

Dated this 28th Day of June 2018

To: The Mayor and Members of Maghull Town Council, Maghull Town Hall, Hall Lane, Maghull.

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held on Wednesday 4th July 2018 at 6.30pm in the Council Chamber, Maghull Town Hall.

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 Chief Executive at least 24 hours in advance of the meeting.

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 To confirm the Minutes of Full Council held 4th June 2018 and Town Assembly held 18th April 2018 (Pages 1 - 8)
- 5 Minutes to note: Community Support and Engagement held 4th April 2018 (Pages 9 – 14)
- 6 Appointment to Committees – Members are asked to consider the report (Pages 15 – 16)
- 7 **Bowling Pavilion, KGV Park** - Members are asked to note the report (Pages 17 - 21)
- 8 **Neighbourhood Plan** – Members to receive an update regarding procurement of Independent Examiner
- 9 **Maghull Cricket Club** – Members to receive an update regarding the lease negotiations
- 10 **WW1 Project** – Members to receive an update as to the current progress of the project
- 11 **Report on Sefton Area Partnership of Local Councils** – Verbal report

12 **Report on Sefton Metropolitan Borough Council Matters** – Verbal report for noting only

13 **Chair's Report** – Verbal report

A handwritten signature in black ink, appearing to read 'A. McIntyre'. The signature is written in a cursive, flowing style.

Miss A. McIntyre
Chief Executive

MAGHULL TOWN COUNCIL
FULL COUNCIL – ADDITIONAL MEETING
HELD 4th JUNE 2018

PRESENT - Councillor Carragher (In the Chair) and Councillors (Cllrs): Josh Burns, Byrne, Carlsen, Desmond, Hart, McKinley, Mullen, J. Sayers and Y. Sayers.

ALSO PRESENT – A. McIntyre (Chief Executive). A. Spencer (Business Development and Contracts Manager) and S. Larking (Minutes).

1. APOLOGIES FOR ABSENCE – Apologies received from Cllrs June Burns, J. Deegan, R. Deegan, Duffy, Esterson and Shaw.

2. DECLARATION OF INTERESTS - None received.

3. PUBLIC PARTICIPATION – None notified.

4. MINUTES OF THE PREVIOUS MEETING:

RESOLVED that the minutes of the meeting held on 16th May 2018 were approved as a correct record.

5. FIREWORKS 2018

The Chief Executive thanked everyone for attending the additional meeting. The meeting was required due to the need to present proposals to Sefton's Event Safety Advisory Group (SESAG) as soon as possible. She explained that the item was presented to Annual Council but was deferred for a comparison for hosting a fireworks display at Whinney Brook Playing Field with Old Hall Playing Field.

The Chief Executive explained that she and the Contracts & Business Development Manager had met with Inspector Ian Jones, Merseyside Police to discuss proposals. Officers recommended that the event remains at Old Hall field for safety reasons. It was noted that Inspector Jones was an experienced officer who was the Bronze Commander for the recent Tall Ships event.

Key points from discussion:

CLLRS	OFFICERS
Noted that concerns about Whinney Brook not raised during past events	Until 2017 event had always been held at Whinney Brook. More people attending event and increase in Anti Social Behaviour.
Viewing capacity (page 13 of report) suggests a higher capacity than recommended by guidance issued by the Department for Communities and Local Government (DCLG) and advice from Merseyside Fire and Rescue Service (MFRS)	Maximum capacity of 56,000, based on a standing event In 2017 approximately 6,000 people attended There will be space for prams and children

	<p>Stewarding, cordon and improved lighting will encourage people to use the field rather than stay on the hard standing.</p> <p>Hard stand will be cordoned off for catering and fairground rides. Cordons will be moved during Firework display to improve exit at end of event</p> <p>Cllrs will not be required for stewarding. Budget includes costs for 30 professional stewards. 20 will provide event security to manage crowds and 10 to manage entry/exit.</p> <p>Chief Executive will have overall responsibility for the event as required under Health and Safety Legislation</p>
Capacity to be limited to 6,000	
Preference for 3 Police Officers and to have good cover at entrance	<p>Proposal for 3 police officers to be on duty (1 officer and 2 PCSOs)</p> <p>3 Police officers would cost approximately £850</p>
No sparklers to be sold on site	
No drinks to be served in glasses	
Maghull Cricket Club to sign lease and pay rent before agree to host fireworks at Old Hall field.	All issues raised by Cricket Club been resolved including Water Plus charges
Why have costs increased so much?	More accurate costs as they have been firmed up. Paying for Stewards so no requirement to train volunteer stewards
Net cost (to Maghull Town Council) of £8,288.60. Estimated income of £5,000 including increase in entrance charge from £1 to £2. In 2017 cost for family of 5 was £3.50 in 2018 will be £10.00	<p>Providing change was an issue at 2017 event. Will be easier for officers to take notes.</p> <p>Halsall charge £10.00 for family of 4 at their event</p>
If costs are not increased, the net cost to Maghull Town Council will be substantially higher. Event growing in sizing, but is costing more to the organisation.	

Entrance fee discussed at de-brief in November. Estimated that 5,000 attended the event.	
Concerns about income if wet night and people do not attend.	
Why have Police recommended a soft start?	Having a soft start (provision of food, drink and entertainment) encourages attendees to arrive on site earlier, thereby making crowd control easier for stewards.
Entertainment at 2017 event, did not incentivise people to attend early. Attendees queued and tried to attend minutes before the event was scheduled to start.	Maghull Town Council's firework display was the only event in the Merseyside area, with the exception of Liverpool City Centre. Another significant change (from 2017 event) will be to clearly publish the gate closing time on all promotional material.
If gates close people will still try to get in	All promotional material will clearly state that attendees need to be inside site by gate close time; otherwise they will be refused entry.
What about lighting?	Lighting will be improved – as set out in operational plan. Lights will be switched off as a signal to begin the fireworks display. Officers are looking at changing existing bulbs in lighting columns to improve on-site lighting.
How will stall holders generate further income?	2018 event will offer more food, drink and entertainment options, which will generate more income for the event.
Do not understand objections raised by Merseyside Police regarding advance ticket sales.	The view of Merseyside Police is that advance tickets will be difficult to police, and could lead to confrontation with stewards.
Concerns about safety of canal entrance/exit in an emergency	Operational Plan for bonfire event will show methods of exit in event of emergency: 1. Hall Lane Entrance Point 2. Canal towpath (through second entry) 3. Red Lion Bridge (through second entry)

Addressed concerns raised last year: <ul style="list-style-type: none"> • Bronze Commander • Advice from SESAG • Professional Stewards • Paying for 3 Police Officers to be on duty • More Lighting 	Options discussed with Inspector Ian Jones
Support for Option 1. Concerns about discharge of fireworks into Whinney Brook	Would require more stewards at Whinney Brook as reduced hedge Fireworks could be discharged from bridge into Old Hall Field; although this area will be steward to prevent this happening.
Close gates 30 minutes before event	
It was noted that the plan should build in more space for a disabled access and access for prams and provision for evacuation in an emergency.	The Chief Executive agreed to review Operation Plan regarding these points.

After a full discussion, Cllrs moved to vote on Recommendation One - Old Hall Playing Field as the location to stage the 2018 Bonfire Event. It was requested that the following conditions be applied:

- No drinks to be served in glasses on site
- No fireworks or sparklers to be sold on site
- Maghull Cricket Club to pay rent by 1st July 2018. Failure to do so will result in the event not being held at Old Hall Playing Field.

The Leader of the Council proposed a press release for the local media "Based upon recommendations from Merseyside Police the event will be held at Old Hall field"

Cllr Desmond requested a recorded vote regarding recommendation one, and was duly seconded by another councillor.

Recorded vote for recommendation one:

Cllr	For	Against	Abstain
Cllr Josh Burns			X
Cllr Byrne			X
Cllr Carlsen	X		
Cllr Desmond			X
Cllr Hart	X		
Cllr McKinley	X		
Cllr John Sayers	X		
Cllr Yvonne Sayers	X		
Cllr Carragher	X		
TOTAL	6		3

Cllrs moved to vote on recommendation two – Option One costs (identified to date) in order to stage Maghull Town Council's 2018 Bonfire event at Old Hall Playing Field.

RESOLVED that:

- 1. Option 1 (Old Hall Playing Field as the location to stage Maghull Town Council's 2017 Bonfire Event) be approved;**
- 2. Option 1 costs (identified to date) in order to stage Maghull Town Council's 2018 Bonfire event at Old Hall Playing Field be approved;**
- 3. The report be noted.**

CHAIRMAN

MAGHULL TOWN COUNCIL
REPORT ON ANNUAL ASSEMBLY MEETING
HELD 18TH APRIL 2018

1. PRESENT – Councillor June Burns (Town Mayor in the Chair) and Councillors: Josh Burns, Carragher, Desmond, Hart, McKinley and J.Sayers.

2. ALSO PRESENT – A. McIntyre (Town Clerk & Treasurer), A. Spencer (Business Development and Contracts Manager) and S. Larking (Minutes).

3. APOLOGIES FOR ABSENCE – Apologies for absence were received from Councillors: Byrne, Carlsen, Duffy, Esterson and Y.Sayers.

Councillor (Cllr) June Burns, Town Mayor and Chairman of Maghull Town Council, welcomed colleagues to the Annual Assembly Meeting, one of her final civic duties in her capacity as Mayor of Maghull.

4. CHAIRMAN'S REPORT - Cllr June Burns gave a summary of activities and achievements by Maghull Town Council over the last 12 months. Key points:

- It has been a great honour to serve as Town Mayor. With the Consort, Councillor Josh Burns have attended a wide variety of events both civic and community based and been pleased to represent Maghull on these occasions.
- Maghull has been a Parish Council since 1894 and became a Town Council in 1974. There are currently 16 Councillors covering each of Maghull's 4 electoral wards.
- The Council has responsibility for 13 parks and open spaces, has two bowling greens, tennis courts and football pitches. The equipment in all parks has been repainted and refurbished during the last year. The main parks have undergone a redesign with a more open aspect to the parks being achieved. This has contributed to the reduction in anti-social behaviour and is ensuring that the parks are pleasant areas to spend free time and improve the overall feel of the town.
- The Council has invested in the facilities team and its equipment. Two ransomes ride-on mowers have reduced the time it takes to mow the parks and produce a better finish to the grass.
- Extensive work has been done over the winter months to improve the quality of the bowling greens. A bowls open day was held in April to encourage new participants. This was very well attended.
- The Council has continued with its apprenticeship scheme and currently employs two apprentices. An Assistant Maintenance Engineer, who started as an apprentice 4 years ago has left to take up an engineering position within Peel Ports. We wish him well in his new career.
- Budgets continue to remain tight. The Council has made savings of £120K to date. More savings to come as renegotiating contracts and by bringing in house some work which has been previously contracted out.
- This budget analysis will continue to ensure value for money and the ability to fund more projects for the community during 2018 and beyond. The Council continues to seek value for money for residents of Maghull with the Council's resources being directed to those most in need.
- The Council has nearly completed its work on the Neighbourhood Plan. A large consultation exercise was undertaken during the summer and autumn of 2017 and

the responses received from residents have informed the latest version of the Plan. This will be submitted to Sefton Council for examination and following a referendum will be made during the summer. This means that the Neighbourhood Plan will become part of the planning documents and policies which will determine planning applications throughout Maghull for the next twenty years.

- The Town Hall has also welcomed a Community Police Station which was formally opening the beginning of March this year. This will ensure that a regular police presence is assured in Maghull and the surrounding areas and has allayed concerns regarding the police presence following the closure of the Police Station in Maghull Square. The blue police lamp from Maghull Station has also been added and can be seen at the entrance to the community police station. The station is open from 2-4pm each Monday but residents can make an appointment to see a police officer at the station outside of these times.
- The Council has also continued to work closely with community groups such as Maghull Station Volunteers and Maghull in Bloom who, again this year, won gold medals in their respective categories in the North West In Bloom annual awards.
- The Council continues to give free room hire to community groups in Maghull who serve the residents so well and with such dedication. The total cost for the free room hire last year was £23,880. The Council thanks all the volunteers who give their time on such worthy efforts.
- The Health and Wellbeing theme has continued from last year and the Council has facilitated a Health Weekend which took place in April again highlighting issues of concern to residents and signposting where residents can seek help. The Town Hall is also home to meditation sessions which take place on Thursday evenings.
- The Radio Station continues to go from strength to strength and the Council has invested in a new mixing desk, pcs and microphones to assist the station in making improvements. The station provides a variety of shows including country, folk, musicals and modern pop. All volunteers are welcome to come along and put on a show!
- The Council has also started work on developing a lasting memorial to the pioneering work undertaken at Moss Side Hospital. Although the original buildings are no longer with us, councillors and local volunteers are working to bring a public work of art to Maghull to commemorate the hospital. There are three strands to this work, a statue; a peace garden and a permanent exhibition. This is an exciting time to be developing this project and it is hoped to have some parts of it ready for November 2018, the 100 year anniversary of the armistice for the First World War.

The Mayor also spoke about civic and community events she had attended:

- Attended 61 events over the year which has enabled the precept payers of Maghull to support many charities including Alzheimer's, Anthony Nolan Trust, The Whitechapel (in Liverpool), Woodlands Hospice and the Mayoral Charity, the Honeysuckle Team
- Raised over £4,000 over the 2 years for the Honeysuckle Team. A special thanks to Cllr Paul Hart for all his help on the tombola
- Attended both cathedrals many times, lots of churches, a golf tournament, opened 2 gyms and 2 care homes, a Home Bargains store and a Police Station. Also attended charity ball. This weekend will be a guest at a charity ball. Will be sharing a table with Everton legend
- In May (2017) travelled to Manchester by train, at no cost to the Council, to sign the book of condolences for the victims of the Manchester bombing on behalf of Maghull. Also signed the condolence book for Sir Ken Dodd on behalf of the Town

- Taken aback by the generosity of people
 - Receive a handmade plat, commissioned by the former Mayor of Frodsham Mallie Poulton. It was dedicate do the greater Manchester emergency services. Plate presented to Andy Burnham, Mayor Greater Manchester, at a charity event for the victims of the Manchester bombing held at the Shankly hotel
 - Presented with a memorial book to be left in the family suite of the Women's Hospital for families who have lost a child to place their own dedication
- Met many good people who give their time freely to help others. It has been a privilege to meet each and every one of them

5. GENERAL BUSINESS AND QUESTIONS FROM ELECTORS

No Electors in attendance.

6. CLOSURE OF THE MEETING - The Town Mayor drew the meeting to a close. She thanked all those who had attended and announced the Annual Assembly Meeting for 2018 closed.

CHAIRMAN

MAGHULL TOWN COUNCIL
COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE
HELD 4TH APRIL 2018

PRESENT

Councillor Byrne (In the Chair) and Councillors (Cllrs) Josh Burns, June Burns, Carlsen, Carragher, Mullen and Shaw.

ALSO PRESENT

A. McIntyre (Chief Executive and Town Clerk); P. Challinor (Events Co-ordinator) and S. Larking (Minutes)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from A.Spencer (Business Development & Contracts Manager/Deputy Clerk).

2. DECLARATIONS OF INTEREST

No declarations of interest received.

3. PUBLIC PARTICIPATION

None notified.

4. MINUTES OF COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE OF 29TH NOVEMBER 2017

RESOLVED THAT:

1. The minutes of the meeting held on 29th November 2017 were approved as a correct record.

5. COMMUNITY SUPPORT AND ENGAGEMENT COMMITTEE BUDGET AND WORK PROGRAMME 2018/19

The Chief Executive explained that the work programme was an opportunity to discuss proposals and ideas including those from members and other Cllrs. The overall budget was £40,000; some funding had been ring fenced including £1,500 for the Neighbourhood Plan and £5,000 for Community Grants. In addition to grants free room hire was available to community groups. In 2017/18 this was over £23,000 of "grant in kind". An early steer on the programme would help to deliver projects.

The Chair reported that the leader of the Council had circulated a pro-forma to help keep projects and budgets on track. Help would be needed from officers on costings.

M/S

Members considered the proposed list of events, projects and initiatives:

Event, Project or Initiative	Proposed Expenditure (£)	Comments	Decision
Business over Breakfast	£240.00	Costs for refreshments	Agreed
Strictly Come Tea Dancing	£840.00	Costs for instructors and refreshments	Agreed
Bowls Open Day	£220.00	Costs for refreshments	Agreed
Bowls for Free	£700.00	Costs for instructor	Agreed
Neighbourhood Plan*	£1,500.00	Costs for publication	Agreed
Maghull Press	£3,000.00	Costs for publishing a 4 page booklet quarterly and distribution to all households in Maghull (9,000)	Agreed – 2 editions (rather than 4) with an option for 2 more, if required
MaghullFest	£5,800.00	Costs for stage hire, music acts, activities (e.g. climbing wall) and marquee	Agreed – expand craft options as popular with younger children in 2017
Pinder Circus	£0.00	Circus have agreed to offer circus skills Need to consider impact on park Officers to review land hire charges by other councils and agree a minimum charge	Agreed – subject to land hire charge
Shakespeare in the Park	£0.00	MTC will receive 30% of ticket sales Location to be reviewed	Agreed in principle - location to be reviewed
First World War Commemoration	£0.00	Funded through s106	Agreed
Merry, Merry Maghull	£2,600.00	Concerns about proposal for tree and event at Square (following feedback	Agreed in principle – decision on location

Handwritten signature

Event, Project or Initiative	Proposed Expenditure (£)	Comments	Decision
		<p>from residents) rather than KGV Park.</p> <p>Officers to meet LCP to discuss their proposals for Christmas 2018</p> <p>Defer decision until June</p>	deferred until June
Bonfire Night 2018	£9,300.00	<p>Projected costs risen to £10,555</p> <p>Costs increased due to additional road closures, stewardship training and plans to arrange pre-firework entertainment including fire eaters and UV Beatz (a drum show) to help manage crowds</p> <p>Income from stall holders approximately £300</p> <p>Concerns about costs. Breakdown to be provided.</p> <p>Up to 40 stewards needed. Cllrs and officers to attend stewardship training. Megaphones and walkie talkies to be provided to stewards</p> <p>Alternative location to be considered</p>	Decision deferred pending full breakdown of costs and alternative location to be considered
Christmas Window Display	£30.00	Costs for prize	Agreed

4/10/18

Event, Project or Initiative	Proposed Expenditure (£)	Comments	Decision
Older Person Christmas Lunch	£1,100.00	Costs for lunch (approximately £8.00 per head), entertainment and prizes 2017 entertainment very good and enjoyed by attendees	Agreed
Christmas Hampers	£340.00	Costs for goods for hampers	Agreed
Community Grant Scheme**	£5,000.00	£2,000 allocated to Maghull in Bloom	Agreed
Maghull Radio Training	£2,400.00	Costs for 6 weekly sessions every quarter for up to 12 young people	Agreed - 2 sessions. Saving of £1,200
Battle of the Bands 2019	£600.00	Change to "Maghull's Got Talent" to encourage wider participation	Agreed
TOTAL	£33,670.00		

Note: Cllr Carlsen left the meeting at 7.25pm and Cllr Carragher left the meeting at 7.40pm and returned at 7.45pm

Other proposals:

Event, Project or Initiative	Proposed Expenditure (£)	Comments	Decision
Survey of Young People (11-21)	£0.00	Survey to launch on 5 April and run to end of May 2018 To be promoted on line, in schools, via MADCOS and Maghull Library	Agreed
Young Persons Council	tbc	Review pending outcome of survey	Agreed in principle
Rugby posts	£2,000.00	Application to Sports England for funding	Agreed in principle -

m/b

Event, Project or Initiative	Proposed Expenditure (£)	Comments	Decision
		(£5,000) Some ground works required at Whinney Brook to install posts Exploring coach over summer holiday.	review when outcome of application to Sport England is known
Glen Park refurbishment of hut	£10,000.00	Hut to be refurbished for community use. Would require upgrade to meet current health, safety and equality legislation. Survey of building required to see what works necessary	Deferred pending report on what work is required to upgrade building for community activities
Contact Sefton Youth Team about advice, support for young people	£0.00	Officers to contact Sefton Youth Team	Accepted

The following events were suggested but no costs or timescales agreed:

- Singer/songwriter competition
- Open mic night
- Arts/crafts events for children/young people on Saturdays
- Literary events
- Football event to tie in with World Cup

The Chief Executive reported that an application had been submitted to National Lottery Awards for All for workshops on Canal life at Merseyboat Club over the school summer holidays. Application submitted on behalf of Maghull, Lydiate, Aintree and Melling.

The Chief Executive provided clarification about funding for Maghull Youth Council (£8,000). The budget had been subsumed into the Council's overall budget as there had been no bids for funding. For 2018/19 funding of £8,000 had been incorporated into the community events budget for youth provision.

RESOLVED THAT:

1. Funding agreed for the following:
 - Business over Breakfast

MS

- **Strictly Come Tea Dancing**
 - **Bowls Open Day**
 - **Bowls for Free**
 - **Neighbourhood Plan**
 - **Maghull Press – 2 editions**
 - **MaghullFest**
 - **Pinder Circus – subject to Officers agreeing land hire charge**
 - **Shakespeare in the Park- location to be reviewed**
 - **First World War Commemoration**
 - **Christmas Window Display**
 - **Older Person Christmas Lunch**
 - **Christmas Hampers**
 - **Community Grant Scheme**
 - **Maghull Radio Training – 2 sessions**
 - **Maghull's Got Talent 2019**
 - **Survey of Young People**
2. **Decisions deferred pending further information:**
- **Merry, Merry Maghull**
 - **Bonfire Night 2018**
 - **Young Persons Council**
 - **Rugby posts**
 - **Refurbishment of hut in Glen Park**
3. **The report be noted.**

6. COMMUNITY GRANT SCHEME APPLICATION PROCESS

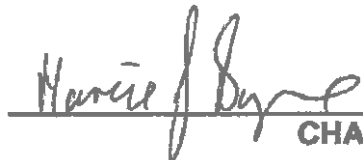
Cllrs agreed the proposals and processes for a Community Grant Scheme. They confirmed up to two funding windows for the remaining budget of £3,000.00 with maximum grants of £500.00. Advertising campaign to be developed by Events Co-ordinator to promote scheme and encourage applications.

RESOLVED THAT:

1. **Proposals and processes for Community Grant scheme approved**
2. **Advertising campaign to be developed**
3. **The report be noted.**

7. CHAIR'S REPORT

No report given.



CHAIRMAN

**REPORT OF THE
CHIEF EXECUTIVE**

To the Chair and Members
Meeting held 4th July 2018

Report to:	Full Council
Date of Meeting:	4 th July 2018
Agenda Item Number	6
Subject:	Committee Membership for 2018/19
Report of:	Operations, Contracts & Business Development Manager
Exempt / Confidential Report:	No

Summary

At Annual Council it was agreed that membership of committees would continue as for 2017/18 as not all Councillors were able to attend. Since that meeting there has been a resignation from Community Support and Engagement Committee. This leaves 6 members on this Committee, 1 less than the required 7 as set out in the Scheme of Delegation. Audit and Governance also has 6 members. Members are asked to confirm the committee structure for 2018/19 together with the membership.

Recommendation(s)

- That Members review membership of Community Support and Engagement, Audit and Governance and Personnel Committees
- The report be noted

Reasons for Recommendation(s)

To open membership to all Cllrs who may have an interest, and time, to support delivery of the work programmes for these important Committees.

Community Support and Engagement	
Required Membership (Scheme of Delegation)	7 Councillors:
Current Membership	6 Cllrs: Byrne (Chair), Josh Burns, Carlsen, Carragher, Mullen and Shaw.
Quorum	3 Councillors

Audit and Governance	
Required Membership (Scheme of Delegation)	6 Councillors
Current Membership	6 Cllrs: J. Sayers (Chair), Carlsen, R. Deegan, Desmond, Hart and Y. Sayers
Quorum	3 Councillors

**REPORT OF THE
CHIEF EXECUTIVE**

To the Chair and Members
Meeting held 4th July 2018

Personnel	
Required Membership (Scheme of Delegation)	6 Councillors
Current Membership	6 Cllrs: Esterson (Chair), Byrne, J. Deegan, Hart, McKinley and J. Sayers
Quorum	3 Councillors

Meeting dates are detailed in the Municipal Calendar but fall approximately once a quarter.

Implications of Recommendations:

Resource Implications	<ul style="list-style-type: none">Officers time to confirm attendance and arrange substitute(s)
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

5th July 2018.

Appendices

None

Background Papers

Scheme of Delegation, available on line at www.maghull-tc.gov.uk/policies/transparency

Contact Officer	Alex Spencer
Telephone Number	0151 477 8611
Email Address	Alex.Spencer@maghull-tc.gov.uk

Report to:	Full Council
Date of Meeting:	4 th July 2018
Agenda Item Number	7
Subject:	Bowling Green Pavilion located at Maghull Town Hall
Report of:	Operations, Contracts & Business Development Manager
Exempt / Confidential Report:	No

Summary

To provide Council with an update regarding the refurbishment of the top bowling green pavilion located within the site of Maghull Town Hall; and to outline steps for entering into a leasehold agreement with Scrummies Ltd for the hiring of this pavilion.

Recommendation(s)

Council is requested to:-

1. Approve that officers enter into further discussions with the owners of Scrummies Ltd, with a view of formalising leasehold terms, and to then approach Sefton Council's Legal Department in order to produce draft heads of terms regarding the top bowling green pavilion.
2. Note the contents of this report.

Reasons for Recommendation(s)

At a meeting of Council on 16th May 2018, council approved officers' recommendations for the refurbishment of the top bowling green pavilion located within the site of Maghull Town Hall, and for a leasehold agreement to be entered into between Maghull Town Council and Scrummies Ltd regarding the hiring of this pavilion.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

As a result of leasing this asset, the following revenue will be generated between 2018/19 and 2020/21:-

2018/19	£2,500.00
2019/20	£4,000.00
2020/21	£4,000.00

Scrummies Ltd will be liable to pay charges for electricity consumption associated with the day to day running of this business. These charges will be calculated using a meter installed within the bowling pavilion, with Scrummies Ltd being invoiced by Maghull Town Council.

(B) Capital

All refurbishment costs have been met by Scrummies Ltd. At the time of writing, these costs are circa £1,500.00.

All costs associated with infrastructure changes to the top bowling pavilion i.e. increased electricity supply, have been met by 2018/19 Facilities Asset Maintenance Budget; with all works completed by a qualified professional.

Implications of Recommendations:

Resource Implications	Between 2018/19 and 2020/21, income of £10,500.00 will be generated.
Legal Implications	Maghull Town Council will be required to enter into a formal leasehold agreement the proposed lessee. This lease will be drafted by Sefton Council's Legal Department, and will be approved by Council and the proposed lessee's appointed solicitor.
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Council.

Appendices

None

Background Papers

1. Report to Annual Council – 16th May 2018.

Contact Officer	Alex Spencer – Operations, Contracts & Business Development Manager
Telephone Number	0151 526 3705
Email Address	Alex.spencer@maghull-tc.gov.uk

1. Background

At a meeting of Annual Council on 16th May 2018; Members received a report proposing a leasehold agreement between Maghull Town Council and Scrummies Ltd regarding the top bowling pavilion located within the site of Maghull Town Hall.

Scrummies Ltd has traded from a permanent place of business in Tree View Court, Maghull since 2014; and has become a well-recognised and successful café within the community.

Hand-in-hand with the success of their café, Scrummies Ltd has a successful outside catering arm, which the owners intend to grow. In order to facilitate this growth, additional space is required in order to prepare food for catering contracts and to meet increasing demand.

Maghull Town Council and the owners of Scrummies Ltd jointly identified the top bowling pavilion located at Maghull Town Hall as being suited for business expansion, albeit that a significant refurbishment of the existing kitchen area was required. There was agreement between both parties, that all refurbishment costs would be met by Scrummies Ltd.

In addition, in order to accommodate a number of appliances necessary for the day to day running of the business (for example fridges, freezers and electric ovens) an increase in power supply to the pavilion was necessary to prevent power shortages. An increase in power would also facilitate power being supplied to the bottom bowling pavilion – something which bowlers using the bottom bowling green have requested for many years. There was agreement that all costs associated with infrastructure changes would be met by Maghull Town Council.

2. Refurbishment to date

Since the last meeting of Council on 16th May 2018, the following works have been completed:-

1. Electricity power supply has been increased from 16 watt to 50 watt.
2. An electricity meter has been installed to monitor electricity consumption and charge Scrummies Ltd accordingly
3. All ceilings, walls, skirting boards and architraves have been painted
4. A new non-slip paint has been applied to existing floor
5. New kitchen units and work tops have been installed; with clear separation between storage for Scrummies Ltd and bowlers
6. New tiles have been installed to provide a finish to all work top areas
7. An industrial size basin has been installed
8. An industrial size electric powered cooker has been installed
9. A new water heater has been installed.

In short, the top bowling pavilion has undergone significant change; and is now at a stage whereby Scrummies Ltd can begin preparing food to support their outside catering business.

3. Leasehold Agreement

Council officers and the owners of Scrummies Ltd are in regular contact, and have discussed at length general leasehold terms.

As reported at the last meeting of Council on 16th May 2018, these terms include:-

Officers have held preliminary discussions with the owners of Scrummies Ltd regarding a proposed leasehold agreement. Agreeable terms in principle include:-

- a. Scrummies Ltd to sign a 3 year leasehold agreement for use of the "top" bowls pavilion to run from 1st April 2018 to 31st March 2021.
- b. That as part of the leasehold agreement, the "top" bowls pavilion is only used for the purposes of storing and preparing food as part of the catering arm of Scrummies Ltd; and that the "top" bowls pavilion is not used for the purposes of serving food.
- c. That Scrummies Ltd have exclusive use of the "top" bowls pavilion for the purposes outlined in b above.
- d. That in the course of its exclusive use of the "top" bowls pavilion, Scrummies Ltd does not sub-let the asset to another third party.
- e. That Scrummies Ltd recognises that from time to time, it will be necessary to permit others to use the "top" bowls pavilion; and that Scrummies Ltd will take all reasonable steps to enable this.
- f. That an annual rental charge of £4,000.00 will apply for years 2018/19, 2019/20 and 2020/21 (this figure has been calculated in accordance with Maghull Town Council's 2018/19 Charging Schedule)
- g. That with regard to the annual rental charge for 2018/19, that this is reduced in line with costs made by Scrummies Ltd as part of refurbishing the "top" bowls pavilion.
- h. That all payments are made on a monthly basis, at the start of each month.
- i. That with regard to refurbishment work completed to the "top" bowls pavilion, that these are completed by a qualified, competent and where necessary accredited professional.
- j. That Maghull Town Council has responsibility for the inspection and sign off of completed refurbishment works.
- k. That all utility costs relating to the "top" bowls pavilion are met by Scrummies Ltd, where these costs contribute towards the day-to-day running of the business.
- l. That Scrummies Ltd is required to insure all contents installed or stored within the "top" bowls pavilion, where these contribute towards the day-to-day running of the business.
- m. That Maghull Town Council, as landlord, reserves the right to enter the "top" bowls pavilion for the purposes of access, inspection or maintenance without the giving prior notification to Scrummies Ltd.
- n. That Maghull Town Council retains responsibility for the maintenance of the "top" bowls pavilion.
- o. That Maghull Town Council continues to insure the "top" bowls pavilion as part of the council's estate, and that other relevant insurances are also in place.
- p. That Scrummies Ltd ensures that relevant hygiene inspections and food ratings apply to the asset.
- q. That, at the end of each financial year, the terms of the lease are reviewed to ensure that both Maghull Town Council and Scrummies Ltd are satisfied that the lease should proceed into the next financial year.

It is the intention that officers and the owners of Scrummies Ltd formalise and agree these terms, with a view to Sefton Council's Legal Department drafting heads of terms between Maghull Town Council and Scrummies Ltd at the earliest opportunity.

Recommendation(s):-

Council is requested to:-

1. Approve that officers enter into further discussions with the owners of Scrummies Ltd, with a view of formalising leasehold terms, and to then approach Sefton Council's Legal Department in order to produce draft heads of terms regarding the top bowling green pavilion.
2. Note the contents of this report.

