

NOTICE IS HEREBY GIVEN to attend a Meeting of the Full Council which will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on Wednesday 18th October 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 the meeting.*

1 Minutes Silence

A minute's silence will be held to commemorate the sad passing of Cllr Matthew Lock.

2 Apologies For Absence

3 Declarations of Interest

4 Public Participation.

5 To Confirm the Minutes of the Last Meeting

Members are asked to approve the minutes of the meeting held on 6th September 2023 (pages 1 - 3).

6 Council Vacancy

To advise Members of the vacancy on Maghull Town Council and the next steps to fill the vacancy.

7 Appointment of Committees, Membership and Substitution Arrangements for the Municipal Year 2023/24

To elect the Chair of Finance and General Purposes Committee and to agree the Personnel Sub Committee.

8 Appointment of Representatives on External Bodies

Members are asked to appoint a representative to Maghull in Bloom.

9 Maghull Advice Centre

Members are asked to note the progress with Maghull Advice Centre and to agree next steps (pages 4 - 16).

10 AGAR - Annual Return to External Auditor

Members are asked to note the results of the AGAR and the comments by the External Auditor (pages 17 - 19).

11 Planning Applications.

Members are asked to consider any major or change of use applications which are submitted for comment.

12 Youth Council

Members are asked to consider whether the Town Council wishes to support a Youth Council for the town (pages 20 - 43).

13 Minutes for Noting

For noting only (pages 44 - 45).

14 Chairman's Closing Comments

For noting only.

.

A handwritten signature in black ink, appearing to read 'A. McIntyre'.

Miss A. McIntyre FSLCC
Town Clerk

Minutes of the Full Council Meeting Held Wednesday 6th September 2023 at 6:30 PM

Those present :

Mayor : Cllr K Hughes

Councillors : Cllr L Birchall, Cllr G Birchall, Cllr P Brougham, Cllr J Desmond, Cllr R Ferguson, Cllr D Leatherbarrow, Cllr M Lock, Cllr S May, Cllr P McCormack, Cllr C Parker, Cllr J Sayers

In attendance : Mr E Landor, Ms P Landor

Officers : P Dillon, S Lawrence, A Mc Intyre

1 Apologies For Absence

Apologies were received from Cllrs Burns, Darlington, McKinley and Purcell.

2 Declarations of Interest

None received.

3 Public Participation.

None.

4 To Confirm the Minutes of the Last Meeting

RESOLVED that the minutes of the last meeting held on 28th June 2023 be approved as a correct record.

5 Local Plan - SPD Consultation

Members received a update from the Town Clerk regarding the Recreation Mitigation Strategy adopted by Sefton MBC. Town Clerk proposed to submit the same document again to ensure that the Council's views are taken into account at the regional level.

Members discussed the impact that the strategy would have on Maghull. It was proposed that MTC should:

- Disseminate the technical comments produced by the Town Clerk as the basis for the Council's response to the scoping document.
- Request FOI from Sefton MBC regarding information about the 10% top slicing of S.106 monies.

RESOLVED that:-

- 1. MTC to disseminate the technical feedback produced by the Town Clerk as the basis for the Council's response to the Recreation Mitigation scoping document;**
- 2. An FOI request be submitted to Sefton MBC for information regarding the 10% top slicing of S.106 monies;**
- 3. That the report be noted.**

Planning Applications.

Edward Landor discussed the planning applications and draft letters for the following:

DC/2023/00065 - Poverty Lane - Variation of Condition 2 pursuant to planning permission. MTC to object the application to vary Condition 2 pursuant to DC/2017/01532, and are allowed to appeal under reference APP/M4320/W/20/3257252. The variation of condition 2 sought by the Applicant would conflict with the adopted Sefton Local Plan, adopted SPD - Land East of Maghull adopted Maghull Neighbourhood Plan and approved Masterplan, prepared by the Applicants and subsequently adopted by the Council.

There are no material consideration justifying a departure from the Local Plan. The Applicant agreed to the imposition of Condition 2 following a 3-day Public Hearing. If the applicant's had not agreed to Condition 2, in its current form, planning permission would not have granted. Should the variation be allowed, Sefton Council would not achieve the early completion of the distributor road expressed as its aspiration at the Appeal Hearing. It would be to concede late completion and potentially non-delivery of the distributor road undermining the whole rational for the site allocation as a sustainable urban extension.

Members agreed for draft letter REF: DC/2023/00065 to be sent.

DC/2023/01041 - Land At Durants Cottages Melling Lane Maghull L31 3DG. The proposal fails to comply with Local Plan Policies and therefore cannot be met with approval. In particular, the proposal raises issues in respect of access, servicing and highway safety; unacceptable tree and habitat loss; would have a negative impact on the character and appearance of the area and would be harmful to heritage assets.

Members discussed there objections to the application. Agreed for the draft letter to be sent with addition regarding the gated element of the application.

Edward and Philippa Landor left the meeting.

The Town Clerk discussed application **DC/2023/1007** - Maghull Football Club, Tommy Gent Way, Maghull, Liverpool, L31 3DY. Members considered the impact the application would have on local residents, and the opportunity the improved ground would have for the community. Members agreed for a letter of approval of be sent to Sefton Planning.

RESOLVED that:

- 1. Members agreed for draft letter REF: DC/2023/00065 to be sent to Sefton LPA;**
- 2. Members agreed for the draft letter REF: DC/2023/01041 to be sent with addition regarding the gated element of the application to be sent to Sefton LPA;**
- 3. Members agreed for a letter of approval REF: DC/2023/1007 be sent to Sefton Planning;**
- 4. The report be noted.**

7 LA Boundary Review

The Town Clerk provided members with a presentation regarding the Local Government Boundary Review which was currently taking place in Sefton. As this affected Maghull, MTC should comment on the Boundary Review as it is the democratic method of ensuring that the area would be represented appropriately at a Ward Councillor level.

RESOLVED that:

- 1. Members agreed the comments to be submitted for the Boundary Review;**
- 2. The report be noted.**

8 Request to Change the Licensing Provision - The Venue

The Town Clerk informed members the Licensees of the Venue have requested a change to their lease in that they wish to hold 18th Birthday parties which the lease did not currently allow. They also wished to amend the licence for the sale of alcohol to be permitted to 2am instead of midnight.

RESOLVED that:

- 1. Members agreed to change the lease requirements so that the Venue can hold 18th birthday parties;**
- 2. Members agreed the request for the licence to be extended to 2am;**
- 3. The report be noted.**

9 Minutes for Noting

RESOLVED that the minutes from Amenities meeting held on 23rd November 2022 be noted.

10 Chairman's Closing Comments

No closing comments from the chair.

CHAIR

Report to: Full Council
Date of Meeting: 18th October 2023
Agenda Item Number 9
Subject: Maghull Advice Centre
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

The report gives an update on the progress of the Maghull Advice Centre following its creation in November 2022 and its formal opening in February 2023

Maghull Town Council Priority	Yes/No
1. A Sustainable and Greener Maghull	No
2. High Quality, Accessible, Biodiverse Green Spaces and Parks	No
3. An Excellent Offer for the Youth of Maghull	No
4. A Great Place to Live, Work and Visit	Yes
5. Statutory Requirement	No

Recommendation(s)

1. That the MAC's lease be continued for another year;
2. The progress as to the MAC be noted;
3. Officers be authorised to apply for an Awards for All bid for £20,000 to be targeted for the MAC;
4. The report be noted.

Reasons for Recommendation(s)

The MAC has been running for 9 months in effect with a limited publicity campaign which has generated 374 users (to 3rd October 2023). The MAC has the potential to be a valuable and integrated support system for the residents of Maghull should funding be obtained.

Alternative Options Considered and Rejected

1. The MAC closes and the services are not provided. This would mean a valuable asset is not available for the public.
2. The MAC moves to the Town Hall. This is impractical considering the amount of dedicated space needed and the lack of useable space in the Town Hall.

What will it cost and how will it be financed?

(A) Revenue

The projected spend for 2023-24 is attached to this report.

(B) Capital

None

Implications of Recommendations:

Financial Implications	Included in the attached papers
Resource Implications	Officer time
Legal Implications	LGA 1972, Localism Act 2011
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the Council meeting

Appendices

Budget papers

Background Papers

Previous reports to Council
SLA with Vauxhall Law Centre (Confidential)

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

1. Background

Maghull Advice Centre has been under the control of MTC since November 2022. The lease with Grainrent (Evolve Estates) was signed on 30th November 2022 for a period of three years with a lease break after the first year. MTC is required to give a month's notice of its intention to break the lease.

The Centre was formally opened in February 2023 with a soft opening 4 weeks before. The project aims to support the following:

- Advice and support with issues arising with the cost of energy
- Debt advice and guidance
- Welfare advice and guidance (rights and entitlements)
- Housing issues
- Using technology for universal credit
- Advice and guidance on health-related issues
- Accessing additional support based on individual needs
- Maximising individual income

The MAC has the following services:

	AM	PM
Monday	Barry Nixon	Big Help
Tuesday	Big Help	Sefton CVS
Wednesday	MTC	Digital Inclusion

Thursday	Vauxhall Law Centre (VLC)	VLC
Friday	VLC	VLC
Saturday	Cllr Surgeries	

The first Wednesday of the month Bell, Lamb and Joynson (Solicitors) provide pro bono advice on wills, probate, Power of Attorney and family law.

The budget for the MAC for 2022-23 was underspent by £28,304 (against an overall budget of £46,946 and this has been placed back into reserves.) The budget for 2023-24 was made up of precept and miscellaneous income which was made up of the money raised by working on the Evolve FB page, contributions to the project and payments for the digital inclusion project which has financed the IT infrastructure works as well as the laptops and the broadband.

MTC also entered into a Service Level Agreement (SLA) with the VLC to guarantee the provision of bespoke advice for the residents of the two parishes at a cost of £18,500 p.a. This funds a dedicated advice worker for 2 days per week as well as the solicitors at the VLC and a training advisor. The quarterly report is attached to this report from the VLC.

The MAC has struggled to obtain a phone line and broadband provision which has held back the publicity for the Hub. This has recently been rectified following an intervention with BT by Bill Esterson MP. Officers were disappointed with the length of time it took to obtain the phone line despite multiple efforts to progress the situation. However, the line is now in and is being used by residents to access the services.

The lack of broadband also impacted on the digital hub provision, for which Friends of Maghull and District were successful in obtaining a Liverpool City Region grant of over £6,000 to deliver digital advice services. This is now hosted by an MTC Officer and volunteers each Wednesday afternoon, using the equipment purchased with the grant and the broadband costs are also covered by the grant. There is a proposal to deliver free structured digital skills training working with Rotunda.

The MAC does not have any salaried employees. There are a number of volunteers (approx. 20) who assist with the day to day running of the Hub. A volunteer attends each session so that lone working is avoided. Gaps in the volunteering schedule are covered by other volunteers or MTC staff (usually Phil or myself). A budget line was added for the payment of a salaried member of staff for the MAC but this has yet to be utilised.

2. Current Position

The MAC has served over 374 residents of Maghull and Lydiate since it opened. The split between the two councils is MTC 83% and LPC 17%. Both Big Help and the VLC report an increased number of people accessing services from the MAC. The volunteers have also reported an increased number of visitors although they are weighted more towards the end of the week when VLC are in.

The range of services the MAC provides has increased over the 9 months period by the digital inclusion project and the Sefton Veterans Association has also taken a session one morning a month. It is anticipated that the services will increase and reflect the needs of the residents as such services as assistance with appeals against the school preference are provided and social prescribing is offered. There is sufficient space in the calendar for additional services to be provided.

The report from VLC gives an insight as to the work of the welfare and benefits advisor. During August the advice worker had to restrict the diary due to the number of residents requesting their services. Once volunteers are trained to assist with form filling then these services can be expanded.

The figures of 374 accessing the MAC are the residents which can be identified as having completed a referral form. Figures from Bell, Lamb and Joynson show that they have assisted 25 residents since they started their pro bono work (May 2023). No figures are available for those who have been signposted to other services without the need for a referral form or for those accessing their local councillors.

The MAC benefitted from an Awards for All grant of £10,000 which was received in November 2022. The fund has increased its award allowance to £20,000 which would go a considerable way to covering the cost of running the MAC without it placing a burden on the precept payers. The costs for the current year are showing a projected small underspend of approximately £2,500.

The MAC provides a valuable resource for the residents of both Maghull and Lydiate and as such have been using it to access advice and assistance applying for benefits. The increase in money via additional benefits received is considerable albeit it takes some time for the result to filter through to the advice agencies. The attached report from the VLC gives more detail.

Therefore, the recommendation is that the MAC continues in its current form with an expectation that it would increase its services to the public and increase its advice sessions.

Recommendation(s):-

- 1. That the MAC's lease be continued for another year;**
- 2. The progress as to the MAC be noted;**
- 3. Officers be authorised to apply for an Awards for All bid for £20,000 to be targeted for the MAC;**
- 4. The report be noted.**

MAGHULL ADVICE HUB – REPORT TO MAGHULL TOWN COUNCIL SEPTEMBER 2023

Firstly can we apologise for the delays in providing information on the performance and statistical information in respect of the Maghull Advice Hub. We indicated at the early discussions on the project that many claims for the benefits we are advising on can take over a year to reach conclusion and this can be even longer if an appeal is necessary. We regularly have cases, particularly for benefits such as attendance allowance and Personal independence payments which take two years or more to resolve satisfactorily, in addition staff working on the project have been hospitalised recently.

As you are aware, we have recruited a dedicated Advice Worker, Emma Dolan to this post. Emma has been a major component in the project's success to date and has been supportive of the volunteers. The project is a new project and unfortunately, core components of the infrastructure had not been in place to enable the service to operate as efficiently as possible. These factors include no telephone, delays in the availability of basic items such as a printer/copier, broadband connection have not helped with the situation.

However, these issues, primarily teething problems with a new service have been resolved and we hope that we can go forward delivering a quality service. We would also suggest that the project meetings you used to call for all stakeholders be re-instated, these meetings were extremely useful for all and opened up communication lines on all issues in respect of the service

I have attached an appendix dealing with the information to date on the work undertaken at the hub. Unfortunately, due to a variety of reasons this is not as comprehensive as we had planned due to key members of staff being ill and our original database not being suited to the collation of the information from the project. We have now begun to use a new database which will enhance our ability to collate statistics.

As you are also aware, we have also recruited a volunteer co-ordinator at Vauxhall Community Law & Information Centre who has provided support and training to the volunteers and our caseworker has been training up those volunteers, in advice issues. Following requests from volunteers we are planning to develop support further for and will be announcing further training this will be looking at two main areas of work.

- 1) Training on the role of volunteers at the Maghull Hub and their key importance in collating information in respect of clients and the information we require to provide the service.

- 2) Formal Welfare Rights Training facilitated by Liverpool University commencing in January. This will be for those volunteers who wish to develop their skills and are interested in advice provision. There will be costs associated with this training and we would welcome an opportunity to discuss joint funding of these places.

Volunteers are a huge asset to the project and add value to the project and its benefits to the local community. In the circumstances, we believe the project will continue to provide a positive service for the many beneficiaries and we will keep you up to date on developments and statistics in future and look forward to meeting with you and the stakeholders in the near future.

As a new project from scratch there have been a variety of teething problems associated with the project as could be expected. In addition to this, we have now changed our database programme which will make the collating of information much easier. We believe these issues have been resolved now and the project can learn lessons from this and provide a service in future for Maghull Residents. As time goes by and further statistics become available it will become more apparent the huge financial benefits vulnerable residents who are older or vulnerable due to illness or disability can obtain.

Appendix1

Maghull Hub Report to September 2023 CASE STUDIES

Study 1

Married couple residing in a House, owned outright. Wife aged 74 and husband aged 80. Neither in receipt of benefits other than State Pension.

Clients attended at Maghull Advice Hub and a Benefits Check conducted to maximise their income.

Due to health problems, wife is partially sighted and husband is deaf, Attendance Allowance was claimed by clients, forms completed by Vauxhall Law Centre. Claim was successful and both clients awarded enhanced rate of AA.

Clients both awarded back pay of **£401.00** each and both will receive an ongoing award of £5291.00 per annum.

Clients are therefore better off annually by **£10582**.

Clients returned to advice hub to request help for a Blue Badge. Blue Badge applied for, paperwork completed by Vauxhall Law Centre, successful application.

Study 2

Widow residing on her own in a house, owned outright. Client aged 75. Client not in receipt of benefits other than State Pension.

Client attended at Maghull Advice Hub and a Benefits Check conducted to maximise their income.

Due to health problems, client is recovering from Cancer and also has multiple health issues. Attendance Allowance was claimed by client, forms completed by Vauxhall Law Centre. Claim was successful and client was awarded the enhanced rate of AA.

Client was awarded back pay of **£915.75** and will receive an ongoing award of **£5291.00** per annum.

Clients returned to advice hub to request help for a Blue Badge. Blue Badge applied for, paperwork completed by Vauxhall Law Centre, successful application.

Study 3

Married couple, residing in a flat, owned outright. Wife is 72 and husband is 71. Clients not in receipt of any benefits other than State Pension.

Clients attended at Maghull Advice Hub and a Benefits Check conducted to maximise their income.

Due to health problems, wife and husband have multiple health issues including arthritis, Attendance Allowance was claimed by client, forms completed by Vauxhall Law Centre. Claim was successful and wife was awarded enhanced rate of AA and husband awarded standard rate of AA.

Wife was awarded back pay of **£1628.00** and will receive an ongoing award of **£5291.00** per annum. Husband was awarded back pay of **£1089.00** and will receive an ongoing award of **£3541.00** per annum.

Clients are therefore better off annually by **£8832.00**

Case Statistics

As of 28th September 2023, we received **364** referrals at the Maghull Advice Hub. The majority of these are walk in's with and 24 phone calls in the last month, (please note, due to circumstances beyond our control the phone line has only been recently installed.) We believe the phone line will be an important link for the wider community, especially those who have mobility issues

Vauxhall Law Centre cover a Thursday and Friday and from February to date, there is a total of **384** hours of advice provided by them, over this period. Vauxhall Law Centre has dealt with **204** out of the total **364** referrals.

Vauxhall Law Centre have not turned anyone away, however, if the client is out of area, they have been signposted to the appropriate service provider within their locality.

The breakdown of problems the centre has dealt with are as follows:-

- Attendance Allowance (AA)
- Personal Independence Payment (PIP)
- Blue Badge
- Benefits Check
- Employment
- Legal
- Debt
- Family
- Consumer
- Financial i.e. Pension Advice

The top three issues are Attendance Allowance (AA), Personal Independence Payment (PIP) and Blue Badge enquiries and applications.

The financial outcomes that can be confirmed to date, based on them receiving an outcome from Department for Work & Pensions (DWP) is as follows:-

£45,167.20 from 9 clients who have received and provided their outcome from DWP, this is for AA and PIP claims. Please note that there is a delay with the DWP dealing with applications for Disability Benefits. There will be a significant increase in this figure, upon receipt of awards from other clients. This money has maximised the income for the clients concerned, which will boost the local economy.

Vauxhall Law Centre have signposted **69** clients out of the **204** they have dealt with. Clients have been signposted to Councillors, Consumer Helpline, Big Help Project, Bell Lamb & Joynson, Pensionwise and ACAS.

Vauxhall Law Centre Solicitors have dealt with **19** housing enquiries arising from our work at the Maghull Advice Hub.

During the Thursday and Friday, Vauxhall Law Centre have trained 9 Volunteers in relation to providing advice and 1 Volunteer has been trained in form filling. As indicated elsewhere we are looking to increase the support and training for volunteers.

Maghull Hub 2022/23	Department 8				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4002	RESERVES FUNDING	37,446.00	37,446.00	0.00	Earmarked Reserves drawn down
4395	MISC INCOME	9,500.00	21,000.00	-11,500.00	Donation/Lydiat Parish Council/Awards for All Grant/Facebook for Evolve
		46,946.00	58,446.00	-11,500.00	
EXPENDITURE					
	SUPPLIERS				
5103	FIRE	745.00	0.00	745.00	
5107	CLEANING SERVICES	400.00	384.00	16.00	Deep Clean
5108	HYGIENE	150.00	59.16	90.84	
5109	PEST CONTROL	250.00	136.38	113.62	
5111	WASTE DISPOSAL	200.00	0.00	200.00	
5112	WATER QUALITY	100.00	90.00	10.00	
5114	HEALTH & SAFETY GENERAL	250.00	250.00	0.00	
5116	CLEANING SUPPLIES	200.00	177.21	22.79	
5335	GRANT FUNDING (CONTRACTOR)	9,250.00	9,250.00	0.00	6 months paid (Vauxhall Law Centre)
		11,545.00	10,346.75	1,198.25	
	OVERHEADS				
7000	BROADBAND	600.00	0.00	600.00	
7002	TELEPHONES	300.00	0.00	300.00	
7021	STATIONERY	500.00	169.35	330.65	
7031	PRINTING	1,500.00	0.00	1,500.00	
7041	OFFICE EQUIPMENT & FURNITURE	900.00	832.05	67.95	New desks and chairs
7061	IT	2,000.00	0.00	2,000.00	
7071	PHOTOCOPIER	500.00	0.00	500.00	
7100	SALARIES	2,463.00	0.00	2,463.00	
7106	EMPLOYER'S NI	66.00	0.00	66.00	
7108	PENSIONS	485.00	0.00	485.00	
7150	RENT	3,898.00	3,814.08	83.92	23/24 increase to £11K
7200	INSURANCE FEES	1,000.00	0.00	1,000.00	
7303	ELECTRICITY	1,400.00	0.00	1,400.00	
7309	WASTEWATER & METERED WATER	1,200.00	0.00	1,200.00	
7846	MISCELLANEOUS EXPENDITURE	689.00	639.19	49.81	
7851	ASSET MAINTENANCE	17,900.00	14,340.29	3,559.71	Building & Fire install
		35,401.00	19,794.96	15,606.04	
TOTAL		0.00	28,304.29	-28,304.29	

Date: 03/10/2023
Time: 11:45:56

MAGHULL TOWN COUNCIL (TH) **Nominal Departmental Analysis (Detailed)**

Page: 1

N/C From 4395
N/C To 4395

Tran Date From 01/04/2022
Tran Date To 31/03/2023

Tran No From 1
Tran No To 99,999,999

Department From 8
Department To 8

Dept Number 8

Dept Maghull Hub

N/C 4395

Name MISCELLANEOUS INCOME

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62637	SI	12/12/2022	DONATION TO MAGHULL ADVICE CENTRE		7,000.00	-7,000.00
62646	SI	14/12/2022	Contribution towards Maghull Advice Centre		2,500.00	-2,500.00
62921	SI	30/01/2023	Maghull Central Square Facebook Page -		100.00	-100.00
62922	SI	30/01/2023	Maghull Central Square Facebook Page -		200.00	-200.00
63118	SI	01/03/2023	Maghull Central Square Facebook Page - March		200.00	-200.00
63266	SI	27/03/2023	Contribution towards Maghull Advice Centre		1,000.00	-1,000.00
63793	JC	31/03/2023	Grant Awards for All for the Hub		10,000.00	-10,000.00
<u>Account Totals</u>					<u>21,000.00</u>	<u>-21,000.00</u>
<u>Department</u>					<u>21,000.00</u>	<u>-21,000.00</u>
<u>Grand Totals</u>					<u>21,000.00</u>	<u>-21,000.00</u>

End of Report

Maghull Hub	Department 8				
23/24					
		Total Budget	Actual to September	Projected year end cost	
INCOME					
4001	PRECEPT	35,454.00	14,770.75	35,454.00	
4395	MISCELLANEOUS INCOME	4,900.00	2,854.96	3,854.96	to date plus 5 x £200 facebook fees
		40,354.00	17,625.71	39,308.96	
EXPENDITURE					
	SUPPLIERS				
5102	ALARM	0.00	82.00	82.00	1 call out so far
5103	FIRE	300.00	129.90	129.90	install cost
5107	CLEANING SERVICES	0.00		0.00	Do we need to apportion from TH?
5108	HYGIENE	300.00	267.76	362.64	£30.22 per month
5109	PEST CONTROL	300.00	86.44	345.76	£86.44 per qtr
5111	WASTE DISPOSAL	500.00		0.00	
5112	WATER QUALITY	300.00	180.00	360.00	£90 per qtr Aquaserve
5116	CLEANING SUPPLIES	100.00		0.00	
5335	GRANT FUNDING (CONTRACT)	14,750.00	9,250.00	13,875.00	plus 3 months for Jan to Mar 24
		16,550.00	9,996.10	15,073.30	
	OVERHEADS				
7000	BROADBAND	400.00	123.32	235.46	£18.6 per month from Sept
7002	TELEPHONES	100.00	26.44	56.00	
7003	MOBILE		26.99	26.99	PAYG phone bought at opening of Hub
7021	STATIONERY	200.00	11.96	11.96	Covered by TH
7031	PRINTING	300.00		0.00	
7041	OFFICE EQUIPMENT & FURNITURE	300.00	1,913.38	1,913.00	Start up costs
7061	IT	1,000.00		0.00	Will this be part of Knowsley invoice?
7071	PHOTOCOPIER	600.00	113.20	452.80	Toners bought from Amazon (projected 4 times)
7100	SALARIES	8,327.00		0.00	
7106	EMPLOYER'S NI	0.00		0.00	
7107	PENSIONS	1,632.00		0.00	
7150	RENT	8,145.00	4,583.35	8,708.39	916.67 to November then at 50%
7200	INSURANCE FEES	500.00		0.00	Covered by TH
7303	ELECTRICITY	1,000.00		5,967.00	Electric £715 for first 5 months. £2626 from last year
7309	WASTEWATER & METERED WATER	600.00		600.00	Estimate as no bill yet
7846	MISCELLANEOUS EXPENDITURE	200.00		100.00	Estimate as no bill yet
7851	ASSET MAINTENANCE	500.00	3,243.00	3,243.00	All works carried out so far for set up and open.
		23,804.00	10,041.64	21,314.60	
TOTAL		0.00	-2,412.03	2,921.06	

Date: 03/10/2023
Time: 11:41:33

MAGHULL TOWN COUNCIL (TH)

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 4395
N/C To 4395

Tran Date From 01/04/2023
Tran Date To 03/10/2023

Tran No From 1
Tran No To 99,999,999

Department From 8
Department To 8

Dept Number 8

Dept Maghull Hub

N/C 4395

Name MISCELLANEOUS INCOME

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63440	SI	19/04/2023	Maghull Central Square Facebook Page - April		200.00	-200.00
63532	SI	25/04/2023	Contribution towards Maghull Advice Centre		1,500.00	-1,500.00
63668	SI	16/05/2023	Maghull Central Square Facebook Page - May		200.00	-200.00
64062	SI	07/06/2023	Maghull Central Square Facebook Page - June		200.00	-200.00
64227	SI	04/07/2023	Maghull Central Square Facebook Page - July		200.00	-200.00
64305	SI	11/07/2023	3 computer chairs for Maghull Advice Centre		387.00	-387.00
64306	SI	11/07/2023	4 Logitech H340 Headsets for Maghull Advice		167.96	-167.96
64565	SI	09/08/2023	Maghull Central Square Facebook Page -		200.00	-200.00
64732	SC	31/08/2023	Credit for Inv 5319 - M.C.S. Facebook Page -	200.00		200.00
64821	SI	13/09/2023	Maghull Central Square Facebook Page -		150.00	-150.00
64903	SI	26/09/2023	Broadband for Maghull Advice Centre - one off		29.95	-29.95
64904	SI	26/09/2023	Broadband for Maghull Advice Centre - annual		431.40	-431.40
65012	SI	02/10/2023	Maghull Central Square Facebook Page -		200.00	-200.00
<u>Account Totals</u>				<u>200.00</u>	<u>3,866.31</u>	<u>-3,666.31</u>
<u>Department</u>				<u>200.00</u>	<u>3,866.31</u>	<u>-3,666.31</u>
<u>Grand Totals</u>				<u>200.00</u>	<u>3,866.31</u>	<u>-3,666.31</u>

End of Report

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

Period From: Month 1, April Year: Department:
 Period To: Month 7, October 2024 From '8' to '8' (inclusive)

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
INCOME			
Precept	35,454.00	17,725.50	-17,728.50
Misc Income	4,900.00	3,666.31	-1,233.69
	40,354.00	21,391.81	-18,962.19
SUPPLIERS			
Alarm	0.00	82.00	-82.00
Fire	300.00	129.90	170.10
Hygiene	300.00	297.98	2.02
Pest Control	300.00	86.44	213.56
Waste Disposal Charges	500.00	0.00	500.00
Water Quality	300.00	180.00	120.00
Cleaning Supplies	100.00	0.00	100.00
Grants	14,750.00	9,250.00	5,500.00
	16,550.00	10,026.32	6,523.68
DIRECT EXPENSES			
	0.00	0.00	0.00
Gross Profit (Loss):	23,804.00	11,365.49	-12,438.51
OVERHEADS			
Broadband	400.00	142.01	257.99
Telephones	100.00	55.96	44.04
Mobile Phones	0.00	26.99	-26.99
Stationery	200.00	11.96	188.04
Printing	300.00	0.00	300.00
Office Equipment & Furniture	300.00	1,913.38	-1,613.38
IT	1,000.00	0.00	1,000.00
Photocopier	600.00	113.20	486.80
Salaries	8,327.00	0.00	8,327.00
Pensions	1,632.00	0.00	1,632.00
Maghull Advice Centre Rent	8,145.00	6,416.69	1,728.31
Insurance Fees	500.00	0.00	500.00
Electricity Town Hall	1,000.00	3,362.68	-2,362.68
Water & Wastewater Town Hall	600.00	0.00	600.00
Miscellaneous Expenditure	200.00	0.00	200.00
Asset Maintenance	500.00	3,243.00	-2,743.00
	23,804.00	15,285.87	8,518.13
Net Profit (Loss):	0.00	-3,920.38	-3,920.38



Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

MAGHULL TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2023

and recorded as minute reference:

7

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

x KM [Signature]

Clerk

x [Signature]

www.maghull-tc.gov.uk



Section 2 – Accounting Statements 2022/23 for

MAGHULL TOWN COUNCIL

Signature
Town Clerk 29/9/23

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	527,635	459,507 566,608	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	714,243	830,916	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75,715 489,016	117,316 459,888	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	390,608	407,940	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	36,210	36,210	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	431,268	512,930	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	459,507 566,608	507,659 567,528	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	469,448	488,925	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,757,476	2,757,476	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	249,069	222,869	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D. Healey

Date

28/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2023

as recorded in minute reference:

7

Signed by Chairman of the meeting where the Accounting Statements were approved

K.M.H.

The accounting statement is unaudited and subject to change. *D. Healey*

Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities' Finance Officers

Page 5 of 6

Final External Auditor Report and Certificate 2022/23 in respect of Maghull Town Council – LA0133

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2022/23

On 29 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

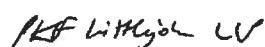
Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 3 of Section 2.

External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.



PKF Littlejohn LLP
29/09/2023

Report to: Full Council
Date of Meeting: 18th October 2023
Agenda Item Number 12
Subject: Youth Council
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

MTC is seeking to create a Youth Council to improve youth engagement within the area and to ensure that young voices are heard.

Maghull Town Council Priority	Yes/No
1. A Sustainable and Greener Maghull	No
2. High Quality, Accessible, Biodiverse Green Spaces and Parks	No
3. An Excellent Offer for the Youth of Maghull	Yes
4. A Great place to Live, Work and Visit	Yes
5. Statutory Requirement	No

Recommendation(s)

- 1. MTC agree to follow the steps outlined in the British Youth Council literature to form a Youth Council;**
- 2. To note the report.**

Reasons for Recommendation(s)

MTC has acknowledged in its business plan the need for better engagement with the youth of Maghull. This project will be an important tool in that engagement.

Alternative Options Considered and Rejected

MTC does not seek to engage with the youth of Maghull via a youth council.

What will it cost and how will it be financed?

(A) Revenue

A grant has been received for £1,000 to cover the costs of this project from the PCC Neighbourhood Community Resilience Fund

(B) Capital

None

Implications of Recommendations:

Financial Implications	A grant has been received to cover the initial costs of the project.
Resource Implications	Officer time
Legal Implications	Localism Act 2011, LGA 1972
Equality & Diversity Implications	None

Implementation Date for Decision

The Council will delegate this project to the Community Services Committee to progress with assistance from the Town Clerk.

Appendices

Background Papers

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

1. Background

MTC is seeking to improve the engagement with young people in Maghull. The reasons are many. However, they do include:

- Seeking young people's views on the provision of activities by MTC
- Seeking young people's views on the provision of outdoor resources
- Seeking to engage with the democratic process
- A way to discourage anti-social behaviour in our parks and across the town
- To provide valuable data for MTC in seeking external funding
- To show the Council's commitment to young people.

One of the ways to do this is by way of a Youth Council which could discuss any projects or improvements they wanted to see and then address Full Council on their merits. Full Council would need to make a commitment to consider carefully those requests and if possible, accept them (within reason). They would also need to explain why a project was not acceptable and this would need to be communicated back to the Youth Council.

The Leader of the Council, Councillor Chloe Parker, has been successful in bidding for funding for this project from the PCC's Neighbourhood Community Resilience Fund so the project will not require financial support in the first instance.

This is a valuable way for the young people in Maghull to get involved in the decision-making processes which affect their immediate environment.

Recommendation(s):-

- 1. MTC agree to follow the steps outlined in the British Youth Council literature to form a Youth Council;**
- 2. To note the report.**

Supporting & Developing an Effective Youth Council



A guide for councillors, staff and volunteers
supporting youth councils in county, district
and unitary authorities



Contents

Page

1	Introduction	3
2	Building an Effective Youth Council	6
3	Being Representative	9
4	Making it Work	13
5	Comms, Checklists, Managing Expectations (and egos)	16
6	Retaining Members of the Youth Council	19
7	Safeguarding and Child Protection	20
8	About BYC and How We Can Help	21

Introduction

1

From Fermanagh to Fife, Bridgend to Birmingham, over the past decade there has been an explosion of youth councils, cabinets, parliaments and forums funded and supported by local authorities.

The challenges to actively involve young people in local democracy and decision-making are many and varied; from youth projects and school councils to local youth councils and the Children's Trust Board. Despite this, there is a clear appetite to effectively support the participation of young people in local democracy and decision-making.

In a pick 'n' mix approach of tried and tested techniques and projects, this guide seeks to pull together existing effective practice from across the country. It is just a guide, and is not designed to be a 'one size fits all' resource. There are too many variants locally for that type of approach to ever work, for example finances, staff support, local politics.

The Effective Youth Council Checklist (later in this document) and the Scaling Activity (available to download from www.byc.org.uk/resources) might be useful starting points. For the sake of ease and consistency the term youth council will be used throughout this document - this means the same as forum, cabinet, parliament etc.

Please read, check, change and adapt things to meet your local needs.

Characteristics of a successful youth council

The many successful examples of youth councils shaping services share similar characteristics;

A clear **rationale** as to:

- Why the local authority seeks to involve young people.
- What young people can and can't do and thereby establishing boundaries for what **impact** they can have in decision-making processes.
- A nominated **Participation Champion** to help lead the participation agenda (at officer level), with a **network of supporting staff across the council or department** (at middle management and front line levels) to support the agenda and share the responsibility.
- A participation **audit process and implementation plan** to raise expectations and share responsibility for achieving change, coupled with a mechanism to measure the success of young people's involvement.
- **Flagship projects** to help raise the profile of the agenda and win the 'hearts and minds' of a range of audiences e.g. staff.
- **A group of young people that looks and sounds like the youth population and speaks on their behalf with authority.**

Typical barriers and suggested solutions/opportunities

Workers and young people the length and breadth of the country have banged their collective heads on the same brick wall but these barriers aren't insurmountable. Below are some of the more typical challenges with suggestions for overcoming them. More information on specific ideas is detailed later in this guide.

Barrier 1 Understanding of participation and identifying opportunities

Solutions:

- Capacity building training for young people and adults
- Forward planning of participation work.

Barrier 2 Sceptical decision-makers

Solution:

- Supporting and developing positive relationships between youth councillors/Members of Youth Parliament (MYPs)/Young Mayors and Lead Elected Member/ Director of Children's Services (or equivalent) such as through a local shadowing project.

Barrier 3 It's easier to do things without participation

Solutions:

- The upfront costs and timescales mean it's probably easier not to involve service users; however to what extent does this make for a customer-focused service? Does it develop an appetite for shaping decisions that affect young people?
- Strong policy and legislative steers: local authority participation strategy, the area plan for Children and Young People, UN Convention on the Rights of the Child (UNCRC) e.g. Article 12, 'Duty to Involve' - service users helping to shape services, resulting in a stronger customer-focus where service users are respected and are supported to be actively involved.

Barrier 4 Tokenistic, quick and dirty approaches viewed as 'good enough'

Solution:

- Recognise the need to work from where people are at, combined with raising expectations and aspirations - research good practice and re-model it to fit the needs and expectations of your area.

Barrier 5 Money and time

Solution:

- Effective planning of opportunities. For participation to be sustainable and systematic, it needs to be embedded in the performance management and planning cycle to ensure it's thorough, time-scaled and resourced to meet the expectations and self-assessment/ inspection requirement.

Building an Effective Youth Council

2

With young people

The group will need to receive induction training to include team building, meeting and communications skills. It should be considered to what extent the group will be involved in planning their own activities i.e. contributing to/ writing a work plan.

Peer mentoring training could be considered (where appropriate) as an exit strategy as well as a means to providing sustainability.

With adults

For staff, this would be participation theory, establishing expectations and identifying key participation opportunities. As well as sharing existing good practice and lessons learnt, identify gaps in knowledge and development needs.



Youth council stages of development:

- 1. Establishing** - the group have been recruited or identified, either through election, selection or a combination of the two. This stage is all about gelling the group together - so ice breakers, team building exercises and the like are very much order of the day.

As well as keeping the group together, the challenge is for them to know what they're doing - through an effective induction. Typically this could include an introduction to decision-making processes, what their role is in these processes, who does what at the council and identifying present and future opportunities.

- 2. Consultative** - keen to get value for money and meet legal 'Duty to Involve' requirements, the council will rightly be eager to consult the group on issues that affect them. If people are queuing up to speak to the group, this is a welcome development, particularly in the early stages. To be viewed as a group worthy of consultation, they will need a good mandate (sizable turnout) and be credible in the eyes of decision-makers.

- 3. Agenda setting** - this is taking responsibility for highlighting issues that concern young people, rather than solely reacting to the issues and consultations that the council or other organisations want feedback on.

To do this, the youth council needs evidence/intelligence of which issues concern young people most (through consultation or the use of existing data). A creative vehicle/opportunity (a project, meeting or event) then needs to be used to communicate these messages; to influence the decision-makers and systems constructively instead of reacting to them.

- 4. Scrutiny** - over the past few years, accountability has become a huge focus of local government.

For a time, young people's involvement in scrutiny work was typically limited to a young person sitting on a committee but fortunately things have moved on. There are now good examples of local government providing a vehicle to enable young people to ask questions on how decisions have been made in order to consider whether service improvements can be put in place and make recommendations to this effect. As such, decision-makers are familiar with this approach as it is based on evidence.

- 5. Systematic and sustainable** - the youth council is trusted as the voice of young people and this is evidenced by them being the 'go-to group' for hearing what young people think about an issue affecting them. Consultation with the group is planned in advance (where possible). While the youth council sit at the decision-making table such as the Children's Trust Board, they can raise issues that concern young people and establish relationships with key players which can be build on and fostered.

The youth council will have a good profile with the wider youth population, and crucially where there will be evidence of change. At this stage sufficient support is available by way of core funding, staff, access to information and people.

Evidence, evidence, evidence:

Evidence of change is one of the questions that's most frequently asked of youth councils. When budgets are pressed, participation projects such as youth councils need to increasingly prove their worth - and rightly so. If it's not challenging, influencing and changing things that concern young people, why does it exist?

While examples of tangible change demonstrate milestones in moving forward, in order to be sustainable they need to be underpinned by cultural change (those things that can be taken for granted when you have them, but are missed when they're absent).

It might be pointing out the obvious, but without cultural change, tangible change is at best challenging to achieve. It is within grasp, however, and all the projects and ideas that supplement this guide (available on www.byc.org.uk/resources) provide platforms to develop relationships and influence, which young people can feed into while making recommendations for change.

Gathering examples of well executed projects involve:

- People - the power of experiences and stories passed through word of mouth
- Papers - quantitative and qualitative data, minutes of meetings
- Records - photos and video of events and activities.

Effective Youth Council Checklist

	Yes	Some/ Maybe	No	Priority Ranking (1-16)
1. Are senior managers and councillors committed to the youth council?				
2. Is there an effective, committed Participation Worker(s), admin support and operational budget?				
3. Is there a direct channel of communication to Children's Services SMT/the Council's Chief Officers?				
4. Is there a direct channel of communication to Lead Elected Members?				
5. Does the youth council have regular and diarised meetings?				
6. Does the youth council seek to consult the wider youth population and present these issues to decision makers?				
7. Does the group have a strong mandate i.e. is it elected democratically with a high turnout?				
8. Is training provided for all members of the youth council?				
9. Does the youth council have a budget?				
10. Do youth council members have regular meetings with the Director of Children's Services/Lead Elected Member?				
11. Are youth council meeting minutes distributed to all elected representatives and appropriate staff rapidly after each meeting?				
12. Do council departments, services or external organisations e.g. the police, seek to consult the youth council?				
13. Does the youth council use the ability to tell decision-makers what is important for young people i.e. an agenda setting ability				
14. Are members of the youth council involved in scrutinising services and policies affecting young people?				
15. Is there public recognition of the contribution members of the youth council make?				
16. Is the youth council seen as an agent for change in the council?				

Being Representative

3

Many youth councils exist in part as an entry level to understanding the democratic process and as a result, a significant proportion of youth councils are elected. Despite this, the question of being representative is a broader one.

Does it mean looking and sounding like the wider youth population, the group it seeks to represent? Or, should youth councils have skills, contacts and relationships in the community that means they can speak on behalf of young people?

The short answer is both, and although achieving these goals is more difficult, they are within touching distance.

Rightly or wrongly, there is a perception that youth council members are head boys/girls, middle class, high achievers - the 'usual suspects'. There are a few responses to this:



Firstly, **challenging the 'usual suspect' stereotype** through activities like the 'Register of Interests' activity available on www.byc.org.uk/resources.

Secondly, **Substance** - does being on the youth council mean going to committee meetings and reading through lots of paperwork? Or is it more dynamic project based work, where young people learn things like filming, editing and interviewing skills to consult with other young people, subsequently using these views to challenge decision-makers.

Thirdly, **Style** - for example the promotional materials used for the election. Flyer design companies can frequently offer more competitive design and printing services than council's in-house alternatives. Crucially they're used to

producing materials for a young audience such as gig and club nights. The same goes for the image of the youth council - are they usually photographed shaking hands with a stereotypical suited politician or mayor? Is this really the imagery that will make young people proclaim from the roof tops that they want to be part of their local youth council?

Expectations are probably high and time is likely to be short so enough pontificating, let's be pragmatic:

Speak to your Head of Electoral or Democratic Services - this person could be an amazing ally, from supporting or running the election process to promoting access to councillors. And if you smile sweetly enough, they might even contribute to or cover costs of the elections, and youth council/councillor relationship-building activities like a shadowing project.

Questions:

- 1) **Who will sign off the youth council model including how the young people are elected or selected?** Director of Children's Services, Head of Democratic/Electoral Services, Head of Integrated Youth Support Service or similar.
- 2) **What would a 'representative and reflective' youth council look like?** Investigate the demographic breakdown of the youth population in the area.
- 3) **How can the youth council complement and add to existing participation structures that already exist?** Such as the NHS, police, Youthbank (inc Youth Opportunities Fund etc.), Connexions, Children in Care Council (or equivalent).
- 4) **How many young people can realistically be supported within existing resources?** Including inducting, feeding and watering them for the year, plus travel costs and staff support time.
- 5) **If any of the young people have complex needs, will there be additional funding available to ensure their full participation?** For example, the support costs for signers for a young person who communicated only using British Sign Language could come to over £3,500 for one year. When Managers and Elected Members talk about inclusivity and the group being representative - is there a cheque book ready to make this happen?
- 6) **Outside of a general election what is the local election turnout?** This is the target turnout for the youth elections. There is very little that gives youth councils more credibility and a stronger mandate than sitting next to adult councillors who were elected on less votes.
- 7) **Can you include a consultation of the main issues in the local area that concern young people most on the reverse of the ballot paper?** Are the issues within the remit and control of the council? These issues can provide focus and form the basis of the youth council campaigns and work plan during the term of office. Plus it makes decision-makers really sit up and listen if over 4,000 young people say their number one concern is bullying, for example.

Two year terms - it's very tempting to look at costs for running annual elections (printing, travel, staff time etc.) and seeing the possibilities of 'efficiencies' by changing to two year terms. There hasn't been detailed research into drop-out rates for two year terms, but anecdotal evidence suggests that there is around a 25-30% drop-out rate during the term of office.

Up-front savings are made, but these are displaced by recruiting and inducting new members. This places additional pressures on workers and increases their hours and workload.

Elements of running a youth election

A whole guidance pack could be produced just on how to run a youth election but here is a snapshot of things to take into account:

Speak to Democratic Services, and see what support they can provide (this didn't provide the response you were hoping for? Try updating your line-manager/strategic lead for participation and/or the Lead Member. But tread carefully).

1. Ensure admin support availability
2. Agree the election model
3. Arrange use and delivery of ballot boxes
4. Communicate as early as possible with Polling/Voting Stations - a letter of encouragement from the Director of Children's Services, the Council Leader, local MP(s) always helps. Build on goodwill following other participation work e.g. support given to school councils or consider offering training to schools with the highest turnout.
5. Establish a named contact at each polling/voting station
6. Obtain quotes for printing of promotional materials used to find candidates (e.g. 20,000 A5 flyers, 1000 A3 posters), ballot papers (including consultation on reverse), and Candidates' Election Statement posters (dependent on number of candidates). It's best to get these as one quote as this will give you greater leverage for negotiating a discount.
7. Write a polling/voting briefing pack
8. Write a candidate briefing pack
9. Deliver briefing session with candidates
10. Print ballot papers and distribute with posters etc. that the polling/voting station needs
11. The vote - high turnouts have been achieved when polling/voting stations have had some flexibility in when to vote. This also gives more options for freak situations like school closures due to snow or illness. Two weeks is a good period.
12. Arrange for the ballot to be collected
13. The count
14. Send thank you letters to the polling/voting stations
15. Announce results, providing a good opportunity to celebrate the achievements of the out-going youth council - in front of parents, and the local great and good.

There are lots of resources on the internet to get inspiration from (e.g. polling station packs) so you shouldn't need to start off from scratch for any of the materials mentioned above.

Approximately 95% of the youth population are in full time education in establishments which provide captive audiences. There is a pattern of higher turnout when all local schools take part in an election, therefore it's worth really pushing for at least one candidate to stand in each school.

Making it Work

4

What the youth council is about...

- Who does it seek to represent? Such as 11-19 year olds who live, work or are in education in your area.
- How will local issues be represented regionally and nationally? For instance through the British Youth Council.
- Is the youth council non-party political?

Youth council members

- If there is an election, how many of the group will be elected? Over what areas (Wards or constituencies).
- Who can stand and vote? For example any young person, who lives, works or is in education in the area, aged 11-18.
- How long will the terms of office be? Such as all members of the group serve one term and each term runs from January to December.
- What is the electoral system? For instance the candidate with the highest number of votes becomes the youth council member.
- What about young people who wouldn't necessarily want to stand for election, or who are key groups that the council need to hear from? Such as a maximum of six young people can be invited or co-opted or nominated onto the youth council, this is to help ensure that the group is reflective of young people in the area and/or specific groups e.g. Looked After young people.
- Will elected and non-elected young people be equal members of the group?

Adults and the council

Adults and the council have different roles in relation to the youth council:

1. Co-ordinate the election, e.g. every year, 18 months etc.
2. Provide advice and support, both individually and as a group.
3. Ensure the group is inclusive and doesn't discriminate.
4. The youth council may request adults to leave meetings for short periods where deemed appropriate if they consider that the adults presence would slow down discussion. Adults need to be kept aware of the youth council's workings to enable them to fully support the group - they should be kept fully informed of decisions.



The master plan

Will there be a flexible work plan (that is disseminated to decision-makers)? For example a programme created each year that includes meetings with Councillors and Children's Services senior management, training, campaigns and projects.

Meetings (all dates to be set in advance):

- The whole youth council will meet monthly - will this be a formal chaired meeting or a more informal facilitated one? Or a combination of the two?
- Will youth council members meet locally - such as in their constituencies - every 2-3 weeks?

If youth council members are unable to attend a meeting, what should they do? Such as send apologies to the organiser.

Spreading the word

- How will the youth council be supported to regularly communicate their work using a range of different methods, such as flyers, posters, e-newsletters and events.
- How will the youth council best use social networking sites? Will they have their own Bebo, Facebook, Twitter accounts or will this be part of the council's own youth website? How will this be organised, for example two members of the youth council nominated to update the site. How will safeguarding be addressed?

Sounding out young people

- How will the youth council hear from other young people? Will they use existing consultation data or be supported to carry out targeted consultations with 'marginalised' groups? Will they conduct surveys and/or face to face interviews or focus groups?
- Which decision-makers will this information be presented to and how? Such as the Lead Elected Member.

Money

- How will core costs be funded? Such as staff support, residentials, food, travel, phones.
- Will the youth council have a role in allocating its own budget? For example for projects and campaigns.
- Will young people ever be given 'out of pocket' as a result of their involvement? Or are reasonable expenses covered such as bus/train to and from meetings/events? If the young person doesn't have a bank account, how will these expenses be paid - are the financial systems set-up to accommodate this?

Equal opportunities

- Equality and diversity statement – such as, all members are equal in status regardless of office, ethnicity, culture, sexual orientation, age, gender, religion, academic ability, disability or any issue, which affects a person's life such as parental separation or financial status.
- How frequently will this document be reviewed? Once a year?

5

Comms, Checklists, Managing Expectations (and egos)

Communication - internal and external

Youth councils are in a unique position to grab the initiative and position themselves on a platform as the authentic voice of young people in the area. Coupled with the youth council's insider pressure group role within the decision-making process, the group are well placed to address the very real issues that affect young people in their lives.

When the local media cover issues affecting young people, where do they currently go to as the authoritative 'voice of young people'? Is an adult championing young people or simply nothing at all? This imbalance can be addressed and the youth council has the potential to be this respected vehicle which enables young people to challenge negative coverage, ensuring a consistent profile is built for this policy area in the press.

There are a number of limitations and communication needs to overcome scepticism that the youth council simply reaches beyond the 'usual suspects' of an already engaged group of politically aware young people. Instead it needs to robustly ensure that the 'hard to reach' are not 'hard to hear'.

The project ideas supporting this document (available on www.byc.org.uk/resources) are designed to be engaging and inspiring – they are newsworthy vehicles which allow young people and the youth council to input an issue or message.

Relationships

The youth council is the interface between the decision-making process and young people in the outside world and both need to know about and trust the youth council. Young people need to feel that the youth council can address issues facing them locally and decision-makers need to trust that the youth council can credibly speak on behalf of young people. This can be a difficult balancing act.

The groups who the youth council need to have good relationship with can be roughly broken in two:

- Decision-makers and opinion-formers – Chief Executives, Leaders, Lead Elected Members, Officers, MPs, local and trade media, voluntary sector organisations;
- Young people – widening the appeal and impact of the youth council amongst young people themselves.

Internal Opportunities

- **Blogs** - interesting and regularly updated blogs can be a great way of 'drip-dripping' information.

e-newsletters - The British Youth Council's e-newsletter 'The BYC Project' (sign up at www.byc.org.uk) is a practical example.

Having a standard format will help with consistency and planning – software such as MailChimp could be a starting place.

- **Making use of interest in 'awards'** - everyone loves a good award. It connects directly with, and celebrates the achievements of, key audiences that the youth council need to work with.

It doesn't need to be on an Oscars scale event, it could just be a winners list released, with certificates and mini trophy sent to the lucky recipients. Alternatively, it could be incorporated into an existing awards scheme.

External Media Opportunities

Piggy backing

Establish a forward planning diary identifying key dates in the calendar (such as national days, anniversaries, reports being issued and key council parliamentary events, local democracy week, the Queen's Speech and the budget) and support young people to develop positions and ideas to issue as comment.

Not the Queen's Speech / New Year's Message

At a quiet time of year for stories satisfy journalists' demands for New Year's messages with a selection of thought provoking messages from the youth council, together with a campaign call drawn from the programme of activities.

In 2009, Barnardo's Teen Speech gave an open invitation to UK teenagers to address the nation at Christmas. It gave young people the chance to speak out on a range of profoundly important issues and provided the rest of us with an extraordinary opportunity to see the future through their eyes.

The Alternative Budget

Piggy-backing on budget announcements of central or local government, (depending on the issues), the youth council could consult other young people or simply identify the things they would prioritise if they were responsible for setting the budget.

These figures could then be compared with the actual allocation, such as transport subsidies for young people. This could act as a way to secure press coverage and as such be a media milestone for a campaign.

It could be a stand alone piece of work, or incorporated into a meeting. This could inform any participatory budgeting that the council is seeking to support.

- Identify existing budget areas, and tangible examples of this budget in action.
- On colour paper print Monopoly-style money.
- Ballot boxes - labelled with the budget areas and tangible examples of the services provided - photo opportunity of the vote.
- Prepare and issue press release.

Social Networking

Facebook, Twitter and Ning are currently social networking sites de jour. From experience, they're great at providing added value to existing projects and could be a means to the group communicating amongst themselves outside of meetings (make sure you consider safeguarding issues). They could also be a means of communicating with the wider youth population (again, take safeguarding into account) but are not great as stand alone participation projects.

When thinking through which social media would best achieve your desired results, it might be useful to consider the following:

- Why would someone want to read this?
- What information do they need to know?
- What am I/we needing them to do with the information e.g. are we looking for a response?
- Establishing a loose editorial forward plan/schedule. This should ensure flexibility and the ability to deviate from it. If stumped for what to write about, the schedule provides a framework which could be informed by the youth council work plan and /or campaigns and suggests general types of posts or topics.

As is the nature with this strand of communication, it's evolving constantly - just ask the creators of MySpace, which now seems to be as down with the kids as Cliff Richard.

To keep on the cusp of all things social network-y it's well worth having a look at the personal blog of Tim Davis - an independent consultant and researcher, writing about young people's participation, social media and social change: www.timdavies.org.uk

Retaining Members of the Youth Council

6

Try to keep it engaging and fresh and have things for individuals and the group to look forward to - both future work and social elements, and communicate these well. Ensure people have defined roles in tasks and activities, and that they feel valued. Above all manage expectations...

Having a vision and a plan is fairly academic.

- What can the youth council deliver? Both possibilities and limitations.
- Dialogue with people - whether it's over a pint (of pop) or tea and cake - and services. Understanding people's motives and knowing what will be of particular interest to different people.
- In practice it might be useful to use the BYC Scaling Activity (available on www.byc.org.uk) with people who work closely with the youth council.

Talent Management: Or, working with egos

The more experienced youth council member or a newbie with a particularly big personality can be difficult to support. Again it's about managing expectations and unlocking potential by establishing a rapport with the young person. Going 'local' and agreeing with, rather than constructively challenging and questioning, might make life easier in the short term but could help create a walking ego later. Two tactics for positively responding are:

- Emotional intelligence - your local authority could run a leadership programme for young people, which is well worth looking into. A starting place could be to do a self-awareness inventory.
- Adopting a different role - what expertise and skills do they have that they could help develop in other youth council members? Consider a mentoring/ budding role.

Safeguarding and Child Protection

7

Your council will have its own safeguarding policy and procedures. It will be available on the intranet or through the Safeguarding Team.

There is also a handy briefing available from BYC (download from www.byc.org.uk/resources).



About BYC and How We Can Help



8

What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 120 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

Online:

Our free online resource centre (www.byc.org.uk/resources) is packed with information and briefings to help with the running of your local youth council. We have tips on how to run meetings effectively, different roles that young people can take at meetings, how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

In person:

We run a range of events throughout the year to support local youth councils, from delivering training courses right the way through to our annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website (www.byc.org.uk/training) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

On the phone:

Whether you're establishing a local youth council or looking to develop an existing group, we offer support and advice to people looking to set up a local youth council. Give us a call on 020 7785 6460 or email: lyc@byc.org.uk.

empowering inspiring campaigning inspiring



For more information

about BYC training:

www.byc.org.uk/training

or to download further resources:

www.byc.org.uk/resources

British Youth Council

We empower young people across the UK to have a say and be heard.

www.byc.org.uk

0845 458 1489

mail@byc.org.uk

created April 2010

© British Youth Council 2010

Registered Charity no. 1123224 | Company Limited by Guarantee no. 6226595 | Registered in England and Wales | Registered Office: Downstream Building, 1 London Bridge, London, SE1 9BG

Minutes of Amenities Committee Meeting Held Wednesday 12th July 2023 at 6:30 PM

Those present :

Chairman : Cllr Jo Burns

Councillors : Cllr G Birchall, Cllr P Brougham, Cllr J Desmond, Cllr C Parker

Officers : S Lawrence, A Mc Intyre, R O'hare, K Spofforth, D Stephens

1 Welcome

2 Apologies for Absence

Apologies have been received from Cllr J Sayers, Cllr K Hughes, Cllr P Darlington.

3 Declarations of Interest

None declared.

4 Public Participation.

None received.

5 To Confirm the Minutes of the Last Meeting

RESOLVED that the minutes of the last meeting on 23rd November 2022 be approved as a correct record.

6 Play Equipment

Derek Stephens Facilities manager informed members in 2022, MTC finished the £107,000 upgrade of children's playground equipment in six of our 15 parks. The upgrade started at KGV, Hall Lane Park and then included Mersey Avenue Park, Moss Park, Ballswood, Moorhey Park and Lathom Park. The equipment installed at these parks included Activity Trails, Carousels, Junior & Toddler Swing Sets, Seating and Benches to name but a few.

Over time MTC parks have broken or decaying play equipment. Therefore, officers have implemented a PPM schedule to ensure that all play equipment is regularly assessed and items that require remedial works are dealt with as quickly as possible. Due to budget restraints, remedial or full replacement works may need to be carried out over a 2-year period. Work order prioritization at MTC is based on the risk, the severity, the likelihood and cost.

RESOLVED that:

- 1. All members agreed the priority work order for remedial works, the costs to date/future costs and replacement programme;**
- 2. The report be noted.**

7 Green Flag Status

Derek Stephens Facilities manager informed members the Green Flag Award is the benchmark international standard for publicly accessible parks and green spaces in the United Kingdom and around the world. Achieving this status would enhance the reputation of MTC and demonstrate to the community excellence in park management. This would be a 2 year project.



Cllrs comments:

- Dog foul signs on Park notice boards.
- Idea to spray signs on the floor/path ways.
- Look into costs for dog park/sections.

RESOLVED that:

- 1. All members agreed to review and approve the strategy of the management process in how we can work towards achieving this status;**
- 2. Then report be noted.**

8 Tree Management.

Derek Stephens Facilities manager informed members to review the current MTC Tree policy. The policy currently acts as a source of information and reference for residents and officers regarding trees on MTC land and as a framework for any decisions with regard to the management of our trees.

RESOLVED that:

- 1. All members agreed the continuation of MTC tree policy;**
- 2. Then report be noted.**

9 Flooding

Derek Stephens Facilities manager informed members flooding issues at Roundmeade park have now been resolved. Update to residents within the Your MAGhull article.

RESOLVED that the report be noted.

Chair's Report

Thanked members for attending.



CHAIR
CHAIR

20/9/23