**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Tuesday 5th October 2021 (7.00pm) at The Arncliffe Centre

**PRESENT**

 Cllr B Swann (Chair)

 Cllr B Dunn Cllr T Lucock

 Cllr S Harvey Cllr F Martin

 Cllr A Hesford Cllr C Rose

 Cllr D Samuels

**In attendance:**

G Allen - Town Manager

K. Newton – Business & Finance Officer

**10. Apologies**

Cllr K Dalton

Cllr Y Graves

**11. Declarations of Interest**

None.

**12. Previous Minutes**

The minutes of the meeting held on July 6th were agreed.

**13. Finance Report**

Councillors considered the report of the Town Manager which provided a budget monitoring update to the end of August 2021. The report covered spending to date, a forecast to March 2022, bank statements and an overview of Special Reserves.

It was **moved by Cllr. D Samuels** and **seconded by Cllr. S Harvey**

**RESOLVED:**

1. That the report be noted and,
2. That Cllr B Dunn arranges a meeting with Finance Lead Karen Newton for a briefing on the Budget Monitoring process for Halewood Town Council.

**14. Town Council Payments (1st July to 31st August 2021)**

Councillors considered the report of the Town Manager which provided an update on Town Council payments in recent months. Councillors queried several specific payments with the Town Manager and the Business & Finance Officer who provided explanations for each item.

It was **moved by Cllr. F Martin** and **seconded by Cllr. B Dunn**

**RESOLVED:**

1. That the report be noted and,
2. That the Town Council payments listed are approved and,
3. Future reports provide specific amounts for reimbursements to staff or Councillors, example used was item 158 on the schedule of accounts.

**15. Review of Town Council’s Terms and Conditions for Hiring**

Councillors considered the report of the Town Manager and the Operational Manager, Dave Murphy regarding proposed changes to the Terms and Conditions of hiring of the Town Council venues. Mr. Murphy introduced the report, highlighting the rationale for the proposed changes and citing select examples.

The report generated a range of discussion from Councillors. Comments included views on the appropriateness or otherwise of allowing bars for children’s parties, the hourly charging rates and wider opportunities for income generation.

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

**RESOLVED:**

1. That the report be noted and,
2. That the proposals to make changes to the Terms and Conditions is approved. However, the Councillors requested the Operational Manager ensure that,
* Hirers are still given the option of having a bar for functions like children’s parties, but the booking is taken with guarantees of covering costs.
* Consideration is given to the use of Vending Machines for soft drinks, especially for children’s parties and football activities.
* Hall hire prices are benchmarked against other local provider.
* Hirers are made aware that a paper booking form can be utilised as well as an electronic version.
* The new changes are not implemented until 1st January 2022.

**16. Mayor’s Fund**

Councillors considered the report of the Town Manager which outlined proposed changes to the use of the Mayor’s Fund. The Town Manager advised Councillors that Halewood Town Council is different to other small councils in Knowsley in not making a payment of the allowance directly to a new Mayor. Councillors were asked to consider falling into line with the other areas and, potentially, look to implement this new approach in the 2022-2023 Municipal Year.

The report drew comments and observations from Councillors. The majority were not in favour of making changes to the current system. Within the debate, **Cllr C Rose** proposed the current Mayor’s Fund is retained as a charitable donation, but a new budget code is created for any expenses incurred by a Councillor in their roles as Mayor or Deputy Mayor. **Cllr A Hesford**, in supporting the proposal, moved this budget should be up to £500.00 per year.

After the discussion, the Chair moved Councillors to a resolution.

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

**RESOLVED:**

1. That the report be noted and,
2. The proposed changes in how the Mayor’s Fund are used was not approved. The fund will remain as a £1,000 per year allocation of funding that the Mayor will donate to charities or worthy causes of his his/her choice and,
3. Given the potential financial hardship on the Mayor to attend meetings or ensure they are appropriately attired for events, a budget line of £500.00 will be created for expenses associated with Mayoral duties. This budget will be managed via the Town Council administration offices and the Mayor will be required to produce receipts for spending associated with his/her duties.
4. The budget for expenses can be utilised in the Mayoral year 2021-22.

**17. Requests for Concessionary Use**

This report outlines for Members’ attention, applications for concessionary or free use of the Arncliffe Sports and Community Centre and Hollies Hall.

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

**RESOLVED:** that,

1. Free use be given to ‘Your Voice, Your Choice’ for an event on Saturday 16th October 2021 at the Arncliffe Centre, at the full hire cost of £75.00.

**18. Review of the Council’s Standing Orders**

Councillors considered the verbal report of Cllr Swann outlined the next steps for the review of the Council’s Standing Orders. More detailed proposals will be shared within a Special Meeting to be convened by the Town Manager focusing on updates to policies.

Meeting closed at 8.58 pm

Signed ………………………. Date…………………….