

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 CONSITUTION, 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**

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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.**

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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

5B

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.

JB

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?

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RESOLVED 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
17/7/19

