

## **HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday 14<sup>th</sup> February 2019 (7.00 pm) at the Arncliffe Centre, Arncliffe Road, Halewood, the following Members were:-

**PRESENT  
COUNCILLORS  
N Hogg (Chairman)**

Cllr. K Dalton  
Cllr. Mrs. B Dunn  
Cllr. Mrs. A Farrell  
Cllr. Mrs. E Finneran

Cllr. A Harvey  
Cllr. Miss C Rose  
Cllr. D Samuels  
Cllr. R. Swann

**Also in attendance:-**

G MacKenzie, Town Manager  
L Joyner, Senior Administrator  
S Edwardson, Admin. & Comm. Officer  
Members of the Public - 21

### **114. APOLOGIES**

Apologies for non-attendance were received and accepted from Cllr. S Ball, Cllr. I Hamilton and Cllr. D Perry.

### **115. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr. A Harvey -                      Agenda item 13 – Planning Applications  
    Agenda item 14 – Grounds Maintenance Contract

Cllr. Mrs. E Finneran -              Agenda item 14 – Grounds Maintenance Contract

### **116. PARTNERSHIP PRESENTATION**

The Chairman welcomed Jane Kennedy, Police and Crime Commissioner (PCC) for Merseyside, and Supt. Clare Jenkins, Merseyside Police to the meeting.

The PCC gave a verbal update on the current budget pressures being suffered by Merseyside Police as a result of the stringent cuts from central government. Minor adjustments had been made to the budget as a result of continual lobbying. The PCC thanked the community for their overwhelming positive response to the recent consultation on a precept increase to fund additional officers which it is hoped would come on stream in the near future.

Significantly for the community of Halewood the PCC announced that Halewood Police Station would be completely refurbished in 2019/20 to provide a hub for the forces operations in Halewood.

Supt. Clare Jenkins briefly explained her background in Merseyside Police and Knowsley in particular and outlined some of the challenges being faced within the Borough. Nationally Merseyside Police Force is the best performing Metropolitan force in the country and locally Knowsley has the lowest crime per head of population compared to other authorities. Supt. Jenkins reiterated the budget and staffing pressures referenced by the PCC and congratulated the community on the part they have played in tackling crime and anti-social behaviour in Halewood where there has been a 40% decrease in violent crime with injury, a 20% reduction in burglary and a similar 20% reduction in anti-social behaviour. The multi-agency safeguarding hub of which the police form a major part is the Safer Knowsley Partnership's response to dealing with domestic abuse and Supt. Jenkins sought the Town Councils and community's support in making this a success referencing the White Ribbon campaign.

Intelligence provided by the Halewood community has significantly supported several operations, in particular Operation Brookdale, the Forces on-going commitment to eradicate the harm that the illegal and anti-social use of off road bikes cause to the communities in Merseyside. In conclusion Supt. Jenkins said the challenge was making sure that the community are aware of the positive work which is being done by the police and partners in Halewood and once again thanked the Members of the Town Council and the community for their support.

The Chairperson thanked the PCC and Supt. Jenkins for their welcome and informative presentations and invited questions from Members of the Council.

Members welcomed the announcement regarding the Police Station and the PCC confirmed that it will be staffed on a regular basis. Members congratulated the police on their work to tackle domestic abuse and on them being the best performing Metropolitan force. A Member expressed public concern regarding the recent incident in Halewood Park which led to a discussion about Community Police Surgeries. Town Council premises were offered in support should they be required. Members unanimously applauded the work of the PCSTOs.

### **117. PUBLIC FORUM**

In relation to the presentations by the PCC and Supt. Jenkins members of the public congratulated the police on their work in the community and welcomed the announcement regarding Halewood Police Station. It was noted that the introduction of security officers at Halewood Shopping Centre, paid for by the centre owners had had a beneficial effect on crime and ASB at this location. Members of the public acknowledged the budget constraints outlined by the PCC and Supt. Jenkins but nevertheless stressed the need for police to be a visible and reassuring presence on our streets.

Finally, a member of the community stressed the need for partnership working involving the Town Council, the police, and community whilst welcoming the use of social media by the police to tackle crime and adding that the recent high police presence around the Torrington Drive area was most welcome. The resident thanked the police for doing an amazing job within the community they serve.

### **118. MINUTES**

RESOLVED:- (a) That the minutes of the Town Council meeting held on 17<sup>th</sup> January 2019 be approved as a correct record and signed by the Chairman.

### **119. TOWN MANAGER'S UPDATE**

The Town Manager gave a written update on the following items:-

1. Doorstep Green – Culverted Watercourse
2. Staff Training
3. Ronnie Furlong - Presentation
4. Holidays

The Town Manager verbally reported the following-

#### 5. Former Mackets Education Centre

Work to demolish the former Mackets Lane Education Centre would commence next week and a new entrance would be created to the site however there is an electricity sub-station within the site that will require moving and swapping. The Town Manager reported that at this point it is unknown if this sub-station supplies the Arncliffe Centre. It was further reported that there may be the possibility of acquiring some palisade fencing from the site which could be used to improve security on the right-hand side of the footpath alongside Holy Family School. The Town Manager will keep Members informed of any updates on these issues.

RESOLVED:- (a) That the report be noted.

## **120. 2019 TOWN COUNCIL SPONSORED PANTOMIMES IN HALEWOOD**

Members considered the report of the Town Manager. This sought approval for arrangements for the 2019 Pantomimes.

A proposal was raised by Cllr. D Samuels about the possibility of providing assistance where needed, with the cost for families, the Town Manager indicated that arrangements are currently in place to ensure that no children are turned away from attending the Pantomimes.

Cllr. Dunn requested that future publicity for the Pantomimes should be shared on local social media sites.

It was moved by Cllr. Mrs. A Farrell and seconded by Cllr. A Harvey and

RESOLVED:- (a) That the report be noted.

- (b) That the Town Council engage Hurricane Productions Ltd. to provide three performances of Jack and the Beanstalk as indicated in the report and that ticket prices remain at £2 per child.

## **121. GENERAL DATA PROTECTION REGULATIONS (GDPR) – TOWN COUNCILLORS**

The report of the Town Manager was considered. This report provided Members with advice regarding the potential need for them to register personally as a data controller under the GDPR.

It was noted that individual Elected Members of the Town Council would need to consider whether or not they would need to register and this was not something that the Town Council can do on their behalf which is particularly significant if Town Councillors were holding surgeries. Some debate took place surrounding this matter.

It was moved by Cllr. Miss C Rose and seconded by Cllr. Mrs. A Farrell, and

RESOLVED:- (a) That the report be noted.

- (b) That Members advise the Town Manager whether or not they intend to apply to ICO for registration.
- (c) That any individual Members fees for such registration be reimbursed by the Town Council.
- (d) That the Town Council take a broader look at this matter after the elections in May 2019.

## **122. HALEWOOD COMMUNITY GRANTS FUND – APPLICATIONS**

### (1) Application No. 18/19-11 Halewood Academy

An application was received from Halewood Academy asking for a grant towards the cost of staging a Dance and Drama Showcase at the Academy on 12<sup>th</sup> March 2019. This event will feature pupils, and staff from the Academy and from feeder primary schools.

It was moved by Cllr. Mrs A Farrell and seconded by Cllr. Miss C Rose and

RESOLVED:- (a) That the report be noted.

- (b) That in accordance with the Local Government Act 1972 s. 145 a grant of £500 be awarded to Halewood Academy.

## 123. APPLICATIONS FOR FREE OR CONCESSIONARY USE OF FACILITIES

The following applications were considered:-

Applicant	Venue	Date	Event	Full Hire cost
Baby Sensory South Liverpool	The Arncliffe Sports and Community Centre	Mondays from 8.30am – 3.30pm	Early Learning education for babies from birth to 13 months	£70 per week

It was moved by Cllr. Miss C Rose and seconded by Cllr. B Swann and

RESOLVED:- (a) That the report be noted.

(b) That a reduction of hire charges for the setting up period of the Baby Sensory Classes be approved and be effective from 1<sup>st</sup> March 2019. (2 hours per class)

## 124. SCHEDULE OF PAYMENTS

RESOLVED:- (a) That the schedule of payments dated 14<sup>th</sup> February 2019 amounting to £26,654.64 approved for payment.

### 14<sup>th</sup> February 2019

PAYEE	AMOUNT
Metropolitan Borough of Knowsley	£588.00
B & M Waste Services Ltd	£216.32
B & M Waste Services Ltd	£203.60
Ecoblue Limited	£1115.00
Wray Bros Limited	£65.02
Viking Direct	£48.47
O2	£248.87
Hurricane Productions Limited	£540.00
The Wigan Beer Co.	£856.80
The Wigan Beer Co.	£708.04
Wirral Borough Council	£261.96
Virgin Media Business	£48.00
Virgin Media Business	£48.00
Knowsley Town Council	£60.00
Unitel Network Services Ltd	£64.20
Water Plus	£375.18
Nisbets	£23.97
Travis Perkins	£84.42
Trainline	£177.15
Premier Inn	£89.00
Liverpool Diamonds	£50.00
B & M Office Machines	£22.20
EDSL	£978.00
Restore Datashred	£72.00
Metropolitan Borough of Knowsley	£600.00
SSE	£485.50
Vivark Limited	£3012.70

SSE	£2049.01
SSE	£3321.99
HMRC	£6870.36
Merseyside Pension Fund	£3328.13
Unison	£42.75
TOTAL	£26,654.64

## 125. REPORTS FROM CONFERENCE/REPRESENTATIVE BODIES

The following verbal reports were received:-

1. Culturefest – Cllr. Mrs. E Finneran
2. Co-operative Councils Innovation Network – Cllr. K Dalton

RESOLVED:- That the reports be noted.

## 126. CORRESPONDENCE

(Note:- Cllr A Harvey having declared an interest did not take any part in the discussion of the following item)

### (a) Planning Applications

The following Planning Applications were considered:-

Application Number	Applicant	Location	Details
18/00753/PDE	Mrs. Clare Rule	16 Elworthy Avenue Halewood	Erection of single storey rear extension maximum depth from original rear wall: 4 meters, maximum height height 4 meters, height of eaves:3 metres
18/00783/FUL	Shell Garage	Shell Garage Higher Road Halewood	Retention and relocation of electrical vehicle charging point, installation of new bollard impact protection and reposition of CSP genie point signage.
18/00793/TWA	Mr. Paul Tolley	1 Redoaks Way Halewood	Remedial pruning of 13 no. trees.

RESOLVED:- (a) That the planning applications be noted.

- (b) That the Town Manager submit an objection to Planning Application 18/00783/FUL – Shell Garage, Higher Road, on the grounds that this structure and the accompanying signage creates a visibility issue for the resident of the neighbouring property, and that clarification of the safety of such equipment being placed within the garage needs to be sought.

## 127. EXEMPT ITEM

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of sensitive commercial interests of the Town Council and the persons that have tendered is not in the public interest.

## **128. GROUNDS MAINTENANCE CONTRACT 2019-2021 (Min. 113 TC Mtg. 17/01/19 Refers)**

Having been deferred from the Town Council Meeting held on 17<sup>th</sup> January, the Town Manager re-presented the report which outlined details of the tender process and tenders received to process the award of a contract for Grounds Maintenance from 1<sup>st</sup> April 2019. Members direction was sought on the award of the contract.

Having noted that three tenders have been received Members noted the comments and recommendation of the Town Manager for the renewal.

It was proposed by Cllr. Miss C Rose and seconded by Cllr. K Dalton and

RESOLVED:- (a) That the Town Manager's report be noted.

(b) That the Grounds Maintenance Contract be awarded to Knowsley MBC with effect from 1<sup>st</sup> April 2019 for a period of one year, with the option of a further two years, at a cost of £29,321.47 in the first year.

(c) That the Town Manager be authorised to sign all necessary documentation.

(d) That no action be taken on the proposal to undertake further work on an 'in-house' option as outlined in paras 3.20 – 3.23 of the Town Manager's report.

## **129. EXEMPT ITEM**

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

## **130. STAFFING MATTERS (LJ)**

The Town Manager presented a report which advised members of the resignation of a staff member (LJ) and sought approval to proposed arrangements to fill the resultant post.

Within the report, members considered a proposed Job Description and Person Specification for the post, updated from that agreed by Members in August 2015, and a recruitment strategy which required Members to select three from their number to form an Appointments Panel who, alongside the Town Manager would conduct a selection process, hopefully, resulting in an agreed candidate being recommended to the Town Council for appointment.

It was moved by Cllr. Mrs. A Farrell and seconded by Cllr. K Dalton, and

RESOLVED:- (a) That the Town Manager's report be noted.

(b) That the resignation of the staff member be accepted.

(c) That the draft Job Description as presented be approved.

(d) That the draft Person Specification as presented by approved subject to the following amendment:

Essential requirements, third item; delete 'Town Council's' and insert 'workings of the Town Council including'.

It was further moved by Cllr. Mrs. A Farrell and seconded by Cllr. K Dalton,

(e) that the three Members to form the Appointments Panel alongside the Town Manager, consist Cllrs Hogg, Hamilton and Rose.

An amendment to this proposal was moved by Cllr. A Harvey and seconded by Cllr. Mrs B Dunn,

(f) that the three Members to form the Appointments Panel alongside the Town Manager, consist Cllrs Rose, Swann and Mrs B Dunn.

A further amendment to this proposal was moved by Cllr. R Swann and seconded by Cllr. A Harvey,

(g) that the three Members to form the Appointments Panel alongside the Town Manager, consist Cllrs Hogg, Hamilton and Swann.

Following heated and impassioned debate, Cllr Harvey, with the agreement of Cllr Mrs B Dunn, withdrew their amendment [as stated in (f) above].

The amendment [as stated in (g) above] was put to the vote; FOR the amendment – 9  
AGAINST the amendment - 0

The Appointments Panel was confirmed as Cllrs. Hogg, Hamilton, Swann and in accordance with the recommendation in the Town Manager's report, this panel would also be used to manage the known appointment of a new Town Manager.

### **Suspension of Standing Orders**

In order to complete essential Council business

It was moved by Cllr. N Hogg and seconded by Cllr. Miss C Rose, and

RESOLVED:- That Standing Order 1.3 be suspended.

### **131. STAFFING MATTERS (GM)**

In the name of the Chairperson, the Town Manager presented a report which advised members of the resignation of a staff member (GM) and sought approval to proposed arrangements to fill the resultant post.

Within this detailed report, Members considered the following significant matters:

- a proposal to revert to the appointment of a full time (35hrs pw) Town Manager,
- a draft Service Level Agreement with KMBC's Employee Services team to assist the Town Council in managing the process,
- the Job Profile, by reference to profiles developed by the National Association of Local Councils and the Society of Local Council Clerks
- A Job Description and Person Specification for the post, updated from that agreed by Members in August 2015,
- A proposed advertising strategy including interviews being held at the Arncliffe Sports and Community Centre.
- Endorsing the names of the Appointments Panel nominated in relation to the previous agenda item matter to manage the process, resulting in an agreed candidate being recommended to the Town Council for appointment.

The Town Manager left the meeting to allow Members the opportunity to discuss the matter freely.

It was moved by Cllr. Mrs A Farrell and seconded by Cllr. R Swann, and

**RESOLVED:-** (a) That the Chairperson's report be noted.

(b) That the resignation of the staff member be accepted.

(c) That the draft Service Level Agreement with KMBC's Employee Services Team be approved and the Town Manager be authorised to sign it on behalf of the Town Council.

(d) That the post be advertised FULL TIME as outlined in paras 3.3. and 3.4 of the report .

(e) That the post be advertised at LC3 level as outlined in para 3.11 – 3.15 of the report.

(f) That the draft Job Description as presented be approved.

(g) That the draft Person Specification as presented by approved subject to the following amendments:

Essential requirements, ninth item; after '2014.' insert 'neighborhood planning.'

The addition of a further item, 'Knowledge and experience of bid writing'.

(h) That the Appointments Panel consist of Cllr Hogg, Hamilton and Swann supported, in a non-voting capacity by the current Town Manager and the nominated HR Support Officer.

(j) That the advertising strategy outlined in para 3.18 be approved with all interviews being held at the Arncliffe Sports and Community Centre.

### **132. 2018-2019 BUDGET AND PRECEPT**

The Town Manager presented a report which outlined two budget options, each based upon two differing staffing models and the requirements for the supporting precept options. (Option A would require a precept increase of standstill + 14%, Option B a precept of standstill + 12%).

In supporting Option A, Cllr Swann stressed that the Town Council should not be reducing its administrative capacity at this time having regard to the community's petition for a Neighborhood Plan. He also questioned the proposal contained in option B to employ an Apprentice, questioning what exactly an Apprentice would be employed to do? In Cllr Swann's view, Option A gives the Town Council the opportunity "to tell a good story" and that Members shouldn't consider KMBC's proposed Council Tax rise and that of other precepting authorities.

Cllr Hogg referenced the need to acknowledge the financial problems within our community, specifically pensioners, and keep any proposed increases to the minimum required.

Mrs E Finneran, in particular referencing the data shown on page 61 of the report, supported as low an increase as possible.

Cllr Miss C Rose, supported the proposed employment of a Town Council Apprentice, something which had been successfully implemented elsewhere within the Borough and stressed the benefit to young people.

Finally, Cllr Harvey expressed the view that "if 9.5% (Option B with savings) doesn't bankrupt the Town Council he would go with that"

It was moved by Cllr. N Hogg and seconded by Cllr. Mrs A Farrell, and

**RESOLVED:-** (a) That the Chairperson's report be noted.



(b) That the Specific Reserves outlined in para 3.9 of the report be approved for inclusion in the budget plan for 2019/20.

(c) That the virement to Specific Reserves as outlined in para 3.10 of the report be approved.

(d) That having regard to the detail contained within paras 3.4. – 3.7. and 3.11 – 3.16 the Town Council set a precept of standstill + 9.5% (Option B with savings)

(e) Authorise the Town Manager to advise the Principal Authority accordingly.

The meeting ended at 10:50pm.

Signed .....

Date .....