



**MAGHULL
TOWN
COUNCIL**

Maghull Town Hall

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Dated this 22nd Day of November 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 28th NOVEMBER 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 at least 24 hours in advance of the meeting.

AGENDA

- 1 Election of Chair
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Public Participation
- 5 **To confirm the Minutes of Community Support and Engagement Committee held on 24th October 2018 (Pages 1 to 4)**
- 6 **Community Support & Engagement Committee Work Programme 2018/19 – Members are invited to consider the report (Pages 5 to 11)**
- 7 **Chair's Report – for noting only**

**Miss A. McIntyre
Chief Executive**



MAGHULL TOWN COUNCIL
COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE
HELD 24TH OCTOBER 2018

PRESENT

Councillor Carragher (In the Chair) and Councillors (Cllrs) Byrne, Carlsen, Esterson (substitute for Cllr Shaw) and Mullen.

ALSO PRESENT

A. Spencer (Business Development and Contracts Manager) and S. Larking (Minutes)

1. ELECTION OF CHAIR

Cllr Carragher was unamioulsy elected as Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Josh Burns and Shaw.

3. DECLARATIONS OF INTEREST

Cllrs Carragher and Byrne declared personal interest in agenda item 8, request for free room hire from Kadampa Meditation Centre.

4. PUBLIC PARTICIPATION

None notified.

5. MINUTES OF COMMUNITY SUPPORT & ENGAGEMENT COMMITTEE OF 20TH JUNE 2018

RESOLVED THAT: The minutes of the meeting held on 20th June 2018 were approved as a correct record.

6. PROPOSED AMENDMENTS TO COMMUNITY SUPPORT AND ENGAGEMENT COMMITTEE WORK PROGRAMME 2018/19

Note: Cllr Carlsen left the meeting at 7:30pm

The Business Development and Contracts Manager reported changes to the work programme had been discussed at an informal meeting of the Committee on 17th September 2018 which Cllrs Carragher and Josh Burns attended. He said that a revised work programme had been circulated which incorporated up to date expenditure and a new budget summary table. The Committee now had an opportunity to review the revised work programme. He noted that a number of issues beyond the control of the Council had impacted on the programme. For example, GDPR had far reaching impacts on engaging with the community. Lists held with contact details for residents who had previously attended the Christmas lunch or received a hamper could not be used as the Council did

not have approval to keep the information. He said that engagement with the community was an issue and he was keen to improve it. The Council was not engaging with partners. He is keen to develop an effective community engagement model.

Key points made by Cllrs

- Amendments to work programme had been discussed at a meeting that was not quorate; it was for the Committee to consider and agree the work programme
- Reservations about replacing Christmas lunch with an extended coffee morning
- Christmas events popular and want to keep Christmas lunch and hampers in the work programme
- Concerns about officers interpretation of GDPR on use of records held by Council for last year's Christmas events – Cllrs gave examples of being contacted to confirm consent to receive emails/information
- Unclear if Officers unable to deliver Christmas events because team are short staffed or are anxious about GDPR risks
- Officers to reflect and seek advice about using existing information to check if residents want to attend the Christmas lunch or receive a hamper
- Officers need to think outside the box

After a full discussion about GDPR and the impact on Christmas events it was agreed that Officers will seek advice on how best to move forward to host Christmas events for older members of the community.

Cllrs considered the other proposed amendments to the Work Programme:

Neighbourhood Activities:

- Maghull Press: Proposal to cease work area. Rejected. Cllrs would like a regular on-line newsletter based on the Lydiate Parish Council model.

Events:

- Merry Merry Maghull: Proposal to cease event. Agreed. The Business Development and Contracts Manager reported that a Christmas tree will be planted by the pedestrian crossing near the square; this is in response to feedback from residents that they want a tree at the square. Lights switch on planned for 7th December. A living tree, paid for by Sefton Council, will be planted on land by Maghull Health Centre. Town Hall may be decorated.
- Older Persons Christmas Lunch: Proposal to cease work area. Rejected.
- Christmas Hampers: Proposal to cease work area. Rejected

Community Grants:

- Maghull in Bloom (MIB): Proposal to cease work area. The Business Development and Contracts Manager provided context to this recommendation. Concerns raised that grant of £2,000 exceeds the limit as set out in the grant criteria (£500) and that

watering planters is time consuming for MTC staff. Aim is to raise awareness of grants to wider community.

In response Cllrs made the following points:

- MIB run by volunteers and well regarded
- Concerns about volume of water used for planters; need a more sustainable approach
- MIB could apply for a grant for sustainable planters
- Some planters do not show that MIB receive support from the Town Council, as previously requested
- Agreed to cease work area as currently funded

RESOLVED THAT:

1. Produce an on-line newsletter rather than Maghull Press
2. Officers to seek advice about GDPR
3. Continue Christmas activities (Older Persons Christmas lunch and hampers)
4. Cease work as currently funded to Maghull in Bloom
5. The report be noted.

7. PINDER'S CIRCUS

The Business Development and Contracts Manager reported that Pinder's Circus would like to return to Maghull in March 2019. The Circus was popular. However, 5 complaints were received about performers living on site and the suitability of a circus for the Town.

Cllrs noted the complaints. On balance they agreed that Pinder's Circus could return on the same terms as 2018.

RESOLVED THAT:

1. Approval for Pinders Circus to return to KGV Playing Field in 2019
2. Land charges of £400 approved
3. The report be noted.

8. REQUEST FOR FREE ROOM HIRE – KADAMPA MEDITATION CENTRE AND SEFTON CVS

The Business Development and Contracts Manager reported that applications had been received from Kadampa Meditation Centre (KMC) and Sefton CVS for free room hire. Both are registered charities. KMC run weekly meditation classes. There is a charge. Sefton CVS host weekly coffee mornings. The Chief Executive would normally grant free room hire under delegated authority. However, both organisations have health balance sheets and felt it was for Members to consider.

Cllrs noted the benefits of services provided by both groups and agreed to free room hire.

RESOLVED THAT:

1. Applications from KMC and Sefton CVS for free room hire at Maghull Town Hall be approved;
2. The report be noted.

9. CHAIR'S REPORT

The Chair reported that she is seeking support for her charity Sefton Childrens Trust as follows:

- Raffle prizes for the Civic Awards on 8th November.
- Funding to host a Christmas event for children and their families. Cllrs to send details of who may be able to provide support
- Christmas presents. Hosting a Christmas present drive. There's a shortage of presents for teenagers.

RESOLVED THAT: The report be noted.

CHAIRMAN

Report to: Community Support & Engagement Committee
Date of Meeting: 28th November 2018
Agenda Item Number 6
Subject: Community Support & Engagement Committee Work Programme 2018/19
Report of: Operations, Contracts & Business Development Manager
Exempt / Confidential Report: No

Summary

To outline the 2018/19 work programme for Community Support and Engagement Committee, (as amended by members at their meeting of 24th October 2018), and to update Members on the progression of work and budgets against 2018/19 work programme.

Maghull Town Council Priority	Yes/No
1. Development of a Neighbourhood Plan	No
2. Financial Prudence	Yes
3. Implementation of a Green Strategy	No
4. Development and consolidation of leisure and community activities	Yes
5. Develop services for older residents and those who may be socially isolated	Yes
6. Develop services for younger people	Yes
7. Expansion of apprenticeship programme and community-based learning	No
8. Closer collaboration with Voluntary, Community and Faith Sector	Yes
9. Development of Maghull Business and Community Forum	No

Recommendation(s)

Community Support & Engagement Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

Costs for all events and work/projects falling within this work programme will be met by 2018/19 the Community Support & Engagement Committee budget as monitored and approved by Community Support & Engagement Committee. Where possible, expenditure will be offset by any income generated.

(B) Capital

None

Implications of Recommendations:

Financial Implications	All expenditure relating to events will come from an events budget monitored by and reported to Community Support and Engagement Committee.
Resource Implications	Council officers supporting events will be granted Time Owed in Lieu.
Legal Implications	All Operational Plans and Emergency Plans are in accordance with legal guidelines and are regularly reviewed.
Equality & Diversity Implications	All events aim to be as inclusive and accessible as possible.

Implementation Date for Decision

Immediately, following the conclusion of Community Support & Engagement Committee.

Appendices

None

Background Papers

None

Contact Officer	Alex Spencer – Operations, Contracts & Business Development Manager
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1. Background

At a meeting of Community Support & Engagement Committee held on 24th October 2018, Members resolved a number of amendments to the 2018/19 work programme.

These amendments were based on a series of factors including:-

- Timeliness of work
- Officer workload
- External factors such as General Data Protection Regulation (GDPR)

Since this meeting, officers have clarified the position of GDPR and its impact upon the work areas of Older Person's Christmas Lunch and Christmas Hampers. Officers can report that this work is unaffected by those concerns expressed in October's meeting, and officers have already commenced work against these work areas.

2. Update of Work Areas

Neighbourhood Activities

Maghull Press

At the last meeting of this committee, Members resolved to have a regular online newsletter to update the community on work of the town council. Unfortunately, due to staff numbers, this work has yet to progress but will be looked at in the new year. £3,000.00 remains dedicated to this workstream.

Neighbourhood Plan

As per a meeting of Full Council in October 2018, officers have progressed how information relating to the Neighbourhood Plan Referendum will be promoted. In short, this will take the form of leaflets being posted to all households via the Champion Newspaper, in addition to Maghull Town Council also distributing to local businesses and other areas.

Costs for the production and promotion of this information will be circa £400.00, leaving a budget against this work area of circa £20.00.

Fireworks Display

Maghull Town Council's annual fireworks display was held on Sunday 4th November at Hall Lane Playing Field. This was the second occasion on which the event was held at this location.

The event attracted circa 3,800 persons and generated an income of £6,712.23. Officers are still in the process of receiving and processing invoices relating to the event, but the net cost to Maghull Town Council is likely to be in the region of

£9,500.00. An updated figure will be presented at the next meeting of Community Support & Engagement Committee.

From an operational perspective, the event was organised and ran in a professional manner – testament to the work of the Bonfire Steering Group which has met throughout 2018 to more effectively plan for this event. Feedback received from attending councillors, residents and visitors has been extremely positive in terms of event organisation, the quality of food, drink & entertainment on site, and the duration and quality of the fireworks display. Certainly in comparison to the way the event was held in 2017, those concerns and issues identified post event, did not reoccur this year.

Unfortunately a number of complaints were received from residents living on Hall Lane, who were affected by the road closure and implementation of pedestrian cordon to ensure safe entry to site. A total of five complaints were received (of 22 households affected by the closure) all of which related to the timing of the road closure, and displeasure that residents could not move their vehicle as a result of the pedestrian cordon being implemented.

All complainants were referred to letters which had been hand delivered by officers circa three weeks in advance of the event, not only detailing that the road closure, parking restrictions and pedestrian cordon had been approved by Sefton's Event Safety Advisory Group (SESAG), but also that alternative parking provision was available to affected residents at Maghull Town Hall.

Following the event, as a matter of courtesy, the Contracts, Operations and Business Development Manager visited complainants in order to apologise for inconvenience caused, and encourage residents to become members of the Bonfire Working Group; should Community Support & Engagement Committee resolve to hold a fireworks event in 2019.

Christmas Activities

As requested by Members at the last meeting of this committee, officers have clarified the position and potential impact of the General Data Protection Regulation (GDPR) both on Older Person's Christmas Lunch and Christmas Hamper workstreams.

Officers are pleased to report that these workstreams are unaffected by GDPR, and have already started work to progress both workstreams. Officers are adhering to the provisions and ethos of the GDPR, in terms of asking for express permission from residents to keep details on file in 2019.

Christmas Hampers

With regards to Christmas Hampers, at the time of writing, a total of 40 requests have been received. This compares with 27 in 2017.

In terms of identifying residents who may be eligible to receive a Christmas hamper:-

- Maghull Town Council officers have reused lists from 2017/18
- Sefton CVS have contacted clients and released flyers
- Parkhaven Trust has been contacted
- St Andrews Church have been contacted; however no requests have been received
- Maghull Methodist Church has been contacted, but states nobody meets the eligibility criteria
- Maghull Baptist Church has been contacted, and has made some referrals

A closing date of Friday 23rd November 2018 has been set for requests to be received; in order for shopping for items to go ahead week commencing 25th November 2018.

A cost of £9.00 per hamper has been set. This is based on the figure of £7 per hamper in 2017 and anticipated price increases. Items to be placed in hampers will be:-

- Teabags
- Jam
- Christmas Pudding
- Mince Pies
- Digestive Biscuits
- Shortbread
- Christmas Chocolate
- Soup

Older Person's Christmas Lunch

Maghull Town Council's Older Person's Christmas Lunch will take place on Wednesday 19th December, in the Venue.

At the time of writing, a total of 71 people meet the eligibility criteria; compared to 62 people in 2017. Officers do however continue to receive requests/nominations, therefore a cap of 80 has been set on the grounds of health & safety within the venue.

An outside caterer and entertainment has already been booked to support this event.

Members are requested to note that costs for both events are likely to exceed the £1,200.00 budget set by Community Support & Engagement Committee. At the time of writing:-

1. Christmas Hampers workstream will cost £450.00 (on the basis of 50 hampers at £9.00/hamper) and
2. Older Person's Christmas Lunch will cost £1,090.00 (on the basis of 80 sittings at £9.00/head, in addition to catering, entertainment and table dressing costs)

Both events therefore are likely to cost in excess of £1,500.00, against a budget of £1,200.00. Members are however reminded that a significant underspend within the

overall Community Support & Engagement Committee budget exists, which will cover any difference between budget and expenditure for these events.

Merry, Merry Maghull

At the last meeting of this committee, it was agreed to cease the workstream around Merry, Merry Maghull i.e. to hold a formal Christmas lights event within the grounds of King George V Playing Field as in 2016 and 2017.

Officers can report that as per the last meeting of this committee, contact has been made with Sefton Council regarding the planting of a living Christmas tree ahead of a Christmas event in 2019.

It is proposed that this work be taken forward by the (to be formed) "Better Maghull" working group – the work of which will be reported to this committee. This is necessary because of the liaison required between Maghull Town Council, Sefton Council, lighting contractor and London & Cambridge Properties as owners of Maghull Square.

Christmas Window Competition

Officers will shortly be liaising with Maghull Rotary Club in order to run the 2018 Christmas Window Competition, with Maghull Town Council receiving nominations from local business community. Costs for this competition have already been agreed by this committee.

Recommendation(s)

Community Support & Engagement Committee is requested to:-

1. Note the contents of this report.

Community Support & Engagement Committee Work Programme 2018/19 (Work Areas)

Themed Area	Budget (£)	Event/Work Area	Budget for Event/Work Area (£)	Expenditure for Event/Work Area (£)	Balance Remaining for Event/Work Area
Neighbourhood Activities		Business Over Breakfast	240.00	50.00	190.00
		Strictly Come Dancing	840.00	263.36	576.64
	6,500.00	Bowls Open Day	220.00	181.41	38.59
		Bowls for Free	700.00	200.00	500.00
		Neighbourhood Plan	1,500.00	1,482.78	17.22
		Maghull Press	3,000.00	0.00	3,000.00
	6,500.00	Sub Total	6,500.00	2,177.55	4,322.45
Events	10,000.00	MaghullFest 2018	5,800.00	4,900.00	900.00
		Pinder's Circus	-	-	-
		Shakespeare in the Park	-	-	-
		Maghull Civic Awards	1,000.00	0.00	1,000.00
		Sub Total	10,000.00	4,900.00	5,100.00
Firework Display	9,300.00	Bonfire Night 2018	14,285.00	8,051.90*	6,233.10
	9,300.00	Sub Total	14,285.00	8,051.90	6,233.10
		Christmas Window Display	30.00	0.00	30.00
Christmas Activities	1,200.00	Older Persons Christmas Lunch	850.00	1,090.00	-240.00
		Christmas Hampers	320.00	450.00	-130.00
	1,200.00	Sub Total	1,200.00	1,540.00	-340.00
Community Grants	5,000.00	Maghull In Bloom	2,000.00	2,000.00	0.00
		Altside Scouts	450.00	450.00	0.00
	5,000.00	Sub Total	2,450.00	2,450.00	0.00
	8,000.00	MADCOS Workshops Sub Total	3,093.46	3,093.46	0.00
			4,906.54	3,093.46	4,906.54

*Expenditure to date for 2018 Fireworks event is £14,763.90, although this figure is likely to rise given that further invoices need to be processed. The amount of income generated at the event was £8,712.23, through combined income of payments at point of entry, and money taken from stall holders. The net expenditure therefore for this event currently stands at £8,051.67.