

**NOTICE IS HEREBY GIVEN to attend a Meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE which will be held in THE COUNCIL CHAMBER at MAGHULL TOWN HALL on Wednesday 20 July 2022 at 6:30 PM**

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

**1 Election of Chair and Vice Chair**

Members are asked to elect a Chair and Vice Chair for the forthcoming municipal year.

**2 Apologies for Absence**

**3 Declarations of Interest**

**4 Public Participation.**

**5 To Confirm the Minutes of the Last Meeting**

Members are asked to confirm the minutes of the meeting held on 30th March 2022 as a true record. (Pages 1 - 2)

**6 Treasurer's Report and Financial Statements Year End**

Members are asked to note the financial position of the Council as at 31st March 2022. (Pages 3 - 14)

**7 Treasurer's Report and Financial Statements New Financial Year**

Members are asked to note the current financial position of the Council. (Pages 15 - 30)

**8 Health & Safety Report**

Members are asked to consider the report and its recommendations (Pages 31- 54)

**9 Confirmation of Personnel Sub Committee**

Members are asked to consider the report and agree the membership of the Personnel Sub Committee (Pages 55 - 57)

P.T.O.

**10 Chairman's Closing Comments**

For noting only.

**11 Exclusion of Press & Public**

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

**12 Debtors to the Council**

Members are asked to consider the report (Pages 58 - 60)

Miss A. McIntyre FSLCC  
Town Clerk

# **Minutes of the Finance & General Purposes Committee**

## **Meeting Held Wednesday 30 March 2022 at 6:30 PM**

Those present :

Chairman : Cllr J Sayers

Councillors : Cllr K Hughes, Cllr T Hughes, Cllr P Mc Kinley

Officers : D Healey, S Lawrence

### **1 Apologies for Absence**

Apologies were received from Cllr J Desmond.

### **2 Declarations of Interest**

None Received.

### **3 Public Participation.**

None attended.

### **4 To Confirm the Minutes of the Last Meeting**

**RESOLVED** that the minutes of the meeting held on 5th January 2022 for Finance & General Purposes Committee were approved as a correct record.

### **5 Treasurer's Report and Financial Statements**

Members were informed that the Council was approaching year end and this would show an overall underspend. MTC had agreed to spend £100,000 on park upgrades and these commenced in March 2022 thereby covering two financial years but would be paid from earmarked reserves. The upgrades were due to commence earlier but the supplier had had difficulty obtaining some of the equipment and parts.

Members discussed the underspend and the most appropriate way of ensuring that robust financial procedures were in place to make sure that allocated funding for 2021-22 was used appropriately. This would involve using officers' delegated authority to utilise any underspend on allocated projects which would mean that they were not a drain on the forthcoming financial years' resources.

**RESOLVED that:-**

- 1. The underspend at year end be utilised within Earmarked Reserves to be allocated to any projects started in the financial year 2021-22;**
- 2. The Earmarked Reserves utilised be ratified at the next appropriate F&GP meeting;**
- 3. The Financial Statements as of 28th February 2022 be noted.**

### **6 Risk Register**

Members were informed that the Risk Register must be reviewed annually. As part of that review the Neighbourhood Plan was included in the Risk Register following its successful adoption in 2019. It was appropriate for Finance & General Purposes Committee to review and agree the Register as part of their audit function.

Members considered the items detailed in the Risk Register, including whether the loss of Personnel was appropriate at a Medium risk. Members agreed to amend the risk as High.

**RESOLVED that:-**

- 1. Members agreed that the item "The Loss of Personnel" be amended to high**

**risk;**

**2. That the report be noted.**

**7 Health & Safety Report**

Members were informed that in July 2021, Peninsula Health & Safety Consultants completed a review of Health & Safety arrangements for Maghull Town Council and submitted an action plan with varying timescales for completion. To help drive improvement, a Health & Safety Working Group was established comprised of councillors and officers. This group was chaired by the Amenities Manager – however a new chair will need to be elected owing to the Amenities Manager leaving in April 2022.

Officers have commenced actions under the action plan. The Finance Officer informed Members that a number of Health & Safety training courses were in the process of being arranged. An update would be provided at the next appropriate F&GP Meeting.

**RESOLVED that the report be noted.**

**8 Chairman's Closing Comments**

None Given.

**9 Exclusion of Press & Public**

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

**10 Debtors to the Council**

Members were provided with a brief update of the debtors report. As MTC are coming to year end it would be poor financial management to continue to hold debts which have no reasonable chance of being paid. Therefore, writing off the bad debts should be considered.

Members agreed no debts should be written off at this time, and that the Debtors Policy should continue to be followed.

**RESOLVED that the contents of the report be noted.**

**11 Update on Leases**

Members received an update regarding the progression of the various leases within MTC. Members agreed the Tennis Club needed to provide a copy of their accounts for due diligence, before the lease could be progressed.

**RESOLVED that**

**1. The Tennis Club needed to provide a copy of their latest accounts before their lease could be progressed;**

**2. The report be noted.**

CHAIR

**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 21st July 2022  
**Agenda Item Number** 6  
**Subject:** Treasurer's Report and Financial Statements as of 31st March 2022.Outturn Position 21/22  
**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.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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:**

<b>Financial Implications</b>	Transfer underspend to Earmarked Reserves
<b>Resource Implications</b>	Officer time
<b>Legal Implications</b>	None
<b>Equality &amp; Diversity Implications</b>	None

#### **Implementation Date for Decision**

Immediately following the conclusion of Finance & General Purposes Committee.

## **Appendices**

Town Hall Income and Expenditure 2021/2022,  
Facilities Income and Expenditure 2021/2022,  
Community Support & Engagement Income and Expenditure 2021/2022  
Planned Asset Maintenance 2021/22  
Balance Sheet March 2022

## **Outturn Information**

Comparison of expenditure 20/21 & 21/2  
Comparison of income 20/21 & 21/22.

## **Background Papers**

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

### **1. Background**

Last financial year Maghull Town Council continued upgrading work which is shown on the Planned Asset Maintenance 5-year plan. If work is required more urgently this will be brought forward. The Town Hall was re-wired with new lighting and a new alarm for the Town Hall and the Garage was installed. Old Hall Park play equipment upgrade was completed in March 2022 and further upgrades will be completed in the new financial year. The Council overall underspent by £38,766.49; this is currently held in retained balances. This was due to several factors: the Community Services Team were unable to do Maghull Fest and other activities due to the pandemic; the Facilities team had a person on long term sick therefore a saving was made on salary; a grant from Mersey Forest for the tree project was received and a sale of a Kubota and a very old vehicle also provided additional funds. Planned Asset Maintenance overspent, however, overall there was an underspend.

The Finance Officer is recommending that £4,650 is transferred to Vehicle and Machinery reserve to use towards funding for future vehicles that are required. A previous Mayor had made a donation of £1,436.15 to the Council. However, not all of this donation has been spent and is part of the retained balances. The remaining amount of £33,398.42 to be transferred to Earmarked Reserves.

Section 106 – There is currently £11,561.16 in the account.

### **Recommendation(s):-**

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

# **MAGHULL TOWN COUNCIL (TH)**

## **Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April      Year: 2022  
 Period To: Month 12, March      Department: 1

	<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
4001	Precept	292,790.00	292,790.00	0.00
4010	Bank Interest	2,000.00	152.54	-1,847.46
4101	Council Chamber Room Hire	1,000.00	0.00	-1,000.00
4102	Police Station Lease	11,550.00	12,000.00	450.00
4103	Activity Room Hire	6,000.00	5,537.49	-462.51
4104	Storage Hire	555.00	1,419.96	864.96
4300	Function Suite	7,500.00	0.00	-7,500.00
4330	Bowls Indoor	1,515.00	0.00	-1,515.00
4353	Rent Cricket Club	2,035.00	2,035.00	0.00
4395	Misc Income	1,040.00	3,095.17	2,055.17
4396	Solar Panel	4,000.00	4,766.32	766.32
		<b>329,985.00</b>	<b>321,796.48</b>	<b>-8,188.52</b>
	<b>SUPPLIERS</b>			
5100	Security	36,442.30	39,017.04	-2,574.74
5101	CCTV	3,860.00	3,857.28	2.72
5102	Alarm	1,000.00	740.00	260.00
5103	Fire	1,150.00	1,149.74	0.26
5104	Air-Con	300.00	0.00	300.00
5105	Boiler	1,410.00	1,400.48	9.52
5106	Lift	3,700.00	3,655.08	44.92
5107	Cleaning Services	13,230.00	13,220.68	9.32
5108	Hygiene	1,400.00	1,354.67	45.33
5109	Pest Control	650.00	646.95	3.05
5111	Waste Disposal Charges	2,275.00	2,273.00	2.00
5116	Cleaning Supplies	400.00	325.16	74.84
5117	Covid - 19	200.00	177.16	22.84
		<b>66,017.30</b>	<b>67,817.24</b>	<b>-1,799.94</b>
	<b>Gross Profit (Loss):</b>	<b>263,967.70</b>	<b>253,979.24</b>	<b>-9,988.46</b>
	<b>OVERHEADS</b>			
7000	Broadband	4,100.00	4,100.00	0.00
7002	Telephones	500.00	469.91	30.09
7003	Mobile Phones	200.00	88.56	111.44
7010	Postage & Courier	200.00	129.00	71.00
7021	Stationery	1,000.00	590.99	409.01
7031	Printing	200.00	0.00	200.00
7036	Books/Technical Publications	185.00	0.00	185.00
7041	Office Equipment & Furniture	5,000.00	4,978.60	21.40
7061	IT	8,100.00	7,654.64	445.36
7068	Sage	3,700.00	3,699.50	0.50
7071	Photocopier	2,390.00	1,526.63	863.37
7082	Bank Charges	760.00	756.28	3.72
7100	Salaries	85,674.00	85,673.25	0.75
7106	Employer's NI	8,164.00	8,163.30	0.70
7107	Pensions	16,065.00	13,450.76	2,614.24
7200	Insurance Fees	16,000.00	14,013.06	1,986.94
7221	Professional Fees	6,000.00	6,450.00	1,050.00
7224	Audit Fees	2,850.00	2,800.00	50.00
7232	Website Development	1,216.00	430.00	786.00

7236	Personnel Consultancy	5,500.00	5,500.00	0.00
7237	Training	3,500.00	968.44	2,531.56
7254	Subscriptions	3,301.00	3,300.90	0.10
7300	Rates Town Hall	19,000.00	18,962.00	38.00
7303	Electricity Town Hall	10,351.00	10,350.95	0.05
7308	Gas	11,000.00	8,612.43	2,387.57
7309	Water & Wastewater Town Hall	5,153.00	1,915.62	3,237.38
7320	Civic Hospitality	200.00	53.33	146.67
7359	Mayoral Expenses	2,000.00	751.93	1,248.07
7801	Conferences/Travel/Subs	700.00	24.39	675.61
7810	Licences	2,534.00	2,533.65	0.35
7817	Advertising	1,200.00	880.95	319.05
7823	Photographs	310.00	303.50	6.50
7846	Miscellaneous Expenditure	705.00	412.45	292.55
7918	Lift Replacement Loan	10,542.79	10,542.79	0.00
7968	2009 Projects Loan	6,863.73	6,863.73	0.00
7919	Roof Sides & Solar Panels Loan	7,674.78	7,674.78	0.00
7969	Roof & Solar Panels Int	6,239.28	6,239.28	0.00
7920	Lift Replacement Interest	2,097.69	2,097.69	0.00
7960	2009 Projects Interest	2,791.43	2,791.43	0.00
		<b>263,967.70</b>	<b>245,754.72</b>	<b>19,712.98</b>
<b>Net Profit (Loss):</b>		<b>0.00</b>	<b>8,224.52</b>	<b>9,724.52</b>



<b>FACILITIES</b>	<b>Department 2</b>				
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
	<b>INCOME</b>				
4001	Precept	316,880.00	316,880.00	0.00	
4321	Playing Fields	600.00	1,682.25	-1,082.25	Extra team
4331	Bowls Outdoor	855.00	2,140.80	-1,285.80	Extra team
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		26,700.01		Mersey Forest Grant, Sale of old vehicle & Kubota
		<b>325,403.00</b>	<b>354,313.23</b>	<b>-2,210.22</b>	
	<b>SUPPLIERS</b>				
5112	Water Quality	410.00	1,124.25	-714.25	Late invoice received 6 months
5113	Electrical Safety	600.00		600.00	
5114	Health & Safety General	2,230.00	4,719.20	-2,489.20	Budget overspent due to H & Safety requirements
5115	Playground Inspections	1,000.00	739.80	260.20	
5118	Drainage	400.00	360.00	40.00	
5200	Engineering Equipment	600.00	548.67	51.33	
5201	Engineering Repairs	2,720.00	1,361.78	1,358.22	
5202	Engineering Consumables	2,080.00	3,600.35	-1,520.35	
5203	Play Equipment Repairs	800.00	728.86	71.14	
5204	Parks Management	6,851.00	30,580.58	-23,729.58	Fencing & Tree Planting paid by grant funding
5205	Football Pitches	400.00	366.70	33.30	
5206	Bowling Greens	1,925.00	3,206.78	-1,281.78	Roller for bowling green
5207	Grounds Maintenance Consumables	1,750.00	1,731.02	18.98	
		<b>21,766.00</b>	<b>49,067.99</b>	<b>-27,301.99</b>	
	<b>OVERHEADS</b>				
7003	Mobile Phones	840.00	831.24	8.76	2 new phones purchased
7029	Uniforms	3,551.00	3,528.65	22.35	
7100	Salaries	200,132.00	192,059.19	8,072.81	
7106	Employer's NI	17,543.00	15,878.29	1,664.71	
7107	Pensions	31,919.00	27,163.31	4,755.69	
7200	Insurance Fees	6,500.00	6,259.08	240.92	
7301	Rates Garage	3,695.00	3,692.60	2.40	
7304	Electricity Glenn Park	355.00	75.41	279.59	
7305	Electricity Pimbley	300.00	66.03	233.97	
7307	Elec Ballswood	150.00	63.39	86.61	
7310	Water Garage	700.00	551.16	148.84	
7311	Wastewater Ballswood	900.00	787.82	112.18	
7313	Water & Wastewater Pimbley	250.00	244.32	5.68	
7314	Water & Wastewater Glenn P	120.00	33.26	86.74	
7315	Fleet Repairs	4,700.00	4,748.71	-48.71	Ageing fleet
7316	Vehicle Tax	930.00	550.00	380.00	
7317	Diesel	4,400.00	4,107.02	292.98	
7318	Red Diesel	4,342.00	2,662.20	1,679.80	
7319	Leases	10,310.00	3,428.52	6,881.48	
7851	Asset Maintenance	12,000.00	18,207.14	-6,207.14	Budget used for Whinneybrook demolition & CC,MFC water meters
		<b>303,637.00</b>	<b>284,937.34</b>	<b>18,699.66</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>20,307.90</b>	<b>6,392.11</b>	

**MAGHULL TOWN COUNCIL (TH)**

**Profit & Loss by Department (Advanced Budget and Variance)**

Period From:	Month 1, April	Year: 2022	Dept: 3
Period To:	Month 12, March		

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>INCOME</b>			
Precept	78,459.00	78,459.00	0.00
Events	0.00	1,200.00	1,200.00
Misc Income	0.00	2,331.95	2,331.95
	<b>78,459.00</b>	<b>81,990.95</b>	<b>3,531.95</b>
 <b>SUPPLIERS</b>			
Neighbourhood Activities	6,640.00	6,637.02	2.98
Events	4,820.00	960.59	3,859.41
Christmas Activities	5,000.00	2,714.25	2,285.75
Youth Provision	4,000.00	234.05	3,765.95
Grants	5,000.00	2,846.49	2,153.51
	<b>25,460.00</b>	<b>13,392.40</b>	<b>12,067.60</b>
 <b>Gross Profit (Loss):</b>	<b>52,999.00</b>	<b>68,598.55</b>	<b>15,599.55</b>
 <b>OVERHEADS</b>			
Mobile Phones	100.00	78.12	21.88
Salaries	41,333.00	39,431.52	1,901.48
Employer's NI	3,465.00	3,004.60	460.40
Pensions	8,101.00	6,190.82	1,910.18
	<b>52,999.00</b>	<b>48,705.06</b>	<b>4,293.94</b>
 <b>Net Profit (Loss):</b>	<b>0.00</b>	<b>19,893.49</b>	<b>19,893.49</b>

**MAGHULL TOWN COUNCIL (TH)**  
**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April      Year: 2022  
 Period To: Month 12, March

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>INCOME</b>			
Precept	26,114.00	26,114.00	0.00
Reserves Funding	113,044.44	113,044.44	0.00
	<b>139,158.44</b>	<b>139,158.44</b>	<b>0.00</b>
<b>OVERHEADS</b>			
Asset Maintenance	139,158.44	148,817.86	-9,659.42
<b>Net Profit (Loss):</b>	<b>0.00</b>	<b>-9,659.42</b>	<b>-9,659.42</b>

**Date:** 20/06/2022  
**Time:** 17:41:06

# **MAGHULL TOWN COUNCIL (TH)**

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## **Balance Sheet**

**From:** Brought forward  
**To:** Brought forward

**Chart of Accounts:**

Copy (1) of Layout 1

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
<b>FIXED ASSETS</b>			
Land	849,935.00	849,935.00	
Buildings & Statues	1,468,095.22	1,468,095.22	
Equipment Estates	52,038.74	52,038.74	
Equipment Play Areas	306,520.00	306,520.00	
Vehicles	80,887.50	80,887.50	
	2,757,476.46		2,757,476.46
<b>CURRENT ASSETS</b>			
Debtors control Account	1,728.33	1,728.33	
Debtors General	893.19	893.19	
Prepayments	3,708.90	3,708.90	
Bank Account (Current)	42,808.42	42,808.42	
Bank Account (Deposit)	426,639.42	426,639.42	
VAT Liability/Reclaimed	27,483.34	27,483.34	
	503,261.60		503,261.60
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	42,195.10	42,195.10	
Accruals/Creditors Reserves	1,500.00	1,500.00	
General Creditors	13.23	13.23	
Salaries Liabilities	46.75	46.75	
	43,755.08		43,755.08
<b>Current Assets less Current Liabilities:</b>	459,506.52		459,506.52
<b>Total Assets less Current Liabilities:</b>	3,216,982.98		3,216,982.98
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	249,068.52	249,068.52	
	249,068.52		249,068.52
<b>Total Assets less Total Liabilities:</b>	2,967,914.46		2,967,914.46
<b>CAPITAL &amp; RESERVES</b>			
Fixed Asset Restatement Reserve	1,396,074.60	1,396,074.60	
Capital Financing Reserve	1,041,826.74	1,041,826.74	
Contingency Reserves	50,000.00	50,000.00	
Specific Reserves	15,561.16	15,561.16	
Precept/Revenue Reserves	425,685.47	425,685.47	
retained funds	35,936.39	35,936.39	
P & L Account	2,830.10	0.00	
Previous Year Adj		2,830.10	
	2,967,914.46		2,967,914.46

N/C	Income	2020/21	2021/22	Difference	Change	
4001	PRECEPT RECEIPTS	701,280.00	714,243.00	12,963.00	1.85%	
4002	RESERVES FUNDING	0.00	113,044.44	113,044.44		Draw down from reserves for Re-Wire
4010	BANK INTEREST RECEIVED	2,222.24	152.54	-2,069.70	-93.14%	Need to change bank
4101	COUNCIL CHAMBER ROOM HIRE	0.00	0.00	0.00	0.00%	No income due to Pandemic
4102	POLICE STATION LEASE	11,000.00	12,000.00	1,000.00	9.09%	Added inflation on.
						Activity now used by the GM Team. However, income was due to the NHS vaccination centre in 20/21
4103	ACTIVITY ROOM HIRE	6,635.50	5,537.49	-1,098.01	-16.55%	
4104	STORAGE HIRE	555.98	1,419.96	863.98	155.40%	No income due to Pandemic & Change of lease holder
4300	THE VENUE MONTHLY RENT	0.00	0.00	0.00	0.00%	More football teams
4321	PLAYING FIELDS	300.00	1,682.25	1,382.25	460.75%	Activity now used by the GM Team. Community groups cannot use the activity room.
4330	BOWLS INDOOR	0.00	0.00	0.00	0.00%	Pandemic 20/21
4331	BOWLS OUTDOOR	0.00	2,140.80	2,140.80	0.00%	Pandemic 20/21 rent
4345	TENNIS CLUB	0.00	1,070.17	1,070.17	0.00%	
4346	TENNIS FENCES	140.00	140.00	0.00	0.00%	
4350	RENT BOWLING HUT	-83.34	4,200.00	4,283.34	-5139.60%	Pandemic 20/21
4351	RENT ATC HUT	1,500.00	1,500.00	0.00	0.00%	
4353	RENT CRICKET CLUB	407.00	2,035.00	1,628.00	400.00%	Pandemic 20/21
4354	FACILITIES INCOME	3,795.00	26,700.01	22,905.01	603.56%	Increase due to receiving a grant
4391	FESTIVAL EVENTS INCOME	0.00	1,200.00	1,200.00	0.00%	
4395	MISCELLANEOUS INCOME	1,225.00	5,427.12	4,202.12	343.03%	
4396	SOLAR PANEL INCOME	3,721.54	4,766.32	1,044.78	28.07%	Increase in sunshine
		<b>732,698.92</b>	<b>897,259.10</b>	<b>164,560.18</b>	<b>22.46%</b>	

N/C	Expenditure	2020/21	2021/22	Difference	Change	
5100	SECURITY	57,038.28	39,017.04	18,021.24	31.59%	contract hours
5101	CCTV	1,590.00	3,857.28	-2,267.28	-142.60%	equipment & New Cameras
5102	ALARM	974.00	740.00	234.00	24.02%	
5103	FIRE	1,052.67	1,149.74	-97.07	-9.22%	
5104	AIR-CON	270.00	0.00	270.00	100.00%	
5105	BOILER	932.48	1,400.48	-468.00	-50.19%	
5106	LIFT	3,497.64	3,655.08	-157.44	-4.50%	
5107	CLEANING SERVICES	8,608.77	13,220.68	-4,611.91	-53.57%	Back to correct amount post Pandemic
5108	HYGIENE	2,128.00	1,354.67	773.33	36.34%	
5109	PEST CONTROL	605.20	646.95	-41.75	-6.90%	
5110	KITCHEN CLEANSING	2,027.50	0.00	2,027.50	100.00%	
5111	WASTE DISPOSAL CHARGES	50.00	2,273.00	-2,223.00	-4446.00%	Back to correct amount post Pandemic
5112	WATER QUALITY	656.25	1,124.25	-468.00	-71.31%	Back to correct amount post Pandemic
5113	ELECTRICAL SAFETY	0.00	0.00	0.00	0.00%	
5114	HEALTH & SAFETY GENERAL	655.00	4,719.20	-4,064.20	-620.49%	A review of H & Safety increase expenditure
5115	PLAYGROUND INSPECTIONS	739.80	739.80	0.00	0.00%	
5116	CLEANING SUPPLIES	172.80	325.16	-152.36	-88.17%	
5117	COVID-19	3,845.85	177.26	3,668.59	95.39%	Supplies not required post pandemic
5118	DRAINAGE	500.00	360.00	140.00	28.00%	
5200	ENGINEERING - EQUIPMENT	0.00	548.67	-548.67	0.00%	
5201	ENGINEERING REPAIRS	1,249.79	1,361.78	-111.99	-8.96%	
5202	ENGINEERING - CONSUMABLES	1,238.25	3,600.35	-2,362.10	-190.76%	
5203	PLAY EQUIPMENT REPAIRS	3,978.00	728.86	3,249.14	81.68%	
5204	PARKS MANAGEMENT	6,798.29	30,580.58	-23,782.29	-349.83%	Fencing at Hall Lane, Tree Survey, 60 trees at 5 sites
5205	FOOTBALL PITCHES	528.95	366.70	162.25	30.67%	
5206	BOWLING GREENS	0.00	3,206.78	-3,206.78	0.00%	Bowling greens open
5207	GROUND MAINTENANCE - CONSUMABLES	3,753.07	1,731.02	2,022.05	53.88%	
5330	NEIGHBOURHOOD ACTIVITIES	1,971.39	6,637.02	-4,665.63	-236.67%	
5331	EVENTS	0.00	960.59	-960.59	53.88%	
5333	CHRISTMAS ACTIVITIES	2,362.90	2,714.25	-351.35	-14.87%	
5334	YOUTH PROVISION	1,595.00	234.05	1,360.95	85.33%	

5335	GRANTS	3,000.00	2,846.49	153.51	5.12%	
7000	BROADBAND	4,635.00	4,100.00	535.00	11.54%	
7002	TELEPHONES	503.16	469.91	33.25	6.61%	
7003	MOBILE PHONES	619.92	997.92	-378.00	-60.98%	New phones purchased
7010	POSTAGE & COURIER	254.06	129.00	125.06	49.22%	
7021	STATIONERY	329.71	590.99	-261.28	-79.25%	
7029	UNIFORMS	2,032.57	3,528.65	-1,496.08	-73.61%	
7031	PRINTING	0.00	0.00	0.00	0.00%	
7036	BOOKS/TECHNICAL PUBL'IONS	184.79	0.00	184.79	100.00%	
7041	OFFICE EQUIPMENT & FURNITURE	743.45	4,978.60	-4,235.15	-569.66%	Purchased new laptops
7061	I T	8,815.58	7,654.64	1,160.94	13.17%	
7068	SAGE	3,654.08	3,699.50	-45.42	-1.24%	
7071	PHOTOCOPIER	1,471.29	1,526.63	-55.34	-3.76%	
7082	BANK CHARGES	775.06	756.28	18.78	2.42%	
7100	GROSS WAGES	290,810.31	316,757.75	-25,947.44	-8.92%	Back Pay, Payrise,
7106	ER's NI	24,566.77	27,046.19	-2,479.42	-10.09%	
7107	ER's PENSION	42,721.15	46,804.89	-4,083.74	-9.56%	
7200	INSURANCE	19,738.07	20,272.14	-534.07	-2.71%	
7221	PROFESSIONAL FEES	26,115.00	6,450.00	19,665.00	75.30%	Professional advice paid for Land East of Maghull
7224	AUDIT FEES	3,200.00	2,800.00	400.00	12.50%	
7232	WEBSITE DEVELOPMENT	1,279.00	430.00	849.00	66.38%	
7236	PERSONNEL CONSULTANCY	5,000.00	5,500.00	-500.00	-10.00%	Increase in costs
7237	TRAINING	1,410.00	968.44	441.56	31.32%	
7254	SUBSCRIPTIONS	3,259.48	3,300.90	-41.42	-1.27%	
7300	RATES - TOWN HALL	18,962.00	18,962.00	0.00	0.00%	
7301	RATES - GARAGE	3,692.60	3,692.60	0.00	0.00%	
7302	RATES - JUDO CLUB	348.44	0.00	348.44	100.00%	Now demolished
7303	ELECTRICITY - TOWN HALL	12,741.32	10,350.95	2,390.37	18.76%	
7304	ELECTRICITY - GLEN PARK	214.53	75.41	139.12	64.85%	
7305	ELECTRICITY - PIMBLEY	128.22	66.03	62.19	48.50%	
7307	ELECTRICITY - BALLSWOOD	126.23	63.39	62.84	49.78%	
7308	GAS - TOWN HALL	12,176.05	8,612.43	3,563.62	29.27%	
7309	WATER METER & WASTEWATER - TOWN HALL	3,791.42	1,915.62	1,875.80	49.47%	
7310	WASTEWATER - GARAGE	826.74	551.16	275.58	33.33%	
7311	WASTEWATER - BALLSWOOD	815.22	787.82	27.40	3.36%	
7313	WATER METER & WASTEWATER - PIMBLEY	247.80	244.32	3.48	1.40%	
7314	WATER METER & WASTEWATER - GLENN PARK	77.50	33.26	44.24	57.08%	
7315	FLEET REPAIRS	2,568.55	4,748.71	-2,180.16	-84.88%	Ageing fleet

7316	VEHICLE TAX	935.00	550.00	385.00	41.18%	Reduction in vehicles
7317	DIESEL	3,242.74	4,107.02	-864.28	-26.65%	
7318	RED DIESEL	2,209.90	2,662.20	-452.30	-20.47%	
7319	LEASES	2,354.80	3,428.52	-1,073.72	-45.60%	
7320	CIVIC HOSPITALITY	17.00	53.33	-36.33	-213.71%	
7359	MAYORAL ALLOWANCES	792.36	751.93	40.43	5.10%	
7801	CONF.S/MEETINGS (TRAV/SUB	25.00	24.39	0.61	2.44%	
7810	LICENCES	671.45	2,533.65	-1,862.20	-277.34%	
7817	ADVERTISING	236.10	880.95	-644.85	-273.13%	Advertising post for Maintenance Officer
7823	PHOTOGRAPHS	0.00	303.50	-303.50	-273.13%	
7846	MISCELLANEOUS EXPENDITURE	403.47	412.45	-8.98	-2.23%	
7851	ASSET MAINTENANCE	25,600.60	161,248.20	-135,647.60	-529.86%	Includes Dept 2 & 4 - Rewire, New Alarm, Playground equipment
7852	ASSET WRITE OFF		5,776.80	-5,776.80		Demolish of Whinney Brook
7916	2000 PROJECTS LOAN	4,081.40	0.00	4,081.40	100.00%	Loan Paid
7918	LOAN LIFT REPLACEMENT PRIN	10,044.58	10,542.79	-498.21	-4.96%	
7919	LOAN PROJECTS 2009 PRINCIPLE	6,585.58	6,863.73	-278.15	-4.22%	
7920	LOAN ROOF & SOLAR PANEL PRINCIPLE	7,381.10	7,674.78	-293.68	-3.98%	
7960	LOAN ROOF & SOLAR PANEL INT	6,532.96	6,239.28	293.68	4.50%	
7967	2000 PROJECTS INTEREST	114.79		114.79	100.00%	Loan Paid
7968	LOAN LIFT REPLACEMENT INT	2,595.90	2,097.69	498.21	19.19%	
7969	LOAN PROJECTS 2009 INTEREST	3,069.58	2,791.43	278.15	9.06%	
		<b>687,549.26</b>	<b>858,086.50</b>	<b>-170,537.24</b>	<b>-24.80%</b>	



**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 21st July 2022  
**Agenda Item Number** 7  
**Subject:** Treasurer's Report and Financial Statements as of 30<sup>th</sup> June 2022  
**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.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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:**

<b>Financial Implications</b>	Within agreed budgets
<b>Resource Implications</b>	Officer time
<b>Legal Implications</b>	None
<b>Equality &amp; Diversity Implications</b>	None

## Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

## Appendices

Town Hall Income and Expenditure to June 2022  
Facilities Income and Expenditure to June 2022  
Community Support & Engagement Income and Expenditure to June 2022  
Planned Asset Maintenance Income and Expenditure to June 2022  
Asset Maintenance 5 Year Plan version 7  
Profit & Loss June 2022  
Balance Sheet June 2022

## Background Papers

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

### 1. Background

Town Hall - The budget sheets show income and expenditure from April to June. The finance package we use is showing the income for some of the nominal codes for the year e.g. storage hire, the Function Suite Lease and the Cricket Lease. Solar Panel income is usually received twice yearly. Expenditure on some nominal codes is showing higher than expected due to paying a yearly contract fee.

Facilities – The budget sheets show income and expenditure from April to June. Similarly, to the Town Hall budget the invoice raised for the Tennis Club is showing the yearly amount. All clubs are not expected to pay in full at the beginning of the financial year. This year there has been extensive improvement in the Town Council's Playground Equipment, and this is reflected in the expenditure. There is also a focus on Health and Safety and there is likely to be an overspend on this nominal code.

Community Services- The budget sheets show income and expenditure from April to June. The income is from Pinder's Circus, and the Fairground. The team are preparing for Maghull Fest and expenditure will increase on the events nominal code 5331.

Planned Asset Maintenance – This was a new budget created to ensure our assets are maintained and improved, hence the rise in the precept to cover major work, that is required. The Town Hall rewire last year is an example. The Council also agreed last year a 'draw down' of £100,000 from Reserves to pay for new playground equipment in the new financial year 2022/2023. Last year through robust financial

management one of the park equipment was upgraded Old Hall costing £32,050. Sefton Council has agreed to provide to provide Ward Park funding for Latham Park £8,067.50, Mersey Ave Park £21,360.25 and Moss Park £11,156 75 total £40,584.50 in this financial year. The RFO has drawn down £41,000.00 from reserves for now and will monitor the budgets.

The Asset Maintenance Plan we have installed new Air Conditioning, quotes are being sought for the Stair Carpet and the Roof. Although the roof is not on the plan it has become necessary to do it, as heavy rain causes leaks in the main office, around the lift and in the Venue.

**Recommendation(s):-**

1. Note the contents of this report.

TOWN HALL	Department 1				
		Budget			Explanation
INCOME					
4001	PRECEPT	302,356.00	75,589.11	226,766.89	
4010	BANK INTEREST	2,000.00		2,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	1,000.00	75.00	925.00	
4102	POLICE STATION LEASE	11,550.00	3,000.00	8,550.00	
4103	ACTIVITIES ROOM	0.00		0.00	
4104	STORAGE HIRE	555.00	1,058.86	-503.86	
4300	FUNCTION SUITE LEASE	15,000.00	18,083.00	-3,083.00	Showing yearly income
4330	BOWLS INDOOR	0.00	0.00	0.00	Transferred to Parish Hall
4353	CRICKET CLUB LEASE	2,120.00	2,200.00	-80.00	
4395	MISC. INCOME	1,040.00	769.32	270.68	
4396	SOLAR PANEL INCOME	4,000.00	0.00	4,000.00	
		339,621.00	100,775.29	238,845.71	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	29,000.00	3,672.05	25,327.95	
5101	CCTV	2,070.00	1,938.17	131.83	Annual contract in
5102	ALARM	1,600.00	676.19	923.81	
5103	FIRE	1,000.00	541.29	458.71	
5104	AIR-CON	300.00		300.00	
5105	BOILER	1,000.00		1,000.00	
5106	LIFT	3,900.00		3,900.00	
5107	CLEANING SERVICES	16,000.00	4,599.00	11,401.00	
5108	HYGIENE	3,000.00	514.67	2,485.33	
5109	PEST CONTROL	600.00	172.90	427.10	
5110	KITCHEN CLEANSING	0.00		0.00	Now the Venue's responsibility
5111	WASTE DISPOSAL	2,270.00	1,136.50	1,133.50	
5116	CLEANING SUPPLIES	500.00	142.65	357.35	
5117	COVID-19	800.00	35.97	764.03	
		62,040.00	13,429.39	48,610.61	
	OVERHEADS				
7000	BROADBAND	4,200.00	0.00	4,200.00	
7002	TELEPHONES	200.00	75.97	124.03	
7003	MOBILE PHONES	200.00	0.00	200.00	
7010	POSTAGE	200.00	129.00	71.00	
7021	STATIONERY	1,000.00	94.02	905.98	
7031	PRINTING	200.00		200.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	185.00		185.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00	919.64	80.36	New laptop for D S
7061	IT	11,100.00		11,100.00	
7068	SAGE	3,050.00	736.17	2,313.83	
7071	PHOTOCOPIER	2,400.00	514.17	1,885.83	
7082	BANK CHARGES	750.00	265.53	484.47	
7100	SALARIES	81,967.00	23,253.96	58,713.04	
7106	EMPLOYER'S NI	8,673.00	2,282.79	6,390.21	
7107	PENSIONS	16,066.00	3,650.86	12,415.14	
7200	INSURANCE FEES	26,000.00	5,081.16	20,918.84	
7221	PROFESSIONAL FEES	6,000.00	-1,500.00	7,500.00	Last year accrual for Legal SLA

7224	AUDIT FEES	2,850.00		2,850.00	
7232	WEBSITE DEVELOPMENT	1,216.00		1,216.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7237	TRAINING	6,000.00	2,200.00	3,800.00	
7254	SUBSCRIPTIONS	3,000.00	2,499.26	500.74	
7300	RATES	19,000.00	5,690.00	13,310.00	
7303	ELECTRICITY - TOWN HALL	15,000.00	2,917.65	12,082.35	
7308	GAS	11,000.00	1,406.95	9,593.05	
7309	WASTEWATER & METERED WATER	8,000.00	-604.58	8,604.58	Water+ credit
7320	CIVIC HOSPITALITY	200.00		200.00	
7359	MAYOR'S ALLOWANCE	2,000.00	35.86	1,964.14	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	1,500.00	319.05	1,180.95	
7817	ADVERTISING	1,200.00		1,200.00	
7823	PHOTOGRAPHS	300.00		300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00	261.00	454.00	
		<b>241,372.00</b>	<b>50,228.46</b>	<b>191,143.54</b>	
	<b>LOANS</b>				
7918	LIFT REPLACEMENT LOAN	9,117.00	5,465.90	3,651.10	
7968	LIFT REPLACEMENT INTEREST	3,523.00	854.44	2,668.56	
7919	PROJECTS 2009 LOAN	6,062.50	3,539.83	2,522.67	
7969	PROJECTS 2009 INTEREST	3,592.50	1,287.75	2,304.75	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.00		6,827.00	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.00		7,087.00	
		<b>36,209.00</b>	<b>11,147.92</b>	<b>25,061.08</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>25,969.52</b>	<b>-25,969.52</b>	

FACILITIES		Department 2			
		Budget	Actual	Budget Remaining	Explanation
	<b>INCOME</b>				
4001	Precept	324,949.00	81,237.38	243,711.64	
4321	Playing Fields	1,743.00		1,743.00	
4331	Bowls Outdoor	2,260.00	1,695.00	565.00	
4345	Tennis Club	1,200.00	1,070.00	130.00	
4346	Tennis Fences	140.00	140.00	0.00	
4350	Rent Bowling Hut	0.00	-587.50	587.50	Credit note for bowling hut lease
4351	Rent ATC Hut	1,500.00		1,500.00	
4354	Facilities Income		2,741.64	-2,741.64	Recharged for fencing work at Glen Park
		<b>331,792.00</b>	<b>86,296.50</b>	<b>245,495.50</b>	
	<b>SUPPLIERS</b>				
5112	Water Quality	710.00	610.00	100.00	
5113	Electrical Safety	600.00	187.50	412.50	
5114	Health & Safety General	630.00	728.91	-98.91	Rope grabs for roof bought
5115	Playground Inspections	1,000.00		1,000.00	
5118	Drainage	500.00		500.00	
5200	Engineering Equipment	1,000.00	929.51	70.49	New strimmers & hedge cutters bought
5201	Engineering Repairs	1,600.00	48.19	1,551.81	
5202	Engineering Consumables	1,500.00	479.54	1,020.46	
5203	Play Equipment Repairs	2,250.00	2,437.60	-187.60	Purchase of new swings, ropes etc
5204	Parks Management	15,451.00	1,205.67	14,245.33	
5205	Football Pitches	1,000.00		1,000.00	
5206	Bowling Greens	1,925.00	366.70	1,558.30	
5207	Grounds Maintenance Consumables	600.00	232.68	367.32	
		<b>28,766.00</b>	<b>7,224.30</b>	<b>21,541.70</b>	
	<b>OVERHEADS</b>				
7003	Mobile Phones	500.00		500.00	
7029	Uniforms	1,951.00	718.22	1,232.78	
7100	Salaries	201,775.00	48,067.10	153,707.90	
7106	Employer's NI	19,380.00	3,406.75	15,973.25	
7107	Pensions	35,990.00	5,726.56	30,263.44	
7200	Insurance Fees	6,500.00	3,491.40	3,008.60	
7301	Rates Garage	3,720.00	1,109.60	2,610.40	
7304	Electricity Glenn Park	270.00		270.00	
7305	Electricity Pimbley	200.00		200.00	
7307	Elec Ballswood	150.00		150.00	
7310	Water Garage	700.00	713.56	-13.56	Garage wastewater of £540 in April
7311	Wastewater Ballswood	900.00	122.70	777.30	
7313	Water & Wastewater Pimbley	300.00	92.67	207.33	
7314	Water & Wastewater Glenn P	120.00	107.03	12.97	£68 paid for April
7315	Fleet Repairs	3,000.00	348.80	2,651.20	
7316	Vehicle Tax	935.00		935.00	
7317	Diesel	4,400.00	577.40	3,822.60	
7318	Red Diesel	4,335.00		4,335.00	
7319	Leases	5,900.00	515.00	5,385.00	
7851	Asset Maintenance	12,000.00	2,159.45	9,840.55	
		<b>303,026.00</b>	<b>67,156.24</b>	<b>235,869.76</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>11,915.96</b>	<b>-11,915.96</b>	

Community Services	Department 3						
<b>Codes</b>		<b>2022/23</b>					
<b><u>INCOME</u></b>		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>		
4001	PRECEPT	78,459.00	19,614.75	58,844.25			
4391	FESTIVAL EVENTS INCOME	1,600.00	1,300.00	300.00	Fairground & Cicus		
4395	MISC INCOME	0.00		0.00			
		<b>80,059.00</b>	<b>20,914.75</b>	<b>59,144.25</b>			
<b><u>EXPENDITURE</u></b>							
	<b><u>SUPPLIERS</u></b>						
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	177.34	6,322.66			
5331	EVENTS	5,000.00	405.33	4,594.67			
5333	CHRISTMAS ACTIVITIES	5,000.00		5,000.00			
5334	YOUTH PROVISION	4,000.00		4,000.00			
5335	GRANTS	5,000.00		5,000.00			
		<b>25,500.00</b>	<b>582.67</b>	<b>24,917.33</b>			
	<b><u>OVERHEADS</u></b>						
7003	MOBILE PHONES	100.00		100.00			
7100	SALARIES	42,257.00	10,035.87	32,221.13			
7106	EMPLOYER'S NI	3,917.00	825.90	3,091.10			
7107	PENSIONS	8,285.00	1,575.63	6,709.37			
		<b>54,559.00</b>	<b>12,437.40</b>	<b>42,121.60</b>			
<b>TOTAL</b>		<b>0.00</b>	<b>7,894.68</b>	<b>-7,894.68</b>			

	<b>Planned Asset Maintenance</b>				
	<b>Department 4</b>				
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
	<b>INCOME</b>				
<b>4001</b>	Precept	125,152.00	31,287.78	93,864.22	
<b>4002</b>	Reserves Funding	41,000.00			Increase due to draw down from Reserves
<b>4395</b>	Misc Income	40,000.00			Contribution from Sefton for Parks
		<b>206,152.00</b>	<b>31,287.78</b>	<b>93,864.22</b>	
<b>5204</b>	Parks Management	81,000.00	56,903.51	24,096.49	Playground Equipment Upgrades- Moss, Moorhey, Ballswood
<b>7851</b>	Asset Maintenance	125,152.00	22,961.00	102,191.00	New Air Con, Tree Work, Elec Shutters
		<b>206,152.00</b>	<b>79,864.51</b>	<b>126,287.49</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>-48,576.73</b>	<b>-32,423.27</b>	



**ASSET MAINTENANCE 5 YEAR PLAN - 2020-2021**

Item	Amount	Department
Demolish Judo Hut	7,000.00	2
Bins for Parks	7,898.00	2
<b>TOTAL</b>	<b>14,898.00</b>	<b>Completed 2/11/2020 Completed 1/03/2021</b>

**ASSET MAINTENANCE 5 YEAR PLAN 2021-2022**

Item	Amount	Department	
Re-Wire Town Hall & LED lights & New Alarms	140,000.00	4	Due to be completed - moved from 20/21
Install new electricity meter on Whinneybrook (pump)	3,000.00	4	Moved from 20/21
Demolish Whinneybrook Pavillion	5,000.00	4	Being demolished
	<b><u>148,000.00</u></b>		

**ASSET MAINTENANCE 5 YEAR PLAN 2022-2023**

Item	Amount	Department	
Provide new facility for Facilities Team - Activity room and upgrade wiring.	26,000.00	4	Moved from 23/24
Tree Work following on from Tree Survey	11,000.00	4	
Replace Air Conditioning units in Venue & Council Chamber and install one in the Radio Station	17,385.00	4	Completed 2022
Stair Carpet at Town Hall	4,167.00	4	
Separate Electricity supply to outside buildings	3,000.00	4	Moved from 20/21
Repaint indoors at Town Hall to improve appearance	6,000.00	4	Moved from 20/21
Reflooring Town Hall	5,000.00	4	Moved from 20/21
More CCTV around Town Hall and overflow car park etc	1,600.00	4	Moved from 20/21
CCTV at Glenn Park	4,000.00	4	Moved from 20/21
Park Signs	37,000.00	4	
Re-wire Garage	10,000.00	4	New Costs to be confirmed
<b>Total</b>	<b>125,152.00</b>		

**ASSET MAINTENANCE 5 YEAR PLAN 2023-2024**

Item	Amount	Department	
Provide extra storage for Facilities Team		2	
Electricity Supply Lower Bowling Hut	5,000.00	2	Moved from 22/23
Replacement Windows Town Hall	38,000.00	2	Moved from 22/23
Shutters to Town Hall Main entrance	7,000.00	4	Moved from 20/21
Replace Park Equipment as per ROSPA report	30,000.00	4	Moved from 20/21
	<b>80,000.00</b>		

**ASSET MAINTENANCE 5 YEAR PLAN 2024-2025**

Item	Amount	Department
CCTV around parks		4
Upgrade Play Equipment remaining Parks	100,000.00	4
Improve drainage on Parks.	100,000.00	4
	200,000.00	

**Date:** 12/07/2022  
**Time:** 14:46:23

## **MAGHULL TOWN COUNCIL (TH)**

**Page:** 1

### **Profit and Loss**

**From:** Month 1, April 2022  
**To:** Month 3, June 2022

**Chart of Accounts:**

Copy (1) of Layout 1

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>
<b>INCOME</b>		
Precept	207,729.00	207,729.00
Council Chamber Room Hire	75.00	75.00
Police Station Lease	3,000.00	3,000.00
Storage Hire	1,058.86	1,058.86
Function Suite	18,083.00	18,083.00
Bowls Outdoor	1,695.00	1,695.00
Tennis Club	1,070.00	1,070.00
Tennis Fences	140.00	140.00
Rent Bowling Hut	(587.50)	(587.50)
Rent Cricket Club	2,200.00	2,200.00
Facilities Income	2,741.64	2,741.64
Events	1,300.00	1,300.00
Misc Income	769.32	769.32
	239,274.32	239,274.32
<b>SUPPLIERS</b>		
Security	3,672.05	3,672.05
CCTV	1,938.17	1,938.17
Alarm	676.19	676.19
Fire	541.29	541.29
Cleaning Services	4,599.00	4,599.00
Hygiene	514.67	514.67
Pest Control	172.90	172.90
Waste Disposal Charges	1,136.50	1,136.50
Water Quality	610.00	610.00
Electrical Safety	187.50	187.50
Health & Safety General	856.68	856.68
Cleaning Supplies	142.65	142.65
Covid - 19	35.97	35.97
Engineering - New Equipment	929.51	929.51
Engineering Repairs	48.19	48.19
Engineering Consumables	479.54	479.54
Play Equipment Repairs	2,437.60	2,437.60
Parks Management	58,109.18	58,109.18
Bowling Greens	366.70	366.70
Grounds Maintenance Consumables	232.68	232.68
Neighbourhood Activities	177.34	177.34
Events	405.33	405.33
	78,269.64	78,269.64
<b>DIRECT EXPENSES</b>		
	0.00	0.00
<b>Gross Profit/(Loss):</b>	<u>161,004.68</u>	<u>161,004.68</u>

Date: 12/07/2022

Time: 14:46:23

**MAGHULL TOWN COUNCIL (TH)**

Page: 2

**Profit and Loss**

From: Month 1, April 2022

To: Month 3, June 2022

**Chart of Accounts:**

Copy (1) of Layout 1

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
<b>OVERHEADS</b>			
Telephones	75.97	75.97	
Postage & Courier	129.00	129.00	
Stationery	94.02	94.02	
Uniforms	718.22	718.22	
Office Equipment & Furniture	919.64	919.64	
Sage	736.17	736.17	
Photocopier	514.17	514.17	
Bank Charges	265.53	265.53	
Salaries	81,356.93	81,356.93	
Employer's NI	6,515.44	6,515.44	
Pensions	10,953.05	10,953.05	
Insurance Fees	8,572.56	8,572.56	
Professional Fees	(1,500.00)	(1,500.00)	
Training	2,200.00	2,200.00	
Subscriptions	2,499.26	2,499.26	
Rates Town Hall	5,690.00	5,690.00	
Rates Garage	1,109.60	1,109.60	
Electricity Town Hall	2,917.65	2,917.65	
Gas	1,406.95	1,406.95	
Water & Wastewater Town Hall	(604.58)	(604.58)	
Water Garage	713.56	713.56	
Wastewater Ballswood	122.70	122.70	
Water & Wastewater Pimbley	92.67	92.67	
Water & Wastewater Glenn P	107.03	107.03	
Fleet Repairs	348.80	348.80	
Diesel	577.40	577.40	
Leases	515.00	515.00	
Mayoral Expenses	35.86	35.86	
Licences	319.05	319.05	
Miscellaneous Expenditure	261.00	261.00	
Asset Maintenance	25,560.45	25,560.45	
Lift Replacement Loan	5,465.90	5,465.90	
2009 Projects Loan	3,539.83	3,539.83	
Lift Replacement Interest	854.34	854.34	
2009 Projects Interest	1,287.75	1,287.75	
	164,370.92	164,370.92	
<b>Net Profit/(Loss):</b>	<b>(3,366.24)</b>	<b>(3,366.24)</b>	

Date: 12/07/2022

Time: 14:49:02

# **MAGHULL TOWN COUNCIL (TH)**

Page: 1

## **Balance Sheet**

From: Month 1, April 2022

To: Month 3, June 2022

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
<b>FIXED ASSETS</b>			
Land	0.00	849,935.00	
Buildings & Statues	0.00	1,468,095.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,757,476.46
<b>CURRENT ASSETS</b>			
Debtors control Account	25,326.67	27,055.00	
Debtors General	0.00	893.19	
Prepayments	(3,708.90)	0.00	
Bank Account (Current)	9,348.20	52,156.62	
Bank Account (Deposit)	(60,000.00)	366,639.42	
VAT Liability/Reclaimed	(6,307.01)	21,176.33	
		(35,341.04)	467,920.56
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	(41,225.50)	969.60	
Accruals/Creditors Reserves	(1,500.00)	0.00	
General Creditors	0.00	13.23	
Salaries Liabilities	10,750.70	10,797.45	
		(31,974.80)	11,780.28
<b>Current Assets less Current Liabilities:</b>		(3,366.24)	456,140.28
<b>Total Assets less Current Liabilities:</b>		(3,366.24)	3,213,616.74
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	0.00	249,068.52	
		0.00	249,068.52
<b>Total Assets less Total Liabilities:</b>		(3,366.24)	2,964,548.22
<b>CAPITAL &amp; RESERVES</b>			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	1,041,826.74	
Contingency Reserves	0.00	50,000.00	
Specific Reserves	0.00	15,561.16	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	0.00	38,766.49	
P & L Account	(3,366.24)	(3,366.24)	2,964,548.22
		(3,366.24)	



**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 20th July 2022  
**Agenda Item Number** 8  
**Subject:** Health & Safety document update  
**Report of:** Amenities and Community Services Managers  
**Exempt / Confidential** No  
**Report:**

### Summary

MTC Officers continue to introduce policy and procedures required to support the Council's Health and Safety Policy.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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)

**Finance & General Purposes Committee is requested to:-**

1. Review the Emergency Evacuation Plan and Lone working risk assessment;
2. Approve the documents for adoption by Council with immediate affect;
3. Note the contents of the report.

### Reasons for Recommendation(s)

The Council needs to ensure that it meets its statutory health and safety requirements. In order to do so it must adopt appropriate procedures in line with legal guidance to protect its employees and members of the public.

### Alternative Options Considered and Rejected

None.

### What will it cost and how will it be financed?

(A) Revenue  
N/A

(B) Capital

N/A

#### Implications of Recommendations:

<b>Financial Implications</b>	Potential legal action if suitable policies aren't in place due to claims for injury and sickness contributed to by the Council's failure to adopt suitable policies
<b>Resource Implications</b>	Officer Time, training requirements for staff
<b>Legal Implications</b>	Health and Safety at work Act 1974, Management of Health and Safety at Work Regulations 1999
<b>Equality &amp; Diversity Implications</b>	None.

#### Implementation Date for Decision

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

#### Appendices

Appendix 1- Emergency Evacuation Plan  
Appendix 2 – Lone Working Risk Assessment

#### Background Papers

None

<b>Contact Officer</b>	Phil Dillon Community Services Manager and Derek Stephens Amenities Manager
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	<a href="mailto:phil.dillon@maghull-tc.gov.uk">phil.dillon@maghull-tc.gov.uk</a> <a href="mailto:derek.stephens@maghull-tc.gov.uk">derek.stephens@maghull-tc.gov.uk</a>

#### Background

Following the finalisation of Maghull Town Council's Health and Safety policy, we conducted an operational review of our current health and safety processes to ensure we conform with HSE regulations in terms of employee and contractor management. In doing so, we have conducted a gap analysis on our performance and attach the following documents for your review and approval:

#### Emergency Evacuation process:

HSE state that all workplaces need a plan for emergencies that can have a wide impact. Procedures are required for emergencies such as Fire, Power outages, Bomb threats and flooding etc.

Having a clear and concise evacuation process will help alleviate the situation and reduce the consequences. Therefore, please find enclosed as appendix 1 Maghull Town Hall's Emergency Evacuation plan for consideration and adoption.

### **Lone Working:**

Employers have a general duty under the Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of their employees as far as is reasonably practicable, which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires a suitable and sufficient assessment of risks arising from work activities to be undertaken. Due to the nature of work within MTC, occasionally staff are required to work by themselves for significant periods of time without close or direct supervision. Therefore, a lone worker safety policy and risk assessment has been drawn up to ensure MTC meet our duty of care under this legislation. Please refer to appendix 2 which provides the analysis of the risks staff may incur as part of their day to day duties both working based in the Town Hall or working away from the Town Hall primarily in parks and open spaces owned by MTC.

### **Recommendation(s)**

**Finance & General Purposes Committee is requested to:-**

- 1. Review the Emergency Evacuation Plan and Lone working risk assessment;**
- 2. Approve the documents for adoption by Council with immediate effect;**
- 3. Note the contents of the report.**

# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL



## Proprietary Notice

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Document Information	
Document Title	Emergency Response Plan
Classification	PROPRIETARY
Status	Issued



## EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

<b>Version No</b>	1.0
<b>Effective Date</b>	27/06/2022
<b>Review Date</b>	27/06/2023

Change Control				
Version	Date	Created By	Authorised By	Updates
1.0	27/06/2022	Phil Dillon/Derek Stephens	Angela Clerk	



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Site Vulnerability Assessment

Please select potential events could occur on your site

For each identified event, a Preparedness and Response Procedure need to be in place

	Yes	No
<b>General</b>		
Medical Emergencies	x	
Fire	x	
other		x
<b>Human interventions</b>		
Bomb Threat	x	
Suspect packages	x	
other		X
<b>Natural Disasters</b>		
Earthquake		X
Flood - Heavy rain		X
Smog - Air pollution		X
Volcanos		X
Wildfire		X
Tsunami		X
Hurricane		X
Tornado		X
Other – Aircraft/ flightpath		X
<b>Other</b>		
Chemical Spill		X
Fuel Spill - e.g. Diesel Gen.		X
Other – 3 <sup>rd</sup> part		X



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## General Emergency Evacuation Plan for:

Maghull Town Council, Maghull Town Hall, Hall Lane, Maghull L31 7BB

### Sound of the alarm

The sound of the alarm is a continuous warning siren.

### Raising the alarm

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised without delay.

A fire detected by automatic detectors will trigger the fire alarm.

### Action staff should take on hearing the alarm

The following actions should be taken on hearing the alarm-

- Officers will take charge and lead in the fire evacuation of visitors
- Community Services Manager, Facilities Manager or Finance Manager will dial 999 and request the Fire Service. Staff member gives their name, name of building, building address (as above), contact number and details of fire.
- Administration Officer should pick up the visitors signing in book from reception.
- Staff will evacuate the building in a calm and orderly manner aiding those needing additional help in evacuating.
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as general emergency evacuation plans (GEEPs) for members of public who may visit the building. Both these will be implemented as appropriate subject to these people being on site.
- Lifts are not to be used for evacuation.
- Designated staff (fire wardens) to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these is given below
- Fire wardens should ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service
- Go to the assembly point at the Bowling Green car park and allow fire wardens to check that all contractors and staff members are accounted for
- The Clerk or other manager will liaise with Fire Service upon their arrival

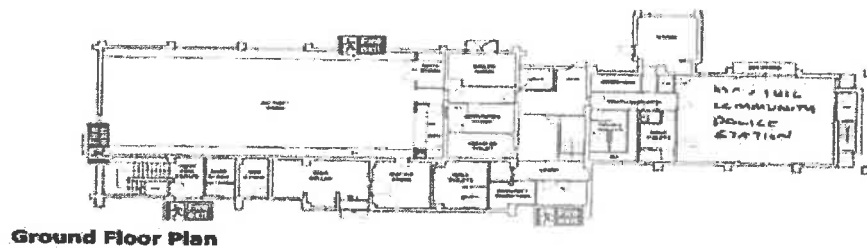


# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

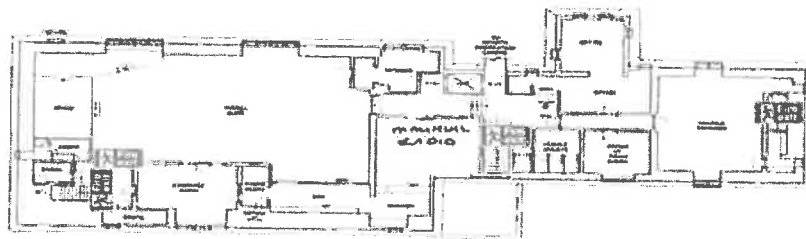
## Escape routes

The escape routes from the building are:

1. Via main entrance from foyer, ground floor toilets and security office or accessing via the main staircase if exiting from 1<sup>st</sup> floor
2. Fire exit via staircase from 1<sup>st</sup> floor Council Chamber
3. Fire exit via staircase at the stage end of The Venue function room
4. 2 fire exits to the courtyard and to the main car park from the Activity room
5. Fire exit from ground floor storage room to rear of Town Hall.



**Ground Floor Plan**



**1ST Floor Plan**





# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Fire assembly point

The assembly point is located at the Bowling Green car park.



## Fighting fires – Extinguisher use

Fire extinguishers should only be used where:

- Staff have received training and feel confident in their use
- Where it is safe to do so, for example where there is a clear means of escape, or the fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Emergency contact Team

Responsibility	Primary Contact	Alternate Contact(s)
	<i>Insert: Name Mobile and Email</i>	<i>Insert: Name Mobile and Email</i>
Town Clerk	Name: Angela Clerk Mobile: 07702372279  Email: <a href="mailto:angela.mcintyre@maghull-tc.gov.uk">angela.mcintyre@maghull-tc.gov.uk</a>	Name: Phil Dillon Mobile: 07384900828  Email: <a href="mailto:Phil.Dillon@maghull-tc.gov.uk">Phil.Dillon@maghull-tc.gov.uk</a>
Facilities – Support Services on site	Name: Derek Stephens Mobile: 07740634244 Email: <a href="mailto:Derek.Stephens@maghull-tc.gov.uk">Derek.Stephens@maghull-tc.gov.uk</a>	Name: Nigel Bean Mobile: 07384900828  Email: <a href="mailto:Nigel.Bean@maghull-tc.gov.uk">Nigel.Bean@maghull-tc.gov.uk</a>
Security (if present)	Name: G4S on site services Mobile: 07786312688 Email:	
On site H&S coordinator	Name: Derek Stephens Mobile: 07740634244 Email: <a href="mailto:Derek.Stephens@maghull-tc.gov.uk">Derek.Stephens@maghull-tc.gov.uk</a>	Name: Phil Dillon Mobile: 07384900828  Email: <a href="mailto:Phil.Dillon@maghull-tc.gov.uk">Phil.Dillon@maghull-tc.gov.uk</a>
Fire incident controller	Name: Nigel Bean Mobile: 07385945130 Email:	TBC
Lead first aider	Name: Phil Dillon Mobile: 07384900828 Email:	TBC



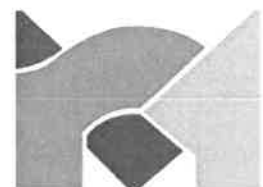
# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Other Emergency contacts

Department	Telephone No	Email
Main MTC Office	0151 526 3705	N/A
Environment Agency	0151 934 4951	N/A
Environmental Health	0151 922 6107	NA
Emergency Services	999	N/A
Water – United Utilities	0345 672 3723	N/A
Electricity – Scottish Power	0345 058 0002.	N/A
Gas supply - Cadent	0800 389 8000	N/A

## Bomb Threat

- Remain Calm
- Obtain as much information as possible from the call, background noises, accent of the caller (refer to bomb threat questionnaire below)
- Report the call immediately to the Facilities Manager (who will inform the Town Clerk) who will inform the regional security manager
- Police to be informed and provided with as much information as possible



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Suspect Packages

If you discover a suspicious package either inside or outside the building

- Do not touch it or move it
- Notify Facilities Manager, who will notify the Administration team and the Town Clerk. Clearly state why you think it is a suspicious package
- Town Clerk, Facilities Manager & CM will review the situation and perform a threat assessment and will call the Police if required – see guidance assessment below:



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Bomb Threat Questionnaire

BOMB THREAT QUESTIONNAIRE					
Date of Call:			Time of Call:		
Phone # Call Came In On:			Time Call Ended:		
Call Received by:					
<b>Questions to ask</b>					
When is the bomb going to explode?					
Where is the bomb located?					
What does the bomb look like? Is it disguised?					
What kind of bomb is it?					
What will cause the bomb to explode?					
Why was the bomb placed?					
Who placed the bomb?					
Do you want to hurt anyone?					
Where are you now?					
What is your name?					
<b>Additional Call / Caller information (Tick All That Apply):</b>					
<b>Caller</b>					
Male	Female	Adult	Child	Approx. Age: _____	
<b>Language Quality</b>					
Educated	Good	Fair	Profanity	Uneducated	
<b>Voice Characteristics</b>					
Loud	Deep	Raspy	Accent	Whisper	Pleasant
Soft	Lisp	Nasal	Normal	Breathing	Intoxicated
<b>Speech</b>					
Fast	Distinct	Excited	Slurred	Recorded	
Slow	Stutter	Distorted	Mechanical	Read	
<b>Caller's Manner</b>					
Calm	Crying	Coherent	Emotional	Deliberate	Righteous
Angry	Laughing	Rational	Irrational	Incoherent	
<b>Background Noise</b>					
TV	Trains	Airport	Payphone	Mobile Phone	Airplane
Bar	Street	Elevator	Machines	Construction	Buses
Echo	Party	Muffled	Animals	Restaurant	Factory
Store	Office	School	Nothing	Mixed Sounds	Cafeteria
Home	Arcade	Children	Carnival	Vending Equip	Juveniles



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Mail Suspect packages

<b>Mail/ Suspect package</b>	✓
<b>Envelope / Package/ Item</b>	
Oil stains (caused by "sweating" of plastic explosive).	
Evidence that it has been opened and re-glued or is taped.	
Strange smell / sound (sometimes smells of almonds).	
Wires or strings sticking out of attached.	
Feeling of springiness in the sides, bottom or top.	
<b>Weight</b>	
Heavier than usual for its size.	
Heavier than usual for its class (for example, an air mail envelope weighing more than two ounces).	
<b>Rigidity</b>	
More stiff than normal, particularly along its centre length.	
<b>Thickness</b>	
Not uniform.	
Not medium-size envelope, the thickness of a small book and rigid.	
For large envelopes, bulkiness, an inch or more in thickness.	
<b>Address</b>	
No return address.	
Hand printed.	
Addressed to high-ranking officer either by name, title or department within the organisation.	
Title for the officer is incorrect.	
Poorly typed or hand-written address.	
<b>Writing</b>	
Marked (written or stamped) personal, confidential, private or eyes only.	
Misspelled words, particularly those in common business usage.	
Misspelled names, titles or no return address.	
<b>General</b>	
More than enough postage for the postage class/weight.	
Any suspected bombs to be notified immediately to the regional security manager.	



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL

## Location of key safety hazards or other evacuation related equipment

- Gas supply shut off: Plant room
- Mains fuse box: Meter room
- Mains water inlet:
- Gas/oxygen cylinders: Garage
- Location of fire alarm panel: Security Office
- Intruder Alarm: Main entrance/Security Office

## Number of staff needed to carry out evacuation plan

To implement this evacuation plan 2 trained fire wardens are needed on duty

Monday to Friday between 9:00 and 17:00. On weekends or during special events (see variations section below), staff working for the Venue licensee need to be always on duty. DS has basic fire warden training, additional training required. Costs have now been obtained to train additional staff

## Equipment needed to affect the emergency plan

Evacuation Chairs on staircase off the Council Chamber and staircase off The Venue, hi-visibility jackets for fire marshals.

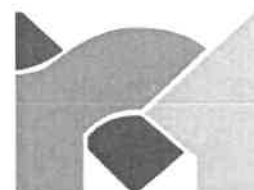
## Variations to plan

*e.g., late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:*

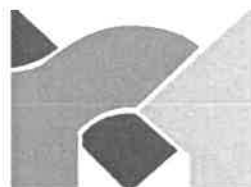
Evening meetings, functions in The Venue, lone working in the council offices and weekends. It is the responsibility of the licensee of The Venue to adopt an evacuation plan that takes account of the Town Hall's layout and MTC's agreed procedures. The Licensee is responsible for maintaining clear access and egress routes from the Venue function suite and advises MTC as Landlord immediately if there are any identified issues with escape routes or signage.

The Community Police Station is the responsibility of Merseyside Police as MTC has no right of access.

Both the Venue and Community Police station must allow MTC contractors access to conduct essential maintenance that affects access and egress and to allow for warning alarms to be serviced.



# EMERGENCY EVACUATION PLAN – MAGHULL TOWN HALL





## Risk Assessment Template

<b>Site Address:</b>	MAGHULL TOWN COUNCIL		
<b>Date:</b>	29/06/2022	<b>Ref No:</b>	RA009

**Tasks / activities being assessed and location**

Lone working (office based &amp; remote working for GM &amp; Maintenance teams)

**1: Checklist of hazards / aspects which require assessing for this activity:**

- 'E' indicates environmental aspects which must always be considered.
- Competence (REF A) is ticked by default and should be assessed first.
- Include abnormal conditions i.e. explosion, flood, fuel spill

HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.	HAZARD/ ASPECT	✓	Ref: A, B, Etc.
Competence (Including vendors) (E)		A	Lead or products		N	Adverse Weather / Temperature		AA	Electrical (LV AND HV)		AN
Communication (Including vendors) (E)		B	Spills (E)		O	Lighting (E)		AB	Transport / Vehicle Movement (E)		AO
Co-operation (E)		C	Work at Heights (Ladder s,scaffold, Roofs)		P	Ultraviolet light		AC	Moving machinery (Plant hazards)		AP
Context (Business Risk / Opportunities) (E)		D	Work at Heights (Mobile Elevating Work Platforms)		Q	Ventilation		AD	Resource use- Utility (Water/ Elec / Gas/Fuel) (E)		AQ
Noise/Vibration (E)		E	Excavation (Falls/ Collapse/ Buried services)		R	Lasers		AE	Resource use- Raw materials (Consumables) (E)		AR
Electro-Magneti c Fields		F	Falling Objects		S	Radiation		AF	General Waste & Packaging (E)		AS
Pressure		G	Restricted Access / egress (Persons/ Equipment)		T	Land Contamination (E)		AG	Wastes- Hazardous (including refrigerant gas and lamps)(E)		AT
Air Emissions (Fumes/Dust/ Odour/ Particulates) (E)		H	Limited Headroom		U	Fire		AH	Wastes- Sewage (E)		AU
Use or exposure to Gasses (E)		I	Confined Spaces		V	Water – Work on or near		AI	Vermin/ Pigeons/ Pests		AV
Man-made mineral fibres (E)		J	Manual Handling		W	Water – Discharge to (E)		AJ	Display Screen Equipment (DSE)		AW
Asbestos (E)		K	Lifting Equipment		X	Infra-structure		AK	Work related stress		AX

## Risk Assessment Template

Chemical/ Biological (E)		L	Uneven Surfaces		Y	Work Tools/ Equipment		AL	Violence		AY
Pesticides/ Herbicides (E)		M	Slips/Trips & Falls		Z	Lone working		AM	Wildlife/ Biodiversity (E)		AZ

### People likely to be exposed to the risk;-

Company Employees	✓	Visitors		The public		Contractor s		Young Persons		New/Expectant Mothers		Client Employees	
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Prepared by	Manager	Date
Phil Dillon & Derek Stephens	Angela McIntyre 48	
Issue Number 1	Reviewed	Next Review

## Risk Assessment Template

**2: Assess the risk / impacts (refer to risk level analysis):**

- Where there is a HIGH RISK you MUST seek further advice and controls.
- For environmental aspects the top 3 items (significant aspects) MUST be listed on QHSE Management Plan.
- Additional control measures MUST be detailed in final column for any score over 6.

Ref letter	What is the hazard / aspect? (i.e. High roof, electricity, hazardous waste etc.)	What is the risk / impact? (i.e. Fall, electrocution, Contamination)	What are the current controls? (i.e. Training, procedures, spill kits, PPE)	Risk level L4 x S5 = 20 (HIGH)	Further Action necessary? (What and by when)
	The inability to summon assistance in the event of sudden illness or an accident	Employees may collapse and find themselves immobilised. Risk of exacerbating the illness without prompt help e.g heart attack. May result in increased trauma, worsened prognosis or death.	Regular contact between supervisors and lone workers by telephone or face to face contact	15	Improve checks on staff working alone. Regular phone contact and signing in and out with a supervisor. Adopt schedule of contact for employees working alone. Improve awareness of lone working arrangements by the team on a day to day basis.
	Unsafe practices adopted by lone workers free from supervision.	Injury caused by unsafe practices e.g. incorrect use of shredder. Inappropriate access granted to offices increases potential of a violent attack.	Lockable doors. Reception screen. All electrical equipment is PAT tested and come with instructions for use. No working at height within offices.	8	Adopt safe systems of working when alone. Ensure all employees are aware of these.
	Manual handling during the delivery of goods.	Incapacity due to back injury. Strains and upper limb disorders. Falling down stairs.	Trolleys are available for heavy loads. Use of lift to move heavy items to admin office. Recommend that heavy and awkward items aren't moved by a single employee.	6	Ensure staff are aware of safe manual handling procedures.

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Phil Dillon & Derek Stephens	Angela McIntyre	25/06/2022
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## Maghull Town Council | QHSE | Procedure

### Risk Assessment Template

Lack of help or advice in the event of the unexpected.	Stress caused by inability to deal with situation that presents. Verbal or physical abuse from visitors. Feeling of vulnerability and helplessness which can impact on overall mental health if repeated.	Support is available via phone and WhatsApp group. List of partner organisations is provided to seek advice from.	4	Ensure staff are aware of expectations within their job role and have the right to advise they cannot respond to all queries if key officers are not present.
The risk of violent attack to a MTC employee opening or closing an office or dealing with the public	Physical and psychological trauma caused by attack. Physical injuries, including maiming, blinding, brain damage and death.	The admin office is protected by locked access doors and a solid built-in screen with intercom system. Escape route is available via the council chamber. Phones are available to call police.	10	Staff working alone should not open the office door to visitors. Raise awareness of escape routes. Install panic alarm.
Remote location	Accident or injury whilst working alone. No immediate assistance available. Over exertion. More serious injury due to lack of help in an emergency	First aid kits on vehicles. Mobile phones issued to Supervisors and experienced staff. Daily work schedule followed. No lone working where practical, experienced staff only.	10	Hourly check in points with line manager via mobile phone. Line manager and employee to discuss lone working schedule and agree time of check in points prior to commencement of work.
The Operatives health	Medical conditions/ ill health Employees may collapse and find themselves immobilised. Risk of exacerbating the illness without prompt help e.g heart attack. May result in increased trauma, worsened prognosis or death.	The Lone worker must ensure that any medical condition which might be relevant when working alone is fully disclosed to their line manager, and if necessary occupational health and their GP. If any assessed condition places them at increased risk, then the operative must not work alone.	5	

Prepared by	Manager	Date
Phil Dillon & Derek Stephens	Angela McIntyre	25/06/2022
Issue Number 1	Reviewed	Next Review
	50	


## Risk Assessment Template

Working with hazardous substances and machinery/tools	Unsupervised use leading to injury. Injury due to incorrect use. Electrocution. Hit by moving parts causing injury	PPE to be always worn. Any unauthorised use of powered hand tools is prohibited. Apprentices are prohibited from using certain tools e.g. portable circular saw. Before use, a visual check should be carried out to ensure where applicable, all guards and covers are fitted, in good order and there are no visible faults	10	Equipment used in compliance with manufacturer's instruction.  Dangling jewellery is prohibited and long hair to be tied back.

Prepared by	Manager	Date
Phil Dillon & Derek Stephens	Angela McIntyre	25/06/2022
Issue Number 1	Reviewed	Next Review

## Risk Assessment Template

**Method statement relating to this activity if applicable - ref:**

Assessment completed by (print name):	Derek Stephens	Sign		Date	25/06/2022	If consultant company stamp
Manager acceptance (print name):		Sign		Date		
Review acceptance no change (year 1)		Sign		Date		
Review acceptance no change (year 2)		Sign		Date		
Review acceptance no change (year 3)		Sign		Date		
Review acceptance no change (year 4)		Sign		Date		
Review acceptance no change (year 5)		Sign		Date		

- A review of risk assessment is required annually and following incidents or significant process change. Where change to the risk assessment is required a new document must be started, otherwise please confirm acceptance for the year as indicated above.

Prepared by	Manager	Date
Phil Dillon & Derek Stephens	Angela McIntyre	25/06/2022
Issue Number 1	Reviewed	Next Review

## Risk Assessment Template

**3: Risk Level Analysis**

Calculate score 1-5 for likelihood (L) &amp; 1-5 for severity (S). Multiply these to get the risk level rating (RL)

	LIKELIHOOD	X	SEVERITY	(Guide Only) Risk Level Rating
1	<u>Low</u> - Controls are in place to ensure the task/activity is safe and the environment is protected.	1	<u>Low risk/no impact</u> - Minor discomfort/impact or insignificant consequence.	5
2	<u>Low/Medium</u> - Some additional measures may be required to make the task/activity safe and protect the environment.	2	<u>Low/Medium risk/impact</u> - First aid /Hospital day case or minimal environmental consequence.	10 15 20 25
3	<u>Medium</u> - Additional controls are necessary to make the task/activity safe and protect the environment.	3	<u>Medium risk/impact</u> - Badly harmed (incapacitated for 3 day +, WRULD etc.) or moderate environmental consequence. Moderate 3rd party interest / enforceable standard.	4
4	<u>Medium/High</u> - Formal and documented controls are required to protect individuals and the environment.	4	<u>Medium/High risk/impact</u> - Severely harmed/Maimed (Paralysis/Blinded/Badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3rd party interest/risk of prosecution.	3 6 9 12 16 20
5	<u>High/imminent</u> - Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	<u>Unacceptable high risk/impact</u> - Death or chronic illness (i.e. Electrocution / Asbestos related illness/Dangerous Occurrence) Severe/Chronic/large quantity environmental release/ 3rd party instruction/ High risk of prosecution.	2 4 6 8 10 1 2 3 4 5
				<b>SEVERITY</b>
				1 2 3 4 5

**Key to risk level:**

HIGH = 20-25 – Unacceptable / High RISK / IMPACT

MEDIUM = 8 – 16 Medium to High RISK / IMPACT

Do not attempt this work: seek advice from QHSE Manager

Additional control measures should be sought to reduce the risk before proceeding.

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LOW = 1- 6 Low to Medium RISK/IMPACT

Adequate control measures may be in place: proceed with caution.

Prepared by	Manager	Date
Phil Dillon & Derek Stephens	Angela McIntyre	25/06/2022
Issue Number 1	Reviewed	Next Review



**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 20<sup>th</sup> July 2022  
**Agenda Item Number** 9  
**Subject:** Personnel Sub Committee  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

### Summary

The Council requires a Personnel Sub Committee to discuss matters relevant to the staff employed by the Council. This Committee needs to be agreed each year.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
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 agree the membership of the Personnel Sub Committee with agreed Political Balance;
2. That the report be noted.

### Reasons for Recommendation(s)

The Council deals with HR issues by way of a Personnel Sub Committee which is a Sub Committee of the Finance & General Purposes Committee. A meeting needs to be held to review several HR policies and any H&S issues which may arise. The Sub Committee has not met since 2020 as the last meeting was postponed due to lack of quoracy.

### Alternative Options Considered and Rejected

The Sub Committee is not agreed and does not meet. This would put the Council at risk of criticism by both the internal and external auditor and at risk of implementing out of date policies.

### What will it cost and how will it be financed?

#### (A) Revenue

None

#### (B) Capital

None

### Implications of Recommendations:

<b>Financial Implications</b>	None
<b>Resource Implications</b>	Officer time
<b>Legal Implications</b>	LGA 1972, ACAS guidelines
<b>Equality &amp; Diversity Implications</b>	None

### Implementation Date for Decision

The meeting will be arranged before the end of August 2022.

### Appendices

None

### Background Papers

#### Political Balance Report – May 2022

<b>Contact Officer</b>	Angela McIntyre
<b>Telephone Number</b>	0151 526 3705
<b>Email Address</b>	Angela.mcintyre@maghull-tc.gov.uk

#### 1. Background

At Annual Council on 18th May 2022 the Council agreed the Scheme of Delegation to Officers and to Committees with the Political Balance report being agreed at Full Council held on 29<sup>th</sup> June 2022. The Political Balance report gave the total number of seats on each Committee split on political balance rules giving the numbers of seats each political party or independent member were entitled to hold.

The Scheme of Delegation stated that HR matters would be dealt with by Finance & General Purposes Committee by way of a Personnel Sub Committee. This Sub Committee has not yet met nor has it had its membership agreed.

#### 2. **Current Position**

The Sub Committee needs to meet to review various HR policies including disciplinary, grievance etc. In order to meet the membership needs to be agreed.

It is proposed that the Personnel Sub Committee be made up as follows:

<b>Committee</b>	<b>Seats</b>	<b>IND</b>	<b>LAB</b>
Finance & General Purposes	10	6	4
Personnel Sub Committee	5	3	2

This would keep to the political balance rules and ensure the meeting was quorate (quorum = 3). In order to facilitate the meeting it would start at 6.30 pm.

**Recommendation(s):-**

- 1. That the Committee agree the membership of the Personnel Sub Committee with agreed Political Balance;**
- 2. That the report be noted.**

