

MAGHULL TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD 18th SEPTEMBER 2019

PRESENT - Councillor Carr (In the Chair) and Councillors (Cllrs): C Carlsen, K Hughes, T Hughes and J Sayers.

ALSO PRESENT – A. Spencer (Amenities Manager), D. Healey (Finance Officer) and S. Lawrence (Minutes).

1. **APOLOGIES FOR ABSENCE** – Cllr P McKinley and Cllr D Mullen.
2. **DECLARATION OF INTERESTS** – Cllr A Carr - Ward Cllr, and Cllr J Sayers a member of WW1 Steering Group.
3. **PUBLIC PARTICIPATION** – None notified.
4. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the Minutes of the meeting held on 5th June 2019 for Finance & General Purposes Committee were approved as a correct record.

5. **TREASURER'S REPORT AND FINANCIAL STATEMENTS AS AT 31st AUGUST 2019**

The Finance Officer reported that finance reports had now been split into departments, giving a clear view of each department, rather than solely income and expenditure. The Finance Officer explained all budgets are on target and has no issues at this particular time.

Key Point from Member:

- Project loan is ongoing because the interest owed would remain the same whether MTC paid the full amount in one go or spread over the term agreed.

RESOLVED that the report be noted

6. **REVISED DEBTORS POLICY**

The Finance Officer reported key points:

- Provided brief overview of the new revised Debtor's Policy.
- Provided the new time line for the revised debt letters to be sent.
- Informed the Members they need to agree the next step after letters which would be to suspend hire etc.

The Amenities Manager key point:

- Going forward payment will be asked for in advance, to reduce the requirement to resort to using the Debtors Policy.



RESOLVED that:-

- 1. Revised Debtor Policy was agreed**
- 2. The report be noted.**

7. ROOM HIRE

The Finance Officer reported key points:

- Provided brief overview of the new proposed room hire policy.
- Provided key reasons why this has been proposed i.e. The Council need informing by the hirer 48 hours' notice for cancellations, ensure rooms are as you left in a clean and tidy state by the hirer or they will be charged.

Members key point:

- Agreed policy is long overdue.
- Queried whether MTC ask to see public liability certificate? When a person is hiring a room, particularly hirers who do physical activities.

RESOLVED that

- 1. Room Hire Policy was agreed.**
- 2. Officers to seek advice regarding public liability insurance regarding room hire.**
- 3. The report be noted.**

8. MEMORIAL PROJECT

The Amenities Manager provided an update of Phase 3 of the Memorial Project being taken forward by the Memorial Steering Group, and outlined that an additional £10,000.00 of S.106 funding was required to cover works associated with the project.

The Amenities Manager explained that at the last meeting of Finance & General Purposes Committee, Members had approved £15,000.00 of S.106 funds. However it had not been reported that, under Council's Scheme of Delegation, the Town Clerk had approved £5,000.00 of expenditure to initiate the project through feasibility and development works.

In addition, he explained that the original quotation for works received in February 2019 was for £20,000.00 – this quotation was higher than the £15,000.00 budget stated within the works specification to contractors (including the appointed contractor) circulated in May 2019.

RESOLVED that

- 1. That £5,000.00 of S.106 funding was approved to honour the quotation for works received in February 2019, although payment was dependent upon receipt of an invoice for works to design, produce and install works.**



2. That £5,000.00 of S.106 funding was approved to cover expenditure by the Town Clerk as per the Scheme of Delegation, although payment was dependent upon receipt of receipt of an invoice for feasibility and development works.

9. INFO SCREEN – MAGHULL TOWN HALL

The Amenities Manager provided an overview of a request made Cllr C Carlsen, for an advertisement information screen for MTC. Informed he had been in contact with Wren Kitchens in Aintree regarding their Advertisement Board. Alternative quotations to be brought to next Finance & General Purposes meeting.

RESOLVED that:-

1. This item be discussed at the next Finance and General Purposes Committee.

10. AUDIT REPORT UPDATE

The Finance Officer provided an overview of internal Audit Report. The report was shortened to show only responses to the recommendations made by the Auditor. The main issue from the Auditor is retrospective ordering, therefore MTC are keen for this not to be a repeat recommendation.

The Finance Officer informed weekly budget monitoring meetings with all the officers, this will ensure MTC are more efficient and issues will be resolved quickly.

RESOLVED that the report be noted

11. FIXED ASSET AMENDED POLICY

The Finance Officer provided an overview on the amended Fixed Asset Policy. Informed she recommends we do not depreciate fixed assets following advice provided from SLCC.

RESOLVED that the report be noted

12. AUDIT & GOVERNANCE ANNUAL RETURN

The Finance Officer informed she has chased but was told the return is still being processed.

RESOLVED that:-

1. This item be discussed at the next Finance and General Purposes Committee.



13. BUDGET 2020/21

The Amenities Manager informed Members, that officers are in the process of developing options for the 2020/21 Budget – officers will put forward initial proposal through Chairs Sub-Group committee meetings, with a view to present full options in December 2019.

RESOLVED that:-

1. The update be noted

14. CHAIRS REPORT

No report given.

15. EXCLUSION OF PRESS & PUBLIC

RESOLVED that the press and public be excluded due to confidential nature of the item under discussion.

16. DEBTORS TO THE COUNCIL

Members received the report from the Finance Officer and the reviewed late payers and debtors. It was agreed that the Council will continue to pursue late payers and implement the revised Debtors Policy.

RESOLVED that:-

1. Debtors Policy be followed
2. The report be noted.



CHAIRMAN