

MAGHULL TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
HELD 9TH NOVEMBER 2011

164. PRESENT – Councillor (Ms) S. Williams (In The Chair) and Councillors : (Mrs) R. Knight, P. Mckinley, M. Byrne, A. Blackburn, S. Kermode, (Mrs) C. Esterson (Miss) C. Traynor, (Mrs) J. Day. Mr. Mark Julius (Town Clerk & Treasurer), Miss E. Skelly (Finance & Projects Officer), Mrs. P. M. Annal (Minutes).

165. WELCOME BY THE CHAIRMAN – The Chairman Councillor (Ms) S. Williams welcomed colleagues to the Meeting.

166. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : I. Moncur, M. Jones, P. Dowd, A. Lewis, P. Tweed, A. Robertson.

167. PUBLIC PARTICIPATION – None

168. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None indicated.

169. MINUTES – *RESOLVED* that the Minutes of an **Ordinary Meeting of Council, held 12th October 2011** – copies of which have been printed and circulated – be taken as read and signed by the Chairman – *PROPOSED* by Councillor (Mrs) C. Esterson, *SECONDED* by Councillor (Mrs) J. Day – *AGREED UNANIMOUSLY*.

170. MATTERS ARISING – **Minute Number 126 Public Participation** – Community Carol Service ‘Carols in the Park’ which is scheduled to take place on Tuesday 6th December on KGV Playing Field. The Town Council confirmed that they would support this event and offered a donation of £100. Councillor Byrne enquired if this has been done. The Finance Officer responded that a cheque for £100 will be raised as soon as possible.

171. PROJECTS – The Town Clerk stated that the 2012/2013 budget setting process will commence during the autumn/winter of 2011, and as part of this process members may wish to identify and prioritise any projects which they may wish to implement. He referred members to a project proposal form for this purpose, and asked that any project proposals are submitted by 30th November.

A very brief discussion followed in which members agreed to accept the format of the project proposal form in principle, but felt that the timescale for ideas on future projects was too soon. Members asked that this be extended until the end of December in order that information regarding future projects may be discussed at a future meeting of Council. *PROPOSED* by Councillor (Mrs) C. Esterson, *SECONDED* by Councillor S. Kermode – *AGREED UNANIMOUSLY*.

172. CIVIC AWARD SCHEME – The Chairman informed Elected Members that at this time of the year the Council now need to appoint membership of a Civic Award sub-Committee which is traditionally headed by the Town Mayor. The following Councillors were nominated :

Town Mayor and Ex. Officio Councillor (Ms) S. Williams (Chair), S. Kermode, (Mrs) R. Knight, (Mrs) J. Day. *PROPOSED* by Councillor (Mrs) C. Esterson, *SECONDED* by Councillor (Miss) C. Traynor – *AGREED UNANIMOUSLY*.

173. FINANCIAL REVIEW – The Chairman referred to a recent meeting between herself and the Finance Officer, who are meeting fortnightly to discuss the Council's finances. The Chairman invited the Finance Officer to address the Council.

The Finance Officer, Miss E. Skelly highlighted the following :-

- Gas and Electricity contracts being reviewed
- Sefton Cleaning Contract to be reviewed
- Identified a saving in the training budget. This will leave a balance of £4000

Miss Skelly stated that the budgets are normally reviewed in January. She confirmed that further information will be tabled for Members consideration at a future meeting of the Finance & General Purposes Committee.

The Chairman thanked Miss Skelly for her time and effort in conducting the review of the Council's budgets and financial performance.

174. ROOF UPDATE – It was *PROPOSED* by Councillor M. Byrne that this item be discussed in closed session due to the confidential content of the Clerk's Report, *SECONDED* by Councillor (Mrs) C. Esterson – *AGREED UNANIMOUSLY*.

175. COMMUNITY SUB-COMMITTEE – Councillor M. Byrne informed Members that the membership of this new Committee needs to be formed in order that the Community sub-Committee can meet to discuss ideas relative to the 'community' usage of the Town Hall Complex. Councillor Byrne also suggested two members of the community also form part of the sub-Committee. He confirmed that Miss N. Smith (Maghull & District Youth Council) and Mrs. B. Wells (Community Service Volunteer) will form part of this sub-Committee. The following Councillors were nominated :

Councillors : M. Byrne, (Mrs) R. Knight, (Miss) C. Traynor, (Mrs) J. Day. This was *PROPOSED* by Councillor (Mrs) C. Esterson, *SECONDED* by Councillor S. Kermode – *AGREED UNANIMOUSLY*.

176. USE OF 'ANY OTHER BUSINESS' AT COUNCIL MEETINGS – The Chairman informed Members that there seems to be some confusion over the nature of some issues being presented under 'Any Other Business' at meetings of the Council. The Chairman invited comments from Elected Members.

Councillor A. Blackburn stated that 'AOB' is only used to pass on information but that no decision making/proposals can be made under this heading.

The Chairman and other Members were in favour of retaining 'AOB' as an Agenda item. The Chairman asked that any items of 'AOB' be notified to the Chair of the appropriate Committee prior to the commencement of the meeting. *PROPOSED* by Councillor M. Byrne, *SECONDED* by Councillor (Mrs) R. Knight – *AGREED UNANIMOUSLY*.

177. SIGNING IN BOOK/COUNCILLORS ATTENDANCE AT MEETINGS – The Chairman, Councillor (Ms) S. Williams stated that Councillors attendance at Committee Meetings is not always being recorded correctly. She further stated that it is a legal requirement for Elected Members to be registered as being present at Council Meetings.

The Town Clerk informed members that an attendance book has been prepared containing pre-printed sheets for Full Council meetings and subsequent Committee and sub-Committee meetings. The Clerk or Chair will be required to tick members 'present', absent with apologies' and absent without apologies'. The sheet will then be signed by the Clerk and the Chair as a true and accurate record of attendance.

Members were in favour of this and it was *PROPOSED* by Councillor M. Byrne, *SECONDED* by Councillor S. Kermode and *AGREED UNANIMOUSLY* that this be introduced at all future meetings of Council.

178. PLANNING APPLICATIONS – No planning applications referred at this time.

179. MINUTES OF COMMITTEES –

Audit & Governance Committee Meeting, held 19th October 2011 – *PROPOSED ACCEPTANCE* by Councillor S. Kermode, *SECONDED* by Councillor A. Blackburn – *AGREED UNANIMOUSLY*.

Finance & General Purposes Committee Meeting, held 26th October 2011 – *PROPOSED ACCEPTANCE* by Councillor (Miss) C. Traynor, *SECONDED* by Councillor S. Kermode – *AGREED UNANIMOUSLY*.

180. MATTERS ARISING -

- a) **Audit & Governance Committee Meeting, held 19th October 2011** – No issues raised.
- b) **Finance & General Purposes Committee Meeting, held 26th October 2011**
The following issues were raised :

Councillor M. Byrne referred to the Firework Display which was held on Sunday 6th November, and thanked all concerned for their help and commitment on the evening, with particular thanks to Mr. Peter Taylor, Facilities Manager and his team.

The Town Clerk, Mr. Mark Julius informed Members that £1,318.32 was collected on the night for the Mayor's Charity Funds. He asked permission for the Council to make a donation of £181.68 which would 'top up' the collection to £1500.00. This was granted. He also asked permission to approach the firework company in order to book them for next year.

Councillor Byrne responded that this will be confirmed when the Town Council's Budget is set early next year, but suggested a provisional booking may be made in the meantime.

The Town Mayor, Councillor (Ms) S. Williams asked that the donation be split equally between her two Charity Funds, The Woodlands Hospice and Zoe's Place.

181. ANY OTHER BUSINESS – No issues raised.

182. EXCLUSION OF PRESS & PUBLIC – It was *PROPOSED* by Councillor (Mrs) C. Esterson, *SECONDED* by Councillor S. Kermode and *AGREED UNANIMOUSLY* that members of the Press and Public be *EXCLUDED* for the remainder of the meeting due to the confidential nature of the business to be transacted.

CHAIRMAN

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183. PRESENT – Councillor (Ms) S. Williams (In The Chair) and Councillors : (Mrs) R. Knight, P. McKinley, M. Byrne, A. Blackburn, S. Kermode, (Mrs) C. Esterson (Miss) C. Traynor, (Mrs) J. Day. Mr. Mark Julius (Town Clerk & Treasurer), Miss E. Skelly (Finance & Projects Officer), Mrs. P. M. Annal (Minutes).

184. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors : I. Moncur, M. Jones, P. Dowd, A. Lewis, P. Tweed, A. Robertson.

185. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None indicated.

The following issue was discussed 'In Committee' at an Ordinary Meeting of Council, held 9th November 2011

186. ROOF UPDATE – The Town Clerk addressed this item and referred to a very detailed update report which had been tabled for Members consideration. The Town Clerk highlighted the following points :

It is estimated that additional costs will be incurred for legal services, and Smyth Associates (contractor administrators) – will be in the region of £2,000. Smyth Associates have been instructed to account for their time dealing with the CVA separately from the main contract for which a fee has already been agreed.

Paul Crowley and Co., Solicitors, who act for the Town Council temporarily will bill on an hourly basis.

If the Council are required to purchase guarantees and warranties for the work and roofing materials, then the cost of these additional premiums can be deducted from the final account from Varla UK.

A cheque for £15,000 will be paid to Varla UK for work carried out and completed up until the end of September.

Councillor M. Byrne referred to a recent announcement from the Government relative to a reduction in the rate of tariff for businesses installing solar panels. The current tariff is 42p per kw. The Government are proposing to reduce this to 21p per kw. The deadline to register for the full tariff is 12th December 2011.

A full and frank discussion ensued. The Council were informed that credit checks are normally part of due diligence of tenders prior to contracts being awarded. Credit checks were carried out shortly after contracts were entered in to in April 2011.

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The following issue was discussed 'In Committee' at an Ordinary Meeting of Council, held 9th November 2011

186. ROOF UPDATE (Cont'd)

Councillor S. Kermode challenged Councillor A. Blackburn about his knowledge of credit checks being carried out. Councillor A. Blackburn could not recall the exact details.

Councillor (Ms) S. Williams asked Councillor A. Blackburn why the Roof Refurbishment was carried out in the first place. Councillor Blackburn declined to make any comment.

Councillor M. Byrne informed Members that a meeting was being held on Thursday 10th November, in attendance will be Mr. D. Worth, a Director of Varla U.K along with Seamus Smyth (Smyth Associates), and Councillors (Ms) S. Williams, S. Kermode, (Mrs) C. Esterson and Miss E. Skelly (Finance and Projects Officer). The meeting is being held to determine the installation and fitting of the remainder of the roof tiles and also to discuss whether the Town Council should pay an amount of £15,000 for work which has been certified as being completed.

Councillor (Miss) C. Traynor asked Councillor A. Blackburn if he would like to attend this meeting with the contractors. Councillor Blackburn declined the offer.

Councillor (Mrs) C. Esterson asked if it would be possible for a project plan to be made available ahead of the deadline of 12th December 2011. Councillor M. Byrne felt it appropriate that the £15,000 should be paid in order for the remainder of the roof tiles to be on site and installed before 12th December 2011.

The Chairman, Councillor (Ms) S. Williams stated that the decision to pay the £15,000 should be delegated at the meeting on 10th November 2011. This was *PROPOSED* by Councillor (Mrs) R. Knight, *SECONDED* by Councillor (Mrs) C. Esterson – *AGREED UNANIMOUSLY*.

CHAIRMAN

