

Minutes of the Virtual Finance & General Purposes Committee Meeting Held Wednesday 17 March 2021 at 6:30 PM

Those present :

Chairman : Cllr A Carr

Vice-Chairman : Cllr J Sayers

Councillors : Cllr S Doherty, Cllr K Hughes, Cllr T Hughes, Cllr P Mc Kinley, Cllr D Mullen

Officers : D Healey, S Lawrence, A Mc Intyre

1 Apologies for Absence

Apologies for absence from Cllr Josh Burns & Carlsen.

2 Declarations of Interest

None Notified.

3 Public Participation.

Due to the Covid 19 pandemic public participation is submission of comments or questions to the Council prior to the meeting commencing. None received.

4 To Confirm the Minutes of the Last Meeting

RESOLVED that the Minutes of the meeting held on 9th December 2020 for Finance & General Purposes Committee were approved as a correct record.

5 Treasurer's Report and Financial Statements

The Finance Officer reported that all budgets are currently showing an under spend. The Community Support & Engagement budget is showing a largest underspend due to covid, there will be a reduced underspend due to salary payments. The Finance Officer also informed the remaining amount of Section 106 monies. The expenditure shows the cost of the refurbishment of Glenn Park. Members was reminded the remainder needs to be spent by the end of 2021 to meet our obligation to Sefton.

Cllr informed the remainder of the monies is committed to the fencing panels at Maghull Train Station. Due to Covid there is a delay. Finance officer informed the monies will be transferred to the new financial year and reserved for the fencing.

RESOLVED that The Financial Statements as of 28th February 2021 be noted.

6 Risk Register 2021 Report

The Finance Officer informed the Risk Register must be reviewed annually. As part of that review the Neighbourhood Plan is included in the Risk Register following its successful adoption in 2019. The RFO has increased the risk to the Council to high due to proposals to build 1700 homes on land East of Maghull. The Register can be requested by the External Auditor as part of their Assurance checks and must be up to date. It is appropriate for Finance & General Purposes Committee to review and agree the Register as part of their audit function.

RESOLVED that:-

- 1. Members agreed the Risk Register and its contents;**
- 2. That the report be noted.**

7 Disposal of Assets Policy 2021 Report

Town Clerk informed MTC owns various assets, assets will break beyond economic repair, will become outdated or will become surplus to requirements. In such circumstances clarity is needed, firstly in terms of who decides when council owned assets should be disposed of and secondly, the process by which the asset is actually disposed. Within the Disposal of Asset Policy 2021, officers have referred to existing governance documents Standing Orders, Scheme of Delegation and Financial Regulations.

RESOLVED:-

- 1. Members agreed the Disposal of Assets Policy 2021;**

2. **Members Agreed to recommend to Full Council amendment of Council's Financial Regulations and Scheme of Delegation; to reflect those amendments highlighted within the proposed Disposal of Assets Policy 2021.**
3. **That the report be noted.**

8 Reserves Policy

The Town Clerk informed MTC does not have a formal Reserves policy which has been agreed by Council. It was decided at the Budget Council meeting on 27th January 2021 that a Reserves Policy would be presented to Finance & General Purposes Committee in order to formalise how and when Reserves would be used to assist with the budget process. A Reserves Policy forms part of the financial management documentation of the Council.

RESOLVED:-

1. **Members agreed the Reserves Policy;**
2. **That the report be noted.**

9 Anti-fraud and Corruption Policy

The Town Clerk informed MTC is required to have strong financial management systems in place to ensure that and funds received are treated in a sound financial manner. The Anti-fraud & Corruption Policy strengthens the core financial documentation to reduce the risk of fraud and corruption within the Council. The policy applies equally to officers and members who have equal responsibility to manage public finances well and to ensure that all possible measures are put in place to safeguard public monies.

RESOLVED:-

1. **Members agreed the Anti-fraud & Corruption Policy;**
2. **That the report be noted.**

10 Chairs Report

Wished all a happy St Patricks day.

11 Exclusion of Press & Public

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

12 Debtors to the Council

The Finance Officer informed as it is coming to the end of the financial year the recommendation to the Council write off debt which cannot be recovered. The Running Horses Football Club were issued an invoice for the season 19/20. Unfortunately the club has folded and we are unlikely to ever recover the debt therefore A recommendation to write off the debt of £300.00. A brief update of all debtors was explained.

Cllrs raised concerns and informed debtors policy must be followed.

RESOLVED:-

1. **Members Reviewed the position of bad debtors;**
2. **Members Agreed to authorise the writing off of 1 bad debt;**
3. **To note the contents of the report.**

Report to: Finance & General Purposes Committee
Date of Meeting: 7th July 2021
Agenda Item Number 5
Subject: Treasurer's Report and Financial Statements as of 31st March 2021.Outturn Position 20/21
Report of: Finance Officer
Exempt / Confidential Report: No

Summary Members are asked to consider the attached appendices showing the year end position of the Council's budget.

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

Recommendation(s)

1. Note the contents of the report

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

What will it cost and how will it be financed?

(A) Revenue N/A

(B) Capital N/A

Implications of Recommendations:

Financial Implications	Increase in Earmarked Reserves
Resource Implications	Officer time
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

Appendices

Town Hall Income and Expenditure 2020/2021,
Facilities Income and Expenditure 2020/2021,
Community Support & Engagement Income and Expenditure 2020/2021
Profit & Loss April 2020
Balance Sheet. April 2020

Outturn Information

Comparison of expenditure 19/20 & 20/21
Comparison of income 19/20 & 20/21.
Loss of Income

Background Papers

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

1. Background

Due to the pandemic Maghull Town Council lost income of £36,466.14. This was due to the building being closed to the public. The Venue provides the most income. However, no rent was received from the lease holder for the past financial year due to the Council's decision to rebate his rent. However, due to a number of factors which include:-

1. Reduction of expenditure due to the pandemic
2. A main contractor did not charge us the contractual price.
3. Unfilled post in the Facilities team
4. No events

Maghull Town Council made a saving of £45,149.66, the Finance Officer is recommending this is transferred to earmarked reserves to pay towards the Town Hall re-wire.

The Rhino was paid for by Maghull Town Council in the first instance. The funding for it will be provided by ward funding and S106 funds on a 50/50 basis.

Section 106 – There is currently £13,611.16 in the account. Invoices were raised to Sefton Council for a contribution to Glenn Park and Park Bins for £6,069.00. This invoice has been paid and the funds placed in the Section 106 account.

Recommendation(s):-

1. **Note the contents of this report.**

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	301,290.00	301,290.00	0.00	
4010	BANK INTEREST		2,222.24	0.00	No budget transferred from 90 day account
4101	COUNCIL CHAMBER ROOM HIRE	900.00	0.00	900.00	No income due to Covid
4102	POLICE STATION LEASE	11,000.00	11,000.00	0.00	
4103	ACTIVITIES ROOM	4,500.00	6,635.50	-2,135.50	NHS using the room
4104	STORAGE HIRE	1,000.00	555.98	444.02	Reduced income due to Covid
4300	FUNCTION SUITE LEASE	28,090.00	0.00	28,090.00	No income due to Covid
4330	BOWLS INDOOR	1,747.00	0.00	1,747.00	No income due to Covid
4353	CRICKET CLUB LEASE	2,035.00	407.00	1,628.00	No income due to Covid
4395	MISC. INCOME	1,040.00	-25.00	1,065.00	
4396	SOLAR PANEL INCOME	3,700.00	3,721.54	-21.54	More income received than anticipated
		355,302.00	325,807.26	31,716.98	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	57,060.00	57,038.28	21.72	Price increase from G4S budget increased
5101	CCTV	1,670.00	1,590.00	80.00	
5102	ALARM	1,600.00	974.00	626.00	Fewer visits due to building closed
5103	FIRE	1,400.00	1,052.67	347.33	
5104	AIR-CON	300.00	270.00	30.00	
5105	BOILER	1,000.00	932.48	67.52	
5106	LIFT	3,540.00	3,497.64	42.36	Price increase from Kone budget increased
5107	CLEANING SERVICES	22,749.00	8,608.77	14,140.23	Sefton not charging the contractual price.
5108	HYGIENE	3,000.00	2,128.00	872.00	Savings on hand towels
5109	PEST CONTROL	620.00	605.20	14.80	
5110	KITCHEN CLEANSING	2,030.00	2,027.50	2.50	
5111	WASTE DISPOSAL	200.00	50.00	150.00	One off Payment of £50
5116	CLEANING SUPPLIES	500.00	172.80	327.20	
5117	COVID-19	3,850.00	3,845.85	4.15	New budget Ongoing Covid restrictions PPE
		99,519.00	82,793.19	16,725.81	
	OVERHEADS				
7000	BROADBAND	5,187.00	4,635.00	552.00	
7002	TELEPHONES	1,000.00	503.16	496.84	
7003	MOBILE PHONES	200.00	200.00	0.00	
7010	POSTAGE	300.00	254.06	45.94	More Postage for Council Papers due to COVID
7021	STATIONERY	700.00	329.71	370.29	Less stationery working from home
7031	PRINTING	120.00	0.00	120.00	No printing due to Covid.
7036	BOOKS/TECHNICAL PUBLICATIONS	200.00	184.79	15.21	
7041	OFFICE EQUIPMENT & FURNITURE	1,040.00	743.45	296.55	
7061	IT	8,900.00	8,815.58	84.42	
7068	SAGE	3,657.00	3,654.08	2.92	Includes sage payroll
7071	PHOTOCOPIER	2,000.00	1,471.29	528.71	
7082	BANK CHARGES	780.00	775.06	4.94	Budget increased costs increased
7100	SALARIES	80,774.00	80,700.50	73.50	
7106	EMPLOYER'S NI	7,501.00	7,499.24	1.76	
7107	PENSIONS	12,674.00	12,670.02	3.98	

7200	INSURANCE FEES	14,000.00	13,457.09	542.91	
7221	PROFESSIONAL FEES	6,000.00	26,115.00	-20,115.00	Consultancy for planning
7224	AUDIT FEES	3,373.00	3,200.00	173.00	
7232	WEBSITE DEVELOPMENT	1,281.00	1,279.00	2.00	
7236	PERSONNEL CONSULTANCY	5,000.00	5,000.00	0.00	
7237	TRAINING	3,300.00	1,410.00	1,890.00	Working from home - less training
7254	SUBSCRIPTIONS	3,300.00	3,259.48	40.52	
7300	RATES	19,000.00	18,962.00	38.00	Town Hall
7303	ELECTRICITY - TOWN HALL	12,800.00	12,741.32	58.68	
7308	GAS	12,200.00	12,176.05	23.95	Budget Increased due to CCG - Vaccine
7309	WASTEWATER & METERED WATER	4,000.00	3,791.42	208.58	
7320	CIVIC HOSPITALITY	175.00	17.00	158.00	
7359	MAYOR'S ALLOWANCE	2,000.00	792.36	1,207.64	Underspend - due to COVID
7801	CONFERENCES/TRAVEL/SUBS	700.00	25.00	675.00	Underspend - due to COVID
7810	LICENCES	1,000.00	671.45	328.55	Saving on music Licence
7817	ADVERTISING	1,200.00	236.10	963.90	
7823	PHOTOGRAPHS	300.00	0.00	300.00	Underspend - due to COVID
7846	MISCELLANEOUS EXPENDITURE	715.00	403.47	311.53	
		215,377.00	225,972.68	-10,595.68	
	LOANS				
7916	2000 PROJECTS LOAN	4,081.40	4,081.40	0.00	
7967	2000 PROJECTS INTEREST	114.79	114.79	0.00	
7918	LIFT REPLACEMENT LOAN	10,044.58	10,044.58	0.00	
7968	LIFT REPLACEMENT INTEREST	2,595.90	2,595.90	0.00	
7919	PROJECTS 2009 LOAN	6,585.58	6,585.58	0.00	
7969	PROJECTS 2009 INTEREST	3,069.58	3,069.58	0.00	
7920	ROOF SIDES & SOLAR PANELS LOAN	7,381.21	7,381.10	0.11	
7960	ROOF SIDES & SOLAR PANELS INT	6,532.96	6,532.96	0.00	
		40,406.00	40,405.89	0.11	
TOTAL		0.00	-23,364.50	25,586.74	

FACILITIES		Budget	Actual	Budget Remaining	Explanation
Department 2					
INCOME					
4001	Precept	295,693.00	295,693.00	0.00	
4321	Playing Fields	600.00	300.00	300.00	
4331	Bowls Outdoor	855.00		855.00	No income due to pandemic
4345	Tennis Club	1,200.00		1,200.00	No income due to pandemic
4346	Tennis Fences	168.00	140.00	28.00	
4350	Rent Bowling Hut	4,000.00	-83.34	4,083.34	No income due to pandemic
4351	Rent ATC Hut	1,500.00	1,500.00	0.00	
4354	Facilities Income	3,795.00	3,795.00	0.00	
		307,811.00	301,344.66	6,466.34	
SUPPLIERS					
5112	Water Quality	1,500.00	656.25	843.75	Not had as many inspections
5113	Electrical Safety	600.00		600.00	
5114	Health & Safety General	655.00	655.00	0.00	
5115	Playground Inspections	740.00	739.80	0.20	
5118	Drainage	800.00	500.00	300.00	
5200	Engineering Equipment	2,000.00		2,000.00	
5201	Engineering Repairs	1,700.00	1,249.79	450.21	
5202	Engineering Consumables	1,500.00	1,238.25	261.75	
5203	Play Equipment Repairs	4,050.00	3,978.00	72.00	
5204	Parks Management	6,356.00	6,798.29	-442.29	
5205	Football Pitches	550.00	528.95	21.05	No football due to Covid
5206	Bowling Greens	1,000.00		1,000.00	
5207	Grounds Maintenance Consumables	3,800.00	3,753.07	46.93	
		25,251.00	20,097.40	5,153.60	
OVERHEADS					
7003	Mobile Phones	1,000.00	419.92	580.08	
7029	Uniforms	2,041.00	2,032.57	8.43	Purchased extra Uniforms
7100	Salaries	190,719.00	171,886.48	18,832.52	Slippage due to a vacancy
7106	Employer's NI	16,244.00	14,214.85	2,029.15	Slippage due to a vacancy
7107	Pensions	27,170.00	24,050.05	3,119.95	Slippage due to a vacancy
7200	Insurance Fees	6,300.00	6,280.98	19.02	
7301	Rates Garage	3,696.00	3,692.60	3.40	
7302	Rates Judo Hut	650.00	348.44	301.56	Judo hut demolished
7304	Electricity Glenn Park	315.00	214.53	100.47	
7305	Electricity Pimbley	300.00	128.22	171.78	
7307	Elec Ballswood	150.00	126.23	23.77	
7310	Water Garage	830.00	826.74	3.26	
7311	Wastewater Ballswood	825.00	815.22	9.78	
7313	Water & Wastewater Pimbley	250.00	247.80	2.20	
7314	Water & Wastewater Glenn P	100.00	77.50	22.50	
7315	Fleet Repairs	2,550.00	2,568.55	-18.55	Ongoing vehicle issues
7316	Vehicle Tax	940.00	935.00	5.00	
7317	Diesel	3,880.00	3,242.74	637.26	less due to 1st lockdown
7318	Red Diesel	2,292.00	2,209.90	82.10	less due to 1st lockdown
7319	Leases	10,308.00	2,354.80	7,953.20	
7851	Asset Maintenance	12,000.00	9,552.60	2,447.40	
		282,560.00	246,225.72	36,334.28	
TOTAL		0.00	35,021.54	-35,021.54	

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
<u>INCOME</u>					
4001	PRECEPT	78,359.00	78,359.00	0.00	
4395	MISC INCOME	1,300.00	1,250.00	50.00	
		79,659.00	79,609.00	50.00	
<u>EXPENDITURE</u>					
	<u>SUPPLIERS</u>				
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	1,971.39	4,528.61	
5331	EVENTS	6,500.00		6,500.00	No events
5333	CHRISTMAS ACTIVITIES	5,000.00	2,362.90	2,637.10	
5334	YOUTH PROVISION	8,000.00	1,595.00	6,405.00	
5335	GRANTS	5,000.00	3,000.00	2,000.00	
		31,000.00	8,929.29	22,070.71	
	<u>OVERHEADS</u>				
7100	SALARIES	39,303.00	38,223.33	1,079.67	
7106	EMPLOYER'S NI	3,185.00	2,852.68	332.32	
7107	PENSIONS	6,171.00	6,001.08	169.92	
		48,659.00	47,077.09	1,581.91	
TOTAL		0.00	23,602.62	-23,602.62	

	Planned Asset Maintenance				
	Department 4				
		Budget	Actual	Budget Remaining	Explanation
	INCOME				
4001	Precept	25,938.00	25,938.00		
		25,938.00	25,938.00	0.00	
	OVERHEADS				
7851	Asset Maintenance	25,938.00	16,048.00	9,890.00	Judo hut demolished, skip and new bins in parks
		25,938.00	16,048.00	9,890.00	
TOTAL		0.00	9,890.00	-9,890.00	

Profit and Loss

From: Month 1, April 2020
To: Month 12, March 2021

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	701,280.00	701,280.00
Bank Interest	2,222.24	2,222.24
Police Station Lease	11,000.00	11,000.00
Activity Room Hire	6,635.50	6,635.50
Storage Hire	555.98	555.98
Playing Fields	300.00	300.00
Tennis Fences	140.00	140.00
Rent Bowling Hut	(83.34)	(83.34)
Rent ATC Hut	1,500.00	1,500.00
Rent Cricket Club	407.00	407.00
Facilities Income	3,795.00	3,795.00
Misc Income	1,225.00	1,225.00
Solar Panel	3,721.54	3,721.54
	732,698.92	732,698.92
SUPPLIERS		
Security	57,038.28	57,038.28
CCTV	1,590.00	1,590.00
Alarm	974.00	974.00
Fire	1,052.67	1,052.67
Air-Con	270.00	270.00
Boiler	932.48	932.48
Lift	3,497.64	3,497.64
Cleaning Services	8,608.77	8,608.77
Hygiene	2,128.00	2,128.00
Pest Control	605.20	605.20
Kitchen Cleansing	2,027.50	2,027.50
Waste Disposal Charges	50.00	50.00
Water Quality	656.25	656.25
Health & Safety General	655.00	655.00
Playground Inspections	739.80	739.80
Cleaning Supplies	172.80	172.80
Covid - 19	3,845.85	3,845.85
Drainage	500.00	500.00
Engineering Repairs	1,249.79	1,249.79
Engineering Consumables	1,238.25	1,238.25
Play Equipment Repairs	3,978.00	3,978.00
Parks Management	6,798.29	6,798.29
Football Pitches	528.95	528.95
Grounds Maintenance Consumables	3,753.07	3,753.07
Neighbourhood Activities	1,971.39	1,971.39
Christmas Activities	2,362.90	2,362.90

Profit and Loss

From: Month 1, April 2020
To: Month 12, March 2021

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
Youth Provision	1,595.00	1,595.00
Grants	3,000.00	3,000.00
	111,819.88	111,819.88
DIRECT EXPENSES		
	0.00	0.00
Gross Profit/(Loss):	<u>620,879.04</u>	<u>620,879.04</u>
OVERHEADS		
Broadband	4,635.00	4,635.00
Telephones	503.16	503.16
Mobile Phones	619.92	619.92
Postage & Courier	254.06	254.06
Stationery	329.71	329.71
Uniforms	2,032.57	2,032.57
Books/Technical Publications	184.79	184.79
Office Equipment & Furniture	743.45	743.45
IT	8,815.58	8,815.58
Sage	3,654.08	3,654.08
Photocopier	1,471.29	1,471.29
Bank Charges	775.06	775.06
Salaries	290,810.31	290,810.31
Employer's NI	24,566.77	24,566.77
Pensions	42,721.15	42,721.15
Insurance Fees	19,738.07	19,738.07
Professional Fees	26,115.00	26,115.00
Audit Fees	3,200.00	3,200.00
Website Development	1,279.00	1,279.00
Personnel Consultancy	5,000.00	5,000.00
Training	1,410.00	1,410.00
Subscriptions	3,259.48	3,259.48
Rates Town Hall	18,962.00	18,962.00
Rates Garage	3,692.60	3,692.60
Rates Judo Hut	348.44	348.44
Electricity Town Hall	12,741.32	12,741.32
Electricity Glenn Park	214.53	214.53
Electricity Pimbley	128.22	128.22
Elec Ballswood & Moorhey	126.23	126.23
Gas	12,176.05	12,176.05
Water & Wastewater Town Hall	3,791.42	3,791.42
Water Garage	826.74	826.74
Wastewater Ballswood	815.22	815.22
Water & Wastewater Pimbley	247.80	247.80
Water & Wastewater Glenn P	77.50	77.50

Date: 17/05/2021
Time: 16:32:25

MAGHULL TOWN COUNCIL (TH)

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Profit and Loss

From: Month 1, April 2020
To: Month 12, March 2021

Chart of Accounts:

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	<u>Period</u>	<u>Year to Date</u>	
Fleet Repairs	2,568.55	2,568.55	
Vehicle Tax	935.00	935.00	
Diesel	3,242.74	3,242.74	
Red Diesel	2,209.90	2,209.90	
Leases	2,354.80	2,354.80	
Civic Hospitality	17.00	17.00	
Mayoral Expenses	792.36	792.36	
Conferences/Travel/Subs	25.00	25.00	
Licences	671.45	671.45	
Advertising	236.10	236.10	
Miscellaneous Expenditure	403.47	403.47	
Asset Maintenance	25,600.60	25,600.60	
2000 Projects Loan	4,081.40	4,081.40	
Lift Replacement Loan	10,044.58	10,044.58	
2009 Projects Loan	6,585.58	6,585.58	
Roof Sides & Solar Panels Loan	7,381.10	7,381.10	
Roof & Solar Panels Int	6,532.96	6,532.96	
2000 Projects Interest	114.79	114.79	
Lift Replacement Interest	2,595.90	2,595.90	
2009 Projects Interest	3,069.58	3,069.58	
	575,729.38	575,729.38	
Net Profit/(Loss):	<u>45,149.66</u>	<u>45,149.66</u>	

Date: 17/05/2021
Time: 16:34:31

MAGHULL TOWN COUNCIL (TH)

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Balance Sheet

From: Month 1, April 2020
To: Month 12, March 2021

Chart of Accounts:

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	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings & Statues	0.00	1,472,695.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,763,253.26
CURRENT ASSETS			
Debtors control Account	15,766.70	20,679.39	
Debtors General	(2,305.08)	300.00	
Bank Account (Current)	1,037.35	10,672.61	
Bank Account (Deposit)	2,222.24	486,337.22	
VAT Liability/Reclaimed	(11,767.35)	15,104.82	
		4,953.86	533,094.04
CURRENT LIABILITIES			
Creditors Control Account	1,810.66	3,612.53	
Accruals/Creditors Reserves	(8,250.00)	0.00	
General Creditors	(825.04)	423.84	
		(7,264.38)	4,036.37
Current Assets less Current Liabilities:		12,218.24	529,057.67
Total Assets less Current Liabilities:		12,218.24	3,292,310.93
LONG TERM LIABILITIES			
Loans PWLB	(28,092.66)	274,149.82	
		(28,092.66)	274,149.82
Total Assets less Total Liabilities:		40,310.90	3,018,161.11
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	28,092.66	1,016,745.44	
Contingency Reserves	45,535.29	116,894.78	
Specific Reserves	(32,931.42)	17,611.16	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	(45,535.29)	0.00	
P & L Account	45,149.66	45,149.66	
		40,310.90	3,018,161.11

N/C	Expenditure	2019/20	2020/21	Difference	Change	
5100	SECURITY	52,892.47	57,038.28	4,145.81	7.84%	Increase in contract
5101	CCTV	1,590.00	1,590.00	0.00	0.00%	
5102	ALARM	978.60	974.00	-4.60	-0.47%	
5103	FIRE	963.05	1,052.67	89.62	9.31%	
5104	AIR-CON	300.00	270.00	-30.00	-10.00%	
5105	BOILER	309.00	932.48	623.48	201.77%	Boiler needed repairing
5106	LIFT	3,238.56	3,497.64	259.08	8.00%	Increase in contract
5107	CLEANING SERVICES	32,573.76	8,608.77	-23,964.99	-73.57%	price
5108	HYGIENE	2,128.00	2,128.00	0.00	0.00%	
5109	PEST CONTROL	566.08	605.20	39.12	6.91%	
5110	KITCHEN CLEANSING	1,930.97	2,027.50	96.53	5.00%	Contract now ceased
5111	WASTE DISPOSAL CHARGES	50.00	50.00	0.00	0.00%	
5112	WATER QUALITY	710.00	656.25	-53.75	-7.57%	Reduction due to Covid and building closed
5113	ELECTRICAL SAFETY	0.00	0.00	0.00	0.00%	
5114	HEALTH & SAFETY GENERAL	630.00	655.00	25.00	3.97%	
5115	PLAYGROUND INSPECTIONS	678.15	739.80	61.65	9.09%	
5116	CLEANING SUPPLIES	338.43	172.80	-165.63	-48.94%	
5117	COVID-19	0.00	3,845.85	3,845.85	100.00%	
5118	DRAINAGE	0.00	500.00	500.00	100.00%	
5200	ENGINEERING - EQUIPMENT	910.00	0.00	-910.00	-100.00%	
5201	ENGINEERING REPAIRS	1,463.04	1,249.79	-213.25	-14.58%	
5202	ENGINEERING - CONSUMABLES	1,381.00	1,238.25	-142.75	-10.34%	
5203	PLAY EQUIPMENT REPAIRS	1,254.42	3,978.00	2,723.58	217.12%	
5204	PARKS MANAGEMENT	16,816.27	6,798.29	-10,017.98	-59.57%	
5205	FOOTBALL PITCHES	728.00	528.95	-199.05	-27.34%	
5206	BOWLING GREENS	1,922.86	0.00	-1,922.86	-100.00%	
5207	GROUNDS MAINTENANCE - CONSUMABLES	387.73	3,753.07	3,365.34	867.96%	
5330	NEIGHBOURHOOD ACTIVITES	2,517.00	1,971.39	-545.61	-21.68%	
5331	EVENTS	6,033.19	0.00	-6,033.19	-100.00%	

5333	CHRISTMAS ACTIVITES	2,145.66	2,362.90	217.24	10.12%	
5334	YOUTH PROVISION	4,179.28	1,595.00	-2,584.28	-61.84%	
5335	GRANTS	3,500.00	3,000.00	-500.00	-14.29%	
7000	BROADBAND	4,123.00	4,635.00	512.00	12.42%	
7002	TELEPHONES	151.89	503.16	351.27	231.27%	
7003	MOBILE PHONES	707.98	619.92	-88.06	-12.44%	
7010	POSTAGE & COURIER	220.00	254.06	34.06	15.48%	
7021	STATIONERY	570.70	329.71	-240.99	-42.23%	
7029	UNIFORMS	1,224.61	2,032.57	807.96	65.98%	
7031	PRINTING	190.00	0.00	-190.00	-100.00%	
7036	BOOKS/TECHNICAL PUBL'IONS	51.50	184.79	133.29	258.82%	
7041	OFFICE EQUIPMENT & FURNITURE	869.57	743.45	-126.12	-14.50%	
7061	I T	6,993.00	8,815.58	1,822.58	26.06%	
7068	SAGE	3,169.00	3,654.08	485.08	15.31%	
7071	PHOTOCOPIER	2,014.95	1,471.29	-543.66	-26.98%	
7082	BANK CHARGES	734.13	775.06	40.93	5.58%	
7100	GROSS WAGES	278,682.35	290,810.31	12,127.96	4.35%	
7106	ER's NI	22,266.40	24,566.77	2,300.37	10.33%	
7107	ER's PENSION	48,564.04	42,721.15	-5,842.89	-12.03%	
7200	INSURANCE	19,919.90	19,738.07	-181.83	-0.91%	
7221	PROFESSIONAL FEES	2,070.00	26,115.00	24,045.00	1161.59%	Land East of Maghull
7224	AUDIT FEES	2,850.00	3,200.00	350.00	12.28%	
7232	WEBSITE DEVELOPMENT	180.00	1,279.00	1,099.00	610.56%	Purchased new website
7236	PERSONNEL CONSULTANCY	5,500.00	5,000.00	-500.00	-9.09%	
7237	TRAINING	2,067.16	1,410.00	-657.16	-31.79%	
7254	SUBSCRIPTIONS	2,777.47	3,259.48	482.01	17.35%	
7300	RATES - TOWN HALL	18,658.00	18,962.00	304.00	1.63%	
7301	RATES - GARAGE	3,633.40	3,692.60	59.20	1.63%	
7302	RATES - JUDO CLUB	503.28	348.44	-154.84	-30.77%	Judo Hut demolished
7303	ELECTRICITY - TOWN HALL	17,660.44	12,741.32	-4,919.12	-27.85%	
7304	ELECTRICITY - GLEN PARK	354.39	214.53	-139.86	-39.46%	
7305	ELECTRICITY - PIMBLEY	132.18	128.22	-3.96	-3.00%	
7307	ELECTRICITY - BALLSWOOD	129.06	126.23	-2.83	-2.19%	

7308	GAS - TOWN HALL	10,912.20	12,176.05	1,263.85	11.58%	
7309	WATER METER & WASTEWATER - TOWN HALL	7,882.86	3,791.42	-4,091.44	-51.90%	
7310	WASTEWATER - GARAGE	556.65	826.74	270.09	48.52%	
7311	WASTEWATER - BALLSWOOD	796.41	815.22	18.81	2.36%	
7313	WATER METER & WASTEWATER - PIMBLEY	127.16	247.80	120.64	94.87%	
7314	WATER METER & WASTEWATER - GLENN PARK	116.70	77.50	-39.20	-33.59%	
7315	FLEET REPAIRS	4,089.59	2,568.55	-1,521.04	-37.19%	
7316	VEHICLE TAX	920.00	935.00	15.00	1.63%	
7317	DIESEL	4,757.67	3,242.74	-1,514.93	-31.84%	
7318	RED DIESEL	3,726.84	2,209.90	-1,516.94	-40.70%	
7319	LEASES	1,506.00	2,354.80	848.80	56.36%	
7320	CIVIC HOSPITALITY	88.00	17.00	-71.00	-80.68%	
7359	MAYORAL ALLOWANCES	1,274.26	792.36	-481.90	-37.82%	
7801	CONF.S/MEETINGS (TRAV/SUB	1,270.83	25.00	-1,245.83	-98.03%	
7810	LICENCES	1,145.20	671.45	-473.75	-41.37%	
7817	ADVERTISING	1,462.13	236.10	-1,226.03	-83.85%	
7823	PHOTOGRAPHS	297.92	0.00	-297.92	-100.00%	
7846	MISCELLANEOUS EXPENDITURE	1,108.70	403.47	-705.23	-63.61%	
7851	ASSET MAINTENANCE	7,732.34	25,600.60	17,868.26	231.08%	
7916	2000 PROJECTS LOAN	7,830.69	4,081.40	-3,749.29	-47.88%	
7918	LOAN LIFT REPLACEMENT PRIN	9,569.91	114.79	-9,455.12	-98.80%	Overall the loans are reducing
7919	LOAN PROJECTS 2009 PRINCIPLE	6,318.69	10,044.58	3,725.89	58.97%	
7920	LOAN ROOF & SOLAR PANEL PRINCIPLE	7,098.66	2,595.90	-4,502.76	-63.43%	
7960	LOAN ROOF & SOLAR PANEL INT	6,815.40	6,585.58	-229.82	-3.37%	
7967	2000 PROJECTS INTEREST	561.47	3,069.58	2,508.11	446.70%	
7968	LOAN LIFT REPLACEMENT INT	3,070.57	7,381.10	4,310.53	140.38%	
7969	LOAN PROJECTS 2009 INTEREST	3,336.47	6,532.96	3,196.49	95.80%	
		684,457.24	687,549.26	3,092.02	0.45%	

N/C	Income	2019/20	2020/21	Difference	Change	
4001	PRECEPT RECEIPTS	652,974.00	701,280.00	48,306.00	7.40%	
4010	BANK INTEREST RECEIVED	3,082.46	2,222.24	-860.22	-27.91%	
4101	COUNCIL CHAMBER ROOM HIRE	2,500.02	0.00	-2,500.02	-100.00%	Building closed - Covid
4102	POLICE STATION LEASE	11,000.00	11,000.00	0.00	0.00%	
4103	ACTIVITY ROOM HIRE	3,708.38	6,635.50	2,927.12	78.93%	NHS
4104	STORAGE HIRE	1,311.63	555.98	-755.65	-57.61%	
4300	THE VENUE MONTHLY RENT	26,298.36	0.00	-26,298.36	-100.00%	Building closed - Covid
4321	PLAYING FIELDS	1,142.25	300.00	-842.25	-73.74%	
4330	BOWLS INDOOR	1,515.00	0.00	-1,515.00	-100.00%	
4331	BOWLS OUTDOOR	960.20	0.00	-960.20	-100.00%	
4345	TENNIS CLUB	1,070.17	0.00	-1,070.17	-100.00%	
4346	TENNIS FENCES	140.00	140.00	0.00	0.00%	
4350	RENT BOWLING HUT	3,499.96	-83.34	-3,583.30	-102.38%	
4351	RENT ATC HUT	1,500.00	1,500.00	0.00	0.00%	
4353	RENT CRICKET CLUB	2,035.00	407.00	-1,628.00	-80.00%	
4354	FACILITIES INCOME	9,573.00	3,795.00	-5,778.00	-60.36%	
4391	FESTIVAL EVENTS INCOME	1,300.00	0.00	-1,300.00	-100.00%	
4395	MISCELLANEOUS INCOME	1,064.40	1,275.00	210.60	19.79%	
4396	SOLAR PANEL INCOME	4,063.10	3,721.54	-341.56	-8.41%	
		728,737.93	732,748.92	4,010.99	0.55%	

Loss of Income due to Covid 19

	Town Hall	Budget	Actual	Budget Remaining
INCOME				
4101	Council Chamber Room Hire	900.00	0.00	900.00
4103	Activities Room	4,500.00	6,635.00	-2,135.00
4104	Storage Hire	1,000.00	555.98	444.02
4300	Function Suite Lease	28,090.00	0.00	28,090.00
4330	Bowls Indoor	1,747.00	0.00	1,747.00
4353	Cricket Club Lease	2,035.00	407.00	1,628.00
4395	Misc Income	1,040.00	1,225.00	-185.00
		39,312.00	8,822.98	30,489.02

Includes CS

	Facilities	Budget	Actual	Budget
INCOME				
4321	Playing Fields	600.00	300.00	300.00
4331	Bowls Outdoor	855.00	0.00	855.00
4345	Tennis Club	1,200.00	0.00	1,200.00
4346	Tennis Fences	168.00	140.00	28.00
4350	Rent Bowling Hut	4,000.00	-83.34	4,083.34
4351	Rent ATC Hut	1,500.00	1,500.00	0.00
4354	Facilities Income	3,795.00	3,795.00	0.00
		12,118.00	5,651.66	6,466.34

Town Hall loss of income	30,489.02
Facilities loss of income	6,466.34
TOTAL	36,955.36

Report to: Finance & General Purposes Committee
Date of Meeting: 7th July 2021
Agenda Item Number 6
Subject: Treasurer's Report and Financial Statements as of 31st May 2021.
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.

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

Recommendation(s)

1. Note the contents of the report

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

What will it cost and how will it be financed?

(A) Revenue N/A

(B) Capital N/A

Implications of Recommendations:

Financial Implications	Within agreed budgets
Resource Implications	Officer time
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

Appendices

Town Hall Income and Expenditure to May 2021
Facilities Income and Expenditure to May 2021,
Community Support & Engagement Income and Expenditure to May 2021
Profit & Loss May 2021
Balance Sheet. May 2021

Background Papers

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

1. Background

As usual it is too early in the year to predict trends other than the income across all departments is likely to be low.

Town Hall - The sheets show income and expenditure for April and May. The income for the Town Hall is likely to change given that the lease for the Venue is currently being negotiated. The budget continues to be monitored robustly given the fact that the Town Hall is still closed.

Facilities – Again the sheets show income and expenditure for April and May. It is anticipated that additional expenditure will be received should sports teams reform and request usage of the pitches. Additional income has been received via a grant from the Mersey Forest for the planting of whips on several of the Council's parks.

Community Services- The events income is for Pinder's Circus, we have also received income from a previous MTC Mayor. The purpose of that Mayor's fundraising during their time as Mayor was to support local children's activities. The money has been donated with the proviso that the money be used for this purpose.

Recommendation(s):-

1. **Note the contents of this report.**

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	292,790.00	59,520.25	233,269.75	
4010	BANK INTEREST	2,000.00		2,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	1,000.00		1,000.00	
4102	POLICE STATION LEASE	11,550.00	3,000.00	8,550.00	
4103	ACTIVITIES ROOM	6,000.00	3,098.85	2,901.15	NHS
4104	STORAGE HIRE	555.00	1,419.96	-864.96	
4300	FUNCTION SUITE LEASE	7,500.00		7,500.00	
4330	BOWLS INDOOR	1,515.00		1,515.00	
4353	CRICKET CLUB LEASE	2,035.00	2,035.00	0.00	
4395	MISC. INCOME	1,040.00	1,360.85	-320.85	Elections
4396	SOLAR PANEL INCOME	4,000.00		4,000.00	
		329,985.00	70,434.91	259,550.09	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	29,836.00	4,759.55	25,076.45	
5101	CCTV	2,070.00	1,590.00	480.00	
5102	ALARM	1,600.00		1,600.00	
5103	FIRE	1,000.00	293.08	706.92	
5104	AIR-CON	300.00		300.00	
5105	BOILER	1,000.00		1,000.00	
5106	LIFT	3,500.00	3,655.08	-155.08	
5107	CLEANING SERVICES	12,500.00	1,990.07	10,509.93	
5108	HYGIENE	3,000.00		3,000.00	
5109	PEST CONTROL	600.00		600.00	
5110	KITCHEN CLEANSING	1,950.00		1,950.00	
5111	WASTE DISPOSAL	200.00	1,136.50	-936.50	
5116	CLEANING SUPPLIES	500.00	19.34	480.66	
5117	COVID-19	2,000.00	57.26	1,942.74	
		60,056.00	13,500.88	46,555.12	
	OVERHEADS				
7000	BROADBAND	4,200.00		4,200.00	
7002	TELEPHONES	200.00	75.80	124.20	
7003	MOBILE PHONES	200.00		200.00	
7010	POSTAGE	200.00		200.00	
7021	STATIONERY	1,000.00	29.75	970.25	
7031	PRINTING	200.00		200.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	185.00		185.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00		1,000.00	
7061	IT	10,000.00	120.94	9,879.06	
7068	SAGE	3,022.00	427.00	2,595.00	
7071	PHOTOCOPIER	2,400.00	471.62	1,928.38	
7082	BANK CHARGES	750.00	137.39	612.61	
7100	SALARIES	81,967.00	13,393.28	68,573.72	
7106	EMPLOYER'S NI	7,953.00	1,238.42	6,714.58	
7107	PENSIONS	16,065.00	2,102.76	13,962.24	
7200	INSURANCE FEES	16,000.00	2,516.76	13,483.24	
7221	PROFESSIONAL FEES	6,000.00	1,350.00	4,650.00	
7224	AUDIT FEES	2,850.00		2,850.00	
7232	WEBSITE DEVELOPMENT	1,216.00	30.00	1,186.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7237	TRAINING	6,000.00	32.44	5,967.56	
7254	SUBSCRIPTIONS	3,000.00	2,446.90	553.10	

7300	RATES	19,000.00	3,794.00	15,206.00	
7303	ELECTRICITY - TOWN HALL	15,000.00	1,369.17	13,630.83	
7308	GAS	11,000.00	2,875.46	8,124.54	
7309	WASTEWATER & METERED WATER	8,000.00	710.43	7,289.57	
7320	CIVIC HOSPITALITY	200.00		200.00	
7359	MAYOR'S ALLOWANCE	2,000.00		2,000.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	1,500.00		1,500.00	
7817	ADVERTISING	1,200.00	880.95	319.05	
7823	PHOTOGRAPHS	300.00		300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00		715.00	
		229,523.00	34,003.07	195,519.93	
	LOANS				
7916	2000 PROJECTS LOAN	4,081.40		4,081.40	
7967	2000 PROJECTS INTEREST	114.79		114.79	
7918	LIFT REPLACEMENT LOAN	9,117.66	5,207.60	3,910.06	
7968	LIFT REPLACEMENT INTEREST	3,523.00	1,112.64	2,410.36	
7919	PROJECTS 2009 LOAN	6,062.56	3,396.37	2,666.19	
7969	PROJECTS 2009 INTEREST	3,592.53	1,431.21	2,161.32	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03		6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03		7,087.03	
		40,406.00	11,147.82	29,258.18	
TOTAL		0.00	11,783.14	-11,783.14	

FACILITIES					
Department 2					
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	Precept	316,880.00	59,520.25	257,359.75	
4321	Playing Fields	600.00	482.25	117.75	
4331	Bowls Outdoor	855.00	2,140.80	-1,285.80	
4345	Tennis Club	1,200.00	1,070.17	129.83	
4346	Tennis Fences	168.00	140.00	28.00	
4350	Rent Bowling Hut	4,200.00	4,200.00	0.00	
4351	Rent ATC Hut	1,500.00	1,500.00	0.00	
4354	Facilities Income		9,300.00		Mersey Forest Grant
		325,403.00	78,353.47	256,349.53	
SUPPLIERS					
5112	Water Quality	710.00	126.00	584.00	
5113	Electrical Safety	600.00		600.00	
5114	Health & Safety General	630.00	145.00	485.00	
5115	Playground Inspections	1,000.00		1,000.00	
5118	Drainage	500.00	360.00	140.00	
5200	Engineering Equipment	1,000.00		1,000.00	
5201	Engineering Repairs	1,600.00	379.96	1,220.04	
5202	Engineering Consumables	1,500.00	67.30	1,432.70	
5203	Play Equipment Repairs	2,250.00		2,250.00	
5204	Parks Management	8,451.00	5,884.02	2,566.98	Fencing paid by the grant
5205	Football Pitches	1,000.00		1,000.00	
5206	Bowling Greens	1,925.00		1,925.00	
5207	Grounds Maintenance Consumables	600.00	203.84	396.16	
		21,766.00	7,166.12	14,599.88	
OVERHEADS					
7003	Mobile Phones	500.00		500.00	
7029	Uniforms	1,951.00	279.00	1,672.00	
7100	Salaries	200,132.00	29,606.34	170,525.66	
7106	Employer's NI	17,543.00	2,459.72	15,083.28	
7107	Pensions	35,669.00	4,173.30	31,495.70	
7200	Insurance Fees	6,500.00	6,030.95	469.05	
7301	Rates Garage	3,635.00	740.60	2,894.40	
7304	Electricity Glenn Park	355.00	33.26	321.74	
7305	Electricity Pimbley	300.00	21.42	278.58	
7307	Elec Ballswood	150.00	21.25	128.75	
7310	Water Garage	700.00	275.58	424.42	
7311	Wastewater Ballswood	900.00	787.82	112.18	
7313	Water & Wastewater Pimbley	200.00	38.34	161.66	
7314	Water & Wastewater Glenn P	120.00	10.00	110.00	
7315	Fleet Repairs	3,000.00	524.63	2,475.37	
7316	Vehicle Tax	930.00		930.00	
7317	Diesel	4,400.00	638.84	3,761.16	
7318	Red Diesel	4,342.00		4,342.00	
7319	Leases	10,310.00	155.50	10,154.50	
7851	Asset Maintenance	12,000.00	49.58	11,950.42	
		303,637.00	45,846.13	257,790.87	
TOTAL		0.00	25,341.22	-16,041.22	

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
<u>INCOME</u>					
4001	PRECEPT	78,459.00		78,459.00	
4391	FESTIVAL EVENTS INCOME		400.00	-400.00	
4395	MISC INCOME	0.00	1,436.15	-1,436.15	
		78,459.00	1,836.15	76,622.85	
<u>EXPENDITURE</u>					
	<u>SUPPLIERS</u>				
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00		6,500.00	
5331	EVENTS	4,960.00	129.50	4,830.50	
5333	CHRISTMAS ACTIVITIES	5,000.00		5,000.00	
5334	YOUTH PROVISION	4,000.00		4,000.00	
5335	GRANTS	5,000.00	2,000.00	3,000.00	
		25,460.00	2,129.50	23,330.50	
	<u>OVERHEADS</u>				
7003	MOBILE PHONES	100.00		100.00	
7100	SALARIES	41,333.00	6,458.90	34,874.10	
7106	EMPLOYER'S NI	3,465.00	485.22	2,979.78	
7107	PENSIONS	8,101.00	1,014.06	7,086.94	
		52,999.00	7,958.18	45,040.82	
TOTAL		0.00	-8,251.53	8,251.53	

	Planned Asset Maintenance				
	Department 4				
		Budget	Actual	Budget Remaining	Explanation
	INCOME				
4001	Precept	26,114.00		26,114.00	
		26,114.00	0.00	26,114.00	
	OVERHEADS				
7851	Asset Maintenance	26,114.00		26,114.00	
		26,114.00		26,114.00	
TOTAL		0.00	0.00	0.00	

Date: 29/06/2021
Time: 18:21:30

MAGHULL TOWN COUNCIL (TH)

Page: 1

Profit and Loss

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
INCOME			
Precept	178,560.75	178,560.75	
Police Station Lease	6,000.00	6,000.00	
Activity Room Hire	5,537.49	5,537.49	
Storage Hire	1,419.96	1,419.96	
Playing Fields	482.25	482.25	
Bowls Outdoor	2,140.80	2,140.80	
Tennis Club	1,070.17	1,070.17	
Tennis Fences	140.00	140.00	
Rent Bowling Hut	4,200.00	4,200.00	
Rent ATC Hut	1,500.00	1,500.00	
Rent Cricket Club	2,035.00	2,035.00	
Facilities Income	9,300.00	9,300.00	
Events	400.00	400.00	
Misc Income	2,797.00	2,797.00	
		215,583.42	215,583.42
SUPPLIERS			
Security	14,611.85	14,611.85	
CCTV	1,590.00	1,590.00	
Fire	293.08	293.08	
Boiler	488.50	488.50	
Lift	3,655.08	3,655.08	
Cleaning Services	2,808.71	2,808.71	
Waste Disposal Charges	1,136.50	1,136.50	
Water Quality	215.25	215.25	
Health & Safety General	145.00	145.00	
Cleaning Supplies	19.34	19.34	
Covid - 19	69.25	69.25	
Drainage	360.00	360.00	
Engineering Repairs	379.96	379.96	
Engineering Consumables	92.30	92.30	
Play Equipment Repairs	128.99	128.99	
Parks Management	5,896.02	5,896.02	
Football Pitches	366.70	366.70	
Grounds Maintenance Consumables	347.90	347.90	
Neighbourhood Activities	50.69	50.69	
Events	129.50	129.50	
Grants	2,000.00	2,000.00	
		34,784.62	34,784.62
DIRECT EXPENSES			
		0.00	0.00
Gross Profit/(Loss):		<u>180,798.80</u>	<u>180,798.80</u>

Date: 29/06/2021
Time: 18:21:30

MAGHULL TOWN COUNCIL (TH)

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Profit and Loss

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
OVERHEADS			
Telephones	75.80	75.80	
Stationery	29.75	29.75	
Uniforms	279.00	279.00	
Office Equipment & Furniture	83.26	83.26	
IT	120.94	120.94	
Sage	650.50	650.50	
Photocopier	471.62	471.62	
Bank Charges	202.66	202.66	
Salaries	74,187.78	74,187.78	
Employer's NI	6,275.04	6,275.04	
Pensions	10,935.18	10,935.18	
Insurance Fees	9,697.34	9,697.34	
Professional Fees	1,350.00	1,350.00	
Website Development	30.00	30.00	
Training	32.44	32.44	
Subscriptions	2,446.90	2,446.90	
Rates Town Hall	5,690.00	5,690.00	
Rates Garage	1,109.60	1,109.60	
Electricity Town Hall	3,766.39	3,766.39	
Electricity Glenn Park	43.80	43.80	
Electricity Pimbley	32.49	32.49	
Elec Ballswood & Moorhey	31.61	31.61	
Gas	5,921.57	5,921.57	
Water & Wastewater Town Hall	868.69	868.69	
Water Garage	413.37	413.37	
Wastewater Ballswood	787.82	787.82	
Water & Wastewater Pimbley	57.51	57.51	
Water & Wastewater Glenn P	15.00	15.00	
Fleet Repairs	631.13	631.13	
Diesel	1,161.49	1,161.49	
Red Diesel	553.20	553.20	
Leases	311.00	311.00	
Licences	159.00	159.00	
Advertising	880.95	880.95	
Asset Maintenance	602.75	602.75	
Lift Replacement Loan	5,207.60	5,207.60	
2009 Projects Loan	3,396.37	3,396.37	
Lift Replacement Interest	1,112.64	1,112.64	
2009 Projects Interest	1,431.21	1,431.21	
	141,053.40	141,053.40	
Net Profit/(Loss):	<u>39,745.40</u>	<u>39,745.40</u>	

Date: 29/06/2021
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MAGHULL TOWN COUNCIL (TH)

Page: 1

Balance Sheet

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings & Statues	0.00	1,472,695.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,763,253.26
CURRENT ASSETS			
Debtors control Account	(6,481.61)	14,197.78	
Debtors General	0.00	300.00	
Bank Account (Current)	50,695.68	61,368.29	
Bank Account (Deposit)	0.00	486,337.22	
VAT Liability/Reclaimed	(8,096.22)	7,008.60	
		36,117.85	569,211.89
CURRENT LIABILITIES			
Creditors Control Account	(3,612.53)	0.00	
General Creditors	(15.02)	408.82	
		(3,627.55)	408.82
Current Assets less Current Liabilities:		39,745.40	568,803.07
Total Assets less Current Liabilities:		39,745.40	3,332,056.33
LONG TERM LIABILITIES			
Loans PWLB	0.00	274,149.82	
		0.00	274,149.82
Total Assets less Total Liabilities:		39,745.40	3,057,906.51
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	1,016,745.44	
Contingency Reserves	0.00	116,894.78	
Specific Reserves	0.00	17,611.16	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	0.00	45,149.66	
P & L Account	39,745.40	39,745.40	
		39,745.40	3,057,906.51

Report to: Finance & General Purposes Committee
Date of Meeting: 7th July 2021
Agenda Item Number 7
Subject: Internal Audit Report
Report of: Responsible Finance Officer
Exempt / Confidential
Report: No

Summary

Members are asked to consider the Internal Auditor's report.

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

Recommendation(s)

1. That members note the report.

Reasons for Recommendation(s)

Maghull Town Council is required under the audit regulations to have a robust and comprehensive audit regime. The latest audit visit has been completed and the auditor's report is before the Committee for their comments.

Alternative Options Considered and Rejected

None. The Council must comply with audit regulations.

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	Officer Time
Legal Implications	Local Audit & Accountability Act 2014, Audit & Accounts Regulations 2015

Equality & Diversity Implications	None
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Implementation Date for Decision

Any decisions taken will be implemented immediately following the conclusion of Finance & General Purposes Committee.

Appendices

Terms of Reference Risk Management
 Audit Report
 Amended Risk Register

Background Papers

None

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

1. Background

The Council employs Knowsley MBC Audit Team as their internal auditors. This year's audit (2021) focused on Risk Management. The audit highlighted that we need to update our Risk Management Policy, ensure that staff are issued with a copy, that training is provided for both staff and Members and that robust systems are in place. An external company has recently been contracted to do a full Health & Safety risk assessment and will provide training for staff. The auditor also highlighted that although the risk register states what the risks are in terms of finance, it also needs to demonstrate when they are being monitored. The risk register has been updated to show these changes.

Recommendation(s):-

- 1. That members agree to the changes to the Risk Register.**
- 2. That a new Risk Management Policy is produced and taken to the next F & GP Committee.**
- 3. That members note the report.**

KNOWSLEY METROPOLITAN BOROUGH COUNCIL

INTERNAL AUDIT SERVICE

TERMS OF REFERENCE – 2020/21

Service Area	External Client
Project Name	Maghull Town Council - Risk Management
Auditor(s) and Contact number	Elisabeth Harris, x3656
Supervisor and Contact number	Lee Walker, x3418
Timing of Audit (Quarter)	Quarter 3 (October – December 2020)
Audit Reference	2021219

Reason for the Audit

A review of Risk Management has been included in the Audit Plan for 2020/21. The key risks identified within the Risk Management process include whether there is a comprehensive risk register in place that fully reflects the risks to Maghull Town Council; whether this is reviewed on a regular basis and reported to members. By failing to identify, manage and report key strategic and operational risks, there is the potential that these may impact on the reputation of the Town Council, prevent key objectives from being achieved and impact on the finances of the organisation.

Risk Management is a key process and it is essential that awareness of risk is embedded throughout Maghull Town Council.

The audit review will therefore determine a level of assurance that can be placed on the effectiveness of the internal controls in place. Audit will also consider any potential to improve the service in terms of value for money or suggest areas which may benefit from Business Process Re-engineering or a service review.

Audit Objectives and Scope

The objective of the review is to identify the expected internal controls and compare them to the internal controls in operation. The effectiveness of the controls will be assessed and if necessary recommendations for improvement will be made.

The scope of the audit will cover the procedures and internal controls in operation for Risk Management within Maghull Town Council.

Our work is designed to comply with the standards detailed in the Public Sector Internal Audit Standards (PSIAS).

Key Controls to be evaluated

The following key controls will be evaluated:

- There is a Risk Management Strategy/Policy in place that is distributed to all employees and that has been appropriately approved;
- There is an appropriate and comprehensive Risk Register in place that is up to date, subject to regular review / update and is reported to senior management and Members;
- Appropriate action plans are in place in relation to the Risk Register;
- Comprehensive reporting framework in place including Members and management.

Testing to be Undertaken

Policies and procedures in place will be reviewed and other relevant management information. Appropriate compliance and substantive testing will be undertaken on a sample basis. The following testing will be carried out:

- Review Risk Management Strategy/Policy;
- Obtain the Risk Register and review for strategic and operational risks and ensure control measures and named officers are identified;
- Evaluate review process in place to update the register and the reporting process in place (e.g. confirm that COVID-19 risks are included);
- Determine the reporting process in place for management and members;
- Confirm robustness of any action plans ensure that actions are progressed in an appropriate and timely manner.

Reporting Requirements

Following agreement of the Terms of Reference document it is anticipated that the audit will commence within 10 working days.

On completion of the audit testing, a closedown meeting will be held. Findings and recommendations from the audit testing will be discussed and action plan will be agreed.

A draft audit report will be issued within 10 working days after the closedown meeting has been held and management responses will be required within 10 working days, prior to the final report being issued.

Preparation Required by Auditor

1. Review previous audit work to identify high risk areas.
2. Review the Risk Management Strategy/Policy.
3. Review the Risk Register for Maghull Town Council.
4. Complete Audit Steps using Teammate. Ensure that risks are highlighted.

All auditors involved have declared that they have no pecuniary or other interests relating to any areas covered within this review. Auditors will also make an annual declaration of pecuniary interests to comply with the Code of Ethics.

Internal Audit Report

Final Report Distribution List

For Action

- Angela McIntyre, Town Clerk
- Debbie Healey, Finance Officer
- Chair, Finance and General Purpose Committee

Service Area: Maghull Town Council

Project Name: Maghull Town Council - Risk Management

Date: 27 May 2021

Counter Fraud and Internal Audit Service
Huyton Municipal Buildings
Archway Road
Huyton
Knowsley
Merseyside
L36 9YZ

Contents

1. [Reason for the Audit](#)
2. [Audit Objective and Scope](#)
3. [Testing Undertaken](#)
4. [Audit Opinion and Summary](#)

[Appendix 1 – Detailed Findings and Recommendations](#)

[Appendix 2 – Definitions of Assurance Levels](#)

Assignment Control	Date
Closedown Meeting:	N/A
Draft Report Issued:	30 March 2021, 4 May 2021
Management Responses Received:	25 May 2021
Final Report Issued:	27 May 2021

Report Prepared By:	
Elisabeth Harris	Senior Auditor
Lee Walker	Principal Auditor

1. Reason for the Audit

A review of Risk Management was included in the Audit Plan for 2020/21. The key risks identified within the Risk Management process included whether there is a comprehensive risk register in place that fully reflects the risks to Maghull Town Council; whether this is reviewed on a regular basis and reported to members. By failing to identify, address and report the relevant risks there is the potential to impact on the reputation of the Town Council as well as any financial implications that may occur.

Risk Management is a key process and it is essential that awareness of risk is embedded throughout Maghull Town Council.

The audit review has therefore determined a level of assurance that can be placed on the effectiveness of the internal controls in place. Audit has also considered any potential to improve the service in terms of value for money or suggest areas which may benefit from Business Process Re-engineering.

2. Audit Objectives and Scope

The objective of the review was to identify the expected internal controls and compare them to the internal controls in operation. The effectiveness of the controls has been assessed and where necessary recommendations for improvement have been made.

The scope of the audit covered the procedures and internal controls in operation for Risk Management within Maghull Town Council. Our work is designed to comply with the standards detailed in the Public Sector Internal Audit Standards (PSIAS).

Our work is designed to comply with the standards detailed in the Public Sector Internal Audit Standards (PSIAS).

3. Testing Undertaken

Policies and procedures in place have been reviewed along with any other relevant management information. Appropriate

compliance and substantive testing was undertaken on a sample basis. The following testing was carried out:

- Reviewed the Risk Management Strategy/Policy;
- Obtained and reviewed the Strategic Risk Register;
- Evaluated the review process in place to update the register and the reporting process in place;
- Determined the reporting process in place for management and members; and
- Confirmed the robustness of any action plans and ensured that actions are progressed in an appropriate and timely manner.

4. Audit Opinion and Summary

In our opinion, the control environment as currently designed and operated provides **Reasonable Assurance** that the risks reviewed in this audit are being managed to an acceptable level. Definitions of assurance levels are detailed in Appendix 2.

From conversation and review it is acknowledged that there is a Risk Management Policy Statement currently in place, which provides assurance that there is documented approach to risk management. However, the arrangements can be strengthened as it is not clear what period the strategy covers, when it was last reviewed, by whom and when it is next due for review.

The policy statement is the main point of reference for all employees and members involved in the risk management process and whilst it is acknowledged that the underlying principles remain the same, to ensure that these principles are up to date and the strategy remains relevant the document should be subject to an annual review and approved by an appropriate senior manager. The document would benefit from version control being included on the front page to assist with the review process.

The Policy Statement confirms Maghull Town Council's Risk Management plan, the commitment to the development of Risk Management as well as providing guidance as to how the process will be carried out and the assigned roles and

responsibilities.

Maghull Town Council do have a detailed risk register in place that is subject to annual review by the Finance and General Purposes Committee. The risk register details the risk, the management that is required to mitigate the risk, the risk level and the owner of the risk. Therefore, the expected documentation is in place to enable Maghull Town Council's management and Members to manage key risks.

The risk register could be further strengthened by incorporating additional information for each individual risk, for example, by including an update on progress made in relation to the management of the risk, and if applicable a proposed end date. It was confirmed by the Town Clerk that there are no action plans in place in relation to the risk register and the decisions made by the Committee will be actioned following each meeting. Whilst it can be seen that there is a field for 'Action' on the Risk Register, this relates to the individual or committee that have the responsibility for that specific risk. However by introducing action plans this will lead to an increase in monitoring on a more regular/timely basis along with the potential to mitigate the risk more effectively. Furthermore, ensuring that the document is signed/dated by the relevant individual demonstrates that all risks are reviewed and managed effectively.

Maghull Town Council have recognised that due to the COVID19 pandemic and the current restrictions that remain in place that this will have an impact on their budgeted income for 2020/21. The loss in income was presented to the Finance and General Purposes Committee in December 2020 along with an explanation, and this has now been added to the risk register. The register should be updated on a regular basis to reflect any changes that may be happening due to emerging risks, for example BREXIT.

The risk register is presented to Members on an annual basis in line with the Risk Management plan. The last update was presented on 26 February 2020 with the next update due to be presented on 17 March 2021. The Members discuss and consider the additional risks that have been included as well as the risks that no longer pose as much of a threat and can be removed. These decisions have been minuted and evidenced.

The main findings from our review are highlighted below. Our detailed findings and recommendations are included in Appendix 1.

Areas of Good Practice

Key Areas for Improvement

2021219 - Maghull Town Council - Risk Management

- There is a Risk Management Policy Statement in place;
- There is a Risk Register in place that is subject to annual review and reporting; and
- Reporting framework in place to Committee and Members.

- Risk Management Policy Statement would benefit from a version control that would assist with the review process;
- Risk register does not include any progress updates to assist with monitoring;
- Risk register to be signed/dated as evidence of review and approval by committee; and
- Introduction of action plans to be cross reference to the Risk Register.

2021219 - Maghull Town Council - Risk Management

In order to assist management in using our reports, we categorise our recommendations according to their level of priority. Definitions of priority levels are detailed below together with the number of recommendations made in each category:

Priority Level	Definition	Number
Critical	Issues that are fundamental and material to the system of internal control for the area under review	0
High	Issues where improvements in control are needed to reduce the risk of loss, error, irregularity or inefficiency	0
Medium	Issues where improvements in control would enhance the existing controls in place	7
Low	Matters that merit attention and would improve overall control levels. Dealt with at the closedown meeting and not reported.	0

The findings and recommendations from the audit review have been discussed with the appropriate managers and agreed during the audit process. It is important that when recommendations are agreed by management that appropriate action is taken to implement them. Recommendations are made to improve the system and reduce risk. All staff involved in the process should be made aware of the agreed recommendations to ensure that appropriate action is taken to implement them in a timely manner.

Recommendation Owners will be required to provide updates on the progress and implementation of each recommendation. Once the latest implementation date for agreed action has been reached, a follow up audit will be undertaken within three months of this date to ensure that all recommendations have been fully implemented by the target date.

Appendix 1

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
1.	<p><u>Review and Approval of the Risk Management Policy Statement</u> From review and discussion it was identified that the Risk Management Policy Statement currently in place at Maghull Town Council was last reviewed in October. It was confirmed that whilst the document had been reviewed and prepared the updated version had not been presented to or approved by the appropriate committee.</p> <p>The document does not contain a version control or reference the date of approval, the next review date or the name of the reviewer and approver.</p> <p>Risk - Key policies and procedures may not be relevant.</p>	<p><u>ISS.1 - Review and Approval of the Risk Management Policy Statement</u> To ensure that the current principles are up to date and the strategy and guidance remain relevant the document should be reviewed and approved on a regular basis (e.g. annually), especially taking into account the current global situation and circumstances. The review should take place by an appropriate senior manager and the updated document presented and approved by the relevant committee or Cabinet.</p> <p>The documentation would benefit from a version control being included on the front page to assist with the review process. This would also determine the next review date and the responsible officer.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Reputation</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: The document will be taken to the next Finance & General Purposes Committee and a date put on the front of the document and a review date.</p>

2021219 - Maghull Town Council - Risk Management

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
2.	<p><u>Distribution of Policy Statement</u> It was identified that whilst the updated Risk Management Policy Statement had been discussed with employees there is no evidence to confirm this. Staff were made aware of the document and its location at a team meeting however distribution cannot be evidenced by email and team meetings are not minuted.</p> <p>Risk - Employees are not aware of the most recent policies or any specific updates</p>	<p><u>ISS.2 - Distribution of Policy Statement</u> All employees should be made aware of the Risk Management Policy Statement and its location.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Non Compliance with Procedures</p> <p>Impact: Reputation</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: A risk management policy will be issued to all staff</p>

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
3.	<p><u>Expansion of Risk Register</u> The Risk Register includes information relevant to each individual risk however it was found that there was no monitoring update against each risk to measure the progress and determine whether the control measures in place were working or whether any changes were required to assist with mitigating the risks identified.</p> <p>Risk - Risks are not being effectively managed.</p>	<p><u>ISS.3 - Expansion of Risk Register</u> Whilst it is acknowledged that the risk register does include relevant information, consideration should be given to including a progress update against each risk as well as a potential end date, if applicable. This would provide evidence of monitoring against each risk.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Service Delivery</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: An extra column will be added to the risk register to show the dates it is monitored.</p>

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
4.	<p><u>The Management of Risks</u> The Risk Register includes a section relating to the Management of Risks, these are control measures put in place by the organisation that will assist them with reducing the risk. Review identified that two new risks relating to the loss of Income due to COVID 19 restrictions have recently been added on to the Risk Register. The detail included with the Management of Risk section is 'Impact on budgets as Town Hall is closed' and 'No income is received for room hire AND Loss of income due to tenant unable to pay rent due to Covid or F & GP agree a rent holiday due to Covid.'</p> <p>Neither of these Management of risks/Controls relate to how to manage the risks but are the actual risks and the reasons why Maghull Town Council may suffer a loss of income.</p> <p>Risk - Risks may not be effectively managed.</p>	<p><u>ISS.4 - The Management of Risks</u> The management of risks in relation to the new risks identified should be updated to reflect the actual controls in place to help mitigate the identified risks. All new additions to the risk register going forward should include valid management and control measures to ensure that all risks can be monitored correctly.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Reputation</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: Not sure how you can manage the risk of a pandemic, particularly reduction in income when the building was closed and the Council made the decision not to charge some community groups.</p> <p>The Council were informed by budget monitoring on the impact of the budgets.</p>

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
5.	<p><u>Updating and Review of the Risk Register</u> During the review the Risk Register was provided on two separate occasions however the documents received were slightly different. One included the new risks relating to COVID 19 whilst the other didn't. Both documents were provided by different employees.</p> <p>Furthermore neither were signed or dated by the Chair of the Finance & General Purposes Committee. Whilst it is acknowledged that this is an electronic document and the name would suffice, there is no date included to confirm when the document was last reviewed or amended.</p> <p>Risk - Risks may not be monitored efficiently if there are different versions of the risk register.</p>	<p><u>ISS.5 - Updating and Review of the Risk Register</u> Maghull Town Council should ensure that only the most up to date document/Risk Register is in use and version control could be introduced and updated for any amendments that may be made within the year. The document should be stored electronically and superseded documents archived.</p> <p>The risk register should be signed and dated by the Chair of the Finance & General Purposes Committee to confirm when the document was last reviewed.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Reputation</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: This was obviously a mistake the correct document will be provided in the future.</p> <p>We will ensure in future that the most up to date documents are easily obtained.</p>

2021219 - Maghull Town Council - Risk Management

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
6.	<p><u>Brexit</u> Review of the Risk Register confirmed that there is no risk included in relation to BREXIT that may have a potential risk to the organisation in future years.</p> <p>Risk - The risks in relation to BREXIT may not be incorporated into any future operations and planning.</p>	<p><u>ISS.6 - Brexit</u> Consideration should be given to updating the risk register to include the impacts of Brexit on Maghull Town Council.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Service Delivery</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: Brexit will be added to the risk register as delays in goods or increase in prices could impact on budgets and services.</p>

Ref	Findings and Risk	Recommendation	Recommendation Status	Client Response and Agreed Action
7.	<p><u>Action Plans</u> It was confirmed by the Town Clerk that there are no action plans in place in relation to the risk register and the individual risks identified. Whatever decisions are made by the Committee and Members will be actioned.</p> <p>Risk - Risks and outcomes are not being effectively managed or monitored</p>	<p><u>ISS.7 - Action Plans</u> Maghull Town Council should consider producing and retaining action plans in relation to the risks identified across the organisation. The progress of the action and the mitigating control should be reviewed at regular intervals to ensure that the risk is still effectively managed and the action plans updated accordingly.</p>	<p>Reporting Level: Audit Report</p> <p>Type: Internal Control Weakness</p> <p>Impact: Service Delivery</p> <p>Priority: Medium</p>	<p>Officer Responsible: Angela McIntyre - Owner</p> <p>Target Date: September 2021</p> <p>Client Response: The risk register will have a further column added to show the dates that risks are being looked at to ensure effective monitoring and management of risks.</p>

Audit Client Questionnaire

We are keen to monitor and, where possible, improve the quality of our work. We have adopted a number of performance indicators that we report on each year. One of these is your view of the usefulness of our work. For this reason, I would be pleased if you could complete the questions below indicating your level of satisfaction with various aspects of the audit review. I would also be pleased if you could provide any additional comments you may have.

To complete the audit client questionnaire please [CLICK HERE](#)

Appendix 2

Definitions of assurance levels are detailed below:

Assurance Level	Summary Description	Detailed Definition
High Assurance	Strong Controls in operation and evidence of compliance.	Not exposed to foreseeable risks, as key controls are in place, and applied consistently and effectively.
Substantial Assurance	Controls in operation but improvements beneficial for compliance.	Exposure to some risks of error, loss, fraud, impropriety, or damage to reputation, which can be prevented by improvements in controls. Key or compensating controls present but may be some inconsistency in applying them.
Reasonable Assurance	Controls in place to maintain operational effectiveness but improvements would enhance existing controls.	Current systems could potentially give rise to exposure to some risks of error, loss, fraud, impropriety or damage to reputation, which can be further minimised by improvement in those controls. Key or compensating controls are present in most areas.
Moderate Assurance	Improvements in controls or the application of controls required.	The service is exposed to risks that could result in failure to achieve objectives or result in error, loss, fraud, impropriety, or damage to reputation. Some key or compensating controls not in place, <u>or</u> significant evidence that controls are not applied consistently and effectively.
Limited Assurance	Urgent improvements in controls or the application of controls required.	The Council or service is exposed to significant risks that could lead to failure to achieve Council or service objectives, or result in major losses due to error, fraud or impropriety, or damage to reputation. Key or compensating controls not in place <u>or</u> evidence of significant failure in applying them.

A High Assurance level does not imply that there are no risks to the stated objectives.

Risk Assessment and Management (financial) 2021/22 REVIEW DATE - January 2022

Action: Town Clerk (TC); Amenities Manager (AM), Finance Officer (FO), Finance & General Purposes, Personnel Committee

Topic	Risk Identified	H/M/L	Management of Risk	Action
Data Protection	Security of Data	M	Mapping data	TC, AM, FO,
	Data breach	M	All office staff have received training about new GDPR (May 2018)	TC
	Agreement to use data for purpose collected	L	Annual review of data sets	TC
Use of professional services	Use of reputable/qualified service providers	L	Consultancy/Tender invitations provided by suitably qualified people	TC & AM
		L	Internal Audit Service provided by qualified Auditor	FO
		L	External Auditor appointed by SAAA	TC
		L	Council's Constitution and Financial Regulations	TC
		L	Only tested firms used	AM
		L	Use made of Sefton Council Officers for independent professional services - Legal and H.R. Advice	TC & AM
Brexit	Delays in parts for Facilities Team leading to impact of service.Rising costs.	M	Order parts early and keep a small stock	TC,AS,DC,FO
Neighbourhood Plan	Challenge of planning decisions that do not comply with Neighbourhood Plan	H	Identify costs associated with defending appeals and costs involved.	TC & FO
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	TC & FO
Cash	Loss through theft or dishonesty	L	Insurance cover review, ensure adequacy of fidelity guarantee insurance	TC & FO
Maintenance	Poor performance of assets of amenities, loss of income or performance	M	Annual review	AM & FO
Borrowing/Lending	Adequacy of finance to be able to repay loans	L	Financial review and cash flow forecasting monthly	FO
Legal powers	Illegal activity or payment	H	Educate council as to their legal powers	TC, FO

Topic	Risk Identified	H/M/L	Management of Risk	Action
Financial records	Inadequate records	L	FO/TC to review quarterly plus regular internal audit	FO
Minutes of Council Meetings	Accurate and legal	L	Review at following meeting	TC
Electors right to inspection of minutes of Council Meetings	Availability of documents	L	Minutes available on line and for inspection in council offices Minutes circulated to all Town Councillors Copies sent to Sefton Library (Archives) Quarterly	TC
Members interests	Conflict of interest	M	Update declarations of interests - annual	TC
Projects	Loss of business	M	Consult on timing work	TC, AM & FO
	Costs within budget	H	Ongoing review and monitoring	TC, AM & FO
Lease - The Venue	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	TC
	Damage to premises	L	Ensure adequate safety and security arrangements in place	TC
	Damage to reputation	M	Quality assurance policy and complaints policy to be implemented and performance managed	TC
	Litigation against the council	L	Review Venue regularly and ensure any repairs done quickly Ensure refurbishment improvements comply with all health and safety and DOA requirements council to vet all third party contractors supplying goods and service	TC
	Failure to re-let tenancy	M	Strategy required to market the function suite	TC
Lease - Community Police Station	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Targeted attack on Police Station	M	Ensure adequate safety and security arrangements in place	AM
	Damage to premises	M	Ensure adequate safety and security arrangements in place	AM
	Damage to reputation (Police Station seen as part of MTC)	M	Merseyside Police to provide details about when Police Station is open to the public Merseyside Police to ensure public phone is working to report issues	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM

Topic	Risk Identified	H/M/L	Management of Risk	Action
	Failure to re-let tenancy	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
Lease - Tennis Club	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Quality of the Courts	L	Ensure courts maintained to a playable standard	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
Lease - Bowling Pavillion	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
Lease - Cricket Club	Tenant fails to pay rent	M	Quarterly review meetings	AM
	Loss of tenant	M	Client/Contractor management and consultation arrangements to monitor the lease	AM
	Damage to premises	L	Ensure adequate safety and security arrangements in place	AM
	Failure to re-let tenancy	M	Strategy required to market	AM
VAT Recoverable	VAT Analysis	M	All items in cash book lists	FO verify/Internal Audit
	Charged on sales	M	Consider annually	FO verify/Internal Audit
	Charged on purchases	L	Consider all items per cash book lists	FO verify/Internal Audit
	Partial Exemption	M	Maintenance of accurate records	FO verify/Internal Audit
	Claimed within time limits	M	Agree returns submitted	FO verify/Internal Audit
Reserves general	Adequacy	M	Consider at budget setting	TC & FO
	Safety	M	Investment in secure financial institution	TC & FO

Topic	Risk Identified	H/M/L	Management of Risk	Action
Reserves earmarked	Adequacy	L	Consider and budget financial accounts	FO
	Earmarked or contingent liability	L	Review minutes with chair of Finance & General Purposes Committee	FO / Chair of F&GP Committee
Assets	Loss, damage etc.	M	Annual inspection, update insurance and asset registers	FO
	Risk or damage to third party property or individual	M	Maintenance Programme Repairs carried out promptly Review adequacy of Public Liability insurance	TC/AM/FO
	Failure to maintain Council owned assets and buildings (to manage the Health and Safety risk of customers and staff and to ensure budgets are managed effectively to maintain assets to a satisfactory standard	M	Effective budget monitoring, sound management of assets/buildings including a planed maintenance approach. Risk assessments and regular health and safety inspections	TC/AM/FO
Security and safety for buildings & equipment	Loss, damage etc.	L	Contracted on-site security for Town Hall	AM
			Patrol of parks and pavilions	AM
			Alarm systems connected to 24hr service	AM
			Review of CCTV provision at Town Hall	TC
			Upgrade of Fire Alarm System at Town Hall linked to Meadows Leisure Centre	TC
Security of data	Loss, damage etc.	L	Use of professional services for maintenance and management	AM
			External back up	AM
Staff	Loss of key personnel	H	Hours, health, stress, training management	Personnel Committee
			Long term sickness, early departure, terms and conditions	
	Loss of personnel	M	Long term sickness, early departure, terms and conditions	TC, AM, Personnel Committee
	Fraud by staff	L	Insurance cover conditions met, procedures, segregation of duties	FO
	Failure to manage the health, safety and welfare of the public, visitors and staff	M	Safe working environment policies and procedures e.g. Fire Safety Policy, Safe Driving etc	TC, AM, CSM
Banking	Cash Banking	L	Accuracy of banking sheet and bank paying in books	FO to review and sign off

Topic	Risk Identified	H/M/L	Management of Risk	Action
Banking	Cash transport to Bank	L	Safety of staff and insurance cover	FO
Income	Adequacy of precept	H	Monthly review of budget to actual spend	TC, AM, FO, CSM
	Loss of Income due to Covid	H	Impact on budgets as Town Hall is closed and no income is received for room hire	FO, TC, F & GP committee
		H	Loss of income due to tenant unable to pay rent due to Covid or F & GP agree a rent holiday due to Covid	FO, TC, F & GP committee
Salaries	Wrong rate pay	L	Use of Sage Payroll/HMRC advice	TC, FO
	Wrong salary paid	M	Use of Sage Payroll/HMRC advice	TC, FO
	Wrong hours paid	L	Use of Sage Payroll/HMRC advice	TC, FO
	Wrong deductions - NI	M	Use of Sage Payroll/HMRC advice	TC, FO
	Wrong deductions - income tax	M	Use of Sage Payroll/HMRC advice	TC, FO
Direct costs and overhead expenses	Wrong payment made	L	Verify against payroll return	TC, FO
	Goods not supplied to TC	L	Order systems	FO
Grants & support	Invoice incorrectly calculated	L	Check arithmetic	FO
	Power to pay	M	Minute Power	TC
	Agreement of Council to pay	L	Application, confirmation in writing	TC
	Conditions agreed	L	Use reasonable condition/application form	TC
Signed (Chair of Finance and General Purposes): Tony Carr	Follow up verification	M	FO check and consider budget	CSM
Date:				

Topic	Risk Identified	H/M/L	Management of Risk	Action
New lease agreement for function suite	Loss of tenant	M	Client/Contractor management and consultaion arrangements to monitor the lease	RFO/Internal audit
	Damage to premises	L	Ensure adequate safety and security arrangements in place	RFO
	Damage to reputation	M	Quality assurance policy and complaints policy to be implemented and performance managed	RFO/Members to verify
	Litigation against the council	L	Ensure refurbishment imporvements comply with all health and safety and DOA requirements council to vet all third party contractors supplying goods and services	RFO/Members to verify
	Failure to re-let tenancy	M	Strategy required to market the function suite	RFO
Pensions	Loss of key staff	M	Review of provision	Personnel committee

Topic	Risk Identified	H/M/L	Management of Risk	Action
VAT irrecoverable	VAT Analysis	M	All items in cash book lists	RFO verify/ internal audit
	Charged on sales	M	Consider annually	RFO verify/ internal audit
	Charged on purchases	L	Consider all items per cash book lists	RFO verify/ internal audit
	Partial exemption	M	Maintenance of accurate records	RFO verify/ internal audit
	Claimed within time limits	M	Agree returns submitted	RFO verify/ internal audit
Reserves general	Adequacy	M	Consider at budget setting	RFO opinion
	Safety	M	Investment in secure financial institution	RFO opinion
Reserves earmarked	Adequacy	L	Consider and budget financial accounts	RFO opinion
	Earmarked or contingent liability	L	Review minutes with chair of F&A committee	RFO / member view
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers	
	Risk or damage to third party property or individual	M	Review adequacy of Public Liability insurance - maintenance programme	Diary
Security for buildings & equipment	Loss, damage etc	L	Contracted on-site security for Town Hall	
			Patrol of parks and pavilions	
			Alarm systems connected to 24hr service	
Security of data	Loss, damage etc	L	Use of professional services for maintenance and management	

			External back up	
Staff	Loss of key personnel (Clerk)	H	Hours, health, stress, training management	Personnel Committee
			Long term sickness, early departure, terms and conditions	
	Loss of personnel	M	Long term sickness, early departure, terms and conditions	Personnel Committee
	Fraud by staff	L	Fidelity guarantee value	Council
Insurance cover conditions met, procedures, segregation of duties				

Topic	Risk Identified	H/M/L	Management of Risk	Action
Charges for services	Adequacy of precept	H	Monthly review of budget to actual	Diary
	Cash emptying	H	Segregate duties, insure staff	RFO Verify
	Cash transport	L	Contract out with security firm	
	Cash banking	H	Segregate duties. Check to bank	RFO Verify
	Invoices	L	Register to invoice	RFO Verify
Salaries	Wrong rate pay	L	Use of Finance/sage	Member verify/audit
	Wrong salary paid	M	Use of Finance/sage	Member verify/audit
	Wrong hours paid	L	Use of Finance/sage	Member verify/audit
			Use of payroll bureau	Member verify/audit
	Wrong deductions - NI	M	Use of Finance/sage	Member verify/audit
	Wrong deductions - income tax	M	Use of Finance/sage	Member verify/audit
	Wrong payment made	L	Verify against payroll return	Member verify/audit

Direct costs and overhead expenses	Goods not supplied to TC	L	Order systems	Approval check
	Invoice incorrectly calculated	L	Check arithmetic	Approval check
	Cheque payable is excessive	L	Signatory initials etc Stub & voucher	Member verify
	Cheque payable to wrong party	L	Signatory initials etc Stub & voucher	Member verify
Grants & support	Power to pay	M	Minute Power	Member verify
	Agreement of Council to pay	L	Minute	Member verify
	Conditions agreed	L	Use reasonable condition/application form	RFO check
	Cheque and voucher	M	Signatory initials etc Stub & voucher	Member verify
	Follow up verification	M	RFO check and consider budget	RFO verify

Report to: Finance & General Purposes Committee
Date of Meeting: 7th July 2021
Agenda Item Number 8
Subject: Code of Conduct
Report of: Town Clerk
Exempt / Confidential Report: No

Summary

The Local Government Association (LGA) has published a model Councillor Code of Conduct (the Model Code). The Model Code, attached at Appendix A, is described by the LGA as ‘designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government’. The Council needs to have a Code of Conduct in place.

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

Recommendation(s)

- 1. That the Committee review the new Code of Conduct for Members and consider whether to recommend its adoption to Full Council.**
- 2. To note the report**

Reasons for Recommendation(s)

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. This is in response to a recommendation from the Committee for Standards in Public Life (CSPL) to the LGA and Government.

The Model Councillor Code of Conduct is a template for local authorities to adopt in whole and/or with local amendments.

Under the Localism Act 2011 all councils must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members when that are acting in that capacity.

Alternative Options Considered and Rejected

Not to review the Council’s Member’s Code of Conduct in light of the LGA Model Code risks Maghull’s Code not remaining up to date with best practice.

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	None. Any investigation into a breach of the code of conduct is undertaken by the Monitoring Officer (currently Sefton Council's Chief Legal Officer)
Legal Implications	Under the Localism Act 2011 all councils must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members when that are acting in that capacity. There is no national prescribed version of a code in England and no obligation to adopt a particular model. The code must be consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Councils must also ensure that their codes include appropriate provisions about declaring pecuniary and other interests.
Equality & Diversity Implications	None

Implementation Date for Decision

The report with recommendations from Finance & General Purposes would go to the next Full Council meeting for adoption.

Appendices

Model Code of Conduct

Background Papers

None

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1. Background

Pursuant to the provisions of the Localism Act 2011 the Council must promote and maintain high standards of conduct by its members and co-opted members. In discharging this duty, the Council must adopt a code dealing with the conduct that is

expected of its members and co-opted members when they are acting in that capacity.

The Council must ensure that a code adopted by it is, when viewed as a whole, consistent with the following Seven Principles of Public Life principles—

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty; and
- leadership.

In addition, the Council must ensure that its code of conduct includes the provision the authority considers appropriate in respect of the registration in its register, and disclosure, of-

- pecuniary interests, and
- interests other than pecuniary interests.

The Local Government Association (LGA) Review

The LGA undertook a review of the member model code of conduct in response to the recommendations made by the Committee on Standards in Public Life, but also in response to rising local government concern about the increasing incidence of public, member-to-member and officer/member intimidation and abuse and overall behavioural standards and expectations in public debate, decision making and engagement.

The LGA aimed to develop a code that benchmarks a standard for all public office and for those engaged in public discourse and debate. It aimed set out the duties and expectations of persons in public office as well as their rights, particularly their right to be protected from abuse and intimidation resulting from their undertaking of public office.

The LGA's objectives in reviewing the model code of conduct were to:

- articulate what local government believes are good standards for all in public office
- show leadership in good standards of conduct for those in public office, both elected and as employees
- achieve consensus between the stakeholders affected by local government conduct
- support its member councils and partners in achieving good standards of conduct
- produce a code that is fit for purpose, useful and held in high regard
- enhance the reputation of local government and local politicians
- support the good running of councils
- support all democratically elected local representatives to deliver their best on behalf of their local communities
- build on the good practice that already exists within member councils

The Local Government Association (LGA) has developed a Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

In introducing the new model code the LGA issued the following statement:

“The role of councillor across all tiers of local government is a vital part of our country’s system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government.”

The new model code is attached at Appendix A and some of the main points of difference to the Council’s current code are:

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

you misuse your position as a councillor

Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

The new code keeps the obligation to treat others with respect and not to bully any person but it provides helpful definitions of these terms.

The new code introduces an obligation to undertake code of conduct training provided by the Council and to cooperate with a code of conduct investigation and / or determination.

In terms of gifts and hospitality the new code increases the amount of gift or hospitality that needs to be registered with the Town Clerk from £25 to £50.

In accordance with the Council's statutory duty to promote and maintain standards of conduct members are asked to consider whether the new code should be adopted by the Council in its entirety or in part or to keep the current code. Code of Conduct training sessions will be held for all members should it be adopted.

Recommendation(s):-

- 1. That the Committee review the new Code of Conduct for Members and consider whether to recommend its adoption to Full Council.**
- 2. To note the report**

Maghull Town Council



Code of Conduct

July 2021

New Members Code of Conduct

Definitions

For the purposes of this Code of Conduct, a “Member” means a member or co-opted member of a local authority [or a directly elected mayor]. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

For the purposes of this Code of Conduct, “local authority” includes the upper tier councils, town or parish councils and the combined authorities across the Liverpool City Region.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Members, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Members and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Member and local government.

General principles of Member Conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Members and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Member.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Member.

This Code of Conduct applies to you when you are acting in your capacity as a Member which may include when:

- you misuse your position as a Member; or
- your actions would give the impression to a reasonable member of the public

with knowledge of all the facts that you are acting as a Member.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and
- comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Member.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Member Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken. Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Member:

1.1 I treat other Members and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member/officer protocol.

2. Bullying, Harassment and Discrimination

As a Member:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of Officers of the Local Authority

As a Member:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and Access to Information

As a Member:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a Member for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Member:

5.1 I do not bring my role or local authority into disrepute.

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the local authority whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of Position

As a Member:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others.

However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Local Authority Resources and Facilities

As a Member:

7.1 I do not misuse local authority resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Member.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the local authority.

You need to register your interests so that the public, local authority employees and fellow Members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding

whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Pre-Determination or Bias

As a Member I:

10.1 Never place myself under any financial or other obligation to outside individuals or organisations who might seek to influence me in the performance of my official duties.

10.2 Consider all matters with an open mind and make decisions based upon weighing the best evidence before me, fairly and on merit.

Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your role as Member. However, you must ensure that your integrity is not compromised.

You may be pre-disposed to a number of outcomes to a decision, based upon your philosophy, beliefs or political allegiance (including any application of a Group whip), but this must not predetermine your actions or the outcome of a decision you are to make.

You must always remain open to the potential for further evidence or argument to alter any previously expressed or held viewpoint at the time of making your decision. For this reason, particularly in relation to contractual matters or those affecting individuals' civil rights, it is often best to be cautious about how or if your views are expressed before coming to make a decision.

11. Gifts and Hospitality

As a Member:

11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

11.2 I register with the Monitoring Officer any gift or hospitality

with an estimated value of at least £50 within 28 days of its receipt.

11.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Member. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Annex B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

“**Standard Dispensation**” means a dispensation that has been granted by the Authority relieving the member or co-opted member from the restrictions or obligations under this Code as detailed in **Table 3** below.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Disclosure and Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation or a Standard Dispensation applies. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests and Non-Registerable Interests (Personal and Prejudicial Interests)

Personal Interests

6. Where a matter arises at a meeting which **affects**:

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative, close associate; or
- c. a body included in those you need to disclose under Other Registerable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing the interest the following test should be applied

Prejudicial Interests

7. In the following instances, you must disclose the interest and you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

a. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**).

b. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate.

c. Where a matter **affects** your financial interest or well-being:

1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

8. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject Description

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.
[Any unpaid directorship.]

Sponsorship

Any payment or provision of any other financial benefit (other than from the local authority) made to the Member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Member, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Member or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council

—

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council.

'Land' excludes an easement, servitude, interest or right in or over land which does not give the Member or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses

Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies

Any tenancy where (to the Member's knowledge)—

(a) the landlord is the council; and

(b) the tenant is a body that the Member, or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where—

(a) that body (to the Member's knowledge) has a place of business or land in the area of the council; and

(b) either—

(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Member, or his/ her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Table 3: Standard Dispensations

1. You will not be regarded as having a prejudicial interest in any business of your authority in respect of any Other Registerable Interest:

(a) where that business relates to:

- (i) another local authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority, but only in the circumstance where the sole purpose of participating is to make representations, answer questions or give evidence relating to the business at the request of the [elected mayor, cabinet, cabinet member or] Committee meeting
- (iv) your role as a school governor, unless it relates particularly to the school of which you are a governor; or
- (v) your role as a member of a National Health Service board or governing body;

(b) except that no dispensation described in sub-paragraph (a) above will apply where the business to be transacted at the meeting is the

determination of any regulatory approval, consent, licence, permission or registration (*for example, determination of an application for planning permission or consent or licence under the Licensing Act 2003*).

2. You will not be regarded as having a prejudicial interest in any business where that business relates to:

(a) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(b) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(c) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

(d) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or an allowance or payment under section 100 of the Local Government Act 2000;

(e) any ceremonial honour given to one or more Members; or

(f) the setting of the authority's council tax requirement, council tax, levy or a precept under the Local Government Finance Act 1992.