



**MAGHULL
TOWN
COUNCIL**

Maghull Town Hall

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Dated this 10th Day of July 2019

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 17th July 2019 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 Town Clerk 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 15th May 2019 (Pages 1 - 5)**
- 5 **Vacancy Maghull Town Council – Members are asked to agree the nomination received and to consider the report (Pages 6-7)**
- 6 **Strategic Housing Market Assessment – Consultation by Sefton MBC Members are asked to consider the report. (Pages 8- 9)**
- 7 **Maghull Town Council Business Plan and Corporate Objectives Members are asked to consider the report (Pages 10–21)**
- 8 **Maghull Cricket Club – Electricity Usage and Cost Cllr A Lloyd to address Council on this issue.**
- 9 **Minutes of Committees – the minutes Audit and Governance on 24th April 2019 are attached for noting (Pages 22 - 24), Finance and Amenities on 6th March 2019 also attached for noting (Pages 25-27)**
- 10 **Report on Sefton Metropolitan Borough Council Matters – Verbal report for noting only**
- 11 **Chair's Report – Verbal report for noting only**

Miss A. McIntyre FSLCC
Town Clerk

Miss A. McIntyre, Town Clerk & Treasurer



MAGHULL TOWN COUNCIL
ANNUAL COUNCIL
HELD 15th May 2019

PRESENT - Councillor Josh Burns (In the Chair) and Councillors (Cllrs): J Sayers, C Carragher, D Mullen, June Burns, A Carr, C Carlsen, J Desmond, K Hughes, T Hughes, S Doherty, A Lloyd and Y Sayers.

ALSO PRESENT – A. McIntyre (Chief Executive), A Spencer (Business Development and Contracts Manager), P Dillion (Customer Service Manager), S. Lawrence (minutes).

- 1 **ELECTION OF CHAIR** – *It was PROPOSED by Councillor June Burns, SECONDED by Councillor J Sayers that Councillor Josh Burns be elected as Chair of Maghull Town Council for the forthcoming municipal year – AGREED UNANIMOUSLY.*

- 2 **ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2019/20, THE SIGING OF THE DECLARATION OF OFFICE AND INVESTITURE WITH THE BADGE OF OFFICE** - *It was PROPOSED by Councillor June Burns that Councillor Josh Burns be elected to the Office of Town Mayor for the ensuing year. This was SECONDED by Councillor Sayers and AGREED UNANIMOUSLY. Councillor Burns confirmed his acceptance of this nomination, he signed the **Declaration of Acceptance of Office** which was duly witnessed and signed by the Town Clerk.*

Statement by Councillor Claire Carragher, Mayor Maghull Town Council 2018-19. – Thanked the entire councillor's for a great year. Cllr informed her continuous support to the Sefton Children's trust charity. Expressed her appreciation to the local talent within Maghull, and wished Cllr Josh Burns a good year to come.

- 3 **APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2019/20 AND INVESTITURE WITH THE BADGE OF OFFICE** - *It was AGREED UNANIMOUSLY that Councillor John Sayers be the Deputy Mayor for the ensuing year. Councillor Sayers confirmed his acceptance of this nomination and was duly invested with the **Badge of Office**.*

- 4 **APOLOGIES FOR ABSENCE** – Apologies received from Cllr P Mckinley and Cllr R Ferguson.

- 5 **DECLARATION OF INTERESTS** – Cllr A Carr informed he is a ward Cllr – A McIntyre Town Clerk Accepted.

- 6 **PUBLIC PARTICIPATION** – None registered.

- 7 **MINUTES OF PREVIOUS MEETINGS**

Resolved Ordinary Meeting of Council held 6th March 2019 and Town Assembly held on 24th April 2018, were approved as a correct record

8 REVIEW OF CONSITITUTION, CODE OF CONDUCT AND SCHEME OF DELEGATION

The Town Clerk reported that Constitution, Code of Conduct had been reviewed by full Council at their meeting on 15th May 2019.

RESOLVED that:

1. **The Constitution, Code of Conduct and Scheme of Delegation be approved**
2. **The report be noted**

9

ADOPTION OF THE POWER OF GENERAL COMPETENCE

Town Clerk recommended this next be reviewed in 4 years

RESOLVED that:

1. **Adoption of the power of general competence be approved**
2. **The report be noted**

10

MEMBER/OFFICER PROTOCOL INCLUDING LEADER OF THE COUNCIL

RESOLVED that:

1. **Member/officer protocol including leader of the council be approved**
2. **The report be noted**

11

APPOINTMENT OF COMITTEES, MEMBERSHIP AND SUBSTITUTION ARRANGEMENTS THEREOF FOR THE MUNICIPAL YEAR 2019/20

It was RESOLVED that

1. **membership of committees would be as follows:**
 - **Finance & General Purposes:** – Cllr A Carr (Chair), Josh Burns (Mayor). Members Cllr J Sayers, Cllr J Desmond, Cllr C Carlsen, Cllr D Mullen, Cllr S Doherty, Cllr K Hughes and Cllr T Hughes.
 - **Community Services:** - Cllr C Carragher (Chair), Cllr D Mullen (Vice Chair), Cllr Josh Burns (Mayor). Members Cllr Y Sayers, Cllr A Lloyd, Cllr J Desmond, Cllr R Ferguson, Cllr S Doherty and Cllr T Hughes.
 - **Amenities:** - Cllr Y Sayers (Chair), Cllr J Sayers (Vice Chair), Josh Burns (Mayor). Members Cllr P McKinley, Cllr A Carr and Cllr K Hughes.
2. **Vacancies unoccupied – A McIntyre (Town Clerk) to circulate an email to all Cllrs in a view to occupy existing vacancies.**

12

APPOINTMENT OF REPRESENTATIVES ON EXTERNAL ORGANISATIONS

It was Resolved that Maghull Town Council's representatives on external organisations be appointed as follows:

- **Sefton Rights of Way Liaison Group** – Cllr R Ferguson
- **Maghull in Bloom** – Cllr J Desmond
- **Maghull Parish Hall** – Cllr C Carragher & Cllr D Mullens
- **Sefton Council Standards Sub Committee** – Cllr J Desmond

13 MUNICIPAL CALENDER 2019/20

Cllr C Carragher – send all meeting request electronically

RESOLVED that:

1. **All dates be approved**
2. **The report be noted**

14 ANNUAL GOVERNANCE STATEMENT AND RETURN

The Town Clerk 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 Town Clerk confirmed that the Council has 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 Town Clerk confirmed that the Council has 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 Town Clerk confirmed that the Council has 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 Town Clerk confirmed that the Council has 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 Town Clerk confirmed that the Council has 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 Town Clerk confirmed that the Council has 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 audits.*

The Town Clerk confirmed that the Council has 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 authority and, where appropriate, have included them in the accounting statements.*

The Town Clerk confirmed that the Council has answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

9. *(For local councils 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 Town Clerk confirmed that the Council has answered 'not applicable' to this question as the Council do not have any Trust Funds, and asked if Elected Members agreed. Members confirmed agreement.

RESOLVED that:

1. **Section 1 of the Annual Governance Statement 2018/19 approved**
2. **Section 2 – accounting statements 2018/19 be approved and signed by the Town Mayor;**
3. **The Report be noted**

15 INVITATION TO MEMBERS REPRESENTING MAGHULL ON SEFTON METROPOLITAN BOROUGH COUNCIL, WHO ARE NOT MEMBERS OF MAGHULL TOWN COUNCIL, TO ATTEND MEETINGS OF THE COUNCIL

RESOLVED that P O'Hanlon, M Atkinson, P Murphy and M Gannon receive papers for full council.

16 MINUTES OF COMMITTEES - MINUTES OF AUDIT AND GOVERNANCE HELD ON 20TH MARCH 2019

RESOLVED that the Minutes of the meeting held on 20th March 2019 be noted.

17 FREE ROOM HIRE

Members considered request for free room hire for Imagine independence. Having considered request carefully, they requested additional responses to the following questions;

Number of questions recommended to be sent to Imagine Independence.

- Is the service free to users?
- Do they have to pay for room hire elsewhere? If so how much?
- Are local surgeries available to use or any NHS buildings?

RESSOLVED that:

1. **Members agreed to defer the request for Imagine Independence until next available meeting, pending further information.**
2. **Members agreed Joy and Health Community Interest Company free room hire. Members agreed this grant be reviewed in 6 months' time.**
3. **Request be noted.**

18 LETTER OF FRIENDSHIP

Members considered the request for a letter of friendship to be presented to the mayor of Messines by D Hughes.

RESOLVED that:

1. **A letter of friendship from MTC is given to D Hughes to present to the Mayor of Messines.**
2. **Two pennants be given to D Hughes to give to the Mayor of Messine on behalf of MTC.**
3. **The report be noted**

19 REPORT ON SEFTON METROPOLITAN BOROUGH COUNCIL MATTERS

1. Cllr J Sayers – Suggested to have a meeting with Country Wide Developments, regarding a construction traffic plan – recommends for Cllrs to come to discussion.
2. Cllr C Carlsen – Informed monitors to be installed on School Lane and Poverty Lane, to record air quality data.

RESOLVED that the report be noted

20 CHAIR'S REPORT

The Mayor reported that his charity for the forthcoming year would be Maghull Theatre Club. They are a local charity and have supported the Council over the years.

RESOLVED that the report be noted

CHAIRMAN

Report to: Full Council
Date of Meeting: 17th July 2019
Agenda Item Number 5
Subject: Vacancy – Maghull Town Council
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

Members are asked to consider filling the vacancy on the Town Council (East Ward). One nomination has been received.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	No
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and Wellbeing Programme	No
8. Statutory Requirement	Yes

Recommendation(s)

1. That Members consider appointing the person who has been nominated to fill the vacancy on the Town Council in East Ward

Reasons for Recommendation(s)

The Town Council must fill all of the seats on the Town Council within a reasonable period following the election, should any occur.

Alternative Options Considered and Rejected

A notice of vacancy be sought from Elections in Sefton MBC which could lead to a by election and a possible cost to the Council of £5,000

What will it cost and how will it be financed?

(A) Revenue

Nil

(B) Capital

Nil

Implications of Recommendations:

Financial Implications	None
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Resource Implications	None
Legal Implications	LGA 1972
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the agenda item if the declaration of acceptance of office is completed.

Appendices

None

Background Papers

None

Contact Officer	Angela McIntyre
Telephone Number	0151 526 3705
Email Address	Angela.mcintyre@maghull-tc.gov.uk

1. Background

Local Council elections were held on 2nd May 2019 for all seats in the four wards in Maghull. All wards were contested but only four candidates stood in East Ward which has five seats. This has therefore led to a vacancy in this ward.

It is appropriate in these circumstances, where an election has already been held, for the Council to co-opt without the need for a notice of vacancy which could lead to another by election. The Full Council meeting on 17th July is the first opportunity for Council to consider this matter.

Dr Frank Sharp has been nominated to take up the vacancy in East Ward. Dr Sharp is standing as an independent for the Town Council. Therefore, political balance within the Council will not be affected should he be appointed.

Recommendation(s):-

- 1. That Members consider appointing the person who has been nominated to fill the vacancy on the Town Council in East Ward;**
- 2. That the report be noted.**

Report to: Full Council
Date of Meeting: 17th July 2019
Agenda Item Number 6
Subject: Strategic Housing Market Assessment (SHMA)
 Consultation
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

Maghull Town Council has been invited to comment on the review of the Strategic Housing Market Assessment (SHMA) which has been undertaken by Sefton MBC

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	No
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and wellbeing Programme	No
8. Statutory Requirement	Yes

Recommendation(s)

1. That Council decides whether to submit a response to Sefton Council on the SHMA review.

Reasons for Recommendation(s)

The SHMA was integral as to the number of houses needed to be built per annum in the borough as detailed in the Local Plan. Any changes to the SHMA could result in more housing land being needed or safeguarded sites coming forward more quickly which would need to be monitored for its impact on Maghull.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Nil

(B) Capital

Nil

Implications of Recommendations:

Financial Implications	None
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Resource Implications	None
Legal Implications	NPPF, Localism Act 2011
Equality & Diversity Implications	None

Implementation Date for Decision

A response will be sent by 26th July, the deadline for responses.

Appendices

The full SHMA can be found at www.sefton.gov.uk/shma.

Background Papers

None

Contact Officer	Angela McIntyre
Telephone Number	0151 526 3705
Email Address	Angela.mcintyre@maghull-tc.gov.uk

1. Background

Sefton MBC adopted the Local Plan in April 2017. As part of the work preparing the Plan a Strategic Housing Market Assessment (SHMA) was carried out, which gave a proposed housing target of 645 new homes per annum. By using this figure Sefton were then able to identify sites throughout the Borough which would give this overall figure. However, there were challenges to the figure by various residents groups, pressure groups and other interested parties during the Local Plan consultation process. A review of the SHMA has now been carried out to see whether the figure for new builds is still appropriate.

The full draft SHMA can be found here <https://www.sefton.gov.uk/shma> and is 145 pages long so it is not intended to reprint it for Council. However, Members should take the opportunity to read the SHMA in time for the Council meeting on Wednesday 17th July to see if there are any comments they would wish to make to Sefton Council.

The key messages in each section of the report are highlighted within the orange boxes.

Recommendation(s):-

- 1. That Council decides whether to submit a response to Sefton Council on the SHMA review.**
- 2. The report be noted.**

Maghull Town Council Business Plan 2019-23

Maghull Town Council wishes to set out its strategy for the forthcoming term of office which runs from May 2019 to May 2023. This document seeks to establish the key priorities for the Council during this time and the proposed timescales and is focussed on what the Council is trying to achieve. This is a living document which will be revised, if necessary, each municipal year of the Plan to ensure that it continues to reflect the priorities identified.

Funding for these priorities will be drawn from different sources but will include but are not limited to:

- The precept
- External funding from grants
- Sponsorship
- Income generation
- Developer contributions

The Council remains committed to the principles of Value for Money and prudent financial leadership always seeking to provide the most for the residents on limited financial resources.

Each Committee will report to Full Council on their progress on the business plan and will be responsible for its progress. The priorities listed below fit comfortably within the Council's stated Corporate Objectives and underpin the Council's ambitions for the town.

The Council will seek to involve external partners in order to achieve the wider aims listed within the priorities to promote best practice within the sector and to improve outcomes for residents and businesses.

Some of the priorities listed in the plan will have more detailed operational plans behind them. These plans should also be referred to when referencing this plan.

Priority One – Continue to Develop and Protect Our Community

Action	Council Committee	Lead Member and Officer	Timescale
1. The anti-social behaviour strategy to be reviewed and improved with targeted provision for young people	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
2. The Neighbourhood Plan to be reviewed on an annual basis as stated in the Plan.	Full Council	Leader of the Council and Town Clerk	By May 2020
3. Continue to represent residents by commenting on major planning applications for the town.	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan
4. Town Centre Improvements: <ol style="list-style-type: none"> Town centre master plan feasibility study to be completed To work with partners to improve the town centre offer and look 	Full Council	Leader of the Council and Town Clerk	By May 2020
5. Environmental Education and Enforcement Officer to be employed to ensure the town and its parks are kept as clean as possible	Amenities Committee	Chair of Amenities Committee and Amenities Manager	By April 2021 and then throughout lifetime of the plan.
6. Ensure that the Council moves towards a more ecologically friendly status: <ul style="list-style-type: none"> single use plastics are removed Electric vehicles/bio fuels LED lighting in the Town Hall and Garage 	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan
7. Develop "Better Maghull" – a volunteer based group to improve the environment in and	Community Services Committee	Chair of Community Services Committee	Throughout the lifetime of the plan

around Maghull	and Community Services Manager	
8. Liaise with developers to ensure that development within the town is appropriately sited with the minimum of disruption to residents	Leader of the Council and Town Clerk	Throughout the lifetime of the plan
9. Develop a communication strategy to keep residents informed as to the work of the Council to include social media, website and traditional print media	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan

Priority Two - Develop Our Parks and Green Spaces

Action	Council Committee	Lead Member and Officer	Timescale
1. To review the current state of the parks, their functions and equipment to inform improvements to the estate to ensure the parks are accessible and inclusive	Amenities Committee	Chair of Amenities Committee and Amenities Manager	June 2019
2. To refresh the play equipment within the parks and replace/improve as necessary	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Throughout the lifetime of the plan
3. To ensure the tree survey includes replanting of British native species to enhance the natural environment	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Throughout the lifetime of the plan
4. Develop new facilities – indoor sports pavilion, rugby, running track etc.	Amenities Committee (in the first instance)	Chair of Amenities Committee and Amenities Manager (in the first instance)	Throughout the lifetime of the plan
5. A Peace Garden to be developed as part of the Memorial Project	Amenities Committee	Chair of Amenities Committee and Amenities Manager	By October 2020
6. Develop events throughout the year that take advantage of the parks and their natural settings	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
7. To achieve Green Flag status for the civic parks	Amenities Committee	Chair of Amenities Committee and Amenities Manager	By October 2020
8. To improve the facilities at Pimbley Playing Fields to include changing rooms and drainage	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Full plans to be drawn up by December 2019

9.	Develop composting scheme for green waste	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Options to be prepared by June 2020
10.	Secure more biodiverse habitats in our green spaces	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Throughout the lifetime of the plan

Priority Three – A Value For Money and Enterprising Council

Action	Council Committee	Lead Member and Officer	Timescale
1. The Council will work to increase reserves to 1 year's costs	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan
2. The Council will work to reduce the loan burden of the Council as loan repayments are currently too high	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan
3. The Council will develop an investment strategy which will ensure that the funds held by the Council are maximised as much as possible with as little risk as possible	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan
4. The Council will seek to increase its income generation by realising unprofitable areas of land not currently used as parks	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan
5. The Council will seek sponsorship for its events and activities	Finance & General Purposes Committee	Chair of F&GP and Community Services Manager	Throughout the lifetime of the plan
6. The Council will increase its income by commercial hiring of the estate	Finance & General Purposes Committee	Chair of F&GP and RFO	Throughout the lifetime of the plan
7. To further develop the inter parish network to facilitate best practice	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan

Priority Four – Develop Leisure and Amenity Activity For All

Action	Council Committee	Lead Member and Officer	Timescale
1. The Council will develop green corridors and walkways to link the different parts of the town to parks and open spaces	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Full plan to be developed by April 2020
2. To develop a children's literary festival to encourage reading at all ages	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
3. To develop MaghullFest and improve offer and attendance each year	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
4. To improve the youth offer in Maghull based on the Youth Survey completed	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan

Priority Five – Develop/support Community Services and Groups

Action	Council Committee	Lead Member and Officer	Timescale
1. To develop a Maghull Hub in the Town Centre to facilitate community groups and services	Community Services Committee	Leader of the Council and Community Services Manager	Initial feasibility study to be completed by September 2019
2. To assist the Radio station with improvements to equipment, increase the volunteer base and ensure its sustainability	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
3. Increase volunteering opportunities throughout the town and develop a “can do” volunteering ethos	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
4. To develop the grant awarding provision in the Council and extend the free room hire to community groups which meet the robust criteria	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
5. To complete a defibrillator audit and explore provision of units (if required)	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Audit completed by November 2019
6. To take responsibility for Maghull Parish Hall and develop the facilities there if feasible	Full Council	Leader of the Town Council and Town Clerk	Throughout the lifetime of the plan

7	Develop a lively and sustainable community development programme of initiatives targeting all neighbourhoods and age groups	Community Services Committee	Chair of Community Services and Community Services Manager	Throughout the lifetime of the plan
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Priority Six – Culture and Heritage

Action	Council Committee	Lead Member and Officer	Timescale
1. To develop a heritage centre for Maghull to include community usage and exhibition space	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
2. To develop a heritage trail throughout Maghull using the Canal as a linking mechanism (Possibly to include Melling and Lydiate?)	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan
3. To instigate a refresh of the blue plaques within Maghull	Memorial Sub Group (Finance & General Purposes Committee)	Leader of the Council and Amenities Manager	To be completed by March 2020
4. To seek a home for the permanent exhibition of Moss Side Hospital memorabilia	Memorial Sub Group (Finance & General Purposes Committee)	Leader of the Council and Amenities Manager	To be completed by March 2020

Priority Seven – Health & Wellbeing

Action	Council Committee	Lead Member and Officer	Timescale
1. To create a local Health & Wellbeing Board to include Melling, Lydiate and the CCG to better improve outcomes for residents	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Feasibility study to be completed by November 2019 and then throughout the lifetime of the plan
2. To actively lobby for new and improved medical facilities for the town	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan.
3. To instigate and promote health awareness campaigns – youth mental health, age concern, isolation, loneliness	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan



Maghull Town Council Statement of Corporate Objectives

That the following values be declared, where and when appropriate within Council documents, policies and statements:

"We, Maghull Town Council, strive to:

- represent and promote the interests and needs of Maghull residents;
- prudently manage our resources to a high standard and ensure their use for the benefit of the local community;
- support initiatives that contribute to the economic vitality of the town, especially through the use of local suppliers and producers;
- work with others to maintain, and improve where possible, good environmental quality and promote the sustainable use of local resources;
- achieve and maintain the standards of the Local Council Award Scheme (Quality Gold status); and
- maintain the culture of the Town."

Maghull Town Council
June 2019

MAGHULL TOWN COUNCIL
AUDIT & GOVERNANCE COMMITTEE MEETING
HELD 24TH APRIL 2019

PRESENT – Councillor J. Sayers (In the Chair) and Councillors (Cllrs): Carlsen, Desmond, Hart and Y Sayers.

ALSO PRESENT – A. McIntyre (Town Clerk), A. Spencer (Amenities Manager) and S. Larking (minutes).

1. APOLOGIES FOR ABSENCE – Cllr R. Deegan

2. DECLARATION OF INTERESTS – None.

3. PUBLIC PARTICIPATION – No requests received.

4. MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting held on 20th March 2019 were a correct record

5. REVIEW OF COUNCIL'S CONSTITUTION

Members considered a report detailing changes to the Council's Constitution. The Town Clerk noted the following:

- Constitution is reviewed annually
- The organisation review recommended that the Council move towards a new committee system; the revised Constitution reflects these changes
- Other changes
 - Proposal to formalise appointment of Leader and Deputy Leader at Annual Council and agree terms of reference
 - Protocol to be agreed for Leader and Deputy Leader on formulating policy and working with Officers and opposition parties
- Amendments highlighted in track changes in response to a request from Members

In response Cllrs welcomed a protocol for developing policy and recognised the importance of opposition parties being represented.

RESOLVED that:

- 1. The revised Constitution go forward to Full Council (Annual Council) for ratification;**
- 2. The report be noted.**

6. REVIEW OF SCHEME OF DELEGATION

Members consider changes to the Council's Scheme of Delegation. The Town Clerk noted the following:

- Scheme of Delegation is reviewed annually
- The organisation review recommended that the Council move towards a new committee system; the amendments to the Scheme of Delegation reflect the proposed changes
- Document been significantly changed so track changes not been used
- Powers delegated to Committees or the Town Clerk. The Town Clerk may delegate duties and powers to other officers within the Council
- Committees
 - Full Council: Membership all Cllrs; quorum one third of total membership
 - Finance and General Purposes: Membership 9 Cllrs plus Mayor (ex officio); quorum 4 Cllrs
 - Community Services Committee: Membership 9 Cllrs plus Mayor (ex officio); quorum 4 Cllrs
 - Amenities Committee: Membership 9 Cllrs plus Mayor (ex officio); quorum 4 Cllrs
- Leader of Council to chair Chairmen's Group. Group to meet on the first Monday of the Month
- No changes to grievance procedure; protocol for appeals to be developed

RESOLVED that:

- 1. The revised Constitution go forward to Full Council (Annual Council) for ratification;**
- 2. The report be noted.**

7. REVIEW OF CODE OF CONDUCT

The Town Clerk noted that the Code of Conduct has been amended to reflect Maghull Town Council and its Elected Members as requested by Members.

Key points

- Town Council has a budget for official expenses for the Mayor and Deputy Mayor.
- Protocol to be developed for use of taxis and donations/raffle to avoid any misunderstandings. Taxis only to be used for official invitations and limits set for raffles/donations.

In response Cllrs welcomed the changes to ensure clarity, openness and transparency.

RESOLVED that:

- 1. The revised Code of Conduct go forward to Full Council (Annual Council) for ratification;**
- 2. The report be noted.**

9. CHAIR'S REPORT

No report given. Cllrs noted the following:

- Vacancy in East Ward as 4 candidates for 5 seats

- 6 candidates in North Ward for 5 seats
- Council would have an opportunity to co-opt to vacant seat in East Ward after the local elections on 2 May 2019
- Council to adopt the General Power of Competence
- Welcomed track changes to highlight changes in reports

CHAIRMAN

MAGHULL TOWN COUNCIL
FINANCE & AMENITIES COMMITTEE MEETING
HELD 6th MARCH 2019

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

ALSO PRESENT – A. McIntyre (Chief Executive), A. Spencer (Business Development and Contracts Manager), D. Healey (Finance Officer) and S. Larking (Minutes).

APOLOGIES FOR ABSENCE – Apologies received from Cllrs Carragher, Esterson, J. Deegan, R. Deegan, Mullen and Y. Sayers.

1. **DECLARATION OF INTERESTS** – None received.

2. **PUBLIC PARTICIPATION** – None notified.

3. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the Minutes of the meeting held on 12th December 2018 were approved as a correct record.

FINANCE

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

The Town Clerk reported that the budget was showing an underspend due to staff vacancies. At the end of the year this would be offset by overspends in other areas. Good progress on projects including work in Moorhey Park: work to repair and replace paving started on 4 March; the Scout Hut is due to be demolished in the week of 18 March; However, not all projects would be completed in the current financial year which was why agreement was requested to move resources to earmarked reserves.

The Business Development and Contracts Manager confirmed that he had spoken to neighbouring properties to make them aware of the demolition of the Scout hut. It was noted that the path from Grosvenor Road into the park was not the responsibility of the Town Council

Cllrs noted overspends on tree work and asset maintenance and an underspend on audit. They also asked for clarification about income recorded as miscellaneous expenditure, expenditure on youth provision and arrangements for advertising current vacancies.

In response the Town Clerk made the following points:

Tree Works

- Contractor employed to deal with overgrown hedges and shrubs
- 2 members of Facilities Team attended a chainsaw course and now trained in ground based chainsaw work. This will offering savings going forward
- Drawing up a specification for tree works following Tree Survey; No lease for Hall Park so will be liaising with Sefton about urgent tree work; Tree Preservation Orders

approved for works to Bobby's Wood and St Andrews Church Yard. There will be no costs to the Council for these works.

Miscellaneous Income:

- Income is payment from Sefton for Old Hall Park and Bobby's Wood and disposal of assets including sale of 2 Kubotas and a tractors

Asset Maintenance

- Expenditure included roller shutters for garage

Audit

- Invoices outstanding from internal and external auditors

Youth Provision

- Expenditure was for workshops at Mersey Motorboat club for local primary schools

Vacancies

- Jobs advertised on the Council's website and circulated via other partners including Sefton Council

It was agreed that for transparency purposes a more detailed breakdown of miscellaneous income would be provided in future.

RESOLVED that

1. **The Financial Statements as at 31st January 2019 be noted.**
2. **Underspend to be move to earmarked reserves**

AMENITIES

6. RECORDING TABLE FOR OPERATIONS, SERVICE REQUESTS AND RESIDENTS' COMPLAINTS

The Business Development and Contracts Manager reported that 25 service complaints/requests had been received since the last meeting. 12 had been resolved with 13 requiring resolution. Some are repeat complaints. Most complaints are about trees. Facilities Team and sub-contractor making progress to deal with overgrown hedges and shrubs. Response from residents has been positive. Work progressing to tag trees (CX in yellow sprayed on tress) that would require work from an external sub-contractor. All trees for MTC staff to fell would be completed by the end of April 2019.

Cllrs made the following points:

- Will trees be replaced one for one?.
- Mersey forest are keen to plant trees
- Tyres in play areas, lots in Mersey Park, to be moved quickly as a health hazard

In response the Chief Executive made the following points:

- Tree survey recommended trees replaced in some parks as many trees had self-seeded; will contact Mersey Forest about planting new trees.
- Tyres to be removed from parks

RESOLVED that the report be noted.

7. CHAIRS REPORT

The Chair reported that he was working with the Business Development and Contracts Manager to refresh play equipment in Maghull Parks. Work would start in Glen Park and roll out across all parks. Following the success of holding surgeries in parks he would look at future dates.

RESOLVED that the report be noted.

CHAIRMAN