



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**Dated this 31st Day of August 2016**

**NOTICE IS HEREBY GIVEN that a meeting of the FINANCE AND AMENITIES COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 7<sup>th</sup> SEPTEMBER 2016**

**The meeting will commence at 7pm (or at rise of Full Council, whichever is the later)**

***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.***

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

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 To confirm the Minutes of Finance and Amenities Committee held 6<sup>th</sup> July 2016 (Pages 1-3)

#### **Finance**

- 5 **Treasurer's Report and Financial Statements as at 31 July 2016** – Members are asked to note the report (Pages 5-9)

#### **Amenities**

- 6 **Maghull Cricket Club (MCC)**
  1. **Update on Requests for Financial Assistance and Permission to Carry Out Works** (Page 11)
  2. **Certificates for Electrical Works** (Page 11)
  3. **Request for Broadband to be installed** (Page 11)
- 7 **Running Horses Football Club** – Members are asked to consider the update on the legal agreement with Running Horses FC for Balls Wood, Poverty Lane (Pages 12 to 13).

PTO



- 8 **Civic Awards – Members are asked to consider the budget for the Civic Awards on Thursday 20<sup>th</sup> October 2016 (Page 14)**
- 9 **Chair's report – for noting only**

A handwritten signature in black ink, appearing to read 'A. McIntyre', with a stylized flourish at the end.

Miss A. McIntyre  
**Town Clerk & Treasurer**

**MAGHULL TOWN COUNCIL**  
**FINANCE & AMENITIES COMMITTEE MEETING**  
**HELD 6<sup>th</sup> JULY 2016**

**PRESENT** - Councillor J. Sayers (In the Chair) and Councillors: Burns, Desmond, Hart and Y. Sayers

**ALSO PRESENT** – A. McIntyre (Town Clerk & Treasurer), A. Spencer (Operations and Contracts Manger, S. Larking (Minutes) and J. Miller and A. Lloyd (Maghull Cricket Club)

**1. APOLOGIES FOR ABSENCE** – Councillors Byrne, Carlsen, J. Deegan, R. Deegan, Esterson, McKinley, Mullen and Roughley

**2. DECLARATION OF INTERESTS** – Cllr Burns declared a personal interest in agenda item 9 (Grant Award) as her nominated charity (The Honeysuckle Team) would be a beneficiary of fund raising at Sefton Art Group's December Exhibition.

**3. PUBLIC PARTICIPATION** – J. Miller and A Lloyd, Maghull Cricket Club for agenda item 7 (Maghull Cricket Club)

**4. MINUTES OF THE PREVIOUS MEETING:**

**RESOLVED that:**

- 1. The Minutes of the meeting held on 4<sup>th</sup> May 2016 were approved as a correct record.**

**FINANCE**

**5. TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31<sup>ST</sup> MAY 2016**

Cllrs were content with the report.

**RESOLVED that:**

- 1. The Treasurer's Report, Budget Monitoring Report and Financial Statements as at 31<sup>st</sup> March 2016 be noted.**

**6. RISK ASSESMENET AND MANAGEMENT (Financial) FOR THE PERIOD 2016/17**

The Risk Assessment and Management Strategy for the financial year 2016/17 was reviewed.

**RESOLVED that:**

- 1. Members approved the Risk Assessment and Management Strategy;**
- 2. The report be noted.**

## AMENITIES

### 7. MAGHULL CRICKET CLUB (MCC)

#### 1. Review of MCC Accounts

Key points raised in discussion:

- Concerns about the format and presentation of MCC's accounts e.g. unclear which year the accounts related to and expenditure descriptions e.g. overseas accommodation
- MCC to liaise with their Treasurer to produce audited accounts in line with the example circulated with papers for the meeting.

#### 2. Works to gents toilets

Key points raised in discussion:

- MCC asked for £100 (revised from £60) to replace cisterns in the gents toilets. Installation would be by a member of MCC.
- Responsibility for toilets, as fixtures and fittings, may fall to Maghull Town Council as the landlord.
- The Operations and Contracts Manager and Maintenance Engineer to visit MCC and prepare a technical report including costings on replacement cisterns and submit a report to the next meeting.
- Audited Accounts would support the application for funding.

#### 3. Electricity Supply

MCC asked about funding for electrical work to the cellar cooling system.

Key points raised in discussion:

- When MCC was rewired it didn't take account of beer coolers which meant system tripping
- Works undertaken by MCC to resolve issue cost £350
- MCC to provide invoice and electricians certificate to confirm Part P qualified
- MTC keen to see a thriving cricket club and build relationship
- MTC agreed to make a contribution of £200 to the costs subject to invoice and certificates being provided

**RESOLVED that:**

- 1. MCC to submit audited accounts;**
- 2. Technical report and costings on replacement toilet cisterns to be submitted to next meeting;**
- 3. MCC to provide copy of invoice and certificate for electrical work to cellar;**

4. **MTC to contribute up to £200 to costs of electrical work, subject to invoice and certificate;**
5. **The report be noted.**

#### 8. RUNNING HORSES FC

Running Horses FC had approached MTC about leasing Balls Wood for sole use by the club.

Key points raised in discussion:

- In principle a great idea and should be progressed quickly
- Pitch to be available for the community and not for the sole use of Running Horses FC
- Sefton Council to help to draft a lease to include protection for MTC and residents of Maghull.

**RESOLVED that:**

1. **Members agreed to refer the matter of the lease to Sefton MBC Legal Services;**
2. **The report be noted.**

#### 9. GRANT AWARD

Members were informed about an application from Sefton Art Group for a grant for three days room hire totalling £1,072.60 for their December Art Exhibition. The costs were inclusive of security on Saturday and Sunday outside normal G4S working hours. Members agreed to meet room hire costs (£900). Sefton Art Group to be asked to meet additional security costs.

**Resolved that:**

1. **That grant of £900 be awarded for room hire for Sefton Art Group's December 2016 Exhibition;**
2. **The report be noted.**

#### 10. CHAIRMAN'S REPORT

No report was given.

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**CHAIRMAN**



**INCOME**

	CODE	BUDGET 2016/17 £	ACTUAL MTH 04 2016/17	VARIANCES IN BUDGETS £
PRECEPT	4001	575,548	402,884	172,664
BANK INTEREST	4010	1,434		1,434
FUNCTION SUITE CLOSING BALANCE	4088	35,098	35,098	0
COUNCIL CHAMBER ROOM HIRE	4101	100	71	29
YOUTH COFFEE BAR ROOM HIRE	4102	100	269	-169
ACTIVITIES ROOM	4103	10,000	2,022	7,978
KITCHEN HIRE	4104	100	75	25
COPIER/FAX/STAMPS	4105	20		20
CRICKET CLUB	4109	2,000	2,358	-358
PLAYING FIELDS	4321	3,100		3,100
BOWLS INDOOR	4330	365		365
BOWLS OUTDOOR	4331	1,500	1,173	327
TENNIS CLUB	4345	1,200	1,070	130
TENNIS OTHER	4346			0
ATC RENT	4351	1,500	1,500	0
FACILITIES INCOME	4354	25,000	8,510	16,490
FESTIVAL EVENTS INCOME	4391	3,132	3,337	-205
FIREWORK DISPLAY	4392	4,000		4,000
MISC. INCOME	4395	1,000	8,137	-7,137
SOLAR PANEL INCOME	4396	3,000		3,000
ADMIN CHARGE FOR F/SUITE	4301	6,000	576	5,424
MISC.AMENITIES INCOME	4399	4,000	500	3,500
FUNCTION SUITE LEASE	4300	26,500	2,341	24,159
RESERVE DRAWDOWN				0
<b>TOTAL</b>		<b>704,697</b>	<b>469,921</b>	<b>234,776</b>

RESERVES UNALLOCATED	17	50,000		
RESERVES SPECIFIC	17	8,000		
RES.PREC.SUPP	17	421,640		
<b>TOTAL RESERVES</b>		<b>479,640</b>		

## EXPENDITURE

<u>SUMMARY</u>	PAGE NO.	BUDGET	ACTUAL	VARIANCES
		2016/17	MTH 04 2016/17	IN BUDGETS 2016/17
		£		£
STAFFING COSTS	4	327,000	89,226	237,774
OTHER STAFF COSTS	4	650	6,719	-6,069
UTILITIES	5	73,385	28,029	45,356
OUTSOURCED SERVICES	6	80,370	27,906	52,464
ALARMS	6	6,200	818	5,382
AIR CON MAINTENANCE	6	700	0	700
BOILER MAINTENANCE	6	700	0	700
PEST CONTROL/HYGIENE	6	5,000	705	4,295
LIFT MAINTENANCE	6	3,220	2,636	584
HEALTH & SAFETY	6	5,650	2,275	3,375
WASTE DISPOSAL CHGS	6	10,000	3,764	6,236
PPG OTHER	7	10,500	0	10,500
TRANSPORT	7	16,500	8,549	7,951
PPG MATERIALS	8	1,996	170	1,826
PPG MACHINERY	8	4,746	1,925	2,821
TELEPHONES	9	4,600	37	4,563
INSURANCE	9	19,000	11,919	7,081
ADMINISTRATION	10	13,100	7,663	5,437
ASSET VALUATION	10	0	700	-700
PROFESSIONAL FEES	10	0	300	-300
LEGAL FEES	10	1,500	0	1,500
INTERNAL AUDIT SERVICE	10	1,500	0	1,500
AUDIT FEES/INSPECTION	10	2,800	0	2,800
PERSONNEL/TRAINING	10	7,000	50	6,950
SUBSCRIPTIONS	11	4,805	1,829	2,976
CITIZENS ADVICE BUREAU	11	750	0	750
F.O.C.S.137 T.H/F.S	11	350	0	350
CIVIC HOSPITALITY	12	1,400	0	1,400
MAYORAL DONS.ALLOWANCES	12	1,200	1,226	-26
PUBLICITY/CONSULTATION	13	292	0	292
GENERAL EXPENDITURE	13	2,934	4,035	-1,101
SUNDRIES	13	534	0	534
LOAN REPAYMENTS	14	68,613	6,320	62,292
COMMUNITY ACTIVITIES	15	21,305	9,327	11,978
REVENUE GRAND TOTAL		<b>698,299</b>	<b>216,128</b>	<b>482,172</b>



Date: 26/08/2016  
Time: 16:18:38

**MAGHULL TOWN COUNCIL (TH)**

Page: 1

**Profit and Loss**

From: Month 4, July 2016  
To: Month 12, March 2017

**Chart of Accounts:**

Layout 1

	<u>Period</u>	<u>Year to Date</u>	
<b>RECEIPTS</b>			
Precept	0.00	402,883.69	
Finance & G.P.Committee	2,408.66	5,216.58	
Amenities Committee	17,305.07	36,381.43	
Function Suite Contribution	0.00	35,098.20	
	19,713.73		479,579.90
<b>STAFF COSTS</b>			
Staff Costs Admin	0.00	6,258.77	
Staff Costs Facilities	0.00	127.16	
	0.00		6,385.93
<b>DIRECT EXPENSES</b>			
General Rates	0.00	22,788.90	
Electricity	(184.20)	2,007.60	
Gas	0.00	1,067.41	
Water Rates/Consumption	2,421.75	854.14	
Transport	1,001.67	8,791.64	
Protective Clothing/Uniforms	10.65	382.09	
Play Equip/Safety Surf.Repairs	0.00	48.75	
ADT Alarms Security/Alarm	79.00	896.90	
Pest Control/Hygiene	175.56	498.29	
Lift Maintenance	0.00	2,635.56	
Waste Disposal Charges/Refuse Bags	40.63	3,763.70	
PPG Machinery	124.99	1,987.55	
PPG Materials	0.00	170.00	
Security/Park Ranger	8,654.28	25,934.07	
Building Maintenance	178.92	374.95	
Health & Safety	757.25	2,115.90	
Cleaning Services	2,231.58	6,430.24	
	15,492.08		80,747.69
<b>Gross Profit/(Loss):</b>	<u>4,221.65</u>		<u>392,446.28</u>
<b>OVERHEADS</b>			
Telephones	0.00	37.27	
Administration Costs	1,343.13	8,242.72	
Salaries	73,490.95	139,686.17	
Insurance Premiums	0.00	11,919.23	
Asset Valuation	700.00	700.00	
Professional Fees	300.00	300.00	
Publicity Materials	199.50	199.50	
Training Expenses	0.00	450.00	
Subscriptions	35.00	359.94	
Civic Functions	148.50	148.50	

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Date: 26/08/2016

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**MAGHULL TOWN COUNCIL (TH)**

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**Profit and Loss**

**From:** Month 4, July 2016  
**To:** Month 12, March 2017

**Chart of Accounts:**

Layout 1

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>	
Mayoral Expenses	319.31	1,295.70	
General Expenditure	325.30	4,279.38	
Technical Suspense A/CS	0.00	4,321.19	
Loan Principal Repayments	0.00	4,088.07	
Loan Interest Repayments	0.00	2,232.17	
Projects	351.58	9,043.66	
		<u>77,213.27</u>	<u>187,303.50</u>
<b>Net Profit/(Loss):</b>		<u>(72,991.62)</u>	<u>205,142.78</u>

Date: 26/08/2016  
Time: 16:20:09

**MAGHULL TOWN COUNCIL (TH)**  
**Balance Sheet**

Page: 1

From: Month 4, July 2016  
To: Month 12, March 2017

Chart of Accounts:

Layout 1

	<u>Period</u>	<u>Year to Date</u>	
<b>FIXED ASSETS</b>			
Land	0.00	851,111.80	
Buildings	0.00	1,472,695.22	
Equipment Estates	0.00	37,138.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	9,000.00	
		0.00	2,676,465.76
<b>CURRENT ASSETS</b>			
Debtors control Account	24,705.24	36,183.54	
Debtors General	0.00	236.25	
Bank Account (Current)	(39,505.96)	216,142.19	
Bank Account (Deposit)	0.00	963,634.66	
Cash on Hand	0.00	161.08	
VAT Liability/Reclaimed	2,707.69	15,302.47	
		(12,093.03)	1,231,660.19
<b>CURRENT LIABILITIES</b>			
Creditors Control Account	(9,479.84)	29,315.43	
General Creditors	12,952.48	12,687.02	
Income in Advance	0.00	1,601.68	
Salaries Liabilites	73,490.95	144,007.36	
		76,963.59	187,611.49
<b>Current Assets less Current Liabilities:</b>		(89,056.62)	1,044,048.70
<b>Total Assets less Current Liabilities:</b>		(89,056.62)	3,720,514.46
<b>LONG TERM LIABILITIES</b>			
Loans PWLB	0.00	502,613.04	
		0.00	502,613.04
<b>Total Assets less Total Liabilities:</b>		(89,056.62)	3,217,901.42
<b>CAPITAL &amp; RESERVES</b>			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	788,282.22	
Contingency Reserves	0.00	50,000.00	
Specific Reserves	(16,065.00)	247,297.50	
Capital Projects Reserves	0.00	40,421.70	
Precept/Revenue Reserves	0.00	540,211.55	
retained funds	0.00	(44,615.93)	
P & L Account	(72,991.62)	205,142.78	
Previous Year Adj		(4,913.00)	
		(89,056.62)	3,217,901.42



## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
***Meeting held 7 September 2016***

### **6. Maghull Cricket Club**

#### **Update on requests for financial assistance and permission to carry out works**

##### Cellar Cooling

Following a meeting of Maghull Cricket Club (MCC)'s management committee, it was decided that MCC would not seek to obtain recompense for the electrical works on the cellar cooling from Maghull Town Council.

##### Gents Toilets

MCC has withdrawn its application for financial assistance for new cisterns in the gents' toilets. However, they are seeking permission to purchase and install new cisterns. Installation to be undertaken by one of the club's qualified and competent plumbers.

#### **Certificates for Electrical Works**

Following works on the cellar do Finance and Amenities Committee want to insist on provision of electrical certificates?

#### **Broadband**

MCC are seeking permission to install BT broadband using number 0151 531 0990. MCC would pay the bills associated with the line.

#### **Recommendations:**

- 1. That Members decide whether to allow the installation of new cisterns and BT broadband and provision of electrical certificates**
- 2. The report be noted.**

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
***Meeting held 7 September 2016***

### 7. Running Horses Football Club

At the last meeting of this committee, members requested that Maghull Town Council liaise with Sefton Council's Legal Department to progress a proposal from Running Horses Football Club around the refurbishment of the pavilion within Balls Wood.

Sefton Council's Legal Department have provided the following advice, subject to them being forwarded title deeds to the area:-

1. Restrictive covenant(s) limiting the use of the pavilion and/or its site may be stipulated within deeds. Without reviewing title deeds, the Legal Department cannot comment on what stipulations or restrictions exist.
2. Depending on exactly what plans Running Horses FC have for the pavilion, planning permission may be required from Sefton Council's Planning Department.
3. Under S.127 of the Local Government Act 1972, the Town Council may not, except with the consent of the Secretary of State, dispose of land (other than by way of a short tenancy) for a consideration that is less than the best that can be reasonably obtained. A short tenancy is one not exceeding 7 years.
4. As Maghull Town Council would want to ensure that works are completed, the Legal Department suggests progression by way of an agreement for a building lease, subject to any planning consent that may be required. The building lease would be for a period of one year (Running Horses FC estimates for completing works) followed by a longer lease to be granted upon completion of the works.

### Immediate Issues for Maghull Town Council

Given the response from Sefton Council, there are a number of immediate issues for Maghull Town Council:-

- a. Further work will be required in terms of assessing title deed documents to determine stipulations and restrictions at Balls Wood. This will require further work with Sefton Council's Legal Department.
- a. If, following satisfactory completion of a above, and subject to there being no stipulations or restrictions at Balls Wood; under Maghull Town Council's Service Level Agreement with Sefton Council's Legal Department, charges will incur.

Based on projects of a similar nature in the past, charges of circa £2,100.00 have applied.

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
***Meeting held 7 September 2016***

Members of this committee will have to consider whether Maghull Town Council or Running Horses Football Club, will be responsible for meeting this cost.

- b. Given the application of S.127 of the Local Government Act 1972, there will be a requirement for Maghull Town Council to instruct surveyors to assess reasonable consideration for the pavilion.

Again, based on projects and instructions in the past, a charge of circa £700.00 will apply; and Members of this committee will have to consider whether Maghull Town Council or Running Horses Football Club, will be responsible for meeting this cost.

### **Recommendations:**

- 1. That Members decide if they want to proceed with the proposal as below**
- 2. That Members decide if the initial lease for the pavilion should be for one year**
- 3. That Members decide who should meet costs incurred for drawing up the legal agreement and surveyors fees**
- 4. The report be noted.**

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
***Meeting held 7 September 2016***

### **8. Civic Awards**

Maghull Civic Awards will be taking place on Thursday 20<sup>th</sup> October, hosted at The Venue. Councillors are asked to set a budget for the event which will incorporate the awards, the catering and any entertainment councillors would like to see at the event.

As the event will change significantly from last year's event (i.e. more awards, more invitees) the catering will also change and I propose more of a light buffet. This will reduce the cost of catering.

Due to the short period between the next Full Council meeting and the Civic Awards, it is proposed we change the date from 19<sup>th</sup> October to the 12<sup>th</sup> October in order for council to decide between nominees.

Nominations are now live on our website in the following agreed categories:

- Maghull Civic Award
- Maghull Youth Award
- Maghull Business Award
- Maghull Education Award
- Maghull Environment Award

### **Recommendations:**

- 1. That Members decide the budget of Civic Awards ceremony and whether they want entertainment.**
- 2. The report be noted.**