**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Thursday 25th June 2020 (6.01pm) via Zoom

**PRESENT**

Cllr K Dalton (Chair)

Cllr B Dunn

Cllr T Lucock

Cllr C Rose

Cllr B Swann

Cllr F Martin

**Also in attendance:-**

G Allen - Town Manager

D Murphy – Development & Operations Manager

**1. Apologies**

Apologies were received from Cllr. Y Graves, Cllr S Harvey and Cllr D Samuels.

**2. Declarations of Interest**

Cllr B Dunn – Item #5.

**3. Previous Minutes**

Agreed.

The Town Manager advised that the Audit Report at minute 14 had been completed. The report had been shared with Cllr Dalton (as Chair of Policy & Finance) and Cllr Swann (as Mayor). A number of its key recommendations are in the process of being implemented i.e. Cash Handling and a summary will be shared with staff and Councillors.

**It was moved by Cllr. B Swann and seconded by Cllr. B Dunn**

**RESOLVED:**

1. That the minutes from February 2020 and are signed into the record by the Chair.

**4. Emerging from Lockdown**

Councillors considered the report of the Town Manager which highlighted the key issues the Town Council must consider as it moves from ‘lockdown’ to the recommencement of business.

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

**RESOLVED:**

1. That the report be noted and,
2. That long-term hirers of Town Council premises are contacted about their safe and legal return to Hollies Hall or the Arncliffe Centre. That they are offered a period of free hire of up to 4 weeks once they recommence their usage of facilities.
3. The proposal to wind down the Community Hub by July 31st is accepted. However, Town council staff are asked to ensure any residents needing support are suitably signposted to the Knowsley Volunteer Hub, Knowsley Foodbank or similar.
4. That Town Council staff make arrangements to facilitate the next Town Council meeting with Councillors given the option to either attend physically or virtually (via Zoom) as circumstances permit.
5. That the Town Manager contacts the Knowsley Foodbank to ascertain the future relationship between this organisation and Halewood Town Council.
6. That staff are given permission to facilitate the return of Town Council business functions without the necessity to go back to Councillors for approval, but ensuring due regard is given all relevant Health & Safety policy and guidelines.

**5. Business Proposals for the Operation of Bars & Functions**

Councillors considered the report of the Town Manager and the Development & Operations Manager which highlighted a number of issues related to ‘cash handling’ procedures in the Town Council and projections for the increase of business and income after the Covid-19 crisis.

After a range of comments by Councillors,

**It was moved by Cllr. B Swann and seconded by Cllr. T Lucock**

**RESOLVED:**

1. That the report be noted.
2. A new Town Council policy is devised in relation to cash handling based on the content of the report.
3. The Town Manager the Development & Operations Manager develop further policies as they deem necessary based on the content of the report.

**6. Finance Update**

Councillors considered the report of the Town Manager. The report presented an overview of the specific financial challenges faced by the Town Council through the loss of income from bars and functions since the end of March 2020. There was some comparison with the income generated in 2017/18 and 2018/19. The Town Manager also noted the Quarter 1 period was traditionally strong in terms of income generation.

Councillors also held a lengthy discussion regarding football in the township. Councillors expressed a wish to explore the development of a new strategy concerning the Town Council’s relationship with local football clubs and associations via an Away Day.

**It was moved by Cllr. B Swann and seconded by Cllr. T Lucock**

**RESOLVED:**

1. That the report be noted and,
2. The Town Manager presents a more detailed finance report with Quarterly analysis for the July meeting of the Policy & Finance Committee. The report to include running costs for buildings, staff etc. This to highlight the potential loss of income to the Town Council.

**7. Requests for Concessionary Use**

The following requests for concessionary use were approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Hire Cost** |
| **2359 Woolton Air Cadets** | Hollies | 11th December 2020 | Christmas Party | £180.00 |

**It was moved by Cllr. K Dalton and seconded by Cllr. B Swann**

**RESOLVED:**

1. That the report be noted and,
2. The organisation are advised the decision to offer concessionary usage is deferred as the Council is not able to confirm events/functions can take place.
3. The council will consider this and other requests for concessionary use when it is able to make decisions about holding functions and events at its centres.

Meeting closed at 7.47pm

Signed ………………………. Date…………………….