

MAGHULL TOWN COUNCIL
ANNUAL COUNCIL MEETING
HELD 16TH MAY 2018

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

ALSO PRESENT – A. McIntyre (Chief Executive), A. Spencer (Business Development and Contracts Manager) D. Healey (Finance Officer), S. Larking (Minutes) and Cllr Pat O’Hanlon (Park Ward, Sefton Council)

1. Councillor (Cllr) June Burns welcomed everyone to the meeting including Cllr Pat O’Hanlon from Park Ward.
2. **ELECTION OF CHAIR** - It was **PROPOSED** by Cllr June Burns **SECONDED** by Cllr Carlsen that Councillor Carragher be elected as Chair of Maghull Town Council for the forthcoming municipal year – **AGREED UNANIMOUSLY**.
3. **ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2018/19, SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE** - It was **PROPOSED** by Cllr Josh Burns that Cllr Carragher be elected to the Office of Town Mayor for the ensuing year. This was **SECONDED** by Cllr Hart and **AGREED UNANIMOUSLY**. Cllr Carragher confirmed her acceptance of this nomination, following which she signed the **Declaration of Acceptance of Office** which was duly witnessed and signed by the Chief Executive and Clerk.
4. **APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2018/19**. It was **AGREED UNANIMOUSLY** that Cllr Josh Burns be the Deputy Mayor for the ensuing year.
5. **APOLOGIES FOR ABSENCE** – Apologies received from Cllrs Duffy, Esterson, Mullen and Shaw.
6. **DECLARATION OF INTERESTS** – None.
7. **PUBLIC PARTICIPATION** – None registered.
8. **MINUTES OF FULL COUNCIL 7 MARCH 2018 AND TOWN ASSEMBLY HELD ON 18TH APRIL 2018**

RESOLVED that

1. **The Minutes of the meeting held on 7th April 2018 were approved as a correct record;**
2. **The Minutes of Town Assembly held on 18th April 2018 to be amended to reflect the Civic and Community events the Mayor had attended**
9. **MINUTES OF COMMITTEES: MINUTES OF AUDIT AND GOVERNANCE HELD ON 18TH OCTOBER 2017, COMMUNITY SUPPORT AND ENGAGEMENT HELD ON 29TH NOVEMBER 2017 AND AUDIT AND GOVERNANCE HELD ON 14TH MARCH 2018**

RESOLVED that the minutes of meetings held on 18th October 2017, 29th November 2017 and 14th March 2018 were noted.

Note: Only approved minutes are presented for noting.

10. APPOINTMENT OF COMMITTEES AND MEMBERSHIP THEREOF FOR THE MUNICIPAL YEAR 2018/19.

Cllrs agreed to revisit Membership of Committees at a later date to allow those Cllrs not able to attend time to consider. It was agreed that minor changes to Committees would be delegated to the Chief Executive, Leader and Mayor. Options for substitution arrangements were considered. Key points:

- Only 2 meetings not quorate in 2017/18
- All Cllrs to be a substitute rather than named substitutes
- Names to be contacted from an alphabetical list; whoever substitutes to be put at end of list for the next substitution

The Chief Executive requested that holiday plans be sent to the admin office to help with substitution arrangements as soon as possible.

It was RESOLVED that

- 1. Membership of Committees would remain as for 2017/18 and be reviewed at a later date. Membership as follows:**
 - **Audit and Governance:** Cllrs: J. Sayers (Chair), Carlsen, R. Deegan, Desmond, Hart and Y. Sayers
 - **Community Support and Engagement:** Cllrs: Byrne (Chair), Josh Burns, June Burns, Carlsen, Carragher, Mullen and Shaw.
 - **Personnel:** Cllrs: Esterson (Chair), Hart (Vice-Chair), Byrne, J. Deegan, McKinley and J. Sayers
 - **Finance and Amenities:** All Cllrs chaired by Councillor McKinley.
- 2. That minor changes to the committee membership be delegated to the Chief Executive in consultation with the Leader of the Council and the Mayor (ex officio)**
- 3. Substitutions to be drawn from an alphabetical list**
- 4. The report be noted.**

11. APPOINTMENT OF REPRESENTATIVES ON EXTERNAL ORGANISATIONS - SEFTON AREA OF LOCAL COUNCILS (TEN PARISHES)

Cllr Desmond reported that meetings had not been as useful in the last 10 months. As other Councils had withdrawn his advice was for Maghull Town Council to withdraw from Ten Parishes.

It was RESOLVED that

- 1. Maghull Town Council to resign from Sefton Area Partnership of Local Councils:**
- 2. The report be noted**

12. APPOINTMENT OF REPRESENTATIVES ON EXTERNAL ORGANISATIONS

Cllrs noted that the Council should only be represented on Committees that have clear benefit to the people of Maghull. It was agreed that the focus should be on Maghull in Bloom and Maghull Parish Hall. The Chief Executive would continue to receive papers for the Sefton Rights of Way Liaison Group. Maghull Town Council would resign from

OPSTA. Letter of thanks should be sent to Jim Sharpe for representing Maghull Town Council on this committee.

It was RESOLVED that

- 1. Maghull Town Council's representatives on external organisations be appointed as follows:**
 - **Maghull in Bloom - Cllr John Sayers**
 - **Maghull Parish Hall – Cllr Hart**
- 2. Maghull Town Council to resign from Ormskirk, Preston and Southport Travellers Association (OPSTA)**
- 3. The report be noted**

13. INVITATION TO MEMBERS REPRESENTING MAGHULL ON SEFTON MBC

Cllrs agreed that Members representing Maghull on Sefton MBC would be invited to Council Meetings.

RESOLVED that: Members representing Maghull on Sefton MBC to be invited to Full Council meetings

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18

The Finance Officer read out the following questions to Elected Members of the Council as detailed in Section 1 of the **Annual Return:-**

1. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

2. *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

3. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

4. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

5. *We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

6. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

7. *We took appropriate action on all matters raised in reports from internal and external audit.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

8. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.*

The Finance Officer confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

9. (For Local Council's only) *Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.*

The Finance Officer confirmed that the Council had answered 'not applicable' to this question as the Council do not have any Trust Funds, and asked if Elected Members agreed. Members confirmed their agreement.

RESOLVED that:

1. **Section 1 of the Annual Governance and Accountability Return 2017/18 be approved;**
2. **Section 2 – Accounting Statements 2017/18 be approved and signed by the Town Mayor;**
3. **The report be noted.**

15. MUNICIPAL CALENDAR 2018/19

Cllrs considered the Municipal Calendar for 2018/19. The Chief Executive said meeting dates would be forwarded electronically to all Members for their diaries.

RESOLVED that:

1. **The Municipal Calendar for 2018/19 be approved;**
2. **The report to be noted.**

16. REVIEW OF CONSTITUTION, FINANCIAL REGULATIONS AND SCHEME OF DELEGATION

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The Chief Executive reported that Constitution, Financial Regulation and Scheme of Delegation had been reviewed by Audit and Governance Committee at their meeting on 25 April.

RESOLVED that:

- 1. The Constitution, Financial Regulations and Scheme of Delegation be approved**
- 2. The report be noted.**

17. FIREWORKS 2018

The Business Development and Contracts Manager updated Cllrs on plans for a Fireworks Display in 2018.

It is proposed that the Fireworks Display for 2018 is held on Sunday 4 November at Old Hall Playing Field.

Fireworks display had been switched to Old Hall Field in 2017. While the event was successful there had been some issues on the night. A debrief had been held on 27th November 2017. Main issue was crowd control and safety.

A Bonfire Working Group had been set up including Cllrs. Group had met 3 times. Latest meeting, on 16th May, included a site visit with Merseyside Police. The Police are content for the display to go ahead at Old Hall Field.

To improve crowd safety for the 2018 event the proposal is to have a "soft start" with entertainment provided to encourage earlier arrival. This would increase costs. The Firework Display is the only event Maghull Town Council charge an entrance fee. The costs are based on the anticipated income generated. Estimated income is £5,000 based on the £4,000 raised in 2017.

Costs as follows:

- Option 1 - £4,360
- Option 2 - £1,392

The difference in cost is for a stage and entertainment. The PA system and stage was not adequate in 2017 for public safety. PA costs were not included in both options at request of Community Support and Engagement Committee.

Maghull Town Council must produce an Operational Plan and Emergency Plan to be submitted to and approved by Sefton's Event Safety Advisory Group (SESAG). The next meeting of SESAG is in May 2018; and therefore agreement on location, proposals and preferred option is required as a priority.

Key points made by Cllrs:

- Significant difference in costs between the two options
- Even if entertainment offered may have to lock out people who arrive late which means the soft start is futile
- No entertainment in past, it is a fireworks display. Costs high for a firework display. Go back to fireworks only and hold event at Whinneybrook

- Comments from Community Support and Engagement Committee not reflected in plans. Costs not included for
 - toilets
 - stewardship training
- This is the major council event and brings in income
- Popular event
- Sell tickets in advance/make ticket only and offer a discount. Noted that there may be administrative costs
- Consider options for Old Hall Field and Whinneybrook
- Consider cheaper entertainment
- Major issue is about running a safe event. Concerns about how event unfolded in 2017. Important that event is safe or don't hold
- One of the roles of the Council is to put on events for the people of Maghull. Some issues at Whinneybrook with ground but crowds managed more effectively. Why do we need to close 3 roads?
- Not happy to hold at Old Hall Field with narrow entrance. People leaving as didn't feel safe
- Event got too big
- PA system very poor. Poor communication on site.

In response Officers made the following points

- Safety is the major concern
- If no entertainment then concerns about getting people safely onto site
- Don't know impact of entertainment or a gate closing time on early arrival.
- Drainage and security is an issue at Whinneybrook
 - if catering vehicles get stuck Council does not have tractor to help move;
 - reduced height of hedges which means securing boundary an issue
- Maximum capacity on Old Hall Field is 16,500. Encouraged to reduce capacity by Police to a maximum of 8,000. Seeking advice from Merseyside Fire and Rescue Service. 3 lane cordon proposed to help manage crowds
- Too few stewards. Only 7 out of 16 Cllrs attended to support the event.

Additional comments from Cllrs

- MTC here to serve Maghull Public. No alternative displays.
- Accept issues with ground at Whinneybrook. Did provide entertainment at event in Whinneybrook but people didn't come early.
- By adding entertainment attracting more people
- Alcohol an issue at Old Hall Field. Also drinks in glasses on site and sparklers sold
- Consider cricket pitch at Poppy Fields
- Entrance an issue at Old Hall Field. Safer at Whinneybrook
- Start event earlier eg 5pm for 6pm display
- Safety is critical. If unsafe then don't hold event
- Use Budget for entertainment to get professional stewards
- The following are required:
 - good PA/communication on site
 - trained stewards
 - better lighting

Additional comments from officers:

- Police not keen on Whinney Brook. running risk of no event if can't hold a safe event

- Two way radios to be provided for stewards
- Stewards to receive training
- Lighting at entrance and cordons will improve safety
- Alcohol a unique factor at Old Hall Field. Maghull Cricket Club ran out of plastic glasses
- Learnt from 2017. Working with Police and Merseyside Fire and Rescue Service to improve safety
- Toilet provision to be added as missing from report

It was RESOLVED that

- 1. A further report to be presented, at the earliest opportunity, comparing the sites of Old Hall Playing Field and Whinneybrook Playing Field in terms of location, safety, logistics and costs for staging the event;**
- 2. The report be noted**

18. NEIGHBOURHOOD PLAN

The Chief Executive reported that the Neighbourhood Plan had been submitted to Sefton. Sefton will appoint an independent examiner to review the plan. The selection of the independent examiner requires the agreement of the Town Council. It was proposed that this be delegated to the Chief Executive in consultation with the Leader and Deputy Leader. Sefton MBC would be asked to provide a timetable.

Cllrs noted misinformation about the Neighbourhood Plan. Once approved it would help prevent over development in Maghull.

RESOLVED that:

- 1. Approval of an Independent Examiner for the Neighbourhood Plan be delegated to the Chief Executive in consultation with the Leader and Deputy Leader**
- 2. The report be noted.**

19. LEASEHOLD TRANSFER OF OLD HALL PARK AND BOBBY'S WOOD

The Business Development and Contracts Manager gave an update on discussions with Sefton about the leasehold transfer of Old Hall Park and Bobby's Wood. The parks have been designated "other sites" by Sefton and therefore maintained to a lower standard than "main parks". Approval is sought for 10 years leasehold transfers for 1 April 2018 – 31 March 2028. Maghull would receive three tapered payments of £22,885 in total. Acquiring the additional sites would increase the Facilities Team expenditure. Maghull Town Council would meet all costs from year 4. Lead member at Sefton has agreed the transfer and a lease has been drawn up. A S123 disposal notice would have to be published.

Key points raised by Cllrs

- Safeguards parks and protects against development
- Could use Bobbys Wood as a community garden.
- Positive feedback on maintenance at Old Hall Park
- Concerns that a lease not freehold

RESOLVED that:

1. **Approved in principle a 10 year leasehold transfer of Old Hall Park and Bobby's Wood from Sefton Council to Maghull Town Council with effect from 1st April 2018 to 31st March 2028;**
2. **Approved in principle the acquisition of grounds maintenance responsibility for Old Hall Park and Bobby's Wood, between 1st April 2018 and 31st March 2028.**
3. **Approved in principle a three-year payment schedule from Sefton Council to Maghull Town Council;**
4. **The report be noted.**

20. LOCAL COUNCIL AWARD SCHEME

The Chief Executive reported that the Council was ready to apply for the Local Council Award Scheme foundation level. This reflected the progress made by the council on its journey of improvement. The aim was to apply for quality standard in 6-7 months.

Key points made by Cllrs

- Thanks to Chief Executive for work to improve standards
- Application reflects progress made by the Council

RESOLVED that:

1. **The requirements for the Foundation Level award have been met;**
2. **The report be noted.**

21. DAVE HUGHES UPDATE ON VISIT TO HEIDELBERG

The Mayor confirmed she was happy to write a letter of greeting to the people of Heidelberg to be delivered to Mayor Wurznner by Dave Hughes during his forthcoming trip to the city.

RESOLVED that:

1. **Request for a letter from the Mayor of Maghull to the people of Heidelberg be approved;**
2. **The report be noted.**

22. REPORT ON SEFTON METROPOLITAN BOROUGH COUNCIL MATTERS

The Leader of the Council congratulated Cllr Yvonne Sayers on her recent election to Sefton Council for Sudell Ward. He reported other good results at the Local Election.

Cllr Carragher informed colleagues of 2 forthcoming peaceful demonstrations

- Saturday 19th May at 2pm: Save Gaza
- Sunday 20th May at 10am: Save Rimrose Valley.

Details to be circulated.

RESOLVED that the update be noted.

23. CHAIR'S REPORT

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The Mayor reported that her charity for the forthcoming year would be Sefton Children's Trust. They were a small charity set up by foster carers and were supporting some of the most vulnerable and disadvantaged children in Sefton. Children supported for 3 years to give them continuity of support. The Mayor invited Cllr June Burns, previous Mayor, to say a few words.

Cllr Burns reflected on her 2 years as Mayor of Maghull. She thanked Cllr Josh Burns for his support as Consort. She was proud to watch him grow into his role. Last official visit was to the Concorde museum in Manchester with a group of residents from Athena Healthcare homes. Met some lovely people over the 2 years and made friends for life.

RESOLVED that the reports be noted.

24. EXCLUSION OF THE PRESS AND PUBLIC

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

25. PROPOSED NEW LEASE ARRANGEMENTS FOR BOWLING GREEN PAVILLION

The Chief Executive reported that approval was sought to rent the top bowling pavilion to Scrummies, a local Maghull business, to expand their outside catering service. They had approached the council as they had not been able to secure other local premises. The bowlers were happy with the proposals as facilities will be upgraded. Proposed rent is £4,000 per year. Scrummies would be responsible for food hygiene.

Points raised by Cllrs in discussion:

- Costs for refurbishment seem very cheap
- Need to consider impacts if more bowling clubs use the pavilion
- Concern that cost for refurbishment to be met by Town Council as rent will be reduced in year 1
- Concerns about food hygiene and contamination.
- Space in other MTC buildings to be reviewed

RESOLVED that:

- 1. Leasehold agreement be approved in principle**
- 2. Plans for refurbishment of "top" bowls pavilion in KGV field, to be paid by Scrummies, be approved**
- 3. The report be noted.**

26. APPOINTMENT OF NEW INTERNAL AUDITOR

The Chief Executive reported that Audit and Governance Committee had considered the quotes for the new internal audit service and had recommended quote 1 (Local Government). The supplier has offered support on additional aspects of audit including tightening up controls. Audit and Governance Committee recommended a contract for 1 year with an option to extend for another 3 years.

RESOLVED that:

- 1. Quote 1 be accepted for 1 year with an option to extend for another 3 years**
- 2. The report be noted.**



04/6/18.

CHAIRMAN

CC