



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**NOTICE IS HEREBY GIVEN to attend a Meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE which will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on Wednesday 3rd January 2024 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 Apologies for Absence**

**2 Declarations of Interest**

**3 Public Participation.**

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

Members are asked to confirm the minutes of the meeting held on 19th July 2023  
(Pages 1 - 3)

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

Members are asked to note the current position. (Pages 4 - 11)

**6 Budget Report 2024/25**

Members are asked to consider the report (Pages 12 - 27)

**7 Provision of Internal Audit Services**

Members are asked to consider the report (Pages 28 - 30)

**8 Chairman's Closing Comments**

Miss A. McIntyre FSLCC  
Town Clerk



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

## **Meeting Held Wednesday 19th July 2023 at 6:30 PM**

Those present :

Chairman : Cllr M Lock

Councillors : Cllr L Birchall, Cllr P Brougham, Cllr J Desmond, Cllr K Hughes, Cllr C Parker

Officers : D Healey, S Larking, A Mc Intyre

### **1 Apologies for Absence**

Apologies received from Cllr J Sayers, Cllr Jo Burns, Cllr P McCormack

### **2 Declarations of Interest**

None received

### **3 Public Participation.**

None notified

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

**RESOLVED** that the minutes of the meeting held on 22nd March 2023 be approved as a correct record

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

The Finance Officer gave a summary of the financial position for the 2022/23 financial year. While some budgets had overspent there was an overall underspend of £30,720.12. This includes a donation of £1,436.15 from a previous Mayor to be used for youth provision and £4,650 allocated to Vehicle and Machinery reserves for replacement vehicles. It was recommended that the balance of £24,633.97 be transferred to the Asset Maintenance budget to help meet costs of works to the fabric of the Town Hall. Money can be vired to meet emergencies e.g. new boilers earlier in the year. The Town Clerk reported that the money in the Section 106 (S106) budget was from the Poppy Fields development. Proposals for this budget to be presented to Full Council in September.

Key points made by Cllrs:

- Noted that some works to the Town Hall becoming more urgent e.g. roof and window replacement
- All long term commitments, outside the Town Hall, to be reviewed
- Need a planned/joined up approach to works
- S106 funding to be used to improve green spaces

**RESOLVED** that

- 1. Underspend of £24,633.97 be moved to Asset Maintenance budget;**
- 2. The report be noted.**

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

Members received an update on spend up to 30 June 2023. The following were noted, by exception:

- Department 3 - Community Services: Includes expenditure for Maghullfest. Income to be allocated from former Mayor fund for young people
- Department 4 - Planned Asset Maintenance: Includes expenditure on emergency

boiler works

- Department 8 - Maghull Hub. No costs to date for utilities as Landlord struggling to locate meters. Ongoing issues with BT about installation of phone line, requested on 27 January 2023. Case escalated to Bill Esterson MP.

Budgets monitored robustly

Key point raised by Cllrs:

- Noted that Council has 3 loans with the Public Works Loan Board (PWLb) for solar panels, lift and work in parks. Under the terms are unable to pay off early. May need to replace lift before loan paid off
- Noted that a temporary member of staff was made permanent at 14 hours per week. This was agreed by Personnel Sub Committee

Key points from discussion about Hub:

1. Vauxhall Law Centre (VLC) unable to accept appointments until September due to volume of casework
2. **300 referrals** received in 4 months. This does not include Cllr Surgeries as they do not complete referral forms. Awaiting latest data
3. Service has demonstrated a need in the community; most common areas for advice include PIP, Universal Credit and Blue Badge applications
4. Provision may need to be expanded
5. Postcode data shows 20% of clients from Lydiate. Perception that people outside of Maghull and Lydiate are accessing the service
6. VLC contact ends in January 2024. Service will need to go out to tender later in the year - October/November. 3 quotes will be required as contract will be under £25,000.
7. Lease signed for 3 years. Break clause for November 2023. If lease not renewed would need an alternative site

**RESOLVED that the report be noted**

**7 Chairman's Closing Comments**

The Chair thanked everyone for attending.

**8 Exclusion of Press & Public**

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

**9 Debtors to the Council**

Members were informed that the Council has a robust Debtors Policy (Note: to be circulated to Members). There is flexibility. Debtors policy not applied to current late payers as some invoices being disputed. One is a persistent late payer. The previous administration had not wanted to appoint a Debt Collection Agency.

Key points made by Cllrs:

- Payments should be in line with terms in leases/contracts
- Letters to be sent to those with overdue invoices, including disputed invoices

- Any services provided by MTC to be suspended pending payment
  - Projects should offer good value for money for precept/council tax payers.
- Options for Maghull Radio to be considered over the Summer

**RESOLVED that**

1. Debtors Policy to be circulated
2. Letters to be sent to those with overdue invoices, including disputed invoices
3. Options for Maghull Radio to be reviewed over the Summer and presented to Full Council in October
4. The report be noted

CHAIR

**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 3rd January 2024  
**Agenda Item Number** 5  
**Subject:** Treasurer's Report and Financial Statements as of 15th December 2023.  
**Report of:** Finance Officer  
**Exempt / Confidential**  
**Report:** No

**Summary** Members are asked to consider the attached appendices giving the current position of the Council's budget.

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
1. 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	No
5. Statutory Requirement	Yes

#### **Recommendation(s)**

1. Note the contents of the report

#### **Reasons for Recommendation(s)**

The report is for noting only.

#### **Alternative Options Considered and Rejected**

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

(A) Revenue N/A

(B) Capital N/A

#### **Implications of Recommendations:**

<b>Financial Implications</b>	Within agreed budgets
<b>Resource Implications</b>	Officer time
<b>Legal Implications</b>	LGA 1972, Audit and Accountability Regulations 2015
<b>Equality &amp; Diversity Implications</b>	None

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

Immediately following the conclusion of Finance & General Purposes Committee.

## Appendices

Town Hall (Dept.1) Income and Expenditure to November 2023

Facilities (Dept. 2) Income and Expenditure to November 2023

Community Support & Engagement (Dept. 3) Income and Expenditure to November 2023

Planned asset Maintenance (Dept. 4) Income and Expenditure to November 2023

The Hub (Dept. 8) November 2023

## Background Papers

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

### 1. Background

Town Hall – Income generated from Town Hall is on track with budget, the 2 main revenue streams (leases on The Venue and Police Station) are both paid up to date. Solar panel readings have recently been taken and submitted so income should be received forthwith.

Expenditure is also reasonably on track for Department 1. A few expense codes are showing as slightly over budget:

Telephones – we have just been informed by BT that the cost of the old lines used for alarm and lift have been subject to a 200% increase (this has affected local authorities and schools in particular).

Office Equipment – Investment in new desks etc.

Salaries – Amount budgeted for last year concerning annual pay rise was insufficient to cover actual pay rise for dept. 1, the overall staffing costs for the council are however under budget for the year.

Civic hospitality – Cost for new hot drinks machine in Council chamber included in this code.

Facilities – Income generated from Facilities is on track with budget, again no problems, with all customer accounts currently up to date.

As with Town Hall, most expense codes are on track with budget with one or two exceptions:

Boiler – Once old boiler had been replaced, one or two problems ‘further down the line’ came to light and a new pump and valves were required to maintain performance. Works carried out should hopefully lead to reduction in gas consumption and annual maintenance.

Cleaning – New prices from Sefton will mean annual cost will be circa. £21.5k

Pest Control – New external traps were required around the building; these were at a cost of £2k.

Health & Safety – Extra assessments have been required (noise assessment in workplace etc.). Previous year had seen a £4k total.

Utilities – New agreements are now in place. Prices have been very volatile over previous 12 months; new agreements all seem to be playing out well so far but we will be keeping an eye on how they perform.

Salaries – Due to seasonal position being unfilled, salaries are on track to be well underspent in dept.2. This will more than offset the dept.1 overspend.

Community Services – Income for dept.3 has increased due to advertising income from magazine and also the recharges for Cozy Cub activities, however this is offset by increases in Events spending for these income streams.

Events and Christmas Activities will have further outlay for Civic Awards and Christmas Hampers respectively.

Planned Asset Maintenance – Planned works to Activity Room are yet to be invoiced for. A decision about planned work on window replacements at Town Hall will be undertaken after all relevant reports have been received.

The Hub – Start up costs (building and office requirements) were higher than budgeted for, this has, however, been offset against budgeted salary which hasn't been needed.

**Recommendation(s):-**

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



TOWN HALL	Department 1				
		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Explanation</b>
		23/24			
<b>INCOME</b>					
4001	PRECEPT	201,711.00	136,973.43	64,737.57	Changed % of income part year
4010	BANK INTEREST	500.00		500.00	None received as yet
4101	COUNCIL CHAMBER ROOM HIRE	835.00	65.00	770.00	No hires
4102	POLICE STATION LEASE	11,550.00	9,000.00	2,550.00	3rd quarter invoiced in Oct
4103	ACTIVITIES ROOM HIRE	0.00	100.00	-100.00	1 hire of £100
4104	STORAGE HIRE	1,060.00	976.64	83.36	2 annual invoices already posted
4300	FUNCTION SUITE LEASE	21,700.00	16,464.00	5,236.00	Budget lower than actual to be received
4353	CRICKET CLUB LEASE	2200.00	2,200.00	0.00	Annual charges already invoiced
4395	MISC. INCOME	1,000.00	2,526.27	-1,526.27	Recharges for Mag, Hub & Cozy Club
4396	SOLAR PANEL INCOME	4,000.00		4,000.00	No readings sent yet
<b>TOTAL</b>		<b>244,556.00</b>	<b>168,305.34</b>	<b>76,250.66</b>	
<b>EXPENDITURE</b>					
	<b>OVERHEADS</b>				
7000	BROADBAND	4,200.00		4,200.00	Annual invoice at year end
7002	TELEPHONES	300.00	431.95	-131.95	Lift & alarm lines increase
7003	MOBILE PHONES	200.00		200.00	
7010	POSTAGE	200.00	197.38	2.62	
7021	STATIONERY	1,000.00	496.38	503.62	
7031	PRINTING	200.00		200.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	185.00		185.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00	1,969.98	-969.98	New chairs and desks at TH
7061	IT	11,100.00		11,100.00	Annual invoice at year end
7068	SAGE	3,000.00	2,084.00	916.00	DD's will total £3126 in year
7082	BANK CHARGES	750.00	648.24	101.76	
7100	SALARIES	87,780.00	62,761.07	25,018.93	Budget figure low at start of year
7106	EMPLOYER'S NI	9,220.00	5,602.48	3,617.52	
7107	PENSIONS	17,205.00	11,956.58	5,248.42	
7200	INSURANCE FEES	27,999.00	19,196.52	8,802.48	Hiscox annual charge now £32.5k
7221	PROFESSIONAL FEES	6,000.00	1,510.00	4,490.00	
7224	AUDIT FEES	3,400.00	1,680.00	1,720.00	
7232	WEBSITE DEVELOPMENT	1,216.00	490.00	726.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7254	SUBSCRIPTIONS	3,000.00	3,184.17	-184.17	Most subs now paid
7300	RATES	19,455.00	15,867.25	3,587.75	19,840 for year, only 2 more payments
7320	CIVIC HOSPITALITY	200.00	2,110.00	-1,910.00	New coffee machine
7359	MAYOR'S ALLOWANCE	2,000.00	1,329.50	670.50	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	1,500.00	958.50	541.50	
7817	ADVERTISING	0.00		0.00	
7823	PHOTOGRAPHS	321.19	271.90	49.29	£410 on new map
7846	MISCELLANEOUS EXPENDITURE	715.00	1,016.75	-301.75	
<b>TOTAL</b>		<b>208,346.19</b>	<b>133,762.65</b>	<b>74,583.54</b>	
	<b>LOANS</b>				
7918	LIFT REPLACEMENT LOAN	9,117.66	11,614.58	-2,496.92	
7968	LIFT REPLACEMENT INTEREST	3,523.00	1,025.90	2,497.10	
7919	PROJECTS 2009 LOAN	6,062.56	3,689.34	2,373.22	
7969	PROJECTS 2009 INTEREST	3,592.53	1,138.24	2,454.29	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03	4,108.36	2,718.67	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03	2,848.67	4,238.36	
		<b>36,209.81</b>	<b>24,425.09</b>	<b>11,784.72</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>10,117.60</b>	<b>-10,117.60</b>	

FACILITIES					
	Department 2				
		Budget	Actual	Variance	Explanation
INCOME					
4001	Precept	434,604.00	287,240.09	147,363.91	
4321	Playing Fields	1,743.00	2,275.00	-532.00	New agreement with MTFC
4331	Bowls Outdoor	1,830.00	1,830.00	0.00	Season invoices already issued
4345	Tennis Club	1,200.00	1,100.00	100.00	Season invoice already issued
4346	Tennis Fences	168.00	140.00	28.00	
4351	Rent ATC Hut	1,500.00	1,500.00	0.00	Annual invoice already issued
4354	Facilities Income			0.00	
4395	Miscellaneous Income		149.96	-149.96	
TOTAL		441,045.00	294,235.05	146,809.95	
EXPENDITURE					
SUPPLIERS					
5100	Security	31,000.00	16,713.54	14,286.46	
5101	CCTV	2,000.00	350.00	1,650.00	New contract, cheaper for 23/24
5102	Alarm	1,600.00	836.67	763.33	
5103	Fire	1,150.00	557.79	592.21	
5104	Air-Con	960.00	960.00	0.00	Annual contract already in accounts
5105	Boiler	1,000.00	2,460.00	-1,460.00	
5107	Cleaning Services	18,950.00	14,962.72	3,987.28	New Contract no charge 23/24
5108	Hygiene	2,078.00	1,629.84	448.16	New amount - This is total cleaning bill (including Hub etc)
5109	Pest Control	710.00	3,350.46	-2,640.46	External bait traps £2.5K
5111	Waste Disposal	4,632.00	4,729.50	-97.50	Doubled in price
5112	Water Quality	1,320.00	1,140.00	180.00	
5113	Electrical Safety	600.00	393.28	206.72	
5114	Health & Safety General	1,000.00	3,218.59	-2,218.59	H&S now £130 per month. Fire risk assessment £495. Total last year was over £4K
5115	Playground Inspections	1,403.00	810.00	593.00	
5116	Cleaning Supplies	500.00	308.55	191.45	
5118	Drainage	500.00	80.00	420.00	
5200	Engineering Equipment	1,000.00	888.23	111.77	
5201	Engineering Repairs	1,600.00	1,470.10	129.90	
5202	Engineering Consumables	1,500.00	1,535.62	-35.62	
5203	Play Equipment Repairs	2,250.00	963.30	1,286.70	
5204	Parks Management	15,451.00	7,272.29	8,178.71	
5205	Football Pitches	1,000.00	701.40	298.60	
5206	Bowling Greens	1,925.00	1,105.22	819.78	
5207	Grounds Maintenance Consumables	600.00	44.68	555.32	
TOTAL	DIRECT EXPENSES	94,729.00	66,481.78	28,247.22	
	Gross Profit	346,316.00	227,753.27	118,562.73	
OVERHEADS					
7003	Mobile Phones	500.00	0.00	500.00	
7029	Uniforms	1,951.00	1,503.55	447.45	
7071	Photocopier	2,400.00	1,416.45	983.55	
7100	Salaries	205,882.00	124,852.93	81,029.07	Seasonal staff not recruited
7106	Employer's NI	19,011.00	10,953.48	8,057.52	Seasonal staff not recruited
7107	Pensions	34,420.00	20,552.12	13,867.88	Seasonal staff not recruited
7200	Insurance Fees	6,500.00	4,300.27	2,199.73	Annual fees already in
7237	Training	4,000.00	3,170.00	830.00	5 courses attended so far. Woodchipping of £750 recently
7301	Rates Garage	3,785.00	3,101.23	683.77	Only going to be 10 payments
7303	Electricity - Town Hall	15,000.00	5,740.46	9,259.54	
7304	Electricity Glenn Park	270.00	271.79	-1.79	
7305	Electricity Pimbley	200.00	287.56	-87.56	
7307	Elec Ballswood		146.79	-146.79	
7308	Gas	11,319.00	1,562.69	9,756.31	
7309	Wastewater & Metered water	5,000.00	1,524.78	3,475.22	
7310	Water Garage	700.00	80.48	619.52	
7311	Wastewater Ballswood		534.07	-534.07	
7313	Water & Wastewater Pimbley	300.00	285.31	14.69	
7314	Water & Wastewater Glenn Park	120.00	235.46	-115.46	
7315	Fleet Repairs	3,000.00	586.62	2,413.38	
7316	Vehicle Tax	935.00	0.00	935.00	
7317	Diesel	8,713.00	2,664.23	6,048.77	Cancels below
7318	Red Diesel		3,970.80	-3,970.80	Cancels above
7319	Leases	10,310.00	2,189.09	8,120.91	
7851	Asset Maintenance	12,000.00	7,654.07	4,345.93	
		346,316.00	197,584.23	148,731.77	
TOTAL		0.00	30,169.04	-30,169.04	

Community Support Proposed 23/24	Department 3				
Codes		2023/24			
		Budget	Actual	Variance	Explanation
<b>INCOME</b>					
4001	PRECEPT	88,967.00	59,311.48	29,655.52	
4391	FESTIVAL EVENTS INCOME	1,600.00	1,000.00	600.00	
4395	MISC INCOME	0.00	11,810.33	-11,810.33	Includes £1320 from Mayoral donation for Youth Activities. Magazine income, cozy club recharges
		90,567.00	72,121.81	18,445.19	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
5330	NEIGHBOURHOOD ACTIVITIES	8,000.00	5,858.79	2,141.21	
5331	EVENTS	5,000.00	5,916.91	-916.91	Civic awards comes from this budget in February, cozy club purchases in here
5333	CHRISTMAS ACTIVITIES	5,000.00	1,892.82	3,107.18	Extra hamper invoices due in December
5334	YOUTH PROVISION	8,000.00	1,170.00	6,830.00	Expect underspend as nothing planned
5335	GRANTS	5,000.00	3,602.14	1,397.86	
		31,000.00	18,440.66	12,559.34	
	<b>OVERHEADS</b>				
7003	MOBILE PHONES	100.00		100.00	
7100	SALARIES	46,141.00	31,487.05	14,653.95	
7106	EMPLOYER'S NI	4,283.00	2,671.52	1,611.48	
7107	PENSIONS	9,043.00	5,541.77	3,501.23	
		59,567.00	39,700.34	19,866.66	
TOTAL		0.00	13,980.81	-13,980.81	

Planned Asset Maintenance Department 4						
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>	
<b>INCOME</b>						
4001	Precept	£ 79,518.00	£ 53,010.00	£ 26,508.00		
4002	Reserves Funding	£ 25,399.75	£ 25,399.75	£ -		
		<b>104,917.75</b>	<b>78,409.75</b>	<b>26,508.00</b>		
<b>OVERHEADS</b>						
7851	Asset Maintenance	£ 104,917.75	£ 51,568.15	£ 53,349.60	Activites Room costs not received yet	
					TH windows & Activity Room yet to be invoiced for.	
					25% Deposit Paid for Boiler Replacement Apr 23	5,812.50
					50% of balance for boiler install	8,718.75
		<b>£ 104,917.75</b>	<b>£ 51,568.15</b>	<b>£ 53,349.60</b>	Final payment - boiler install	8,718.75
					Magnetic filter fitted to Central heating	2,135.00
						<b>25,385.00</b>
<b>TOTAL</b>		<b>£ -</b>	<b>£ 26,841.60</b>	<b>-£ 26,841.60</b>		
						7851

Maghull Hub 23/24	Department 8				
		<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Explanation</b>
<b>INCOME</b>					
4001	PRECEPT	35,454.00	23,635.00	11,819.00	
4395	MISCELLANEOUS INCOME	4,900.00	3,866.31	1,033.69	
		<b>40,354.00</b>	<b>27,501.31</b>	<b>12,852.69</b>	
<b>EXPENDITURE</b>					
	<b>SUPPLIERS</b>				
5102	ALARM	0.00	82.00	-82.00	Call out charge
5103	FIRE	300.00	129.90	170.10	Fire Extinguishers
5107	CLEANING SERVICES	0.00		0.00	Provided under contract by Sefton
5108	HYGIENE	300.00	358.42	-58.42	
5109	PEST CONTROL	300.00	172.88	127.12	
5111	WASTE DISPOSAL	500.00		500.00	Being brought to Town Hall
5112	WATER QUALITY	300.00	270.00	30.00	
5116	CLEANING SUPPLIES	100.00		100.00	
5335	GRANT FUNDING (CONTRACT)	14,750.00	9,250.00	5,500.00	Over 2 financial years
		<b>16,550.00</b>	<b>10,263.20</b>	<b>6,286.80</b>	
	<b>OVERHEADS</b>				
7000	BROADBAND	400.00	205.68	194.32	
7002	TELEPHONES	100.00	141.28	-41.28	
7003	MOBILE		26.99	-26.99	
7021	STATIONERY	200.00	11.96	188.04	
7031	PRINTING	300.00		300.00	
7041	OFFICE EQUIPMENT & FURNITURE	300.00	1,913.38	-1,613.38	Printer/scanner, whiteboards, keysafe
7061	IT	1,000.00		1,000.00	
7071	PHOTOCOPIER	600.00	113.20	486.80	
7100	SALARIES	8,327.00		8,327.00	No staff taken on
7106	EMPLOYER'S NI	0.00		0.00	No staff taken on
7107	PENSIONS	1,632.00		1,632.00	
7150	RENT	8,145.00	7,305.74	839.26	50% reduction from December
7200	INSURANCE FEES	500.00		500.00	
7303	ELECTRICITY	1,000.00	4,705.58	-3,705.58	£2626 from Previous year 22-23
7309	WASTEWATER & METERED WATER	600.00		600.00	
7846	MISCELLANEOUS EXPENDITURE	200.00		200.00	
7851	ASSET MAINTENANCE	500.00	3,493.00	-2,993.00	Electrical work, window film, Worktop fitted
		<b>23,804.00</b>	<b>17,916.81</b>	<b>5,887.19</b>	
<b>TOTAL</b>		<b>0.00</b>	<b>-678.70</b>	<b>678.70</b>	

**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 3rd January 2024  
**Agenda Item Number** 6  
**Subject:** Budget 2024-25  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

## Summary

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

<b>Maghull Town Council Priority</b>	<b>Yes/No</b>
1. 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	No
5. Statutory Requirement	Yes

## Recommendation(s)

1. That F&GP recommend the level of precept to be requested for the financial year 2024-25;
2. That F&GP recommend the proposed budget to be agreed by Full Council for the forthcoming financial year 2024-25;
3. That F&GP recommend a charging schedule and the fees/rent included in the budget for the financial year 2024-25;
4. The report be noted.

## Reasons for Recommendation(s)

Full Council is required to set a balanced budget for the forthcoming financial year and to notify Sefton MBC of the precept requirement for Maghull Town Council area so this can be added to the Council Tax demand. This must be done by the beginning of March 2024. This report forms part of the budget setting process.

## Alternative Options Considered and Rejected

None. The Council must set a balanced budget.

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

### (A) Revenue

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

### (B) Capital

Any general and/or earmarked reserves.

### Implications of Recommendations:

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

### Implementation Date for Decision

The recommendation will be considered by Full Council on 29<sup>th</sup> January 2024.

### Appendices

1. Proposed budgets
2. Asset Maintenance Plan
3. Charging Schedule
4. Precept Stats for Local Councils 2023-24

### Background Papers

<b>Contact Officer</b>	Angela McIntyre Town Clerk
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### 1. Background

- 1.1 The Council is required to set a budget for the forthcoming financial year which includes setting the level of precept for notification to the Treasury Department of Sefton MBC. The date by which the Council has to notify Sefton MBC has not yet been notified. However, it is usually mid-February. This is so Sefton Council can produce its finance papers for their budget meeting in early March. This year Sefton Council will be meeting on the 18<sup>th</sup> January to approve the final Band D tax base. We have been informed of provisional figures which have been used in the calculations of Maghull Town Council's provisional budget for 2024-25. Sefton Council will be holding their budget meeting to finalise their budget in March. There is sufficient time within this timetable for the Council to determine the level of precept to be requested.
- 1.2 The Band D precept level was last raised in 2022-23 to its current level of £122.21. This equates to £10.18 a month or £2.34 a week. The Council is committed to making efficiency savings wherever they can be made and has also sought to maximise additional income by using external funding to make up the gap between core business responsibilities and the burden on the tax payer.

## 2. Current Position

2.1 The precept is currently £122.21 (Band D Property) following the decision to raise the precept 2 years ago. Although this would appear high, it must be noted however, that this Council has the most responsibilities of any Council within Merseyside and Lancashire and is second only to Crewe Town Council in Cheshire in the North West.

2.2 The Council's portfolio currently includes:

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

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

2.3 The precept currently provides £840,254 to the Council at the current Band D equivalent tax base (6798.9 tax base x £122.21). The proposed Council Tax Base for 2024-25 (option A figure received) is 6914.3. This would provide a precept level of £844,997 (6914.3 x £122.21) which is an increase of £4743 on the previous year.

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

2.5 The Council is required to set a balanced budget for the year. This means the proposed income and expenditure must match. In order to produce a balanced budget, the Council cannot look to fill a funding gap by using reserves as this is bad practice and unsustainable in the medium to long term. Reserves are to be used for such difficulties as interruption to cash flows, unexpected crises and unplanned, emergency works and if used within one year should be replaced the next to maintain sufficient leeway to ensure the smooth running of the Council. Reserves can only be used for capital expenditure in any event. Prudent budgeting allows for the Council to maintain general reserves of 6 to 9 months' worth of precept. A rule of thumb is the larger the Council the higher the level of reserves needs to be. This would mean general reserves of £422,499 - £633,746 being held by the Council although the Council should be aiming for reserves at the higher end of the target. Earmarked reserves are those monies set aside for specific projects or contingencies. The current level of general reserves is £425k. Earmarked reserves total £69,000 which includes £50,000 contingency funds. Projected running costs for



the Council total £791,497 for the budgeted year. This figure is without doing any maintenance to the Estate or covers any of the projects the Council is undertaking. The Council also has outstanding loans of £222,869 to the Public Works Loan Board which it is uneconomical to repay earlier than the agreed settlement date. The level of reserves has fallen to the lower limits of advisory levels, it would be prudent to have levels around £630k. This shows reserves should not be being considered for the funding of any Council projects for the foreseeable future until levels have been built back up.

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

2.7 A review of the previous 5 years expenditure has been undertaken to identify those areas which could be identified with relatively fixed costs and budgeted for more accurately. These figures were discussed at the recent budget training evening held on 6<sup>th</sup> December 2023. This should give us a more realistic annual position financially but highlights that there is very little room for manoeuvre in the budget as financial restraints start to really take hold. It is evident that there will be very little margin to build reserves back up in the near future at current precept levels.

#### Income Generation

2.8 The Council's main form of additional income is from the lease of part of the council estate e.g. The Venue and room hire of the rooms with the Town Hall to commercial and community groups and the provision of sporting facilities. The lease hire of Council assets should contribute £51,450 to the income stream. This is with a minimum of involvement by Council staff in the lease process. The Activities Room has recently been the subject of rental enquiries, and as the required safeguarding work is near completion, a figure of £7.5k has been included in budgeted income for 2024-25.

#### Charging Schedule

2.9 The football pitch rates remain competitive within the wider area of Maghull should they be able to be used. This was benchmarked 2018 and the situation continues to be monitored. However, Pimbley Playing Fields remain at low capacity until the changing rooms are replaced or improved. The upgrade costs are in the 3 year asset maintenance plan for 2025 outlined in 2.14.

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

#### Personnel

2.11 The Personnel budget includes an anticipated 5% pay increase across the board following NJC negotiations (national terms and conditions). The last negotiated pay rise was a blanket £1925 increase across the board, which has been consistent over the last 2 years. We have included a 5% increase in salary in the budgeted figures

as this equates to the previous rises. With no apparent fall in inflation and interest rates evident we anticipate a similar rise in 2024.

- 2.12 The staffing complement in 2023-24 has increased slightly to 12.01 FTE. We have budgeted for a seasonal addition to the grounds maintenance team for 2024-25 due to workload pressures on that team.

### Projects

- 2.13 As the play equipment continues to age, repairs become ever more extensive and expensive. This takes up a considerable amount of maintenance officer time which together with the age of the vehicles and their maintenance requirements means that the buildings within the estate don't always get the attention they need. The play equipment is inspected each year by ROSPA who then makes recommendations for repair/replace which the Council then puts into practice. It is the Council's responsibility to ensure that all play equipment is inspected regularly and maintained to a high standard. There has been an extensive replacement programme over the previous 18 months and the Council has committed to the second phase of park equipment upgrades in 2024-25 for which there is £56k of work earmarked to be carried out in the year.

- 2.14 Derek Stephens has produced a new 3-year plan for the maintenance of the Council's assets, estate and fleet. Some of this work has been overlooked continually over previous years, but we have reached a point where investment in both the Council's estate and fleet needs to be prioritised. The windows at the Town Hall are requiring replacement, the pavilion at Ballswood has been earmarked for demolition and various other works including the roof and toilet facilities have all been identified and costs have/are being gathered for works required. The Activities Room upgrade for safeguarding requirements is currently being undertaken (this should be completed and ready for use in January 2024), and once costs are posted against the 23-24 budget there should be circa. £40k left in that budget.

The initial plan was to finance new windows at The Town Hall with the remaining budget, however, there have been further complications revealed during the gathering of the quotations for the required works. We are currently awaiting further reports concerning these matters. If the window works aren't able to be carried out, other areas of the 3-year plan will be identified as alternatives for commencing in early 2024.

- 2.15 The 3-year plan has highlighted that works totalling over £250k are required in the period to 2026. The Council has committed to the upgrade of play equipment in most of the remaining parks, totalling £56k in 2024-25, this should bring the parks equipment up to a standard that, with robust maintenance, won't require any further major capital investment for the remainder of the 3-year plan.

## **3. Financial Implications**

3.1 A detailed 5-year expenditure report covering 2018-23 was produced, analysed, and used give the figures included on the budget for 2024-25. Budgeted costs have been kept to a very strict minimum with little room for movement.

3.2 The Facilities Manager's 3-year plan has identified works totalling £246,345 to be carried out between 2024 and 2026. There are requirements identified as a matter of priority to ensure HSE compliance or business continuity.

These items are;

Upgrade play equipment at remaining parks £56,845

Ballswood Pavillion demolition £8,500

Roof remedial works at Town Hall £20,000

Ceiling grid in specific areas of Town Hall £6,000

Upgrade of Pimbley sports hut £3,000

Vehicle replacements £27,000

These 'prioritised' works alone total £121,345.

There are also works highlighted in 2024-25 for the need to upgrade both ladies and gents toilet facilities at the Town Hall, totalling £47,000.

The total identified, above, for upgrades in 2024-25 is £168,345

3.3 To finance all works identified for 2024-25 in the 3-year plan, the precept would have to be raised by £15.94 per household. This equates to a 13.05% rise in the level of precept.

This would be a rise of 31 pence per household per week, or £1.33 per month.

3.4 The upkeep of the estate and fleet is seen as a necessity after a sustained period of investment in other areas over recent years. A failure to invest now may result in more extensive and costly repairs in the future.

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

1. That F&GP recommend the level of precept to be requested for the financial year 2024-25;
2. That F&GP recommend the proposed budget to be agreed by Full Council for the forthcoming financial year 2024-25;
3. That F&GP recommend a charging schedule and the fees/rent included in the budget for the financial year 2024-25;
4. The report be noted.

## **Proposed Budget 2024-25 Department 1 Town Hall**

### **INCOME**

4001	PRECEPT	209,086.70
4010	BANK INTEREST	500.00
4101	COUNCIL CHAMBER ROOM HIRE	200.00
4102	POLICE STATION LEASE	12,000.00
4103	Activity Room Hire	7,500.00
4104	STORAGE HIRE	1,000.00
4300	FUNCTION SUITE LEASE	21,700.00
4353	CRICKET CLUB LEASE	2,200.00
4395	MISC. INCOME	2,500.00
4396	SOLAR PANEL INCOME	4,500.00
<b>TOTAL</b>		<b>261,186.70</b>

### **EXPENDITURE**

	<b>OVERHEADS</b>	
7000	BROADBAND	
7002	TELEPHONES	1,261.00
7003	MOBILE PHONES	176.00
7010	POSTAGE	300.00
7021	STATIONERY	1,000.00
7036	BOOKS/TECHNICAL PUBLICATION	160.00
7041	OFFICE EQUIPMENT & FURNITURE	3,700.00
7061	IT	11,500.00
7068	SAGE	3,350.00
7082	BANK CHARGES	850.00
7100	SALARIES (From workings below)	96,058.00
7106	EMPLOYER'S NI (from Dept workings)	10,465.00
7107	PENSIONS (From Dept workings)	16,907.00
7200	INSURANCE FEES	32,600.00
7221	PROFESSIONAL FEES	6,500.00
7224	AUDIT FEES	4,500.00
7232	WEBSITE DEVELOPMENT	500.00
7236	PERSONNEL CONSULTANCY	5,500.00
7254	SUBSCRIPTIONS	3,500.00
7300	RATES	20,800.00
7320	CIVIC HOSPITALITY	425.00
7359	MAYOR'S ALLOWANCE	1,700.00
7801	CONFERENCES/TRAVEL/SUBS	475.00
7810	LICENCES	1,200.00
7823	PHOTOGRAPHS	300.00
7846	MISCELLANEOUS EXPENDITURE	1,250.00
<b>TOTAL</b>		<b>224,977.00</b>

### **LOANS**

7918	LIFT REPLACEMENT LOAN	12,190.69
7968	LIFT REPLACEMENT INTEREST	449.79
7919	PROJECTS 2009 LOAN	7,770.69
7969	PROJECTS 2009 INTEREST	1,884.47
7920	ROOF SIDES & SOLAR PANELS LO	8,627.81
7960	ROOF SIDES & SOLAR PANELS INT	5,286.25
		<b>36,209.70</b>
		0.00

**Proposed Budget 2024-25 Department 2 Facilities**

**INCOME**

4001	PRECEPT	458,091.50
4321	Playing Fields	2,280.00
4331	Bowls Outdoor	1,830.00
4345	Tennis Club	1,100.00
4346	Tennis Fences	140.00
4351	Rent ATC Hut	1,500.00
4395	MISC. INCOME	150.00
<b>TOTAL</b>		<b>465,091.50</b>

**EXPENDITURE SUPPLIERS**

5100	Security	27,610.00
5101	CCTV	367.50
5102	Alarm	1,600.00
5103	Fire	1,500.00
5104	Air-Con	1,000.00
5105	Boiler	1,500.00
5107	Cleaning Services	23,750.00
5108	Hygiene	2,390.00
5109	Pest Control	850.00
5111	Waste Disposal	5,000.00
5112	Water Quality	1,550.00
5113	Electrical Safety	500.00
5114	Health & Safety General	3,050.00
5115	Playground Inspections	1,200.00
5116	Cleaning Supplies	750.00
5118	Drainage	600.00
5200	Engineering Equipment	1,200.00
5201	Engineering Repairs	2,300.00
5202	Engineering Consumables	1,750.00
5203	Play Equipment Repairs	3,000.00
5204	Parks Management	16,500.00
5205	Football Pitches	1,000.00
5206	Bowling Greens	1,100.00
5207	Grounds Maintenance Consumables	650.00
<b>TOTAL</b>		<b>100,717.50</b>

**EXPENDITURE**

**OVERHEADS**

7003	MOBILE PHONES	518.00
7029	UNIFORM	2,100.00
7071	PHOTOCOPIER	2,500.00
7100	SALARIES (From workings below)	224,583.00
7106	EMPLOYER'S NI (from Dept workings)	21,826.00
7107	PENSIONS (From Dept workings)	35,797.00
7200	INSURANCE FEES	4,450.00
7237	Training	4,000.00
7301	Rates Garage	4,075.00
7303	Electricity - Town Hall	15,250.00
7304	Electricity Glenn Park	660.00
7305	Electricity Pimbley	540.00
7307	Elec Ballswood	420.00
7308	Gas	12,000.00
7309	Wastewater & Metered water	2,995.00
7310	Water Garage	350.00
7311	Wastewater Ballswood	840.00
7313	Water & Wastewater Pimbley	595.00
7314	Water & Wastewater Glenn Park	425.00
7315	Fleet Repairs	3,150.00
7316	Vehicle Tax	650.00
7317	Diesel	9,150.00
7319	Leases	5,500.00
7851	Asset Maintenance	12,000.00
<b>TOTAL</b>		<b>364,374.00</b>

0.00

**Proposed Budget 2024-25 Department 3 Community Services**

**INCOME**

4001	PRECEPT	88,170.00
4391	FESTIVAL EVENTS INCOME	1,000.00
4395	MISC. INCOME	7,500.00
<b>TOTAL</b>		<b>96,670.00</b>
<b>EXPENDITURE</b>	<b>SUPPLIERS</b>	
5330	NEIGHBOURHOOD ACTIVITIES	12,500.00
5331	EVENTS	8,950.00
5333	CHRISTMAS ACTIVITIES	4,000.00
5334	YOUTH PROVISION	6,000.00
5335	GRANTS	3,000.00
<b>TOTAL</b>		<b>34,450.00</b>
<b>EXPENDITURE</b>		
	<b>OVERHEADS</b>	
7003	MOBILE PHONES	176.00
7100	SALARIES (From workings below)	48,779.00
7106	EMPLOYER'S NI (from Dept workings)	4,680.00
7107	PENSIONS (From Dept workings)	8,585.00
<b>TOTAL</b>		<b>62,220.00</b>

0.00

**Proposed Budget 2024-25 Department 4 - Planned Asset Maintenance**

**INCOME**

4001	PRECEPT	168,346.30
TOTAL		168,346.30
EXPENDITURE		
	OVERHEADS	
7851	Asset Maintenance	168,346.30
		168,346.30

**Proposed Budget 2024-25 Department 8 - Maghull Advice Centre**

**INCOME**

4001	PRECEPT	31,545.00
4395	MISC. INCOME	3,850.00
<b>TOTAL</b>		<b>35,395.00</b>
<b>EXPENDITURE</b>	<b>SUPPLIERS</b>	
5108	Hygiene	360.00
5109	Pest Control	400.00
5112	Water Quality	450.00
5335	GRANTS	18,500.00
<b>TOTAL</b>		<b>19,710.00</b>
<b>EXPENDITURE</b>		
	<b>OVERHEADS</b>	
7000	BROADBAND	250.00
7002	TELEPHONES	155.00
7041	OFFICE EQUIPMENT & FURNITURE	300.00
7150	RENT FOR MAC	8,750.00
7200	INSURANCE FEES	500.00
7303	Electricity - Town Hall	5,000.00
7309	Wastewater & Metered water	630.00
7846	MISCELLANEOUS EXPENDITURE	100.00
		<b>15,685.00</b>

0.00



ASSET MAINTENANCE 3 YEAR PLAN 2023-2024					
Item	Amount	Department			
2 x Boiler replacement in Town Hall	£ 25,384.50	4			Spend to Date
			Work completed July 2023		£ 25,384.50
Improve drainage on Parks.	£ 2,912.00	4	Round Meade, Old Hall and Ballswood have been investigated and remedial works carried out where required. No further expense expected for 2023/24		£ 2,912.00
Ballswood Pavillion	£ -	4	Demolition work on-hold until 24/25 (£12k)		0
Town Hall Upgrade	£ 12,500.00	4	Fire doors and lighting work for the activity room, work to commence December 2023		£ 12,500.00
Upgrade Parks highlighted in ROSPA & 1 x Noticeboard	£ 21,544.20	4	Works complete for 23/24		£ 21,544.20
Park Benches & Picnic Tables	TBC	4	2 x picnic tables to be ordered (max cost £2500)		
Window Replacement at the Town Hall	TBC	4	Work to commence late January 2024, awaiting costs		
Total	£ 62,340.70				£ 62,340.70

<b>ASSET MAINTENANCE 3 YEAR PLAN 2024-2025</b>						
Any project work or equipment upgrades highlighted in green should be classed as priority to ensure HSE compliance or business continuity.						
<b>Works</b>				<b>Amount</b>	<b>Department</b>	<b>Comments</b>
Upgrade Play Equipment remaining Parks				56,845.00	4	Funding approved in Amenities meeting July 2023
Ballswood Pavillion - Demolition work				8,500.00	4	
Roof remedial works on lower level area only (above admin office)				5,000.00	4	
Toilet Refurbishment at the Town Hall - Gents, 2 WC, 3 urinal, 2 sinks including flooring/ceiling and cubicles				23,000.00	4	This work could potentially be rescheduled for 2025/26
Toilet Refurbishment at the Town Hall - Ladies, 4 WC, 4 sinks including flooring/ceiling and cubicles				24,000.00	4	This work could potentially be rescheduled for 2025/26
Ceiling grid and ceiling tile replacement in specific areas of the Town Hall to ensure compliance with Fire Safety Regulations				6,000.00	4	
Pimbley sports hut - upgrade work				3,000.00	4	Upgrade to shower and toilet areas, plus deep clean and painting. Flooring works also required
Vehicle replacement				27,000.00	4	A new John Deere Gator utility vehicle is required. The current Gator is in excess of 12 years old and has had numerous operational issues over the last few years. Failure to upgrade/replace this vehicle will eventually result in an impact to service delivery.
Ransomes - Ride-on mowers				TBC	4	Equipment to be replaced or sold due to age and performance issues. If Sold, funds raised will need to be invested for parts/attachments for the Tractor. The Tractor will then replace the Ransome.
				<b>153,345.00</b>		

<b>ASSET MAINTENANCE 3 YEAR PLAN 2025-2026</b>			
<b>Works</b>	<b>Amount</b>	<b>Department</b>	<b>Comments</b>
Park Management upgrade works	20,000.00	4	Works to include remedial actions from ROSPA(Play equipment) and further upgrades to Facilities such as Glen Park Pavillion, Pimbley Sports Hut and Tennis Courts etc.
Internal decoration at the Town Hall (Council chamber, admin suite/office, Town Clerk office and Communal areas)	25,000.00	4	Works to include; plastering, new flooring, painting and decorating and upgrade lighting system
Fleet Management - a new Tipper	26,000.00	4	The current Tipper is in excess of 13 years old and has had numerous operational issues over the last few years. Failure to upgrade/replace this vehicle will eventually result in an impact to service delivery.
Machinery - Equipment upgrade	7,000.00	4	
Include any works outstanding from 2024/25			
Include any works outstanding from 2024/25			
	<b>78,000.00</b>		

## Maghull TownCouncil

### Hire Charges 24/25

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

## Maghull Town Council – Precept Stats 2023-24

- Chippenham Town Council (Wiltshire) had the highest level of precept at £3,968,965 (Band D £298.64), a 6.1% increase.
- Maghull Town Council is 130<sup>th</sup> (132<sup>nd</sup> 2022) on the list of highest setting precepts.
- Falmouth Town Council (Cornwall) has the highest Band D charge at £423.06 (Precept £3,276,355) up from £377.97 in 2022-23 a 10.66% increase.
- Maghull Town Council is 527<sup>th</sup> (531<sup>st</sup> 2022) on the list of highest Band D charges.
- Sutton Coalfield Town Council (created 2016) has the largest tax base of 37,218.
- Maghull Town Council is 202<sup>nd</sup> (195<sup>th</sup> 2022) on the list of highest tax bases.
- Maghull Town Council precept was raised in 2022 and is currently £122.21
- There are 8881 precepting parishes in England (8874 in 2022).
- The Bank of England inflation calculator gives an average inflation rate of 2.5% since 2013. If the precept had risen in line with inflation from 2013 the precept would be as follows:

Year	Band D equivalent	Precept (Actual)
2013-14	£93.35	£584,024 (£555,871)
2014-15	£95.68	£606,161 (£562,591)
2015-16	£98.07	£624,871 (£566,124)
2016-17	£100.23	£649,265 (£575,548)
2017-18	£103.04	£668,955 (£605,656)
2018-19	£105.61	£683,248 (£643,347)
2019-20	£108.25	£719,581 (£652,974)
2020-21	£110.96	£750,830 (£701,280)
2021-22	£113.73	£761,729 (£714,243)
2022-23	£122.21	£831,046 (£830,893)
2023-24	£125.27	£851,698 (£840,254)

- This is an overall reduction of £295,827 in precept since 2013-14
- Current inflation levels are 4.9% and expected to rise.
- The Council Tax Base has been reduced twice since 2011 by Sefton MBC

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

**Report to:** Finance & General Purposes Committee  
**Date of Meeting:** 3<sup>rd</sup> January 2024  
**Agenda Item Number** 7  
**Subject:** Provision of Internal Audit Services  
**Report of:** Town Clerk  
**Exempt / Confidential** No  
**Report:**

### Summary

The Council needs to seek quotes for the provision of Internal Audit Services for 2024-2027. The services are currently provided by Knowsley MBC.

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	No
5. Statutory Requirement	Yes

### Recommendation(s)

1. Members agree the Audit Plan and the timetable for provision of audit services;
2. The report be noted.

### Reasons for Recommendation(s)

The Council must have an internal auditor for completion of the audit framework.

### Alternative Options Considered and Rejected

None. This is a statutory requirement.

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

#### (A) Revenue

The costs will be met by the revenue budget.

#### (B) Capital

None

### Implications of Recommendations:

Financial Implications	From the revenue budget
Resource Implications	Officer time
Legal Implications	LGA 1972, Audit and Accountability Regulations 2015
Equality & Diversity Implications	None

## Implementation Date for Decision

The letters of invitation to quote will be sent out 4<sup>th</sup> January 2024

## Appendices

The Internal Audit Plan

## Background Papers

Audit and Accountability Regulations 2015  
Previous internal audit reports

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### 1. Background

The Council is required to have internal audit procedures in place as part of the legislative framework and the Audit and Accountability Regulations 2015 (and onwards). This services should be procured in an open competition with at least three quotes being obtained. It is preferable that the provider has experience within the sector and of an organisation of a similar size but there is no mandatory requirement that the Council must go to another authority. The current provider is Knowsley MBC Audit Department.

The timetable for the quote process is

Date	Action	Officer
4 <sup>th</sup> Jan	Invitations to quote are sent to current provider and local organisations and accountancy firms	KS
26 <sup>th</sup> Jan	Deadline for responses	
2 <sup>nd</sup> Feb	Appointment of IA	AM in conjunction with Chair of F&GP
13 <sup>th</sup> March	F&GP Meeting	

### Recommendation(s):-

1. Members agree the Audit Plan and the timetable for provision of audit services;
2. The report be noted.

## **Maghull Town Council Internal Audit Plan 2024 - 2027**

### **April – June (Q1)**

- Function Suite Lease Compliance
- Related party transactions procedures
- Review of Business Continuity Plans
- Review of council reports and minutes
- Review of financial regulations and Constitution
- Review of Fixed Assets
- Review of Risk Register
- Review of sage system on sage and appropriate posting

### **July – September (Q2)**

- Budget Reviews and analysis of variances
- General purchases system testing – Up to Sept
- Review Beneficiaries on the bank system
- Review the process of ordering goods and services and authorisation
- Review IT Security & Website
- Review of council reports and minutes
- Review of external auditors reports
- Review proper legal power used on expenditure
- Value added tax review, testing and partial exemption review

### **October – December (Q3)**

- Budget reviews and analysis of variances
- Debtors and Income review
- PAYE Health-check & HR Procedures
- Review of council reports and minutes
- Review of effectiveness of Debt Chasing
- Review of trade debtors and trade creditors

### **January to March (Q4)**

- Agree figures to core records (if applicable)
- Agree that councils financial regulations have been met
- Bank Reconciliation review
- Completion of Section 4 in Annual Return
- Nominal activity review
- Obtain annual accounts (if applicable)
- Review all income and expenditure especially over £5,000
- Review of council reports and minutes
- Review of payments of interest and principal in respect of loans are in accordance with agreed schedule
- Review grant expenditure
- Review proper legal power used on expenditure
- Value added tax review and testing
- Wages reconciliation to P35 and testing