



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**Dated this 26<sup>th</sup> Day of March 2018**

**NOTICE IS HEREBY GIVEN that a meeting of the COMMUNITY SUPPORT AND ENGAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 4<sup>th</sup> APRIL 2018**

**The meeting will commence at 6.30pm**

**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 and Town Clerk at least 24 hours in advance of the meeting.*

### **A G E N D A**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 **To confirm the Minutes of Community Support and Engagement Committee held on 29<sup>th</sup> November 2017 (Pages 1 to 3)**
- 5 **Community Support & Engagement Committee Budget and Work Programme 2018/19: Discussion and Development of Programme – Members are invited to consider this report (Pages 4 to 7)**
- 6 **Community Grant Scheme Application Process - Members are invited to consider this report (Pages 8 to 9)**
- 7 **Chair's Report – for noting only**

Miss A. McIntyre  
Chief Executive & Town Clerk



**MAGHULL TOWN COUNCIL**  
**COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE**  
**HELD 29<sup>TH</sup> NOVEMBER 2017**

**PRESENT**

Councillor Byrne (In the Chair) and Councillors Josh Burns, Mullen and Shaw. Cllrs Desmond and McKinley also attended the meeting.

**ALSO PRESENT**

A Spencer (Business Development & Contracts Manager/Deputy Clerk) and S Larking (Minutes)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors June Burns and Carragher.

**2. DECLARATIONS OF INTEREST**

No declarations of interest received.

**3. PUBLIC PARTICIPATION**

No requests.

**4. MINUTES OF COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE OF 13<sup>TH</sup> SEPTMEBER 2017**

**RESOLVED THAT:**

1. **The minutes of the meeting held on 13<sup>th</sup> September 2017 were approved as a correct record.**

**5. UPDATE ON BUDGET, EVENTS AND WORK PROGRAMME**

Members considered the report. Key points:

**Bonfire Night**

The Deputy Town Clerk confirmed that

- Funding for the Literary Festival did not transfer to Bonfire Night 2017.
- No additional funding was required for Bonfire Night 2017
- Following a bonfire event debrief with councillors on 28<sup>th</sup> November 2017, there were no plans to increase the budget for a bonfire event 2018. A range of proposals to support the smooth running of next year's event were approved at this debrief - the majority of which could be implemented through existing bonfire event budget, or other departmental budgets.

## Merry Merry Maghull

The Deputy Town Clerk gave an update:

- Event taking place on 1 December on KGV Field from 6-8pm
- Lights switched on at 7.30pm
- Small fairground rides
- Hot food and mulled wine
- Tombola for Mayor's Charity
- Stage only due to costs
- Expecting around 300 people
- Facilities Team will be stewarding.
- Cost of tree to Maghull Town Council £150.00

Cllrs attending include Cllrs Byrne, McKinley, Josh Burns and Paul Hart.

## Christmas Lunch and Hampers

- Cllrs felt clarification of criteria had helped to identify those who would benefit most from lunch or a hamper. Self-referrals must meet the criteria; It is lunch or a hamper, not both
- Email to be circulated to Cllrs about dates for Christmas lunch and packing and delivering hampers
- MTC officers to contact ASDA about boxes for hampers

Cllr McKinley gave an update on plans to develop the heritage of Maghull:

- Work is progressing on a memorial/peace garden to commemorate 100 years since the end of World War 1. Moss Side hospital helped soldiers suffering from shell shock. Dr Frank Sharp, who worked at Moss Side is involved
- A site (known as the grotto) has been identified in the Poppy Fields development which could be used as the Peace Garden
- Also proposals for a public work of art
- Plans to submit a bid to Heritage Lottery Fund
- Cllrs welcome to join the Steering Group which includes Cllrs McKinley and John Sayers, Dr Sharp, Ross Pilkington, John Rowlands, rep from Persimmon Homes and Sefton Council. Cllrs Desmond, Shaw and Mullen all expressed interest in supporting the project. The Steering Group are meeting on 15 December 2017

The Deputy Town Clerk informed Members about the "Better Maghull" Operational Group.

- Builds on Maghull in Bloom, will work in partnership with other voluntary groups and partnerships including Maghull Station Volunteers and Sefton Council
- Will work with neighbouring Parishes

**RESOLVED THAT:**

**1. The report be noted.**

**6. RECORDING TABLES FOR OPERATIONS, SERVICE REQUESTS AND RESIDENT COMPLAINTS**

Key points raised in response to report:

- Noted that overhanging trees an issue;
- Members felt the report was useful and that it would helpful to include percentages as well as totals to charts in Annex 1. Report to be posted on website.
- Noted request for a memorial bench. Any benches to be paid for by residents;
- Long standing issue regarding football teams parking outside residential properties neighbouring Pimbley Playing Field. Members suggested new signage at parking area near field may help parking for football teams on Saturdays and Sundays.

The Deputy Town Clerk reported that

- The Facilities Team do not have qualifications for tree work e.g. felling.
- Concerns about some large trees but in regular contact with residents.
- Tree survey is ongoing piece of work with two consultancy firms having been approached.
- Work on trees will only progress when funds identified
- Reviewing request from a resident to put up fencing around small play areas in Dodds Park. Concerns raised that no dog free area and dog waste around children's play equipment

**RESOLVED THAT:**

**1. The report be noted.**

**7. CHAIR'S REPORT**

No report given.

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**CHAIRMAN**

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 4<sup>th</sup> April 2018*

### **5. Community Support & Engagement Committee Work Programme**

#### **Introduction**

This is the final meeting of Community Support & Engagement Committee for the 2017/18 municipal year. It is therefore appropriate to reflect on progress made against the 2017/18 work programme, and to plan for 2018/19.

#### **2017/18 Work Programme**

At the start of this municipal year, members developed a work programme comprising of:-

- a. Community events, and
- b. Events, initiatives or projects which target specific groups such as youths or older people.

This was an ambitious work programme, all delivered within a budget of £20,000.00.

#### **a. Community Events**

Maghull Town Council has successfully staged a number of community events during 2017/18. These events have included:-

- Maghullfest 2017
- Bonfire Night 2017
- Merry, Merry Maghull 2017

Feedback from each event has been reported to this committee.

Should members decide to incorporate these events into their 2018/19 work programme, working groups will be established to ensure that each event continues to remain safe, more planned and builds on the success of 2017.

#### **b. Events, Initiatives or Projects Targeting Specific Groups**

In addition to large, community focussed events, Maghull Town Council has successfully staged a number of events and/or commenced initiatives or projects which support specific groups within our community.

Members of this committee have resolved to engage more with youth and older people, and work this year has been designed to do exactly that.

## **REPORT OF THE TOWN CLERK**

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To date, the following events, initiatives and projects have been held/commenced:-

- Battle of the Bands Competition (Youth)
- Older People's Christmas Lunch (Older People)
- Christmas Hamper (Older People / Socially Isolated People)
- Maghull Civic Awards (Servants of the community)
- Business over Breakfast (Representatives of local businesses)

### **Work Programme 2018/19**

As reported to Council on 24<sup>th</sup> January 2018, the 2018/19 budget for events stands at £40,000.00.

This budget is inclusive of £8,000.00 which members have ring-fenced for youth provision, £5,000.00 ring-fenced for community grants, and £1,500.00 ring-fenced for Maghull Town Council's Neighbourhood Plan.

Building on the success of 2017, officers have proposed a work programme based on:-

- a. Community Events and
- b. Events, Projects and/or Initiatives which target specific groups.

The proposed work programme is framed on six themed areas, all of which link back to budget codes monitored throughout the year by officers:-

- i. Neighbourhood Activities
- ii. Events
- iii. Firework Display
- iv. Christmas Activities
- v. Community Grants
- vi. Youth Provision

Based on the above and work programme at Appendix One, the 2018/19 proposed events and proposed expenditure is as follows:-

<b>Themed Area</b>	<b>Proposed Budget (£)</b>	<b>Proposed Expenditure (£)</b>	<b>Budget Remaining (£)</b>
Neighbourhood Activities	6,500.00	6,280.00	0.00
Events	10,000.00	8,400.00	1,600.00
Firework Display	9,300.00	9,300.00	0.00
Christmas Activities	1,200.00	1,470.00	-270.00
Community Grants	5,000.00	5,000.00	0.00
Youth Provision	8,000.00	3,000.00	5,000.00
<b>TOTAL</b>	<b>40,000.00</b>	<b>33,670.00</b>	<b>6,330.00</b>

**REPORT OF THE  
TOWN CLERK**

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If the proposed worked programme is approved by members, a budget of £6,330.00 would be available to members to develop additional events, projects and initiatives at their suggestion; to be advanced by officers.

Where events, projects and initiatives proposed by officers are not approved by members, those budgets provisionally assigned will be made available to members to advance their suggested events, projects and initiatives.

**Recommendations:**

- 1. Members consider the proposed work programme for 2018/19; and amend as necessary.**
- 2. Should Members resolve to approve the proposed work programme in its entirety, that Members develop events, projects and initiatives which utilises the remaining £6,330.00 of the 2018/19 events budget; and that these events, projects and initiatives are added to the 2018/19 work programme.**
- 3. The report be noted.**

**REPORT OF THE  
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To the Chair and Members  
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**Meeting held 4<sup>th</sup> April 2018**

Themed Area	Event, Project or Initiative	Proposed Date(s)	Targeted Group(s)	Proposed Expenditure (£)
Neighbourhood Activity	Business over Breakfast	April 2018 to March 2019	Maghull Businesses	£240.00
Neighbourhood Activity	Strictly Come Tea Dancing	April 2018 to March 2019	Older People	£840.00
Neighbourhood Activity	Bowls Open Day	April 2018	Maghull Community	£220.00
Neighbourhood Activity	Bowls for Free	August 2018	Maghull Community	£700.00
Neighbourhood Activity	Neighbourhood Plan*	April 2018 to March 2019	Maghull Community	£1,500.00
Neighbourhood Activity	Maghull Press	April 2018 to March 2019	Maghull Community	£3,000.00
Events	MaghullFest	July 2018	Maghull Community	£5,800.00
Events	Pinder Circus	July 2018	Maghull Community	£0.00
Events	Shakespeare in the Park	August 2018	Maghull Community	£0.00
Events	First World War Commemoration	November 2018	Maghull Community	£0.00
Events	Merry, Merry Maghull	November 2018	Maghull Community	£2,600.00
Firework Display	Bonfire Night 2018	November 2018	Maghull Community	£9,300.00
Christmas Activities	Christmas Window Display	December 2018	Maghull Businesses	£30.00
Christmas Activities	Older Person Christmas Lunch	December 2018	Older People	£1,100.00
Christmas Activities	Christmas Hampers	December 2018	Older People	£340.00
Community Grants	Community Grant Scheme**	April 2018 to March 2019	Maghull Community	£5,000.00
Youth Provision***	Maghull Radio Training	April 2018 to March 2019	Young People	£2,400.00
Youth Provision	Battle of the Bands 2019	February 2019	Young People	£600.00
<b>Total Proposed Expenditure</b>				<b>£33,670.00</b>
<b>Budget Remaining (if proposed work programme is approved)</b>				<b>£6,330.00</b>



## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 4<sup>th</sup> April 2018*

### **6. Community Grant Scheme Application Process**

#### **Background**

On 24<sup>th</sup> January 2018, Council resolved to approve proposals regarding the 2018/19 budget.

Within this budget, £5,000.00 had been committed to fund a community grant scheme – this budget increasing by £3,000.00 compared to 2017/18.

A community grant scheme is not new to Maghull Town Council. The scheme has operated for many years; and council has approved guidelines regarding who can apply, how often and the level of funding which can be applied for <http://www.maghull-tc.gov.uk/policiestransparency>

Although the scheme has operated for some time, as the table below illustrates, a relatively small number of applications are received each financial year.

<b>Financial Year</b>	<b>Applications Received</b>	<b>Applications Approved</b>
2014/15	8	8
2015/16	2	2
2016/17	2	1
2017/18	3	1

#### **Proposals and Processes**

In light of the community grant scheme budget increasing in 2018/19, council will be required to better promote the scheme. This can be achieved in the following ways:-

- Promotion via Maghull Town Council website and social media pages
- Promotion via Maghull Town Council noticeboards
- Promotion via proposed Maghull Town Council Newsletter (circulated quarterly)
- Promotion at Maghull Town Council events
- Promotion via Maghull & Aintree Champion Newspaper (article/poster)
- Promotion with Maghull primary and secondary schools (email/poster circulation)
- Promotion with local business community (email/poster circulation)

To aid the application process, officers propose two funding windows during which applications can be submitted, before being reviewed and approved by members. These windows, linked to the provisional 2018/19 Municipal Calendar are indicative only; and may require revision following Annual Council in May 2018.

## **REPORT OF THE TOWN CLERK**

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**Meeting held 4<sup>th</sup> April 2018**

	<b>Timeframe</b>	<b>Approving Community Support and Engagement Committee Meetings</b>
<b>Funding Window One</b>	1 <sup>st</sup> April 2018 to 29 <sup>th</sup> August 2018	20 <sup>th</sup> June 2018 12 <sup>th</sup> September 2018
<b>Funding Window Two</b>	30 <sup>th</sup> August 2018 to 13 <sup>th</sup> February 2019	29 <sup>th</sup> November 2018 27 <sup>th</sup> February 2019

Members are reminded that at its meeting on 24<sup>th</sup> January 2018, Council resolved to approve an application from Maghull in Bloom for £2,000.00 to be granted in 2018/19. As a result, the remaining budget for grants to be awarded in 2018/19 is £3,000.00.

As per community grant scheme guidelines, members can approve applications up to a maximum of £500.00.

Although a budget of £3,000.00 remains for 2018/19, should Members approve all applications to the maximum amount of £500.00 (if requested); only six applications could be approved in 2018/19.

Similarly, if Members are minded to approve all applications to the maximum amount of £500.00 in Funding Window One, no applications could be approved in Funding Window Two.

To better support Members, officers propose to report budget for community grant scheme at each meeting of Community Support and Engagement Committee in 2018/19.

### ***Application Process***

- A. Officers promote community grant scheme, with all promotional material clearly stating Funding Window Timescales.
- B. Applicant submits application to Maghull Town Council.
- C. Officers review application to ensure it has been submitted in required format, and with accompanying documentation (if necessary).
- D. Officers outline application timescales, making reference to the date on which application will be approved/rejected at next Community Support and Engagement Committee meeting.
- E. Applications are circulated to members 14 days in advance of Community Support and Engagement Committee meeting.
- F. Application is approved/rejected at Community Support and Engagement Committee
- G. Applicant is notified of whether application has been approved or rejected by Community Support & Engagement Committee.

### **Recommendations:**

1. That members consider and agree proposals and processes for Community Grant Scheme to take effect from 1<sup>st</sup> April 2018.
2. The report be noted.