

NOTICE IS HEREBY GIVEN to attend a Meeting of the AMENITIES COMMITTEE which will be held in THE COUNCIL CHAMBER at MAGHULL TOWN HALL on Wednesday 15th November 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 Election of Chair and Vice Chair

2 Apologies for Absence

3 Declarations of Interest

4 Public Participation.

5 To Confirm the Minutes of the Last Meeting

Members are asked to confirm the minutes of the meeting held on 20th September 2023 (pages 1 - 2)

6 Budget 2024/25

Members are asked to consider the report (pages 3 - 8)

7 PSPO Signage

Members are asked to consider the report (pages 9 - 22)

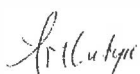
8 Health & Safety Update

Members are asked to consider the report (pages 23- 25)

9 Covid Memorial

Members are asked to consider the report (pages 26 - 27)

10 Chair's Report



Miss A. McIntyre FSLCC
Town Clerk

Minutes of Amenities Committee

Held Wednesday 20th September 2023 at 6:30PM

Those present:

Chairman: Cllr. J Burns

Councillors: Cllr P Broughton, Cllr J Desmond, Cllr K Hughes, Cllr D Leatherbarrow, Cllr C Parker

Officers: D Stephens, A McIntyre, K Spofforth

1. Welcome. Chairman welcomed those present and invited all to observe a minute's silence to commemorate the sad passing of Cllr Matthew Lock.
2. Apologies for Absence. Apologies have been received from Cllr G Birchall, Cllr J Sayers
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 12th July 2023 be approved as a correct record.**
6. Play Equipment Upgrades for 2024/25. Derek Stephens, Facilities Manager, explained the findings of the recent ROSPA report. After recent inspections, necessary works and subsequent costs for equipment which requires upgrading or replacing were identified and presented to Councillors for their consideration. Works carried out will all help towards the projected goal of attaining Green Flag status. The opening phase of these works, in 7 of The Council's parks, is estimated at a cost of £56,845.

RESOLVED that:

1. **All members agreed on the replacement/upgrade of the equipment.**
 2. **Then report be noted.**
7. The PSPO for Dog Control. Derek Stephens, Facilities Manager, reported which steps are needed to be implemented to bring Maghull Town Council's parks in line with Sefton's PSPO concerning dogs in their parks. These include the painting of signs on pathways etc., (unfortunately, some of which have already been the subject of vandalism), the zoning of specific areas in each of the parks, and the display of notices informing the public of the PSPO details. The trialling of 3 parks for implementation of zoning (where play areas are fenced in and picnic areas, these should be no dog areas. Other areas should be dogs on leads only or areas where dogs can be let off their leads) was agreed, with one preferably being one of the more dog friendly area parks. Dodds Park, Southmeade and one

other, to be decided upon, were mooted for trial.

The priority must be the safety of children playing in the parks. Information regarding the implementation of the PSPO will be required to let the public know of the rules covered. This will be via noticeboards and website links.

RESOLVED that:

1.3 parks to be trialled, maps outlining the different zones of each park be produced and circulated, rules of PSPO be enforced, public be surveyed regarding changes.

2. Then report be noted

8. Chair's Report.

CHAIR

Report to: Amenities Committee
Date of Meeting: 15th November 2023
Agenda Item Number 6
Subject: Proposed Amenities Service Budget 2024/25
Report of: Amenities Manager & RFO
Exempt/Confidential Report: No

Summary

To present a proposed 2024/25 budget for the Amenities Service and to put forward recommendations to Finance & General Purposes (Budget) Committee in December 2023 in order to contribute towards Council's overall budget setting process.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

1. Consider the proposed 2024/25 budget for the Amenities Service and make recommendations to Finance & General Purposes (Budget) Committee in December 2023 regarding proposed precept increases to balance budgetary gaps.
2. Note the contents of this report.

Reasons for Recommendation(s)

Full Council is required to set a balanced budget for the forthcoming financial year and must notify Sefton Council of the precept demand for the Maghull Town Council area so that this can be added to Sefton Council's council tax demand. This process must be completed by January 2024.

With Amenities Committee Members having considered the proposed budget for 2024/25, members will make recommendations to Finance & General Purposes (Budget) Committee to be held in December 2023. These recommendations will contribute towards Council's overall budget setting process.

1. Proposed 2024/25 Budget for the Amenities Service

a. Background

The Amenities Manager and Responsible Finance Officer (RFO) have jointly produced a proposed 2024/25 budget for the Amenities Service.

When reviewing this budget, members must consider the assumptions below which directly impact upon the overall budgetary gap for the Amenities Services.

Members are reminded that these assumptions may alter when budgets are reported to Full Council in January 2024 owing to more up-to-date information becoming available, or Finance & General Purposes (Budget) Committee putting forward their own recommendations to Full Council.

In short, members are asked to consider the proposed 2024/25 budget for the Amenities Service based on information currently available, albeit that officers anticipate that there will be a degree of change in the coming months.

Assumption One: Football Pitches and Bowling Greens will continue to be made available for hire in 2024/25

In 2023/24, two football pitches have been leased to three football clubs generating an income of approx £1,280.00. per annum.

With regards to the proposed budget for 2024/25, officers have assumed that all football clubs will return for the 2024/25 season – generating an income of circa £1,315.00 (with 2% inflation applied).

With regards to bowling greens, officers have assumed that all three bowling clubs will return in 2024/25 – generating an income of approx £2,260.00 (with inflation applied)

Assumption Two: Negotiation of Leases (applicable to Option B below)

Officers have assumed that leases in respect of Maghull Tennis Club, Maghull Football Club and Air Training Corps will be negotiated and agreed before the commencement of the 2024/25 financial year. It is proposed that each agreement generates an income of approx. £1,500.00 per annum.

Assumption Three: Staff Expenditure in 2024/25

Having considered previous years, the RFO and Amenities Manager have factored in a 5% pay increase for all members of staff which naturally impacts upon National Insurance and pension contributions.

In addition, a number of staff members will be entitled to an incremental pay rise under NJC pay conditions.

b. Proposed 2024/25 Budget

In consideration of the above, the Amenities Manager and Responsible Finance Officer propose the following budget for the Amenities Service in 2024/25.

		2023/24	2024/25
Nominal Code		Current Budget	New Budget
	INCOME		
4001	Precept	£434,604.00	TBC
4321	Playing Fields	£1,743.00	TBC
4331	Bowls Outdoor	£1,830.00	TBC
4345	Tennis Club	£1,200.00	TBC
4346	Tennis Fences	£168.00	TBC
4350	Rent Bowling Hut	£0.00	NA
4351	Rent ATC Hut	£1,500.00	TBC
4354	Facilities Income	NA	NA
		£441,045.00	£438,124.67
	BREAK DOWN OF EXPENDITURE		
5100	Security	31,000.00	27,610.00
5101	CCTV	2,000.00	367.50
5102	Alarm	1,600.00	1,500.00
5103	Fire	1,150.00	1,500.00
5104	Air-Con	960.00	1000.00
5105	Boiler	1,000.00	1,500.00
5106	Lift	0.00	No cost until 25/26
5107	Cleaning Services	18,950.00	23,750.00
5108	Hygiene	2,078.00	2,390.00
5109	Pest Control	710.00	850.00
5110	Kitchen Cleansing	0.00	Falls under Venue
5111	Waste Disposal	4,632.00	5000.00
5112	Water Quality	1,320.00	1,550.00
5113	Electrical Safety	600.00	400.00
5114	Health & Safety General	1,000.00	3,050.00
5115	Playground Inspections	1,403.00	1,200.00
5116	Cleaning Supplies	500.00	750.00
5118	Drainage	500.00	525.00

		2023/24	2024/25
Nominal Code		Current Budget	New Budget
5200	Engineering Equipment	1,000.00	1100.00
5201	Engineering Repairs	1,600.00	2,300.00
5202	Engineering Consumables	1,500.00	1,750.00
5203	Play Equipment Repairs	2,250.00	3000.00
5204	Parks Management	15,451.00	16,500.00
5205	Football Pitches	1,000.00	1,500.00
5206	Bowling Greens	1,925.00	1,100.00
5207	Grounds Maintenance Consumables	600.00	630.00
	OVERHEADS		
7003	Mobile Phones	500.00	518.00
7029	Uniforms	1,951.00	2,100.00
7071	Photocopier	2,400.00	2,500.00
7100	Salaries	205,882.00	206,939.12
7106	Employer's NI	19,011.00	18,436.98
7107	Pensions	34,420.00	32,878.07
7200	Insurance Fees	6,500.00	4,450.00
7237	Training	4,000.00	4,000.00
7301	Rates Garage	3,785.00	4,075.00
7303	Electricity - Town Hall	15,000.00	15,250.00
7304	Electricity Glenn Park	270.00	180.00
7305	Electricity Pimbley	200.00	230.00
7307	Electricity Ballswood	0.00	0.00
7308	Gas	11,319.00	12,000.00
7309	Wastewater & Metered water	5,000.00	2995.00
7310	Water Garage	700.00	330.00
7311	Wastewater Ballswood	0.00	0.00
7313	Water & Wastewater Pimbley	300.00	565.00
7314	Water & Wastewater Glenn Park	120.00	405.00
7315	Fleet Repairs	3,000.00	3,150.00
7316	Vehicle Tax	935.00	650.00
7317	Diesel	8,713.00	9,150.00
7318	Red Diesel	0.00	0.00
7319	Leases	10,310.00	5,500
7851	Asset Maintenance	12,000.00	12,000.00

Recommendations(s):-

Amenities Committee is requested to:-

1. Consider the proposed 2024/25 budget for the Amenities Service and make recommendations to Finance & General Purposes (Budget) Committee in December 2023 regarding any potential precept increases to balance budgetary gaps and cover project works such as play equipment upgrade, picnic benches etc.
2. Note the contents of this report.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

3. Revenue

All costs associated with the operation of the Amenities Service are met by core budgets formed through a combination of annual precept demand and income from the hiring of facilities such as bowling greens and football pitches.

4. Capital

None

Implications of Recommendations:

Financial Implications	Member recommendations will be presented to Finance & General Purposes (Budget) Committee in December 2023.
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers

None

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.stephens@maghull-tc.gov.uk

Report to: Amenities Committee
Date of Meeting: 15th November 2023
Agenda Item Number 7
Subject: The PSPO for Dog Control
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

Public Space Protection Orders are powers that are available to local authorities to deal with anti-social behaviour and to ensure that communities are great places for everybody to live or visit.

The PSPO for Dog Control aims to help dog owners behave responsibly in areas that are enjoyed by many other user groups. It outlines requirements and restrictions to encourage responsible dog ownership and to ensure that shared spaces are usable and accessible for all of Sefton's residents.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to: -

1. Review and approve the signage that will be implemented at each park for raising awareness to dog owners on their responsibilities when walking dogs in MTC Parks.
2. Note the contents of this report.

Reasons for Recommendation and plan of action(s)

As discussed by members on the 20th of September 2023, MTC have received many complaints over the last few months regarding irresponsible dog owners visiting our parks. Complaints received include dog fouling, dogs off leash and dogs in children's play areas. This is an issue that has been brought to several Cllrs attention and seems to be escalating via social media.

Therefore, to alleviate this issue, the following action plan will commence over the coming weeks: -

Plan of Action: -

- Additional signage will be installed that prohibit dogs from entering enclosed playgrounds, multi-use game courts and bowling greens.
- "Keep Dogs on Lead" signage will also be sprayed on pathways in parks that have enclosed playgrounds.
- Amenities Manager to write an article on this subject in the next edition of "YourMAGhull"
- Sefton's PSPO policy to be displayed on the MTC website and via noticeboards.

The PSPO dog control order states the following:

- Failure to remove your dog's fouling forthwith.
- Restrict the number of dogs that can be walked by one person to a maximum of 6 dogs on or off the lead.
- Prohibit dogs from entering enclosed playgrounds and fenced sports pitches, including multi use game sport facilities.
- Prohibit dogs from entering marked sports pitches during specified times.
- Dogs to be kept on a lead within defined picnic sites and family areas in parks.
- Dogs to be kept on a lead within all designated carriageways (A and B classified Road) and footways.
- Dogs to be kept on a lead within all cemeteries and crematoria.
- Dogs to be placed on a lead when directed by an authorised officer to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to members of the public.
- Dog leads must be no greater than 2 metres in length when used in the locations specified above.
- A £75 fixed penalty notice (£50 if paid within 10 days) will be issued if you fail to comply with the requirement / restrictions within the Order.

Alternative Options Considered and Rejected

NA

What will it cost and how will it be financed?

All costs associated with this project currently come from the Amenities core budget.

Cost £300

Implications of Recommendations:

Financial Implications	£300
Resource Implications	Officers time
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

See attached – signage maps

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk

Did you know about the Public Space Protection Order (PSPO) concerning dog control, which has been in place in Sefton's parks, greenspaces and sports pitches since 13 July 2017?



- Fouling must be removed immediately
- A Council Officer can require your dog to be put on a lead to prevent annoyance or disturbance of others
- Dogs are prohibited from entering enclosed playgrounds, and between certain dates, marked or fenced sport pitches
- Dogs must be kept on a lead in defined picnic sites, family areas in parks, all public roads and footways
- The number of dogs that can be walked by one person on or off leads is restricted to a maximum of six

Failure to comply with the order can result in a fixed penalty notice of £75

You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Dodds Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
South Meade Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
King George V Playing Fields
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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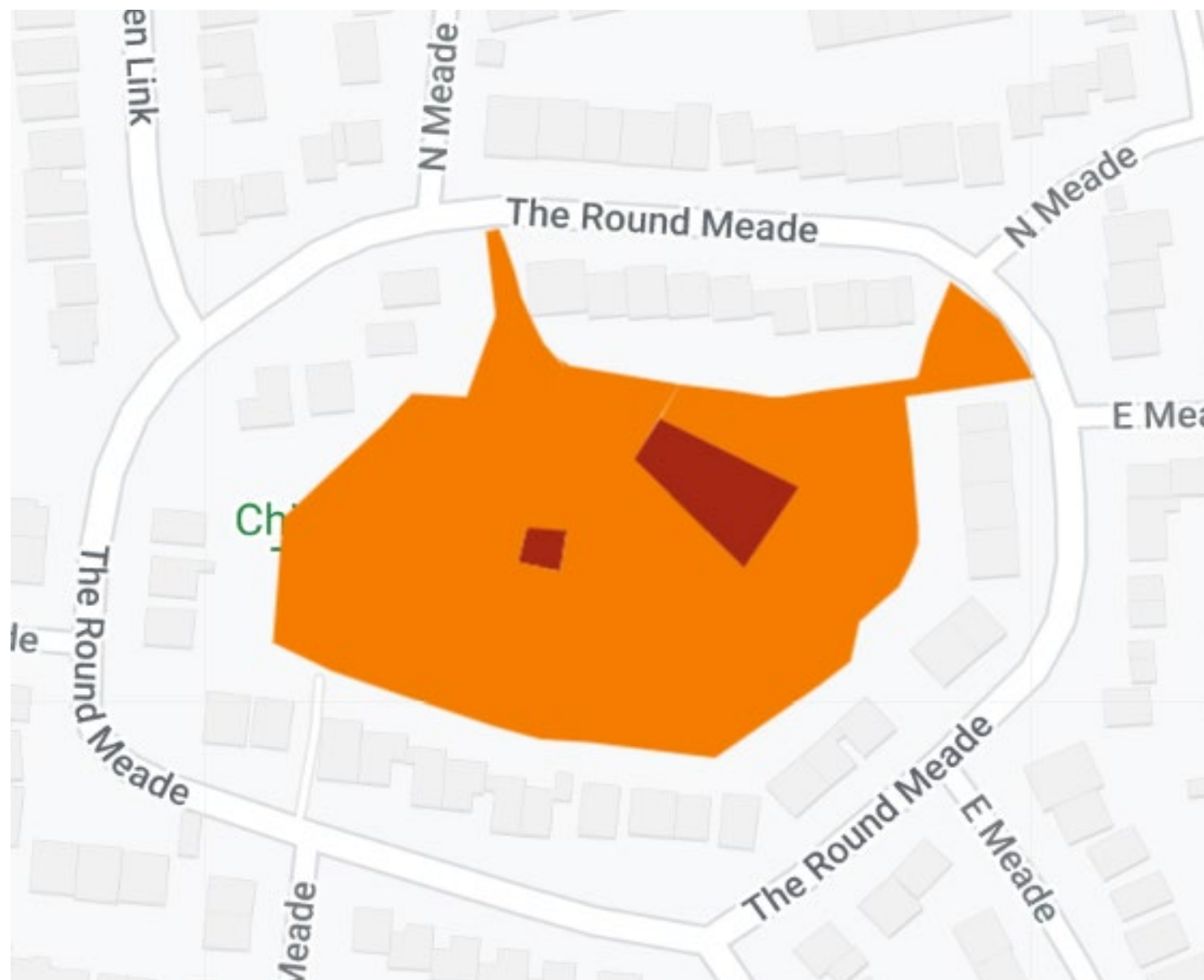


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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Round Meade Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



 **No Dogs Allowed**
(Children's Play Area/Ball Court)

 **Keep Dogs On Lead**

 **Dogs Off Lead**

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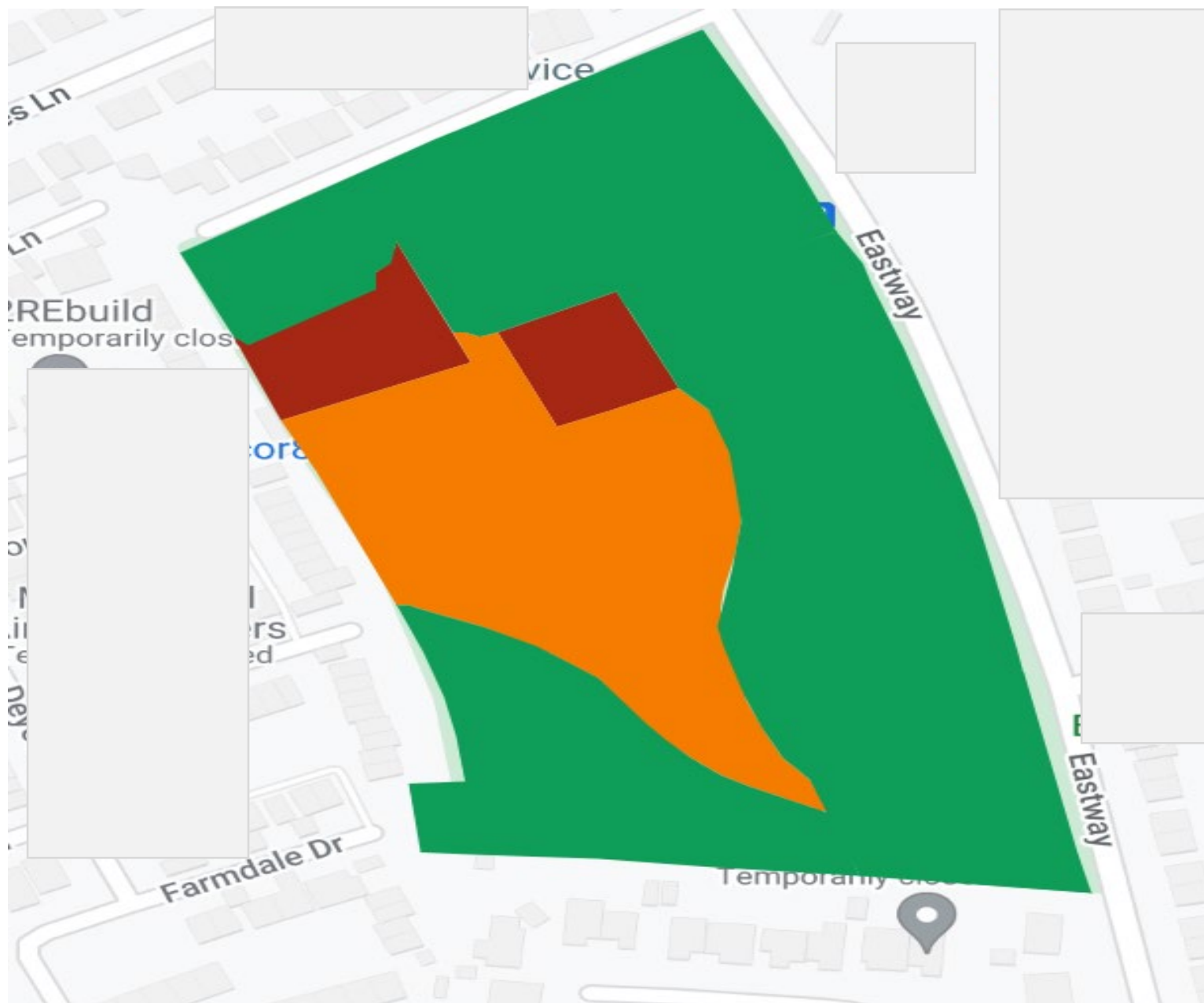


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Failure to comply with the order can result in a fixed penalty notice of £75

You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Glenn Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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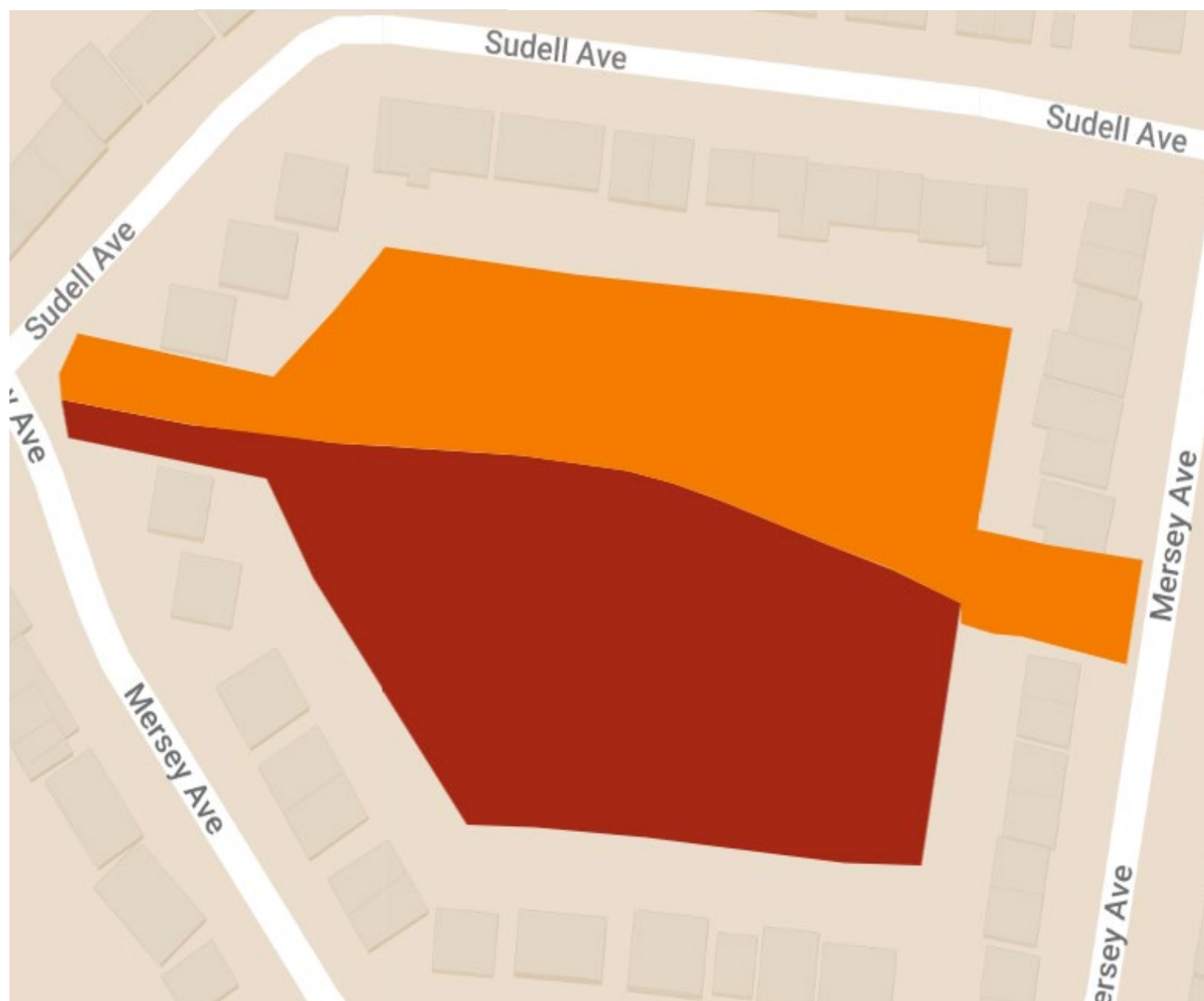


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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Mersey Avenue Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



 **No Dogs Allowed**
(Children's Play Area/Ball Court)

 **Keep Dogs On Lead**

 **Dogs Off Lead**

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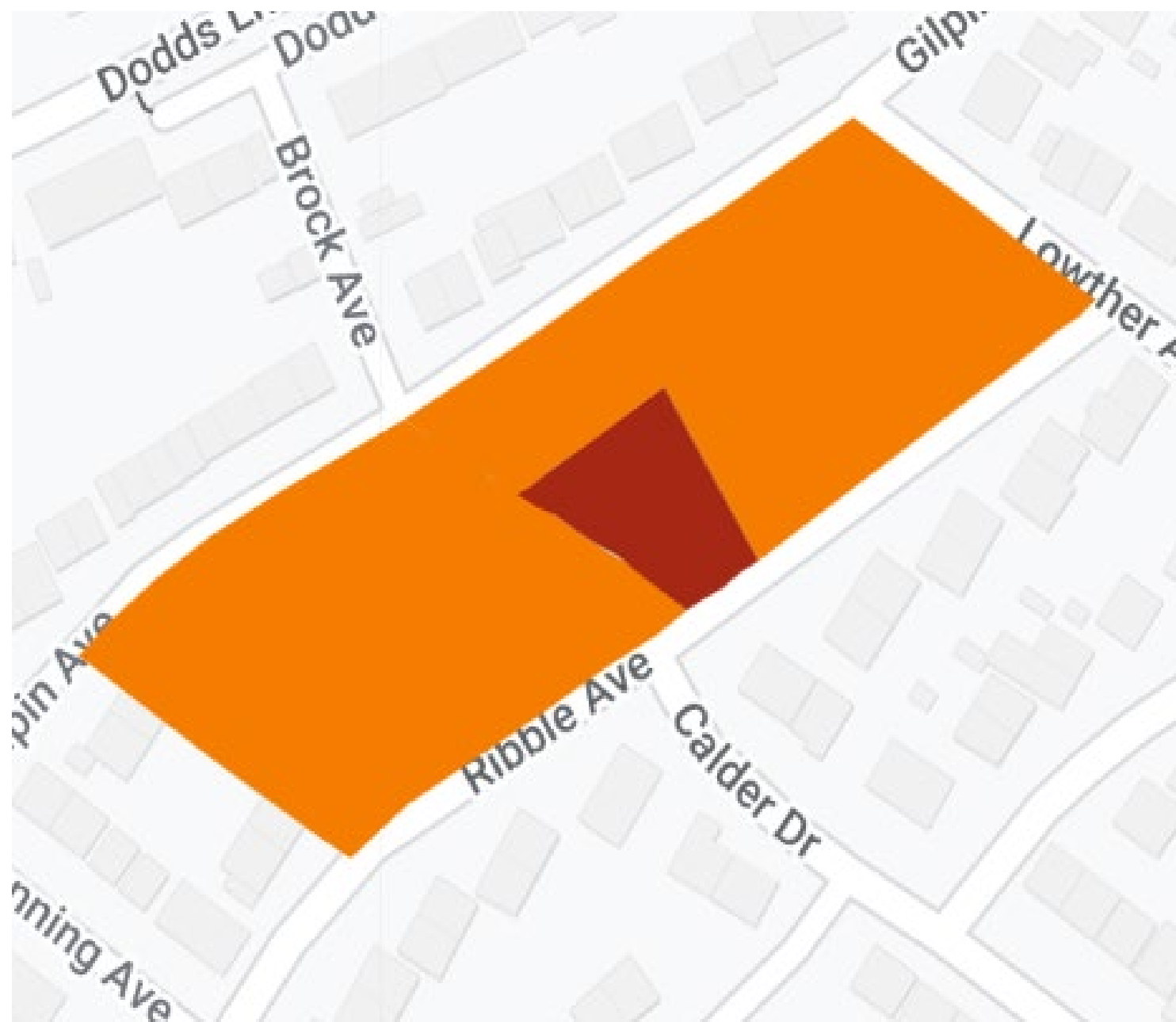


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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Moss Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



 **No Dogs Allowed**
(Children's Play Area/Ball Court)

 **Keep Dogs On Lead**

 **Dogs Off Lead**

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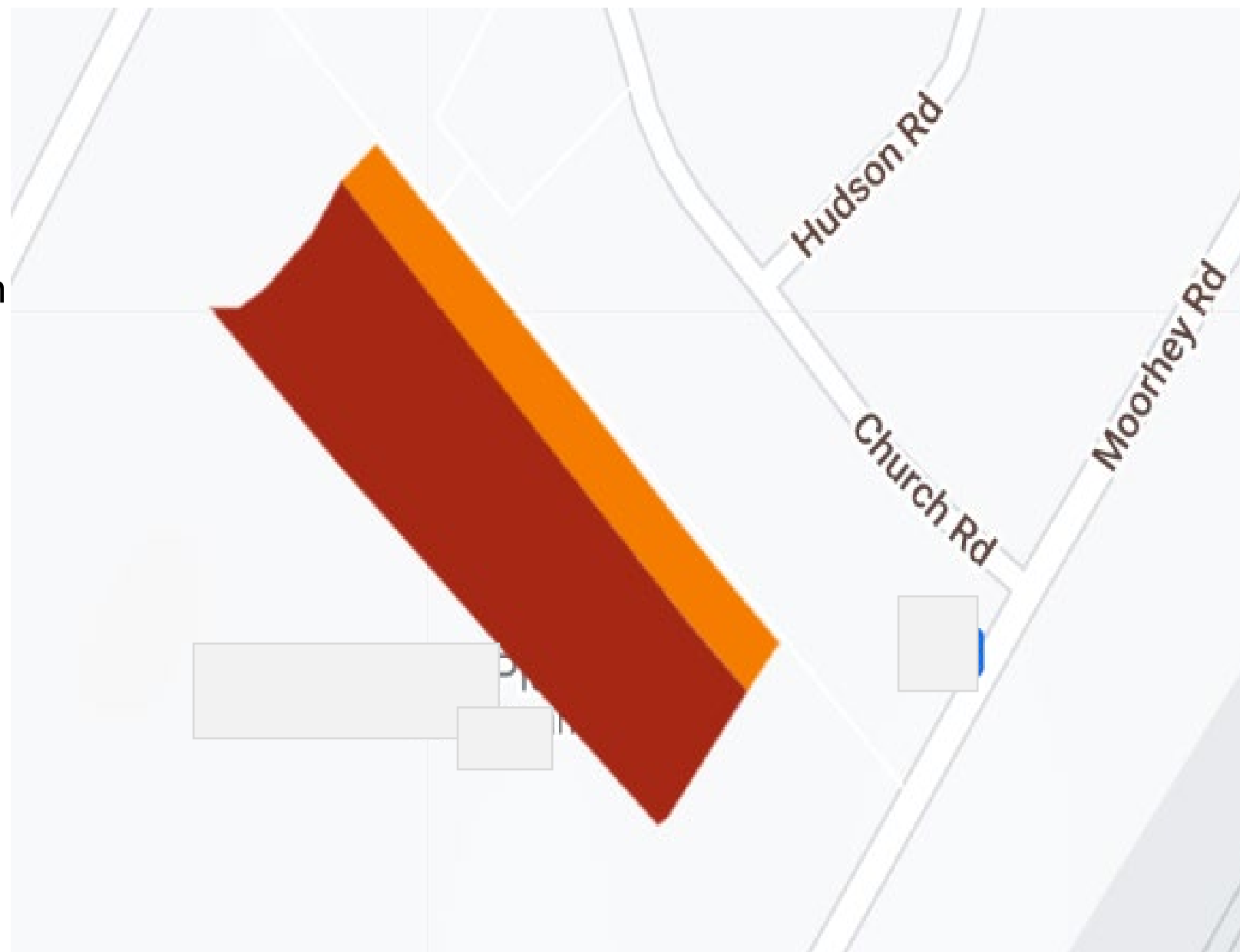


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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Moorhey Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



 **No Dogs Allowed**
(Children's Play Area/Ball Court)

 **Keep Dogs On Lead**

 **Dogs Off Lead**

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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Old Hall Park
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Balls Wood
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

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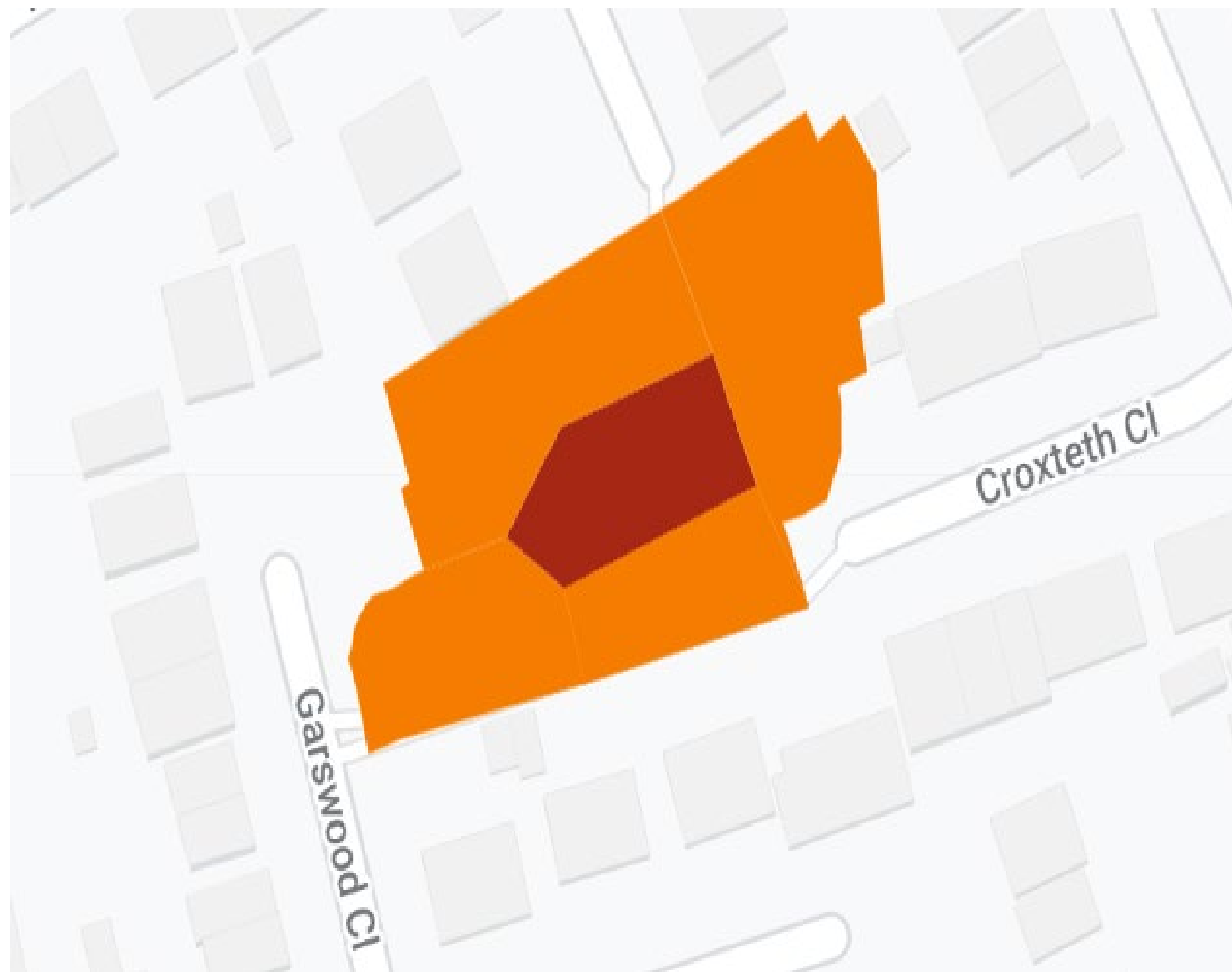


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You can read the full PSPO at www.sefton.gov.uk/dogs

Maghull Town Council
Lathom Gardens
Dog Control Zones
info@maghull-tc.gov.uk
0151 526 3705



No Dogs Allowed
(Children's Play Area/Ball Court)



Keep Dogs On Lead



Dogs Off Lead

Report to: Amenities Committee
Date of Meeting: 15th November 2023
Agenda Item Number 8
Subject: Health & Safety Report – 6 monthly review
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

This report is to advise members on MTC's compliance with health and safety requirements and best practice.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	No
Develop Parks and Green Spaces	No
Value for Money and Enterprising Council	No
Develop Leisure and Activity for All	No
Develop/support Community Services and Groups	No
Support Culture and Heritage	No
Health and Wellbeing Programme	Yes
Statutory Requirement	Yes

Recommendation(s)

Amenities Committee is requested to: -

1. Note the contents of this report.
2. Review outstanding actions and approve that priority focus should be placed on ensuring an acceptable level of statutory compliance is achieved within the next eight weeks.

Reasons for Recommendation(s)

Following a recent H&S Compliance Audit by an external Auditor, the standard of health and safety management at MTC was deemed to be below an acceptable level with some matters requiring urgent corrective action. Judged against the Enforcing Authorities Enforcement Policy Statement our current level of compliance could potentially leave MTC open to formal enforcement action should we receive an inspection visit. Therefore, to ensure compliance, priority focus has been placed on implementing the following plan of action:

Plan of Action: - Staff Wellbeing

- **Risk Assessments** - ensure Risk Assessments are in place for all significant hazards posed by the general operations of the organisation.
- **Health Surveillance** – because many of our MTC employees are exposed to physical, biological and chemical hazards that can create significant health risks an ongoing (annual) programme of health surveillance is required.
- **Noise Assessment** – arrange for a comprehensive noise survey to identify the noise levels to which workers are exposed. The results of the survey will be used to identify where reductions can be achieved and to identify areas where the use of hearing protection is mandatory and to identify the correct and appropriate hearing protection.
- **Hazardous Substances** – prepare an inventory of the hazardous substances used by the organisation for daily operations. Safety data sheets from each manufacturer for each product will be required and risk assessments will need to be produced.
- **Lone Working** – Lone working arrangements need to be formalised. Precautions should consider normal work activities and foreseeable emergencies, e.g, fire, equipment failure, illness etc. A risk assessment and toolbox talk will need to be delivered and accepted by staff. A lone workers policy will also need to be produced.

The Regulatory Reform (Fire Safety) Order 2005: - the Fire Safety Order – provides a framework for regulating fire safety in all workplaces.

- **Fire Compartmentation** – any compromised areas, gaps around service pipes, cabling and ducting needs to be fire stopped with a fire-resistant material. Many areas of the Town Hall will require new ceiling grids and tiles.
- **Fire Evacuation Drills** – fire drills should be held at regular intervals, at least twice per year. Details of each drill should be recorded in the MTC fire safety logbook.
- **Fire Doors** – a full audit on the condition of the fire doors is required. Some doors require intumescent strips and new door closers. Are they FD30 or FD60.
- **Fire Training** – some employees have not been trained in basic fire awareness. Identify MTC fire wardens and arrange online training. On-site training can follow in 2024.
- **Fire & Emergency Evacuation Action Plan** – the fire evacuation and emergency action plan requires amending/updating.

- **Emergency Evacuation Routes** – fire escape routes and dedicated fire exits should be always kept clear to facilitate a speedy escape in the event of an emergency. Regular inspections of the Venue escape routes need to be carried out and recorded.

Alternative Options Considered and Rejected

NA

What will it cost and how will it be financed?

All costs associated with this work currently come from the Amenities core budget.
Cost £TBC

Implications of Recommendations:

Financial Implications	£TBC
Resource Implications	Officers time
Legal Implications	Potential Enforcement Action under HSE regs
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
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Report to: Amenities Committee
Date of Meeting: 15th November 2023
Agenda Item Number 9
Subject: Covid Memorial space in KGV Playing Fields
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

Covid Memorial to be installed at KGV - The memorial will consist of a bench with a circle of trees around it based within the rose garden at KGV.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to: -

1. Review and approve this project.
2. Note the contents of this report.

Reasons for Recommendation and plan of action(s)

Andy Brannan, the Area Coordinator for Sefton Council covering Formby, Ainsdale and Birkdale, is currently working on a project to install covid memorials in the 5 township areas of Sefton. These areas are Bootle, Crosby, Formby, Maghull and Southport. The memorials will consist of a bench with a circle of trees around it

based within a green, open space within each township area. The parks they have chosen for potential sites are based on being the main parks within their areas that attract a lot of visitors. To that end, Sefton would like MTC's approval to install a memorial within the rose garden at KGV.

Alternative Options Considered and Rejected

NA

What will it cost and how will it be financed?

All costs associated with this project will be funded by Sefton Council. However, future maintenance costs will fall under the core budget of MTC.

Implications of Recommendations:

Financial Implications	£0
Resource Implications	Officers time
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

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