**HALEWOOD TOWN COUNCIL**

A Meeting of the Town Council was held on Thursday 11th June 2020 (7.00 pm) via the Teleconferencing facility ‘Zoom’, the following Members were present:-

PRESENT

COUNCILLORS

Cllr B Swann

(Chairman)

 Cllr K Dalton Cllr C Rose

 Cllr F Martin Cllr B Dunn

 Cllr Y Graves Cllr D Samuels

 Cllr S Harvey Cllr A Lucock

**Also in attendance:-**

G Allen – Town Manager

David Hooton – Support Officer

The Town Manager advised at the top of the meeting that previous minutes for Town Council meetings had been agreed at the AGM on May 21st.

Cllr Samuels joined the meeting at 7.11 p.m.

**8. APOLOGIES**

No apologies received.

**9. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr Dalton and Cllr Martin advised they had been in receipt of support from Torrington Drive community Association through the Covid-19 crisis and this may have been a potential declaration of interest for item #6. After a brief discussion led by the Chair, it was agreed Cllrs Martin and Dalton should partake in the discussion and decision-making.

**10. TOWN MANAGERS INFORMATION UPDATE**

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

1. Town Council response to the Covid-19 Crisis:
2. LCR Cares
3. Liverpool University
4. Imminent meetings

Cllr Rose noted that involvement in the research study with Liverpool University is a positive development for the Town Council and should be fully explored by the Town Manager.

**RESOLVED:**

1. That the report be noted.

**11. IT UPGRADE FOR HALEWOOD TOWN COUNCIL**

Councillors considered the report of the Town Manager outlining a wide-ranging upgrade of IT facilities across the Town Council.

Councillors considered a range of issues within the report and decided upon set of actions.

**It was moved by Cllr C Rose and seconded by Cllr S Harvey** and,

**UNANIMOUSLY RESOLVED:** That,

1. The Town Manager should request an assessment is undertaken as a matter of urgency for the support needs of Cllr Lucock, and to purchase the necessary kit as identified through the assessment. This may also include any training needs required of Town Council staff members.
2. Councillors to undertake a ‘Zoom Away Day’ to discuss in more detail the wider IT requirements of the Town Council.
3. To ensure that any changes made in the future take into account the CCTV and website requirements of the Town Council.

**12. CO-OPTION OF COUNCILLOR VACANCIES**

The Chair had decided at the commencement of the meeting that this item was to be taken from the agenda as the Co-option Policy does not allow for the meeting to be held virtually, and the item should not therefore have been placed on the agenda.

**13. COMMUNITY GRANTS**

Members’ received the report from the Town Manager and considered recommendations.

1. Application 20/21:1 – Torrington Drive Community Association

An application was made for financial assistance to purchase a new freezer to assist with the storage of food items for the ongoing work of the association in tackling food poverty in Halewood.

**It was moved by Cllr C Rose** and **seconded by Cllr S Harvey** and,

**RESOLVED:** That,

1. The report be noted.
2. In accordance with the Localism Act 2011 a Town Council a grant of £400 be awarded to Torrington Drive Community Association.

**14. SCHEDULE OF PAYMENTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **HALEWOOD TOWN COUNCIL** |
| **16TH APRIL 2020** |
|  |  |  |  |  |  |  |  |
|  | **REFERENCE** | **PAYEE** |  **NET**  |  **VAT**  | **TOTAL** | **DETAILS** | **CENTRE** |
|  |  |  |  |  |  |  |  |
| \*\* | Direct Debit | Unitel Network Services | **£53.82** | £10.76 | £64.58 | Telephones | HTC/Arn/Holl |
| \*\* | Direct Debit | Virgin Media Business | **£40.00** | £8.00 | £48.00 | Broadband | H.T.C./Hollies |
| \*\* | Direct Debit | Virgin Media Business | **£40.00** | £8.00 | £48.00 | Broadband | H.T.C./Arnclif |
| \*\*\*\* | Direct Debit | Metropolitain Borough of Knowsley | **£736.25** | £0.00 | £736.25 | Non Domestic Rates | Arncliffe |
| \*\*\*\* | Direct Debit | Metropolitain Borough of Knowsley | **£613.75** | £0.00 | £613.75 | Non Domestic Rates | Hollies |
| \*\*\*\* | Direct Debit | B & M Waste Services | **£206.27** | £41.25 | £247.52 | Municipal Waste | Arncliffe |
| \*\*\*\* | Direct Debit | B & M Waste Services | **£160.07** | £32.01 | £192.08 | Municipal Waste | Hollies |
|  |  |  |  |  |  |  |  |
|  |  | **TOTALS** | **£1,850.16** | **£100.02** | **£1,950.18** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **PAYROLL PAYMENTS - ALREADY PAID** |  |
| \*\* | 04.20.1141 | Wirral Borough Council | **£268.25** | £0.00 | £268.25 | Payroll Recharge / Mar 2020 | H.T.C. |
| \*\* | 04.20.1142 | HMRC - Inland Revenue | **£4,389.35** | £0.00 | £4,389.35 | Tax/National Insurance / Mar 2020 | H.T.C. |
| \*\* | 04.20.1143 | Merseyside Pension Fund | **£4,437.30** | £0.00 | £4,437.30 | Pension Recharge / Mar 2020 | H.T.C. |
| \*\* | 04.20.1144 | Unison | **£25.50** | £0.00 | £25.50 | Payment of Subs / Mar 2020 | H.T.C. |
| \*\* | 04.20.1145 | HMRC - Inland Revenue | **£4,532.64** | £0.00 | £4,532.64 | Tax/National Insurance / Apr 2020 | H.T.C. |
| \*\* | 04.20.1146 | Merseyside Pension Fund | **£4,436.90** | £0.00 | £4,436.90 | Pension Recharge / Apr 2020 | H.T.C. |
| \*\* | 04.20.1147 | Unison | **£25.50** | £0.00 | £25.50 | Payment of Subs / Apr 2020 | H.T.C. |
|  |  |  |  |  |  |  |  |
|  |  | **TOTALS** | **£18,115.44** | **£0.00** | **£18,115.44** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **DEBIT CARD PAYMENTS - ALREADY PAID** |  |
| \*\* | 04.20.1148 | Home Bargain (CR) | £28.87 | £0.00 | £28.87 | Chocolates & Biscuits | H.T.C. |
|  |  |  |  |  |  |  |  |
|  |  | **TOTALS** | **£28.87** | **£0.00** | **£28.87** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  **ALREADY PAID - (STANDING ORDER 3d REFERS)**  |  |
| \*\*\*\* | 04.20.1149 | Alana Murray | **£16.67** | £3.33 | £20.00 | Refund of Deposit | Hollies |
| \*\*\*\* | 04.20.1150 | Paul Coventry | **£50.00** | £10.00 | £60.00 | Refund of Payment for Function | Hollies |
| \*\*\*\* | 04.20.1151 | Bargain World | **£38.00** | £0.00 | £38.00 | Cleaning Supplies | Arncliffe |
| \*\*\*\* | 04.20.1152 | Maria Brown | **£16.67** | £3.33 | £20.00 | Refund of Deposit | Arncliffe |
| \*\*\*\* | 04.20.1153 | Came & Company | **£9,898.16** | £0.00 | £9,898.16 | Insurance for Local Council Scheme | H.T.C. |
| \*\*\*\* | 04.20.1154 | Came & Company | **£587.91** | £91.86 | £679.77 | Engineering Insurance | H.T.C. |
| \*\*\*\* | 04.20.1155 | MN Badger Limited | **£246.60** | £49.32 | £295.92 | Repairs & Maintenance | Arncliffe |
| \*\*\*\* | 04.20.1156 | Wray Bros Limited | **£93.48** | £18.70 | £112.18 | Cleaning Supplies | Arncliffe |
| \*\*\*\* | 04.20.1157 | HR Law Easy Answers Limited | **£220.00** | £44.00 | £264.00 | Assisting with Recuitment | H.T.C. |
| \*\*\*\* | 04.20.1158 | Royal Mail Group Limited | **£99.50** | £19.90 | £119.40 | Response Licence | H.T.C. |
| \*\*\*\* | 04.20.1159 | SLCC Enterprise Limited | **£198.00** | £39.60 | £237.60 | Training (SE) (KN) | H.T.C. |
| \*\*\*\* | 04.20.1160 | FlowersbyJodie | **£30.00** | £0.00 | £30.00 | Flower Arrangement (JS) | H.T.C. |
| \*\*\*\* | 04.20.1161 | Virtual College | **£240.00** | £48.00 | £288.00 | Training (AMc) (JF) (DH) (LO'K) | H.T.C. |
| \*\*\*\* | 04.20.1162 | Metropolitan Borough of Knowsley | **£1,956.39** | £0.00 | £1,956.39 | Alarms & CCTV Monitoring | HTC/Hollies |
| \*\*\*\* | 04.20.1163 | Metropolitan Borough of Knowsley | **£1,956.39** | £0.00 | £1,956.39 | Alarms & CCTV Monitoring | HTC/Arncliffe |
| \*\*\*\* | 04.20.1164 | B & M Office Machines | **£27.03** | £5.41 | £32.44 | Photocopier Copies | H.T.C. |
| \*\*\*\* | 04.20.1165 | Restore Datashred | **£69.51** | £13.90 | £83.41 | Confidential Waste | H.T.C. |
| \*\*\*\* | 04.20.1166 | Wray Bros Limited | **£98.83** | £19.77 | £118.60 | Cleaning Supplies | Hollies |
| \*\*\*\* | 04.20.1167 | Data Centre Hosting | **£170.00** | £34.00 | £204.00 | Email Domain & Email Hosting | H.T.C. |
| \*\*\*\* | 04.20.1168 | Torrington Drive Comm. Assoc. | **£450.00** | £0.00 | £450.00 | Grant 'Helping Halewood' | H.T.C. |
| \*\*\*\* | 04.20.1169 | Halewood Youth in Community | **£450.00** | £0.00 | £450.00 | Grant 'Halewood Comm. Response' | H.T.C. |
| \*\*\*\* | 04.20.1170 | Halewood Town Council | **£500.00** | £0.00 | £500.00 | Food Bank - Chairmans Account | H.T.C. |
|  |  |  |  |  |  |  |  |
|  |  | **TOTALS** | **£17,413.14** | **£401.12** | **£17,814.26** |  |  |
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|  |  |  | **ALREADY PAID - CHEQUE PAYMENTS - (STANDING ORDER 3d REFERS)** |
|  |  |  |  |  |  |  |  |
|  |  | **TOTALS** | **£0.00** | **£0.00** | **£0.00** |  |  |
|  |  |  |  |  |  |  |  |

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**RESOLVED:** That,

1. That the schedule of payments, addendum and direct debits amounting to x be approved for payment.
2. The Town Manager advise Councillors about the debit for ‘Royal Mail Group Limited’ for a response licence.
3. To amend the Schedule of Accounts to reflect that the Chairman’s Grant in March 2020 provided funding to the Knowsley Foodbank and Helping Halewood.

**14. CORRESPONDENCE**

(1) Planning Applications

The following Planning Applications were considered:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Applicant** | **Location** | **Details** |
| 20/00269/TWA | Mr James McParland | 1-12 Applewood Court,Applewood Grove, Halewood | REMEDIAL WORKS TO 3 TREES |
| 20/00254/FUL | Mr Dennis Zhao | 12 Mackets Lane Halewood L25 0LQ | CHANGE OF USE FROM FLORIST (USE CLASS A1) TO FORM HOT FOOD TAKEAWAY (USE CLASS A5) TOGETHER WITH INSTALLATION OF NEW SHOP FRONT, EXTERNAL STAIRCASE TO REAR AND THE INSTALLATION OF AN INTERNAL FUME EXTRACTION SYSTEM (FLUE LOCATED WITHN FAUX CHIMNEY) |
| 20/00205/FUL | Mr John White | 18 Totnes Avenue Halewood L26 7AD | ERECTION OF A PART TWO STOREY, PART SINGLE STOREY EXTENSION TO THE SIDE AND REAR TOGTHER WITH NEW HARDSTANDING AT FRONT FOR ADDITIONAL VEHICLE PARKING  |

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

**RESOLVED:** That,

1. That the planning applications be noted.
2. Request information from Knowsley Council regarding application number 00254. Specifically, the traffic management at the site of the application and the potential of fumes and odours emerging from the facility.

**EXEMPT ITEMS**

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.

**15. STAFFING MATTERS**

The Mayor presented a report which advised members of a staffing issue that required their consideration for future action.

**It was,**

**RESOLVED:** That,

1. A panel of Councillors consisting of Cllr Dunn, Cllr Rose and Cllr Lucock is appointed to oversee the investigation of the staffing matter.
2. The outside body is asked to conduct the investigation into the staffing matter.

**16. FINANCE UPDATE**

A decision was made to defer the Finance report and table it for discussion at the Policy & Finance Committee on June 25th due to the overrunning of the meeting.

**RESOLVED:** That,

1. The finance update is tabled at Policy & Finance on June 25th.

Meeting closed at 9.38 pm

Signed ………………………. Date…………………….