

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 04 January 2023 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

**1 Apologies for Absence**

**2 Declarations of Interest**

**3 Public Participation.**

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

Members are asked to confirm the minutes of the meeting held on 7<sup>th</sup> July 2022 (Pages 1-3)

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

Members are asked to consider the reports and financial information (Pages 4 - 15)

**6 Budget Report 23-24**

Members are asked to consider the report to determine the budget for 2023-24 to be recommended to Full Council. (Pages 16 - 42)

**7 Volunteers and Safeguarding Policy**

Members are asked to consider the draft Policy documents for Volunteers and Safeguarding for recommendation to Full Council. (Pages 43-55)

**9 Chairman's Closing Comments**

For noting only.

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

## **Meeting Held Wednesday 20th July 2022 at 6:30 PM**

Those present :

Chairman : Cllr P Mc Kinley

Vice-Chairman : Cllr A Carr

Councillors : Cllr C Carlsen, Cllr J Desmond, Cllr K Hughes, Cllr T Hughes, Cllr B Nixon, Cllr J Sayers

Officers : P Dillon, D Healey, S Lawrence, A Mc Intyre

### **1 Election of Chair and Vice Chair**

**RESOLVED** that members agreed and appointed Cllr P McKinley as Chair of Finance & General Purposes Committee 2022-23, and Cllr A Carr as Vice Chair.

### **2 Apologies for Absence**

None received.

### **3 Declarations of Interest**

None received.

### **4 Public Participation.**

None Notified.

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

**RESOLVED** that the minutes of the meeting held on 30th March 2022 for Finance & General Purposes Committee were approved as a correct record.

### **8 Health & Safety Report**

The Community Services Manager informed members following the finalisation of MTC Health and Safety policy, an operational review of MTC's current health and safety processes, to ensure MTC conform with HSE regulations in terms of employee and contractor management. In doing so, MTC have conducted a gap analysis on our performance and require approval for Emergency Evacuation process and Lone Working.

**RESOLVED that:-**

- 1. All agreed the Emergency Evacuation Plan and Lone working risk assessment;**
- 2. Approved the documents for adoption by MTC with immediate effect;**
- 3. The report be noted.**

The Community Services Manager left the meeting.

### **6 Treasurer's Report and Financial Statements Year end**

The Finance Officer informed members last financial year MTC continued upgrading work on the Planned Asset Maintenance 5-year plan. The Town Hall was re-wired with new lighting and a new alarm installed. Old Hall Park play equipment upgrade was completed in March 2022 and further upgrades would be completed in the new financial year. MTC overall was underspent by £38,766.49;

this would be currently held in retained balances. This was due to several factors: the Community Services Team were unable to do complete planned projects and other activities due to the pandemic; the Facilities Team made a saving on the salaries budget; a grant from Mersey Forest for the tree project was received. The sale of a Kubota and a very old vehicle also provided additional funds. The Planned Asset Maintenance budget was overspent, however, overall there was an underspend.

The Finance Officer recommended that £4,650 be transferred to Vehicle and Machinery reserve to use towards funding for future vehicles that are required. A former Mayor had made a donation of £1,436.15 to MTC. However, not all of this donation had been spent and had formed part of the retained balances. The remaining amount of £33,398.42 to be transferred to Earmarked Reserves. There was currently £11,561.16 in the S106 account.

**RESOLVED that:-**

- 1. The underspend of £33,398.42 be transferred to Earmarked Reserves;**
- 2. The Financial Statements as of 31st March 2022 be noted.**

## **7 Treasurer's Report and Financial Statements New financial year**

Members were informed that it was too early in the year to predict trends other than the income across all departments was likely to be low.

- Town Hall - Expenditure on some nominal codes was showing higher than expected due to paying a yearly contract fee. The budget continued to be monitored robustly.
- Facilities - This year there has been extensive improvement in the Town Council's Playground Equipment, and this was reflected in the expenditure. There was also a focus on Health and Safety and there was likely to be an overspend on this nominal code.
- Community Services - The income would be from Pinder's Circus, and the Fairground. The team are preparing for Maghull Fest and expenditure would increase on the events nominal code 5331.
- Planned Asset Maintenance - This was a new budget created to ensure MTC assets were maintained and improved. Last year through robust financial management one of the parks equipment was upgraded Old Hall. Sefton Council had agreed to provide Ward Park funding for Latham Park, Mersey Ave Park, Moss Park in this financial year. The RFO had drawn down £41,000.00 from reserves and will monitor the budgets.
- The Asset Maintenance Plan - A new Air Conditioning has been installed, 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.

Cllrs discussed the report and a proposal to request annual charge of £10,000 from Meadows Leisure Centre for Customer parking and provide alternative parking to Meadows employees at Old Hall.

**RESOLVED that:-**

- 1. Town Clerk to request annual charge of £10,000 from Meadows Leisure Centre for Customer parking and provide alternative parking to Meadows**

employees at Old Hall playing fields;  
**2. The Financial statements as of 30th June 2022 be noted.**

Cllr Carlsen left the meeting.

**9 Confirmation of Personnel Sub Committee**

Members were informed the Personnel Sub Committee was a sub-committee of the Finance and General Purposes Committee. This Committee now needed to meet and as such its membership needed to be agreed. Cllrs suggested following:

- Cllr S Doherty - Labour Party
- Cllr T Hughes - Independent Party
- Cllr A Carr - Independent Party
- Cllr J Sayers - Independent Party
- Cllr Chris Carlsen - Labour Party

**RESOLVED that:-**

- 1. The members of the Personnel Sub Committee be agreed as detailed above for the forthcoming municipal year;**
- 2. The report be noted.**

**10 Chairman's Closing Comments**

No report given.

**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 members there is only 1 outstanding debtor. Cllr discussed under the circumstances to write off the debt owed by the debtor.

**RESOLVED that:-**

- 1. All agreed to write off the bad debt;**
- 2. The report be noted.**

CHAIR

**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 4th January 2023  
**Agenda Item Number** 5  
**Subject:** Treasurer's Report and Financial Statements as of 19th December 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>	LGA 1972, Audit and Accountability Regulations 2015
<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 December 2022  
Facilities Income and Expenditure to December 2022  
Community Support & Engagement Income and Expenditure to December 2022  
Planned asset Maintenance Income and Expenditure to December 2022  
The Hub December 2022  
Profit & Loss December 2022  
Balance Sheet December 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 up to 19th December 22. The income for the Town Hall is reduced in some nominal code i.e bank interest/indoor bowls and the activity room which is no longer in use. The Venue has a new licensee with an increased income. Some expenditure is only expected at year e.g., Invoices from Knowsley for IT. The Town Hall budget continues to be monitored robustly.

Facilities –The sheets show income and expenditure up to 19<sup>th</sup> December 22. The income for the Facilities team may be slightly over budget at year end. The expenditure is showing overspends in certain nominal codes e.g. Health and Safety. This has been approved and virements will be done later in the financial year. However, as a Council we need to ensure we are compliant with all health and safety requirements.

Community Services – The Christmas tree has been delivered and installed. The Community Services team and Councillors have been busy making up and delivering hampers to local residents. Around 100 hampers have been delivered. The team has done Maghull Fest/Frozen and the next activity will be the Maghull Civic Awards. The budget continues to be monitored robustly.

Planned Asset Maintenance – This year a number of Parks in Maghull received new playground equipment costing £80,993.17, Sefton made a contribution of £39,863.34. Other work completed included new air conditioning especially in the Venue. Tree work which was requiring removal by a private contractor. Shutters were electrified to make them safer and easier to use.

The Hub – This is a new budget which was created to fund the Maghull Hub which will open in January 2023.

**Recommendation(s):-**

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

<b>TOWN HALL</b>					
	<b>Department 1</b>				
		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Explanation</b>
<b>INCOME</b>					
4001	PRECEPT	302,356.00	226,767.33	75,588.67	
4010	BANK INTEREST	2,000.00	0.00	2,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	1,000.00	555.00	445.00	
4102	POLICE STATION LEASE	11,550.00	9,000.00	2,550.00	
4103	ACTIVITIES ROOM	0.00		0.00	Not available for hire
4104	STORAGE HIRE	555.00	1,058.86	-503.86	
4300	FUNCTION SUITE LEASE	15,000.00	12,658.31	2,341.69	
4330	BOWLS INDOOR	0.00		0.00	Not available for hire
4353	CRICKET CLUB LEASE	2,120.00	2,200.00	-80.00	
4395	MISC. INCOME	1,040.00	685.99	354.01	
4396	SOLAR PANEL INCOME	4,000.00	0.00	4,000.00	
		<b>339,621.00</b>	<b>252,925.49</b>	<b>86,695.51</b>	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
5100	SECURITY	29,000.00	17,298.16	11,701.84	
5101	CCTV	2,070.00	1,938.17	131.83	Annual contract in
5102	ALARM	1,600.00	1,041.92	558.08	
5103	FIRE	1,000.00	934.29	65.71	
5104	AIR-CON	300.00	960.00	-660.00	New annual contract started in July £960
5105	BOILER	1,000.00	269.00	731.00	
5106	LIFT	3,900.00	4,346.61	-446.61	Annual contract paid
5107	CLEANING SERVICES	16,000.00	13,862.00	2,138.00	
5108	HYGIENE	3,000.00	1,592.04	1,407.96	
5109	PEST CONTROL	600.00	639.53	-39.53	
5110	KITCHEN CLEANSING	0.00	650.00	-650.00	Now the Venue's responsibility
5111	WASTE DISPOSAL	2,270.00	3,385.50	-1,115.50	New charges from Sefton
5116	CLEANING SUPPLIES	500.00	177.08	322.92	
5117	COVID-19	800.00	95.92	704.08	
		<b>62,040.00</b>	<b>47,190.22</b>	<b>14,849.78</b>	
	<b>OVERHEADS</b>				
7000	BROADBAND	4,200.00	0.00	4,200.00	Year end invoice
7002	TELEPHONES	200.00	228.68	-28.68	
7003	MOBILE PHONES	200.00	0.00	200.00	
7010	POSTAGE	200.00	136.15	63.85	
7021	STATIONERY	1,000.00	631.20	368.80	
7031	PRINTING	200.00	0.00	200.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	185.00	141.00	44.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00	1,724.06	-724.06	New laptop for D S
7061	IT	11,100.00	152.00	10,948.00	Year end invoice
7068	SAGE	3,050.00	2,188.17	861.83	
7071	PHOTOCOPIER	2,400.00	1,379.01	1,020.99	
7082	BANK CHARGES	750.00	630.19	119.81	
7100	SALARIES	81,967.00	71,720.64	10,246.36	
7106	EMPLOYER'S NI	8,673.00	6,766.24	1,906.76	
7107	PENSIONS	16,066.00	1,160.13	14,905.87	
7200	INSURANCE FEES	26,000.00	19,671.84	6,328.16	
7221	PROFESSIONAL FEES	6,000.00	150.00	5,850.00	Year end invoice
7224	AUDIT FEES	2,850.00	1,600.00	1,250.00	
7232	WEBSITE DEVELOPMENT	1,216.00	440.00	776.00	
7236	PERSONNEL CONSULTANCY	5,500.00	0.00	5,500.00	Year end invoice
7237	TRAINING	6,000.00	2,550.00	3,450.00	
7254	SUBSCRIPTIONS	3,000.00	2,946.26	53.74	LALC membership paid (£1800 annual)
7300	RATES	19,000.00	17,066.00	1,934.00	
7303	ELECTRICITY - TOWN HALL	15,000.00	7,458.04	7,541.96	
7308	GAS	11,000.00	3,176.76	7,823.24	
7309	WASTEWATER & METERED WATER	8,000.00	151.06	7,848.94	Water+ credit
7320	CIVIC HOSPITALITY	200.00	320.00	-120.00	
7359	MAYOR'S ALLOWANCE	2,000.00	394.54	1,605.46	
7801	CONFERENCES/TRAVEL/SUBS	700.00	0.00	700.00	
7810	LICENCES	1,500.00	995.05	504.95	
7817	ADVERTISING	1,200.00	0.00	1,200.00	
7823	PHOTOGRAPHS	300.00	321.50	-21.50	
7846	MISCELLANEOUS EXPENDITURE	714.30	911.19	-196.89	
		<b>241,371.30</b>	<b>145,009.71</b>	<b>96,361.59</b>	
	<b>LOANS</b>				
7918	LIFT REPLACEMENT LOAN	11,065.72	11,065.72	0.00	
7968	LIFT REPLACEMENT INTEREST	1,574.76	1,574.76	0.00	
7919	PROJECTS 2009 LOAN	7,153.64	7,153.64	0.00	
7969	PROJECTS 2009 INTEREST	2,501.52	2,501.52	0.00	
7920	ROOF SIDES & SOLAR PANELS LOAN	7,902.30	3,951.15	3,951.15	
7960	ROOF SIDES & SOLAR PANELS INT	6,011.76	3,005.88	3,005.88	
		<b>36,209.70</b>	<b>29,252.67</b>	<b>6,957.03</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>31,472.89</b>	<b>-31,472.89</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	324,949.00	243,712.08	81,236.92	
4321	Playing Fields	1,743.00	1,260.00	483.00	
4331	Bowls Outdoor	2,260.00	1,733.00	527.00	
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	0.00	
4354	Facilities Income		2,720.85	-2720.85	Recharged for fencing work at Glen Park
		<b>331,792.00</b>	<b>251,548.43</b>	<b>80,243.57</b>	
	<b>SUPPLIERS</b>				
5112	Water Quality	710.00	970.00	-260.00	
5113	Electrical Safety	600.00	337.50	262.50	
5114	Health & Safety General	630.00	3,492.24	-2,862.24	Rope grabs for roof bought
5115	Playground Inspections	1,000.00	1,116.00	-116.00	
5118	Drainage	500.00	795.00	-295.00	
5200	Engineering Equipment	1,000.00	994.88	5.12	New strimmers & hedge cutters bought
5201	Engineering Repairs	1,600.00	1,161.09	438.91	
5202	Engineering Consumables	1,500.00	1,884.63	-384.63	
5203	Play Equipment Repairs	2,250.00	3,269.98	-1,019.98	Purchase of new swings, ropes etc
5204	Parks Management	15,451.00	13,031.85	2,419.15	Glenn Park fencing £5500, Trees at Dodds
5205	Football Pitches	1,000.00		1,000.00	
5206	Bowling Greens	1,925.00	1,879.83	45.17	
5207	Grounds Maintenance Consumables	600.00	899.02	-299.02	
		<b>28,766.00</b>	<b>29,832.02</b>	<b>-1,066.02</b>	
	<b>OVERHEADS</b>				
7003	Mobile Phones	500.00	0.00	500.00	Year End Invoice
7029	Uniforms	1,951.00	994.30	956.70	
7100	Salaries	201,775.00	152,182.84	49,592.16	
7106	Employer's NI	19,380.00	12,589.85	6,790.15	
7107	Pensions	35,990.00	20,493.50	15,496.50	
7200	Insurance Fees	6,500.00	3,491.40	3,008.60	
7301	Rates Garage	3,720.00	3,323.60	396.40	
7304	Electricity Glenn Park	270.00	0.00	270.00	
7305	Electricity Pimbley	200.00	0.00	200.00	
7307	Elec Ballswood	150.00	0.00	150.00	
7310	Water Garage	700.00	908.84	-208.84	Garage wastewater of £540 in April
7311	Wastewater Ballswood	900.00	497.28	402.72	
7313	Water & Wastewater Pimbley	300.00	244.18	55.82	
7314	Water & Wastewater Glenn P	120.00	242.59	-122.59	
7315	Fleet Repairs	3,000.00	753.37	2,246.63	
7316	Vehicle Tax	935.00	0.00	935.00	
7317	Diesel	4,400.00	2,560.31	1,839.69	
7318	Red Diesel	4,335.00	2,112.00	2,223.00	
7319	Leases	5,900.00	1,430.50	4,469.50	
7851	Asset Maintenance	12,000.00	11,325.85	674.15	
		<b>303,026.00</b>	<b>213,150.41</b>	<b>89,875.59</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>8,566.00</b>	<b>-8,566.00</b>	

<b>Community Services</b>					
	<b>Department 3</b>				
<b>Codes</b>		<b>2022/23</b>			
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
<b><u>INCOME</u></b>					
<b>4001</b>	PRECEPT	78,459.00	58,844.25	19,614.75	
<b>4391</b>	EVENTS INCOME	1,600.00	2,200.00	-600.00	Fairground & Cicus
<b>4395</b>	MISC INCOME	0.00	4,452.84	-4,452.84	Mayoral Fund £1320.37 Xmas fayre Donation £170 Mag Adverts £2229.14
		<b>80,059.00</b>	<b>65,497.09</b>	<b>14,561.91</b>	
<b><u>EXPENDITURE</u></b>					
	<b><u>SUPPLIERS</u></b>				
<b>5330</b>	NEIGHBOURHOOD ACTIVITIES	6,500.00	3,885.51	2,614.49	
<b>5331</b>	EVENTS	5,000.00	4,011.41	988.59	
<b>5333</b>	CHRISTMAS ACTIVITIES	5,000.00	1,375.65	3,624.35	
<b>5334</b>	YOUTH PROVISION	4,000.00	750.00	3,250.00	Frozen
<b>5335</b>	GRANTS	5,000.00	2,250.00	2,750.00	Maghull in Bloom
		<b>25,500.00</b>	<b>12,272.57</b>	<b>13,227.43</b>	
	<b><u>OVERHEADS</u></b>				
<b>7003</b>	MOBILE PHONES	100.00	0.00	100.00	
<b>7100</b>	SALARIES	42,257.00	32,409.79	9,847.21	
<b>7106</b>	EMPLOYER'S NI	3,917.00	2,749.68	1,167.32	
<b>7107</b>	PENSIONS	8,285.00	5,088.33	3,196.67	
		<b>54,559.00</b>	<b>40,247.80</b>	<b>14,311.20</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>12,976.72</b>	<b>-12,976.72</b>	

<b>Planned Asset Maintenance</b>					
	<b>Department 4</b>	22/23			
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
	<b>INCOME</b>				
<b>4001</b>	Precept	125,152.00	93,863.34	31,288.66	
<b>4395</b>	Misc Income		39,860.18	-39,860.18	Contribution from Sefton for Parks
		<b>125,152.00</b>	<b>133,723.52</b>	<b>-8,571.52</b>	
<b>5204</b>	Parks Management		80,993.17	-80,993.17	Playground Equipment Upgrades- Moss, Moorhey, Ballswood, Mersey Ave, Latham,
<b>7851</b>	Asset Maintenance	125,152.00	31,342.49	93,809.51	New Air Con, Tree Work, Elec Shutters
		<b>125,152.00</b>	<b>112,335.66</b>	<b>12,816.34</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>21,387.86</b>	<b>-21,387.86</b>	
Please note the following Moss Park - £9,127.15, Moorhey - £24,411.63, Ballswood - £23,364.73, Mersey Ave - £17,482.28, Latham - £6,607.38					

<b>TOWN HALL</b>	<b>Department 8</b>				
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
<b>INCOME</b>					
<b>4002</b>	RESERVES FUNDING	37,446.00	37,446.00	0.00	Earmarked Reserves drawn down
<b>4395</b>	MISC INCOME	7,000.00	9,500.00	-2,500.00	Donation/Lydiat Parish Council
		<b>44,446.00</b>	<b>46,946.00</b>	<b>-2,500.00</b>	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
<b>5103</b>	FIRE	745.00	0.00	745.00	Fire Extinguishers
<b>5107</b>	CLEANING SERVICES	0.00	0.00	0.00	Provided under contract by Sefton
<b>5108</b>	HYGIENE	300.00	0.00	300.00	
<b>5109</b>	PEST CONTROL	346.00	0.00	346.00	
<b>5111</b>	WASTE DISPOSAL	500.00	0.00	500.00	
<b>5112</b>	WATER QUALITY	300.00	0.00	300.00	
<b>5116</b>	CLEANING SUPPLIES	100.00	0.00	100.00	
<b>5335</b>	GRANT FUNDING (CONTRACTOR)	18,500.00	9,250.00	9,250.00	6 months paid
		<b>20,791.00</b>	<b>9,250.00</b>	<b>11,541.00</b>	
	<b>OVERHEADS</b>				
<b>7000</b>	BROADBAND	500.00	0.00	500.00	
<b>7002</b>	TELEPHONES	500.00	0.00	500.00	
<b>7021</b>	STATIONERY	200.00	0.00	200.00	
<b>7031</b>	PRINTING	300.00	0.00	300.00	
<b>7041</b>	OFFICE EQUIPMENT & FURNITURE	700.00	0.00	700.00	New desks and chairs
<b>7061</b>	IT	1,000.00	0.00	1,000.00	
<b>7071</b>	PHOTOCOPIER	500.00	0.00	500.00	
<b>7108</b>	RENT	7,190.00	0.00	7,190.00	23/24 increase to £11K
<b>7200</b>	INSURANCE FEES	500.00	0.00	500.00	
<b>7303</b>	ELECTRICITY	1,000.00	0.00	1,000.00	
<b>7309</b>	WASTEWATER & METERED WATER	600.00	0.00	600.00	
<b>7846</b>	MISCELLANEOUS EXPENDITURE	200.00	0.00	200.00	
<b>7851</b>	ASSET MAINTENANCE	10,465.00	3,950.00	6,515.00	Building & Fire install
		<b>23,655.00</b>	<b>3,950.00</b>	<b>19,705.00</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>33,746.00</b>	<b>-33,746.00</b>	

Date: 20/12/2022  
Time: 16:57:47

MAGHULL TOWN COUNCIL (TH)

Page: 1

Profit and Loss

From: Month 1, April 2022  
To: Month 12, March 2023

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	623,187.00	623,187.00
Reserves Funding	37,446.00	37,446.00
Council Chamber Room Hire	555.00	555.00
Police Station Lease	9,000.00	9,000.00
Storage Hire	1,058.86	1,058.86
Function Suite	12,658.31	12,658.31
Playing Fields	1,260.00	1,260.00
Bowls Outdoor	1,733.00	1,733.00
Tennis Club	1,070.00	1,070.00
Tennis Fences	140.00	140.00
Rent Bowling Hut	(587.50)	(587.50)
Rent ATC Hut	1,500.00	1,500.00
Rent Cricket Club	2,200.00	2,200.00
Facilities Income	2,720.85	2,720.85
Events	2,200.00	2,200.00
Misc Income	54,499.01	54,499.01
	750,640.53	750,640.53
SUPPLIERS		
Security	17,298.16	17,298.16
CCTV	1,938.17	1,938.17
Alarm	1,041.92	1,041.92
Fire	934.29	934.29
Air-Con	960.00	960.00
Boiler	269.00	269.00
Lift	4,346.61	4,346.61
Cleaning Services	13,862.00	13,862.00
Hygiene	1,592.04	1,592.04
Pest Control	639.53	639.53
Kitchen Cleansing	650.00	650.00
Waste Disposal Charges	3,385.50	3,385.50
Water Quality	970.00	970.00
Electrical Safety	337.50	337.50
Health & Safety General	3,492.24	3,492.24
Playground Inspections	1,116.00	1,116.00
Cleaning Supplies	177.08	177.08
Covid - 19	95.92	95.92
Drainage	795.00	795.00
Engineering - New Equipment	994.88	994.88
Engineering Repairs	1,161.09	1,161.09
Engineering Consumables	1,884.63	1,884.63
Play Equipment Repairs	3,269.98	3,269.98

Date: 20/12/2022  
Time: 16:57:47

# MAGHULL TOWN COUNCIL (TH)

Page: 2

## Profit and Loss

From: Month 1, April 2022  
To: Month 12, March 2023

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
Parks Management	94,025.02	94,025.02	
Bowling Greens	1,879.83	1,879.83	
Grounds Maintenance Consumables	899.02	899.02	
Neighbourhood Activities	3,885.51	3,885.51	
Events	4,011.41	4,011.41	
Christmas Activities	1,375.65	1,375.65	
Youth Provision	750.00	750.00	
Grants	11,500.00	11,500.00	
	179,537.98	179,537.98	
DIRECT EXPENSES			
	0.00	0.00	
Gross Profit/(Loss):	<u>571,102.55</u>	<u>571,102.55</u>	
OVERHEADS			
Telephones	228.68	228.68	
Postage & Courier	136.15	136.15	
Stationery	631.20	631.20	
Uniforms	994.30	994.30	
Books/Technical Publications	141.00	141.00	
Office Equipment & Furniture	1,724.06	1,724.06	
IT	152.00	152.00	
Sage	2,188.17	2,188.17	
Photocopier	1,379.01	1,379.01	
Bank Charges	630.19	630.19	
Salaries	256,313.27	256,313.27	
Employer's NI	22,105.77	22,105.77	
Pensions	36,841.96	36,841.96	
Insurance Fees	23,163.24	23,163.24	
Professional Fees	150.00	150.00	
Audit Fees	1,600.00	1,600.00	
Website Development	440.00	440.00	
Training	2,550.00	2,550.00	
Subscriptions	2,946.26	2,946.26	
Rates Town Hall	17,066.00	17,066.00	
Rates Garage	3,323.60	3,323.60	
Electricity Town Hall	7,458.04	7,458.04	
Gas	3,176.76	3,176.76	
Water & Wastewater Town Hall	151.06	151.06	
Water Garage	908.84	908.84	
Wastewater Ballswood	497.28	497.28	
Water & Wastewater Pimbley	244.18	244.18	
Water & Wastewater Glenn P	242.59	242.59	
Fleet Repairs	753.37	753.37	

Date: 20/12/2022  
Time: 16:57:47

MAGHULL TOWN COUNCIL (TH)

Page: 3

Profit and Loss

From: Month 1, April 2022  
To: Month 12, March 2023

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
Diesel	2,560.31	2,560.31	
Red Diesel	2,112.00	2,112.00	
Leases	1,430.50	1,430.50	
Civic Hospitality	320.00	320.00	
Mayoral Expenses	394.54	394.54	
Licences	995.05	995.05	
Photographs	321.50	321.50	
Miscellaneous Expenditure	911.19	911.19	
Asset Maintenance	46,618.34	46,618.34	
Lift Replacement Loan	11,065.72	11,065.72	
2009 Projects Loan	7,153.64	7,153.64	
Roof Sides & Solar Panels Loan	3,951.15	3,951.15	
Roof & Solar Panels Int	3,005.88	3,005.88	
Lift Replacement Interest	1,574.76	1,574.76	
2009 Projects Interest	2,501.52	2,501.52	
	473,053.08	473,053.08	
Net Profit/(Loss):	<u>98,049.47</u>	<u>98,049.47</u>	

Date: 20/12/2022  
Time: 17:08:09

# MAGHULL TOWN COUNCIL (TH)

Page: 1

## Balance Sheet

From: Month 1, April 2022  
To: Month 12, March 2023

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	10,962.42	12,690.75	
Debtors General	0.00	893.19	
Prepayments	(3,708.90)	0.00	
Bank Account (Current)	99,655.61	142,464.03	
Bank Account (Deposit)	(60,000.00)	366,639.42	
VAT Liability/Reclaimed	(20,754.82)	6,728.52	
		26,154.31	529,415.91
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	(42,195.30)	(0.20)	
Accruals/Creditors Reserves	(1,500.00)	0.00	
General Creditors	45.00	58.23	
Salaries Liabilities	10,921.51	10,968.26	
		(32,728.79)	11,026.29
Current Assets less Current Liabilities:		58,883.10	518,389.62
Total Assets less Current Liabilities:		58,883.10	3,275,866.08
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	0.00	249,068.52	
		0.00	249,068.52
Total Assets less Total Liabilities:		58,883.10	3,026,797.56
<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	0.12	50,000.12	
Specific Reserves	(400.00)	15,161.16	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	(38,766.49)	0.00	
P & L Account	98,049.47	98,049.47	
		58,883.10	3,026,797.56



**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 4<sup>th</sup> January 2023  
**Agenda Item Number** 6  
**Subject:** Budget 2023-24  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

## Summary

This report sets out the proposals for next year's budget and the stresses the budget is currently under.

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

## Recommendation(s)

1. That F&GP recommend the level of precept to be requested for the financial year 2023-24;
2. That F&GP recommend the proposed budget to be agreed by Full Council for the forthcoming financial year 2022-23;
3. That F&GP recommend a charging schedule and the fees/rent included in the budget for the financial year 2023-24;
4. The report be noted.

## Reasons for Recommendation(s)

Full Council is required to set a balanced budget for the forthcoming financial year and to notify Sefton MBC of the precept requirement for Maghull Town Council area so this can be added to the Council Tax demand. This must be done by the beginning of March 2022. This report forms part of the budget setting process.

## Alternative Options Considered and Rejected

None. The Council must set a balanced budget.

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

### (A) Revenue

The precept, income from the estate and any external grants which may be awarded.

## **(B) Capital**

Any general and/or earmarked reserves.

### **Implications of Recommendations:**

<b>Financial Implications</b>	Sufficient funding to undertake project and fund core business
<b>Resource Implications</b>	Officer time
<b>Legal Implications</b>	LGA 1972, Audit and Accountability Guidelines 2015
<b>Equality &amp; Diversity Implications</b>	None

### **Implementation Date for Decision**

The new financial year.

### **Appendices**

1. Proposed budgets
2. Asset Maintenance Plan
3. Charging Schedule
4. Precept Stats for Local Councils 2022-23
5. Precept Levels in England

### **Background Papers**

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

## **1. Background**

- 1.1 The Council is required to set a budget for the forthcoming financial year which includes setting the level of precept for notification to the Treasury Department of Sefton MBC. The date by which the Council has to notify Sefton MBC has not yet been notified. However, it is usually mid-February. This is so Sefton Council can produce its finance papers for their budget meeting in early March. This year Sefton's Budget Council meeting will be held on 2<sup>nd</sup> March 2023. There is sufficient time within this timetable for the Council to determine the level of precept to be requested.
- 1.2 The Council is committed to making efficiency savings wherever they can be made and has also sought to maximise additional income by using external funding to make up the gap between core business responsibilities and the burden on the tax payer. However, the precept has had to be raised in the last 3 years to ensure that services continue to be provided. The Band D precept level was last raised in 2022-23 to its current level of £122.21. This equates to £10.18 a month or £2.34 a week.

## 2. Current Position

2.1 The precept is currently £122.21 (Band D Property) following the decision to raise the precept last year. Although this would appear high, it must be noted however, that this Council has the most responsibilities of any Council within Merseyside and Lancashire and is second only to Crewe Town Council in Cheshire in the North West.

2.2 The Council's portfolio currently includes:

- 15 parks
- 18 public open spaces
- 12 play areas
- 4 football pitches
- 6 tennis courts
- 2 basketball courts/MUGAs
- 2 bowling greens
- 1 garage/depot
- 6 pavilions
- 1 compound
- 1 advice centre

The Council's core business is parks and recreation for the residents of Maghull which is reflected in the land and property owned by it.

2.3 The precept currently provides £830,893 to the Council at the current Band D equivalent tax base (6798.9 tax base x £122.21). The Council Tax Base for 2023-24 is 6875.5. This would provide a precept level of £840,254 which is an increase of £9361 on the previous year.

2.4 Referendum principles for the Local Council sector have still not been introduced. Although the sector continues to be monitored the requirement for a referendum for increases over 3% is still not in place, unlike Local Authorities. Although Local Authorities can also increase the Council Tax by another 3% if that money is earmarked for Social Care.

2.5 The Council is required to set a balanced budget for the year. This means the proposed income and expenditure must match. In order to produce a balanced budget, the Council cannot look to fill a funding gap by using reserves as this is bad practice and unsustainable in the medium to long term. Reserves are to be used for such difficulties as interruption to cash flows, unexpected crises and unplanned, emergency works and if used within one year should be replaced the next to maintain sufficient leeway to ensure the smooth running of the Council. Reserves can only be used for capital expenditure in any event. Prudent budgeting allows for the Council to maintain general reserves of 6 to 9 months' worth of precept. A rule of thumb is the larger the Council the higher the level of reserves needs to be. This would mean general reserves of £415,500 - £623,250 being held by the Council although the Council should be aiming for reserves at the higher end of the target. Earmarked reserves are those monies set aside for specific projects or contingencies. The current level of general reserves is £366,639. Earmarked reserves total £65,000 which includes £50,000 contingency funds. Running costs for

the Council total £715,972 for the current financial year. This figure is without doing any maintenance to the Estate or covers any of the projects the Council is undertaking which totals £206,506. This comes to a total of £922,478. This is due to the additional of the new boiler for the Town hall which is now a matter of urgency. The Council also has outstanding loans of £249,069 to the Public Works Loan Board which it is uneconomical to repay earlier than the agreed settlement date.

2.6 Reserves have been used in the last financial year to pay for upgrades to the play equipment in several of the Council's parks and to pay for the much needed rewire and relighting project in the Town Hall. Following these projects, the level of reserves has dropped considerably, and steps should be taken to replenish the reserves as soon as possible.

2.7 Previous recommendations from Finance & General Purposes Committee have been to raise the precept by a "cost of living rise" but not to raise the precept to cover any additional works which are needed. This has resulted in reserves being used to cover the shortfall. However, this method of balancing the budget and completing essential works is unsustainable in the short to medium term.

### Income Generation

2.8 The Council's main form of additional income is from the lease of part of the council estate e.g. The Venue and room hire of the rooms with the Town Hall to commercial and community groups and the provision of sporting facilities. The lease hire of Council assets should contribute £51,800 to the income stream. This is with a minimum of involvement by Council staff in the lease process. The Activities Room is not anticipated to provide any additional income to the Council as it is currently housing the Grounds Maintenance Team.

### Charging Schedule

2.9 The football pitch rates remain competitive within the wider area of Maghull should they be able to be used. This was benchmarked 2018 and the situation continues to be monitored. However, Pimbley Playing Fields remain at low capacity until the changing rooms are replaced or improved. The Council does not have sufficient funds to complete this work at this time.

2.10 All costs have been increased, where appropriate, in line with inflation at 5%. This has been rounded up to the nearest £5 as appropriate.

### Personnel

2.11 The Personnel budget includes an anticipated 2% pay increase across the board following NJC negotiations (national terms and conditions). The last negotiated pay rise was a blanket £1925 increase across the board with the additional costs being covered by the underspend within the salaries budget. It is difficult to determine a level for this increase for 2023/24 so have kept it at 2% which is an above average increase across the last five years. The pension contribution level for the Council will be 17.6 % which is an increase of 1.9% since 2019. This level will continue for the next 3 financial years as the contribution rate is based on a 3-year actuarial calculation.

- 2.12 The staffing complement in 2023-24 has reduced through natural wastage from 12.93 FTE to 11.93 FTE. Therefore, the staffing budget for 2023-24 will be £432,632 in total.

### Projects

- 2.13 The play equipment continues to age, and repairs become ever more extensive and expensive. This takes up a considerable amount of maintenance officer time which together with the age of the vehicles and their maintenance requirements means that the buildings within the estate don't always get the attention they need. The play equipment is inspected each year by ROSPA who then makes recommendations for repair/replace which the Council then puts into practice. It is the Council's responsibility to ensure that all play equipment is inspected regularly and maintained to a high standard. This continues to be a drain on resources due to the age of the equipment. Following a Council decision in April 2021, 8 play areas within the town will be upgraded after a competitive tendering exercise. However, this leaves play areas in Round Meade and South Meade in need of attention. However, these cannot be addressed until the flooding issues in those parks are addressed.
- 2.14 The Asset Maintenance Plan continues to be updated and has been produced for Councillors' consideration based over the next 5 years. This gives details of the works proposed and how they may be funded. Not completing required maintenance tasks will lead to higher prices in the future, higher energy costs and an unfit and unsafe working and leisure space putting the Council at risk of insurance claims. The Asset Maintenance Plan is attached in the appendices. As can be seen, items have been pushed back from previous years due to an unwillingness to raise the precept to fund the works. There is a limited number of times that works can be pushed back without putting the Council at risk. It is also very difficult to fund the works without an increase in the precept as most external funders will not agree to bids which are solely for revenue costs or for capital projects which do not directly impact the community. Most external funders are looking to approve grants for projects which tackle the problems left by the Covid pandemic.
- 2.15 Officers continue to look at ways to generate income via innovative ways. This is in keeping with the Community Wealth Building project agreed during the Council meetings throughout the year. Officers continue to prepare business cases for those projects which will need to be agreed at Full Council, once they are ready i.e., fully costed and all risks and opportunities assessed. Should a business case not stack up financially then it will not be pursued. Members can then decide whether they wish to pursue and income generating projects which may occur. Any additional income which is gathered via these routes will be put back into community-based projects.

## **3. Financial Implications**

- 3.1 There are two options before the Committee. The first is as follows. It is recommended that the precept demand for 2023-24 be raised to cover all of the proposed works within the Planned Asset Maintenance department. This is because a number of issues have arisen which need attention. This would mean a precept increase of £6.00 to £128.21 per Band D property, a 13p per week increase if all the works in the Asset Maintenance Plan were funded. This would give an overall

precept level of £881,508 or 85p per week per resident. This is an 7.33% increase in the precept.

- 3.2 The second option is to reduce the Planned Asset Maintenance budget by £41,000 which would mean no increase to the precept for this year. This would mean pushing some planned maintenance back another year. As has previously been mentioned this puts the Council at risk, mainly of insurance claims that this work has not been done. Therefore, the level of precept demanded would be £840,254.
- 3.3 The total reserves are currently at £366,639. The general advice is that general reserves for a large Town Council should be set at 6 – 9 months precept. The current level of general reserves are 5.3 months so outside of the range and leaving the Council at risk. The tightness of the budget does not allow for reserves to be built up to increase this figure although this is needed in the short to medium term. Therefore, it is not advised that the Reserves be used to cover any capital expenditure needed.
- 3.4 Amenities Committee has requested an increase in the precept of £2.00 to cover the shortfall in their budgets for the forthcoming year. Community Services Committee has requested an increase in the proposed Youth Provision budget of £4,000. If the increase outlined above was approved this would allow the budgets to align with the Committees' requests.
- 3.5 The reasons for this increase are detailed in this report. However, the main points are listed below.
- 3.5.1 The increase in running costs i.e., the changes following Covid and the Cost-of-Living Crisis and the impact that will have on the provision of consumables. The budget has been factored to cover this and a proposed increase in staffing costs for 2 years.
- 3.5.2 The level of precept requested allows for the Maghull Hub to be taken forward, a pivotal feature of the Business Plan.
- 3.5.3 The increase proposed would be significant but would allow a considerable number of works to move forward within the Council's core business strategy of improving the parks and upgrading the estate. Members will need to consider carefully whether they wish to move forward with improvements to the estate or continue with limited maintenance only of the estate and playground equipment which will inevitably, due to the age of the equipment, result in a declining offer to residents.

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

- 1. That F&GP recommend the level of precept to be requested for the financial year 2023-24;**
- 2. That F&GP recommend the proposed budget to be agreed by Full Council for the forthcoming financial year 2022-23;**
- 3. That F&GP recommend a charging schedule and the fees/rent included in the budget for the financial year 2023-24;**
- 4. The report be noted.**

<b>TOWN HALL</b>	<b>Department 1</b>		
		<b>Budget</b>	<b>Explanation</b>
		23/24	
<b>INCOME</b>			
<b>4001</b>	PRECEPT	304,010.00	
<b>4010</b>	BANK INTEREST	500.00	
<b>4101</b>	COUNCIL CHAMBER ROOM HIRE	1,000.00	
<b>4102</b>	POLICE STATION LEASE	11,550.00	
<b>4103</b>	ACTIVITIES ROOM	0.00	
<b>4104</b>	STORAGE HIRE	1,060.00	
<b>4300</b>	FUNCTION SUITE LEASE	21,700.00	
<b>4353</b>	CRICKET CLUB LEASE	2,035.00	
<b>4395</b>	MISC. INCOME	1,000.00	
<b>4396</b>	SOLAR PANEL INCOME	4,000.00	
		<b>346,855.00</b>	<b>0.00</b>
<b>EXPENDITURE</b>			
	<b>SUPPLIERS</b>		
<b>5100</b>	SECURITY	31,000.00	
<b>5101</b>	CCTV	2,000.00	
<b>5102</b>	ALARM	1,600.00	
<b>5103</b>	FIRE	1,150.00	
<b>5104</b>	AIR-CON	960.00	
<b>5105</b>	BOILER	1,000.00	
<b>5106</b>	LIFT		New Contract no charge 23/24
<b>5107</b>	CLEANING SERVICES	18,950.00	
<b>5108</b>	HYGIENE	2,078.00	
<b>5109</b>	PEST CONTROL	710.00	
<b>5110</b>	KITCHEN CLEANSING	0.00	
<b>5111</b>	WASTE DISPOSAL	4,632.00	Doubled in price
<b>5116</b>	CLEANING SUPPLIES	500.00	
		<b>64,580.00</b>	<b>0.00</b>
	<b>OVERHEADS</b>		
<b>7000</b>	BROADBAND	4,200.00	
<b>7002</b>	TELEPHONES	300.00	
<b>7003</b>	MOBILE PHONES	200.00	
<b>7010</b>	POSTAGE	200.00	
<b>7021</b>	STATIONERY	1,000.00	
<b>7031</b>	PRINTING	200.00	
<b>7036</b>	BOOKS/TECHNICAL PUBLICATIONS	185.00	
<b>7041</b>	OFFICE EQUIPMENT & FURNITURE	1,000.00	
<b>7061</b>	IT	11,100.00	

7068	SAGE	3,000.00	
7071	PHOTOCOPIER	2,400.00	
7082	BANK CHARGES	750.00	
7100	SALARIES	87,780.00	Increased put 2% in
7106	EMPLOYER'S NI	9,220.00	
7107	PENSIONS	17,205.00	
7200	INSURANCE FEES	27,999.00	
7221	PROFESSIONAL FEES	6,000.00	
7224	AUDIT FEES	3,400.00	Internal & External
7232	WEBSITE DEVELOPMENT	1,216.00	
7236	PERSONNEL CONSULTANCY	5,500.00	
7237	TRAINING	4,000.00	Reduced
7254	SUBSCRIPTIONS	3,000.00	
7300	RATES	19,455.00	
7303	ELECTRICITY - TOWN HALL	15,000.00	
7308	GAS	11,319.00	
7309	WASTEWATER & METERED WATER	5,000.00	
7320	CIVIC HOSPITALITY	200.00	
7359	MAYOR'S ALLOWANCE	2,000.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00	
7810	LICENCES	1,500.00	
7817	ADVERTISING	0.00	
7823	PHOTOGRAPHS	321.19	
7846	MISCELLANEOUS EXPENDITURE	715.00	
		<b>246,065.19</b>	
	<b>LOANS</b>		
7918	LIFT REPLACEMENT LOAN	9,117.66	
7968	LIFT REPLACEMENT INTEREST	3,523.00	
7919	PROJECTS 2009 LOAN	6,062.56	
7969	PROJECTS 2009 INTEREST	3,592.53	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	
		<b>36,209.81</b>	<b>0.00</b>
<b>TOTAL</b>		<b>0.00</b>	



<b>FACILITIES</b>	<b>Department 2</b>				
<b>Proposed 23/24</b>					
		<b>Budget</b>	<b>Explanation</b>		
	<b>INCOME</b>				
<b>4001</b>	Precept	332,327.00	Awaiting Figures		
<b>4321</b>	Playing Fields	600.00			
<b>4331</b>	Bowls Outdoor	855.00			
<b>4345</b>	Tennis Club	1,200.00			
<b>4346</b>	Tennis Fences	168.00			
<b>4350</b>	Rent Bowling Hut	4,200.00			
<b>4351</b>	Rent ATC Hut	1,500.00			
<b>4354</b>	Facilities Income				
		<b>340,850.00</b>	<b>0.00</b>		
	<b>SUPPLIERS</b>				
<b>5112</b>	Water Quality	1,320.00			
<b>5113</b>	Electrical Safety	600.00			
<b>5114</b>	Health & Safety General	1,000.00			
<b>5115</b>	Playground Inspections	1,403.00			
<b>5118</b>	Drainage	500.00			
<b>5200</b>	Engineering Equipment	1,000.00			
<b>5201</b>	Engineering Repairs	1,600.00			
<b>5202</b>	Engineering Consumables	1,500.00			
<b>5203</b>	Play Equipment Repairs	2,250.00			
<b>5204</b>	Parks Management	15,451.00			
<b>5205</b>	Football Pitches	1,000.00			
<b>5206</b>	Bowling Greens	1,925.00			
<b>5207</b>	Grounds Maintenance Consumables	600.00			
		<b>30,149.00</b>	<b>0.00</b>		
	<b>OVERHEADS</b>				
<b>7003</b>	Mobile Phones	500.00			
<b>7029</b>	Uniforms	1,951.00			
<b>7100</b>	Salaries	205,882.00			
<b>7106</b>	Employer's NI	19,011.00			
<b>7107</b>	Pensions	36,502.00			
<b>7200</b>	Insurance Fees	6,500.00			
<b>7301</b>	Rates Garage	3,785.00			
<b>7304</b>	Electricity Glenn Park	270.00			
<b>7305</b>	Electricity Pimbley	200.00			
<b>7307</b>	Elec Ballswood	0.00			
<b>7310</b>	Water Garage	700.00			
<b>7311</b>	Wastewater Ballswood	0.00			
<b>7313</b>	Water & Wastewater Pimbley	300.00			
<b>7314</b>	Water & Wastewater Glenn P	120.00			
<b>7315</b>	Fleet Repairs	3,000.00			
<b>7316</b>	Vehicle Tax	935.00			
<b>7317</b>	Diesel	8,735.00			
<b>7318</b>	Red Diesel	0.00			
<b>7319</b>	Leases	10,310.00			
<b>7851</b>	Asset Maintenance	12,000.00			
		<b>310,701.00</b>			
<b>TOTAL</b>		<b>0.00</b>			

Community Support	Department 3		
Proposed 23/24			
Codes		2023/24	
		Budget	Explanation
<b>INCOME</b>			
4001	PRECEPT	88,967.00	
4391	FESTIVAL EVENTS INCOME	1,600.00	Fair & Circus
4395	MISC INCOME	0.00	
		<b>90,567.00</b>	
<b>EXPENDITURE</b>			
	<b>SUPPLIERS</b>		
5330	NEIGHBOURHOOD ACTIVITIES	8,000.00	Increased by £1,500 for magazine
5331	EVENTS	5,000.00	
5333	CHRISTMAS ACTIVITIES	5,000.00	
5334	YOUTH PROVISION	8,000.00	Increased from £4k to £8k requested by CSC
5335	GRANTS	5,000.00	
		<b>31,000.00</b>	
	<b>OVERHEADS</b>		
7003	MOBILE PHONES	100.00	
7100	SALARIES	46,141.00	
7106	EMPLOYER'S NI	4,283.00	
7107	PENSIONS	9,043.00	
		<b>59,567.00</b>	
<b>TOTAL</b>		<b>0.00</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	79,497.00		79,497.00	
		<b>79,497.00</b>		<b>79,497.00</b>	
	<b>OVERHEADS</b>				
		<b>0.00</b>		<b>0.00</b>	
<b>TOTAL</b>		<b>79,497.00</b>	<b>0.00</b>	<b>79,497.00</b>	
Or a £6.00 increase in the Precept would be £120,750					

<b>Maghull Hub</b>	<b>Department 8</b>				
<b>23/24</b>					
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
<b>INCOME</b>					
<b>4001</b>	PRECEPT	35,454.00		35,454.00	New
	LYDIATE PARISH COUNCIL	2,500.00		2,500.00	
	EVOLVE	2,400.00		2,400.00	
		<b>40,354.00</b>	<b>0.00</b>	<b>40,354.00</b>	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
<b>5103</b>	FIRE	300.00		300.00	Fire Extinguishers
<b>5107</b>	CLEANING SERVICES	0.00		0.00	Provided under contract by Sefton
<b>5108</b>	HYGIENE	300.00		300.00	
<b>5109</b>	PEST CONTROL	300.00		300.00	
<b>5111</b>	WASTE DISPOSAL	500.00		500.00	
<b>5112</b>	WATER QUALITY	300.00		300.00	
<b>5116</b>	CLEANING SUPPLIES	100.00		100.00	
<b>5335</b>	GRANT FUNDING (CONTRACT)	14,750.00		14,750.00	Over 2 financial years
		<b>16,550.00</b>	<b>0.00</b>	<b>16,550.00</b>	
	<b>OVERHEADS</b>				
<b>7000</b>	BROADBAND	400.00		400.00	
<b>7002</b>	TELEPHONES	100.00		100.00	
<b>7021</b>	STATIONERY	200.00		200.00	
<b>7031</b>	PRINTING	300.00		300.00	
<b>7041</b>	OFFICE EQUIPMENT & FURNITURE	300.00		300.00	
<b>7061</b>	IT	1,000.00		1,000.00	
<b>7071</b>	PHOTOCOPIER	600.00		600.00	
<b>7100</b>	SALARIES	8,327.00		8,327.00	
<b>7106</b>	EMPLOYER'S NI	0.00		0.00	
<b>7107</b>	PENSIONS	1,632.00		1,632.00	
<b>7108</b>	RENT	8,145.00		8,145.00	Over 2 financial years
<b>7200</b>	INSURANCE FEES	500.00		500.00	
<b>7303</b>	ELECTRICITY	1,000.00		1,000.00	
<b>7309</b>	WASTEWATER & METERED WATER	600.00		600.00	
<b>7846</b>	MISCELLANEOUS EXPENDITURE	200.00		200.00	
<b>7851</b>	ASSET MAINTENANCE	500.00		500.00	
		<b>23,804.00</b>	<b>0.00</b>	<b>23,804.00</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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

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

<b>Item</b>	<b>Amount</b>	<b>Department</b>	
Provide new facility for Facilities Team - Activity room	26,000.00	4	Moved from 23/24
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	Completed 2022
More CCTV around Town Hall and overflow car park etc	1,600.00	4	Moved from 20/21
Park Signs	34,700.00	4	Move to 23/24 ?
New Park Equipment	41,132.99	4	Completed 2022
<b>Total</b>	<b>124,984.99</b>		
Budget	125,152		

**ASSET MAINTENANCE 5 YEAR PLAN 2023-2024****Version A****No Precept Increase**

Item	Amount	Department	
2 Boilers in Town Hall	20,000.00	4	Costs to be confirmed
Improve drainage on Parks.	37,497.00	4	Costs to be confirmed. Survey being done at a cost of £3.5k
Upgrade Parks highlighted in ROSPA	22,000.00	4	
Park Signs			Depending on the outcome of the drainage costs. If it is too expensive, complete remaining signs and benches
	<b>79,497.00</b>		

The Plan is flexible and if an emergency arises budget is available and can be used.  
The Drainage report is being done shortly and this will identify the issues for the Council



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

<b>Item</b>	<b>Amount</b>
Shutters to Town Hall Main entrance	7,000.00
Upgrade Play Equipment remaining Parks	70,000.00
Electricity Supply Lower Bowling Hut	5,000.00
Replacement Windows Town Hall	38,000.00
Provide extra storage for Facilities Team	?
Reflooring Town Hall	5,152.00
CCTV at Glenn Park	4,000.00
Separate Electricity supply to outside buildings	3,000.00
Re-wire Garage	8,000.00
	<b>140,152.00</b>

**Department**

4	Moved from 20/21	Costs to be confirmed
4		
4	Moved from 22/23	Costs to be confirmed
4	Moved from 22/23	Costs to be confirmed
4		
4	Moved from 20/21	Costs to be confirmed
4	Moved from 20/21	
4	Moved from 20/21	
4	New -	Costs to be confirmed

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

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

<b>Item</b>	<b>Amount</b>	<b>Department</b>	
Provide new facility for Facilities Team - Activity room	26,000.00	4	Moved from 23/24
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	Completed 2022
More CCTV around Town Hall and overflow car park etc	1,600.00	4	Moved from 20/21
Park Signs/Benches	34,700.00	4	Move to 23/24 ?
New Park Equipment	41,132.99	4	Completed 2022
<b>Total</b>	<b>124,984.99</b>		
Budget	125,152		

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

Item	Amount	Department	
2 Boilers in Town Hall	20,000.00	4	Costs to be confirmed
Improve drainage on Parks.	52,705.00	4	Costs to be confirmed. Survey being done at a cost of £3.5k
Paint inside Town Hall to improve appearance/Fire Doors/Ceiling Tiles	6,000.00	4	Moved from 20/21
Park Signs/Benches	20,000.00		Completed outstanding Signs/Benches not completed 22/23
Upgrade Parks highlighted in ROSPA	22,000.00	4	
	<b>120,705.00</b>		

The Plan is flexible and if an emergency arises budget is available and can be used.  
The Drainage report is being done shortly and this will identify the issues for the Council

If we raise the Precept by £6.00

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

<b>Item</b>	<b>Amount</b>
Shutters to Town Hall Main entrance	7,000.00
Upgrade Play Equipment remaining Parks	70,000.00
Electricity Supply Lower Bowling Hut	5,000.00
Replacement Windows Town Hall	38,000.00
Provide extra storage for Facilities Team	?
Reflooring Town Hall	5,152.00
CCTV at Glenn Park	4,000.00
Separate Electricity supply to outside buildings	3,000.00
Re-wire Garage	8,000.00
	<b>140,152.00</b>

**Department**

4	Moved from 20/21	Costs to be confirmed
4		
4	Moved from 22/23	Costs to be confirmed
4	Moved from 22/23	Costs to be confirmed
4		
4	Moved from 20/21	Costs to be confirmed
4	Moved from 20/21	
4	Moved from 20/21	
4	New -	Costs to be confirmed



## Proposed Budget 23/24

<b>Precept Required Option A</b>	<b>No Increase</b>	<b>Increase by £6.00 to £128.21 Option B</b>
Town Hall	£304,010.00	£304,010.00
Facilities	£332,327.00	£332,327.00
Community Services	£88,967.00	£88,967.00
The Hub	£35,454.00	£35,454.00
Planned Asset Maintenance	£79,497.00	£120,750.00
	<b>£840,255.00</b>	<b>£881,508.00</b>

## Maghull TownCouncil

### Hire Charges 22/23

FACILITY	CHARGE
Council Chamber (40 max. Formal seating 25)	£105.00 Per Day ex VAT
Council Chamber (40 max. Formal seating 25)	£55.00 Per Half Day ex VAT
Activities Room (140 max)	<b>Nil (had agreed £30.00) per hour</b>
Activities Room (140 max)	<b>Nil (had agreed £100.00 per day)</b>
Activities Room (140 max)	<b>Nil (had agreed £50.00 per half a day)</b>
Radio Room	£30 per half day ex vat
Outdoor Bowls – season (individual)	£28.00
Outdoor Bowls – (individul) a game (new)	£5.00
Outdoor Bowls – season contract	£565.00 per club
Football - half pitch adult for season	£630.00
Football – half pitch junior for season	£315.00
Football – pre-season charge per game	£32.00

### Hire Charges 23/24

FACILITY	CHARGE
Council Chamber (40 max. Formal seating 25)	£110.00 Per Day ex VAT
Council Chamber (40 max. Formal seating 25)	£60.00 Per Half Day ex VAT
Activities Room (140 max)	£30.00 per hour ex VAT
Activities Room (140 max)	£100 Per Day ex VAT
Activities Room (140 max)	£50.00 Per Half Day ex VAT
Radio Room	£30 per half day ex vat
Outdoor Bowls – season (individual)	£30.00
Outdoor Bowls – ( individual) a game (new)	£5.00
Outdoor Bowls – season contract	£600.00 per club
Football - half pitch adult for season	£640.00
Football – half pitch junior for season	£320.00
Football – pre-season charge per game	£35.00

## Maghull Town Council – Precept Stats 2022-23

- Chippenham Town Council (Wiltshire) had the highest level of precept at £3,606,289 (Band D £280.53), a 5.85% increase.
- Maghull Town Council is 132<sup>nd</sup> (150<sup>th</sup> 2021) on the list of highest setting precepts
- Falmouth Town Council (Cornwall) has the highest Band D charge at £377.97 (Precept £2,863,663) up from £371.17 in 2021-22 a 4.92% increase.
- Maghull Town Council is 531<sup>st</sup> (715<sup>th</sup> 2021) on the list of highest Band D charges
- Sutton Coalfield Town Council (created 2016) has the largest tax base of 36,890
- Maghull Town Council is 5<sup>th</sup> (195<sup>th</sup> 2021) on the list of highest tax bases.
- Knowsley Town Council has the highest Band D charge in Merseyside at £111.71
- Maghull Town Council precept was raised in 2021 and is currently £122.21
- There are 8874 precepting parishes in England (8877 in 2021).
- The Bank of England inflation calculator gives an average inflation rate of 2.5% since 2011. If the precept had risen in line with inflation from 2011 the precept would be as follows:

Year	Band D equivalent	Precept (Actual)
2011-12	£88.85	£635,142 (£635,142)
2012-13	£91.07	£649,337 (£633,508)
2013-14	£93.35	£584,024 (£555,871)
2014-15	£95.68	£606,161 (£562,591)
2015-16	£98.07	£624,871 (£566,124)
2016-17	£100.23	£649,265 (£575,548)
2017-18	£103.04	£668,955 (£605,656)
2018-19	£105.61	£683,248 (£643,347)
2019-20	£108.25	£719,581 (£652,974)
2020-21	£110.96	£750,830 (£701,280)
2021-22	£113.73	£761,729 (£714,243)
2022-23	£122.21	£831,046 (£830,893)

- This is an overall reduction of 16.23% in precept since 2011-12
- It has taken 8 years for the precept to match 2011–12 levels.
- Current inflation levels are 9.1% and expected to rise.
- The Council Tax Base has been reduced twice since 2011 by Sefton MBC

<https://www.gov.uk/government/statistical-data-sets/live-tables-on-council-tax# council-tax-statistics-for-town-and-parish-councils-in-england>

# PARISH PRECEPTS



The government has published information on Council Tax levels set by councils in England<sup>1</sup> for the financial year 2022-23.

The average Band D parish precept is £74.81, an increase of £2.95, or 4.1%, from 2021-22<sup>2</sup>.

- 5,638 parishes have precepts exceeding £10,000, up from 5,268 in 2021/22
- 781 councils have precepts exceeding £200,000, up from 742 in 2021/22
- 281 councils have precepts exceeding £500,000, up from 260 in 2021/22
- 83 local councils have precepts exceeding £1M, up from 70 in 2021/22

Precept statistics can be viewed at <https://bit.ly/3ujhDQk>.

<sup>1</sup> 2022/23 data has not been released for Wales. Data for previous years can be found at <https://bit.ly/3dz04GA>

<sup>2</sup> DLUHC (2022) Statistical release Local Government Finance Council tax levels set by local authorities: England 2022-23 revised [online]. Available from <https://bit.ly/3R752cS> (accessed 4 July 2022).

## Top 50 highest Council Tax at Band D

Parish name	Band D C-Tax (£)	Parish name	Band D C-Tax (£)
1 Falmouth	377.97	26 Oakengates	236.83
2 Bodmin	316.02	27 Bradford On Avon	236.42
3 Filton	314.63	28 Redruth	233.00
4 Peterlee	304.81	29 Salisbury City Council	232.96
5 Horden	303.35	30 Oundle	232.09
6 Easington Colliery	286.82	31 Wadebridge	231.93
7 Shildon	281.30	32 Gillingham	231.09
8 Chippenham	280.53	33 Castle Cary	229.93
9 South Kirkby and Moorthorpe	279.62	34 Saltash	228.78
10 Langport	277.83	35 Martock	228.67
11 Truro	275.40	36 Sherborne	228.59
12 Launceston	274.05	37 Ferryhill	228.07
13 Shirebrook	271.72	38 Blandford Forum	227.13
14 Camelford	264.37	39 Westbury	226.45
15 Woughton	260.75	40 Newquay	225.78
16 Cranbrook	256.03	41 Marlborough	224.60
17 Great Aycliffe	255.06	42 Somerton	222.63
18 Thornley	251.87	43 Chilton	222.44
19 Seaham	251.52	44 West Haddon	221.50
20 Bridport	249.81	45 Hayle	221.48
21 Bishop's Castle	249.58	46 Wareham Town	220.63
22 Bude Stratton	248.28	47 Corsham	220.30
23 Penzance	246.31	48 Ampthill	219.89
24 Callington	240.18	49 Sturminster Newton	219.77
25 Kingsbrook	237.62	50 Spennymoor	219.70

## Councils with precepts in excess of £1.5m

Parish name	Precept (£)	Parish name	Precept (£)
1 Chippenham	3,606,289	16 Lowestoft	1,867,228
2 Salisbury City Council	3,502,565	17 St. Neots	1,864,357
3 Weymouth	3,223,970	18 Sutton Coldfield	1,843,024
4 Falmouth	2,863,663	19 Witney	1,829,398
5 Central Swindon South	2,653,443	20 Northampton Town	1,793,300
6 Weston super Mare	2,631,385	21 Abingdon	1,755,659
7 Dunstable	2,480,490	22 Penzance	1,754,515
8 Leighton Linlade	2,424,254	23 Great Aycliffe	1,746,869
9 Trowbridge	2,349,843	24 Bicester	1,684,269
10 Truro	2,019,651	25 Dorchester	1,581,669
11 Banbury	2,017,911	26 Shrewsbury	1,551,586
12 Bracknell	1,940,167	27 Yate	1,539,994
13 Newquay	1,909,000	28 Bodmin	1,530,689
14 Aylesbury	1,874,951	29 Crowborough	1,522,738
15 Frome	1,870,628		

## **VOLUNTEER POLICY**

### **Policy statement**

The purpose of this policy is to provide guidance to our volunteers. It sets out how we provide volunteering opportunities for the benefit of both volunteers and the organisation. The policy is not binding contractual or personal agreement but intended to clarify the reasonable hopes and expectations between Maghull Town Council (MTC) and its volunteers.

MTC believes in the value of voluntary activity as an important expression of citizenship and an essential component of a free and democratic society. It supports and promotes volunteering in public and third sector organisations. MTC takes responsibility for ensuring that volunteers within its own organisation are appropriately involved, valued for their contribution and respected as colleagues.

A volunteer is somebody who puts their experience, knowledge and skills at the disposal of MTC free of charge. Volunteering is the commitment of time and energy for the benefit of society and the community: the environment of individuals outside one's immediate family. They may be retired, unemployed, employed part time elsewhere or students. They may be volunteering with other organisations.

### **In adopting this volunteer policy MTC wishes to:**

- Formally acknowledge and support the role of volunteers in its work
- Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers
- Encourage and enable the involvement of volunteers.

This volunteer policy and accompanying guidelines are intended for use by MTC paid staff and volunteers.

### **What is volunteering?**

Volunteering can give people purposeful and enjoyable activities, through which people can make new connections, develop skills, confidence and self-esteem. Volunteering can help people back into work, gain experience and become involved in their community. Volunteers contribute a wide range of skills, knowledge and time and bring with them a wide range of life experiences, backgrounds and ideas help to support service delivery to residents of Maghull.

### **What is the role of volunteers?**

Volunteering is a two-way process, with responsibilities placed on both MTC and the volunteer. MTC recognises that volunteers who give their time and skills to the organisation should receive in return role satisfaction and opportunities for development and training. This includes appropriate induction, training and supervision. MTC will not ask volunteers to do tasks for which they are not adequately trained or which involves unacceptable risks. Volunteers equally are asked to follow MTC's relevant policies and procedures, especially be aware of health and safety procedures related to activities they are involved with.

## **MTC Equal Opportunities**

As an employer and engager of volunteers MTC is committed to a policy of equal opportunities. This principle will apply to service delivery, recruitment, promotion, training, facilities, procedures and all terms and conditions.

### **Recruitment & Selection**

All volunteers will need to complete an application form and in most instances be interviewed. Volunteers will be given an opportunity to discuss how much time they are able to give and what areas interest them. All applicants will be informed of the outcome of the interview. If a person is not suitable for the specific volunteering role for which they have applied, they will be given an explanation why. References may be requested if necessary. Volunteers will be assessed by their named supervisor for their suitability to the role. If they or MTC find the role is not suitable they will be found other volunteering opportunities or asked to leave if no such opportunities are available. Recruitment of volunteers will be from all sections of the community and will be in line with MTC Equal Opportunities Policy. Appropriate targeting may be used.

Volunteers will be given a clear description of their tasks and responsibilities of the role they are being asked to do and their named supervisor. This will be given to each volunteer and used in regular reviews and evaluations of their role in order to support their development. Volunteers will be asked to sign a volunteer agreement to show that they have read it. It is not a contractual agreement.

### **Communication, Information & Training**

Volunteers will be given all necessary information needed to carry out their volunteering. Volunteers will be included in, and have access to all appropriate information and volunteer meetings. Primary responsibility for ensuring that the volunteer receives information will rest with the direct supervisor of the volunteer. Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to MTC. Volunteers will be given induction and training in the specific tasks to be undertaken. Volunteers will be consulted in decisions which affect them.

### **Support & Supervision**

Volunteers will be assigned a named contact person for supervision and support. This supervisor shall be responsible for day-to-day management and guidance of the volunteer and will be available to the volunteer for support and advice. Volunteers will be encouraged to participate in decisions that affect their work.

MTC recognises that problems do occasionally arise and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named supervisor.

### **Complaints process**

MTC has a policy to support volunteers with any issues that might arise. It is important that all volunteers feel safe and able to speak out if a problem arises.

### **Dismissal of a volunteer**

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs; theft of property, abuse or

mistreatment of co-workers; failure to follow MTC policies and procedures, failure to maintain confidentiality. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with their supervisor and/or Town Clerk. In cases of dismissal for good reason, the volunteer will be notified in writing.

### **Resignation**

Volunteers are able resign from their volunteer role with MTC at any time. Ideally for planning purposes, at least two weeks' notice should be given before leaving.

### **Confidentiality**

Volunteers will be bound by the same confidentiality conditions as MTC paid staff.

### **Expenses & Insurance**

MTC will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses. No volunteer should be out of pocket for their time spent working with MTC. MTC will endeavour to identify and cover the costs of involving volunteers and recognises the value of designated responsibilities within specific posts for the management of volunteers.

Volunteers will be adequately covered by insurance while carrying out agreed duties.

### **Health and Safety**

All volunteers are covered by the same health and safety policies and provisions as staff.

### **Relations with Paid Staff**

MTC is committed to ensuring that volunteers' work complements the work of staff, and that it will not be used as a substitute for paid work.

Steps will be taken to ensure that staff at all levels are clear about the roles of volunteers and to foster good working relationships between staff and volunteers.

MTC recognises the need for training for all those working alongside and managing volunteers.

### **References**

On the basis of their voluntary work, volunteers will have the right to request a reference.

### **Monitoring & Evaluation**

MTC will systemically monitor and evaluate its involvement of volunteers with reference to this Volunteer Policy.

### **Review**

This policy comes into force on (Date) and MTC commits itself to review the policy as and when changes in legislation or other factors make this necessary. The policy will be subject to a comprehensive review two years after its introduction. (Review date: XXXXXX)

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**Note:**

“Staff” refers to paid staff and those undertaking placements with MTC  
This document refers to other policies which are available via MTC.

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Draft



## **Guidelines for Involving Volunteers**

These guidelines are intended for use along with the policy statement. They give further detail on recommended good practice in the involvement of volunteers within MTC

### **Preparation**

Prior to recruiting volunteers, full consultation and discussion should take place with users of the service, paid staff and unions to satisfy that there is a genuine need for volunteers and to develop a clear description of their role. A contact person within the Community Services Team to involve volunteers should be identified and the staff time and expenses to train, support and reimburse volunteers determined.

### **Recruitment**

- MTC has an Equal Opportunities Policy and will prevent discrimination particularly on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status.
- In order to reach a wide section of the community, recruitment should be by a variety of means including face to face meetings, e-mail correspondence and social media. MTC will also work alongside partners such as Sefton CVS to attract volunteers on an as needs basis.
- Positive action in recruitment may be used for specific voluntary tasks. For example, specific work with minority ethnic groups.

### **Initial Contact**

- People interested in becoming volunteers with MTC should be invited for an informal talk with the appropriate contact person. They should:
  - Be given written information to take away
  - Have their role explained and how it fits in with MTC 's overall aims and ethos
  - Have the next stages of becoming a volunteer with MTC outlined
- If the volunteer wishes to proceed with the application at this stage, the contact person should fill out the application form for the volunteer (getting referees' details) and ask the volunteer to sign.
- If the volunteer is undecided, agree the next step e.g. for the contact person to phone the potential volunteer in a week's time.

### **Selection**

- All volunteers should complete an application form. Two references will be required or confirmation from a partner organisation that references have been obtained already. If the volunteer is to carry out specialised work (e.g. IT support) at least one reference should relate directly to this.

- If volunteers may be working with vulnerable people, or in positions of trust, they should be asked to provide information on their application form about any criminal convictions that they may have. It is normal to expect volunteers working with vulnerable people to be DBS checked.
- All information should be dealt with in the strictest confidence and should not necessarily prejudice the person being accepted for voluntary work.

## **Records**

- Minimum details should be kept on volunteers. This will include the application form, references, placement details, relevant information regarding the person's health, correspondence and any other relevant information such as emergency contact details.
- Record keeping must be secure but accessible to other members of staff if you are absent.
- The Data Protection Act enables people to access information held about them.

## **Induction**

- Induction sessions should be provided for all new volunteers and should cover:
  - ✓ Role of volunteers
  - ✓ Responsibilities of volunteers
  - ✓ Arrangements for training, support and supervision
  - ✓ Contact person
  - ✓ Need for confidentiality
  - ✓ Ethos/values, etc
  - ✓ System for payment of expenses
  - ✓ Problem-solving procedures
  - ✓ Background to MTC
  - ✓ Building/site orientation
  - ✓ Health and Safety
  - ✓ Meeting staff
- During induction, volunteers should receive the MTC Handbook.

## **Expectations of Volunteers**

- MTC should expect volunteers to:
  - ✓ Participate in induction sessions
  - ✓ Comply with existing policies and procedures
  - ✓ Undertake voluntary work at agreed times
  - ✓ Inform relevant staff if unable to attend
  - ✓ Give some notice if unable to continue volunteering
  - ✓ Raise any issues of concern relating to their voluntary work with the contact person

- ✓ Agree with the aims and ethos of the organisation

### **Placement**

- Once a suitable voluntary placement has been identified, details about the frequency and length of commitment and nature of the voluntary activity should be determined and an established trial period agreed.
- MTC reserves the right to ask volunteers to leave at any time during a project or specific initiative it is conducting. MTC will give reasons in writing if requested.

### **Support, Supervision and Problem-Solving**

- Regular support/supervision should be available to each volunteer. The type and level of support will depend on the needs of the volunteer and the nature of their role. Full information on this will be provided during induction.
- Each volunteer should have a clearly identified supervisor who is responsible for the day-to-day management and guidance of the volunteer and who will be able to offer advice, support and feedback on a regular basis.
- Support prompt questions can be used if desired. A pro forma has been prepared.
- If a complaint about a volunteer arises, refer to MTC's complaints procedure.

### **Expenses**

- The procedures for claiming expenses should be clear and accessible.
- All agreed out of pocket expenses should be reimbursed on production of receipts.
- The pro forma should be used and the supervisor should liaise with admin staff.

### **Insurance**

- It should be ensured that volunteers have appropriate insurance cover in terms of employers and public liability.

Date.....

## Volunteer Application Information

Name:	Preferred method of contact: <b>phone / mobile / email*</b>
Volunteer Role :	Organisation:
Work Tel:	Work Address:
Mobile Tel:	
Email:	

**\*please circle, or delete, as appropriate**

Why would you like to volunteer for this project?	
Have you volunteered before? If yes, in what capacity?	<b>Yes/No*</b>
Do you have any experience of acting as a facilitator and motivating people?	<b>Yes/No*</b>

What is your experience that would help you with this volunteering role?
What training or support do you think you would need to help with this role?

What times would be convenient for you to carry out the role? (please delete those not applicable)  
:-

**9am to 12pm    12pm to 4pm    4pm to 7pm**

**Monday Tuesday Wednesday Thursday Friday Weekends**

If applicable, do you have the support of and permission from your line manager **Yes/No\***

### **Health and Safety**

Do you have a disability or a health issue (including pregnancy) which you would like us to take into account? (If yes, please give details below)

.....  
..... **Yes / No\***

Please provide us with an emergency contact name and number\* for someone we can get in touch with in case of an unlikely emergency when you are on-site at the organisation.

Name: ..... Relationship: ..... Number:  
.....

**\*This will be treated confidentially, and will be stored securely, and the emergency contact will only be contacted for that purpose.**

Please tell us how you found out about this project (ie via which organization or website)

### **CONSENT and AGREEMENT**

I confirm that:

- the information I have given above is correct
- I give permission for this form to be held on record by Maghull Town Council for the purposes of me acting as a volunteer
- I agree to follow the guidance provided by MTC Officers or their partner organisations and will abide by the terms contained in the handbook.
- I am able to commit my time to this project and work to the suggested timeframe.

I understand that completing the application form does not guarantee a place on any specific project and that my participation may end at any point as determined by Maghull Town Council.

**Signed:** ..... **Date:** .....  
(If you are sending this form by email, please scan your name in the signature field)

**Thank you for filling out this application. Please return to the Town Clerk at Maghull Town Hall Hall Lane Maghull L31 7BB or e-mail to [info@maghull-tc.gov.uk](mailto:info@maghull-tc.gov.uk)**

# **Maghull Town Council**

## **SAFEGUARDING POLICY**

### **Policy Purpose**

Maghull Town Council activities include working with vulnerable people. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

### **Safeguarding Principles**

We believe that:

Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.

We all have a responsibility to promote the welfare of all of our staff and volunteers, to keep them safe and to work in a way that protects them.

We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

### **Safeguarding Policy Applicability**

This safeguarding policy applies to anyone working or acting on our behalf, including staff, councillors and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These may, but are not limited to:

Other UK regulators, if applicable, such as the Local Government Association  
XXXXXXXXXXXX

Keeping children safe online assessment tool.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

### **Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1. There isn't enough room to include Appendix 1, but you can download it from the safeguarding policy questions in the Charity Excellence People questionnaire, or use your own.

### **Reporting Safeguarding Concerns**

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a member of the public, make your concerns known to a member of MTC staff, who will alert a senior member of MTC.

For members of staff, make your concerns known to your supervisor. If you feel unable to do so, speak to another manager or Councillor.

## **Safeguarding Responsibilities**

The Care Act sets out local responsibilities and roles for protecting adults with care and support needs from abuse or neglect for the first time in primary legislation. The Care Act also reflects the shift in adult safeguarding policy and practice to ensuring local partners work together to prevent harm and promote dignity, empowerment and choice.

The Children Act 2004 is an expansion of the 1989 Children Act. The 2004 Act reinforces that all people and organisations working with children have a duty to help safeguard children and protect their welfare.

Responsibilities should be made clear and individuals provided with any necessary training and resources to enable them to carry out their role. It should be reflected in committee briefings, job descriptions, annual plan and appraisal objectives, reporting to appropriate committees i.e. Finance and General Purposes for corporate issues or Personnel for staff issues.

This safeguarding policy will be reviewed and approved by the Council annually.

The Town Clerk will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feel safe and able to speak up.
- An annual review of safety, with recommendations to the Council.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.

Planning programmes/activities to consider potential safeguarding risks, to ensure these are adequately mitigated.

Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.

Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up to date.

Ensuring that safeguarding requirements (e.g. DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.

Listening and engaging staff, volunteers and others and involving them as appropriate.

Responding to any concerns sensitively and acting quickly to address these.

Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.

Making staff, volunteers and others aware of:

MTC's safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.

The signs of potential abuse and how to report these.

Everyone. To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

### **Safeguarding Online**

Staff and understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this

The online services you provide are suitable for your users. For example, use age restrictions and offer password protection to help keep people safe

The services we use and/or provide are safe and in line with our code of conduct.

Protect people's personal data and follow GDPR legislation.

We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.

We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of these external organisations, who will help you.

The Police

Sefton Social Services

The NSPCC (If a child is involved)

Approval By

Date

Next Review Date