaders' Unit. They are Explorer Scouts who choose to devote a large proportion of their time in Scouting to service in another section.

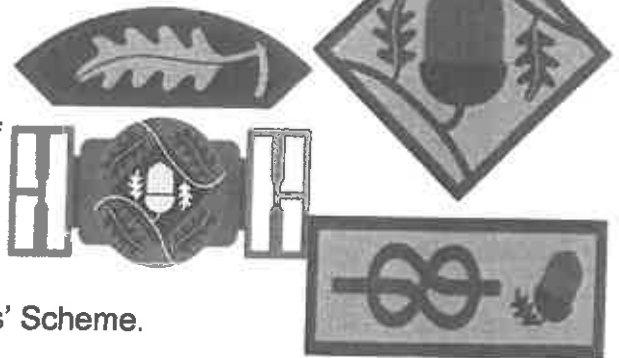


The Young Leaders' Scheme helps Explorer Scouts to develop and grow as individuals. It allows them to make a valuable contribution to their community and give service to others. The scheme also helps them fulfil the service elements of their awards.

### Recognition

A Young Leaders' Badge and woggle should be awarded after completing Module A. This badge signifies that a Young Leader has completed their basic training.

A mission strip should be presented after completing each mission, these are placed around the module A badge.



A Young Leader belt buckle should be awarded on completion of the entire scheme (completion of ALL training modules and missions).

The Young Leader Service Award can be worn on the adult uniform to recognise a person's completion of the Young Leaders' Scheme.

The Young Leader certificate should be presented when the Young Leader either turns 18 or completes the whole scheme. The back of the certificate can be used to record which modules and missions the Young Leader has completed.

## District Young Leaders November 2017 Training Course Accounts

Income		Expenditure	
District	£ 150.00	Go Outdoors	£ 8.50
		Asda	£ 6.00
		Lidi	£ 85.81
		St Andrews Scout Shop	£ 8.00
		Donation to 1st Maghull	£ 40.00
		One Stop stores	£ 1.00
<b>Total</b>	<b>£ 150.00</b>	<b>Total</b>	<b>£ 149.31</b>

Scouting has been going for over 100 years and will go on for many years to come if we give these Young People the chance to train as Young Leaders who will then go on to become Adult Leaders who will then give the Young People of the future the opportunity to experience scouting at its best.

	Balance B/F	Income	Expense
Events		11,142.33	10,609.84
St Georges Activity Day	- 1,120.00	5,843.00	5,260.26
District Jamboree Fundraising	2,462.00	210.00	
Centenary Cub Camp	1,010.90	631.20	1,642.10
St Georges Activity Day (2017 Deposits)			630.40
District Scout Camp (2017 Deposit)			60.00
<b>Young Leaders Account</b>			
Membership fees 17/18		35,679.12	30,028.12
Membership fees 16/17		450.00	
District Equipment (Badges/Neckers)		123.50	490.97
AGM			126.92
County Residential			320.00
Youth Engagement			200.00
Youth Shape (This is actually from 2017/2018 budget)			392.30
Growth Support			104.00
General Admin			7.98
Adult Training		480.00	565.64
ADC Cubs			14.30
Network			73.50
ADC Scouts			181.51
DC/DDC/Chair/Secretary/Treas			47.95
St Litherland Setup	359.44		
<b>Total</b>		<u>54,559.15</u>	<u>50,755.79</u>
<b>Profit/(Loss)</b>		<b>3,803.36</b>	

**Balances**

<b>SBC Community Account &amp; Cash Held</b>	
Opening Balance HSBC as of 01 April 2016	16,132.62
Plus Income upto 31 March 2017	54,559.15
Less Expenditure upto 31 March 2017	- 50,755.79
Opening Balance Cash as of 01 April 2016	44.33
<b>Closing Balances of HSBC &amp; Cash held as of 31 March 2017</b>	<u>19,980.31</u>

<b>Closing Balances made up as follows</b>	
HSBC Balance as of 31 March 2017	19,887.62
Cash held upto 31 March 2017	92.69
<b>Total</b>	<u>19,980.31</u>

<b>Scottish Widows Savings Account</b>	
Opening Balance as of 01 April 2016	7,731.09
Interest Earned	28.68
<b>Closing Balance as of 31 March 2017</b>	<u>7,759.77</u>

<b>Events Balances</b>		
St Georges Day 2016	537.26	Loss
Summer Skills Day	748.03	Profit
Scouts Emergency Aid Day	94.00	Profit
Scouts Orienteering Day	24.58	Profit
Scouts Velocity	130.50	Profit
Scouts Chester Zoo	35.00	Loss
Scouts Panto	190.75	Loss
Scouts Community Day	82.19	Loss

19/6/17

# Altside District Young Leader

Saturday		
10.00	Arrive	
10.15	<p><b>Welcome</b> Daily briefing for the purpose of Young Leaders. Emphasise that the focus will be on issues raised in Module A, such as child protection, which will be revisited frequently throughout the weekend.</p>	Ricky
10.30	Ice Breaker	Adam
11.30	<p><b>Module A – ‘Prepare for take off!’</b></p> <ul style="list-style-type: none"> <li>• The Purpose and Method of The Scout Association</li> <li>• Child protection</li> <li>• Policy, Organisation and Rules (POR)</li> <li>• Activity rules and safety</li> <li>• Understanding the role of the Young Leader</li> </ul> <p>Objectives At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the Purpose and Method of Scouting</li> <li>• explain how the child protection policy applies to them</li> <li>• recognise the importance of POR and be able to access the information contained within it</li> <li>• demonstrate an understanding of how POR affects their actions as a Young Leader</li> <li>• understand the importance of safe activity provision and complete a basic risk assessment</li> <li>• understand how the Young Leaders scheme works and how to access further training</li> <li>• state the role of a Young Leader within their chosen section.</li> </ul>	<p>Ricky</p> <p>Feed Back off YL</p>
11.30 to 12.00	Tea Break	
12.00 to 13.00	<p><b>Module B – ‘Taking the lead’</b></p> <ul style="list-style-type: none"> <li>• The role of the leader</li> <li>• Leadership styles</li> <li>• When to use particular leadership styles</li> </ul> <p>Objectives At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> <li>• Undertake a leadership role within their chosen section with confidence</li> <li>• run programme activities as appropriate to their role</li> <li>• recognise and understand the different leadership styles</li> <li>• identify their personal preferred leadership style when running activities within their section</li> <li>• understand the evaluation process, the need for it and how to implement it as necessary.</li> </ul>	Adam Ian
13.00 to 1400	Lunch	All Leaders

14.00 to 15.00	<ul style="list-style-type: none"> <li>• Understanding the value of games</li> <li>• Appropriate games to run and when they should be played</li> </ul> <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the importance of games in the section meeting</li> <li>• identify when different types of games are needed and initiate them</li> <li>• explain and run different types of games.</li> </ul>	Each leader to bring 2 games
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15.30 to 16.00	Tea Break	
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16.00 to 18.00	<p><b>Module D – Understanding behaviour</b> Every leader, young or experienced encounters difficult situations. This module aims to help you deal with behaviour such as aggression, arguments or bullying</p> <p><b>Module F – Making Scouting accessible</b> Young Leaders learn to identify the individual needs of members in their section. After this module, they will understand the importance of making adjustments in their programmes to take additional needs into account.</p>	<p>Cathie</p> <p>Cathie</p>
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18.00 to 19.00	Tea	All leaders
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19.00 to 20.00	Recap on days work	All Leaders
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20.00 to 21.30	Camp fire	
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21.30 to 23.30	Movie and supper	Simon
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23.30	Bed	
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Sunday		
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07.00	Cook Breakfast	
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08.00	Breakfast	All Leaders
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09.00 to 10.00	<p><b>Module C – ‘That’s the way to do It!’</b></p> <ul style="list-style-type: none"> <li>• Exploring different methods of training younger members</li> </ul> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> <li>• Understand and talk about how young people learn effectively</li> <li>• demonstrate skills effectively</li> <li>• pass on skills to younger people</li> <li>• work effectively with small groups.</li> </ul>	Ricky Mandy
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10.00 to 10.30	Tea Break	
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10.30 to 12.30	<b>Module G H J– Programme plans plus</b>	
	Modules G and H tackle an important area of section leadership – programme planning.	Ian Mandy Adam Ricky
	The focus of these modules is the concept of the balanced programme, including the	8 week plan to inc 1 outing at least
	various awards and badges available. Young Leaders will	Simon
	initially plan a section meeting in Module G, progressing to long-term programme planning	

issues in Module H Module G should be completed before  
Module H is begun

12.30 to 13.00 Lunch

13.00 to 14.00

Module 1 – 'What did they say?'

- Importance of good communication
  - Listening to young people's views
  - Open channels between young people and the leadership team
- Objectives

At the end of this module Young Leaders will be able to:

- Understand the importance of effective communication between leaders and young people
- listen effectively to others
- communicate effectively with others
- understand the decision making structure within the section
- understand how Young Leaders can take part in section decision-making.

Ricky

14.00 to 15.00 Tidy Up

All

15.00

Presentation of badges/certificates

Paul

15.30

Home

