**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday, 20th July 2023 (7.00 pm), at the Arncliffe Sports and Community Centre, the following Members were:-

PRESENT

COUNCILLORS

Cllr. I. Hamilton (Mayor/Chairperson)

Cllr. B. Arnold Cllr. P. Bradley

Cllr. C. Rose Cllr. L. Berry

Cllr. V. Berry Cllr. A. Flute

**Also in attendance:-**

G. Allen - Town Clerk.

S Edwardson – Democratic Services and Administration Officer.

Members of the Public - 0

**21. APOLOGIES.**

Apologies for non-attendance were received and accepted from Cllr. E. Finneran,

Cllr. J. Harvey, Cllr. B. Dunn, Cllr. A. Harvey and Cllr. C. Lunt.

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

Cllr. A Flute - Agenda Item 14 - Planning

**23. PUBLIC FORUM.**

None.

**24. MINUTES.**

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED** that,

1. the minutes of the Town Council Meeting held on 15th June 2023 be approved as a correct record and signed by the Mayor, subject to the following amendments on the amendments of 11th May 2023:-

1. Statement made before Minute 1:- *‘Before nominations were made by the council, a Councillor at the meeting presented a statement to the Members, stating that, at the Election Count of 5th May 2023, an inappropriate statement was made by another Councillor. (This matter has subsequently been raised with the Monitoring Officer of Knowsley MBC).’*

2. Min. 1. ‘*Cllr. V. Berry nominated Cllr. J. Harvey for Mayor/Chairperson of the Town Council for 2023/2024.’*

**25. ANNOUNCMENTS FROM THE TOWN CLERK.**

The Town Clerk gave a verbal update on the following items:

1. Mayoral Engagements
2. Mayor Making Event
3. Council Away Day
4. Halewood Carnival
5. Green Spaces Strategy ‘Task & Finish Group’
6. Holiday Activities Fund
7. Grounds Maintenance Tender
8. Councillors Training and Access
9. Unison Strike Ballot
10. Imminent Meetings

The Town Clerk discussed in detail some of the above items including the Halewood Carnival, Green Spaces Strategy ‘Task & Finish Group’ and Councillors Training and Access.

**RESOLVED:-** That the report be noted.

**26. REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR TOWN COUNCILLOR EXPENSES.**

Members received a report from the Town Clerk and were asked to consider a decision regarding the recommendations of the ‘Independent Remuneration Panel on Town/Parish Council Allowances’ for 2023-24 and decide upon a course of action.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Members approve the recommendation that no Parish basic allowance be payable during the financial year 2023-24.
3. Members approve the recommendation that reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations.

**27. QUARTER 1 FINANCE REPORT.**

The report of the Town Clerk/Responsible Financial Officer requested Members to consider recommendations. The Report provides Councillors with a budget monitoring update based on council spending through Quarter 1 of the 2023-24 Financial year. Updates will be presented to the Town Council and budgets monitored and controlled in accordance with agreed Financial Regulations.

The Town Clerk gave a verbal update on the Quarter 1 of the 2023-24 Financial year, which included the Business Rates for the Arncliffe Centre, back payment from March 2020.

Cllr. Rose requested details on the back payment of the Business Rates to Knowsley MBC.

Cllr. Berry asked if the cost to KMBC for the relocation of the staff to the Halewood Centre is costed into the Quarter 1 Financial Report.

The Town Clerk replied that this cost was in the Quarter 1 payments. Some of this to be recouped if council staff exit early from the centre and return to one of the council’s own buildings.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-** that,

1. the report be noted.

b. the Budget Monitoring Report be approved, and the document be reviewed quarterly.

c. the Town Clerk looks into the return of staff to Town Council buildings to reduce administration costs in 2023/24.

**28. SCHEDULE OF PAYMENTS - 1ST APRIL – 30TH JUNE 2023.**

Members received a report from the Town Clerk/Responsible Financial Officer, requesting Members to consider recommendations. This Report provides Councillors with a comprehensive list of all council spending between 1st April and 30th June 2023.

Cllr. Hamilton requested that the narrative section of the ‘Schedule of Payments’ is changed in the future to remove naming staff or members of the public with regards to remunerations or payments.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-**  that,

1. the report be noted.
2. the ‘Schedule of Payments’ document removes the specific naming of staff or members of the public.
3. Members approved the spending as detailed in Appendix 1 for the period 1st April – 30th June 2023.

**29. UTILITY RENEWAL.**

The Town Clerk presented a report that outlined the process for selecting a Utility Provider for the provision of electricity to the council’s buildings and asked for Members recommendations.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. B. Arnold and all agreed,

**RESOLVED:-** that,

a. the report be noted.

b. Approval be given to appoint EDF Energy, based on tariff costs, for the electricity provision to the Town Council buildings.

**30. ARNCLIFFE REFURBISHMENT.**

Members received a report from the Town Clerk to request guidance and a key decision on the project to either refurbish the Arncliffe Centre, or pause the refurbishment, and look at the urgent maintenance issues that our two Community Centres need.

The Members discussed this thoroughly, speaking about the cost-of-living crisis and the amount of loan that is needed.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. P. Bradley and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. approval is given to pause the refurbishment project for 6-12 months and look into it further after this time.
3. efforts should be made to now make the Arncliffe fully open to the members of the public. That there is a push to increase usage of both the Arncliffe and Hollies Centres, particularly for weekend functions. To assist with this effort, that there is a reduction for the payment cost for functions to £10 per hour.

**31. NOTICE OF MOTION.**

The Town Clerk presented a Notice of Motion, proposed by Cllr. C. Rose and seconded by

Cllr. V. Berry, which asked for elected members to undertake DBS checks. A huge amount of trust is placed in Councillors by members of the public and having a DBS will ensure that the Town Council can reduce the risk between residents and members in our township.

It was **moved** by Cllr. C. Rose and **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-** that,

1. the ‘Notice of Motion’ be noted.
2. Elected Members undertake DBS checks.
3. the Council supports Members to undertake the checks, including any costs associated with the check.
4. Members follow the internal Council procedure in relation to DBS checks.
5. the Town Clerk risk assesses any issues arising from these checks in the strictest confidence.
6. Members’ DBS status is updated every two years.
7. the Council’s Safeguarding Policy is updated to reflect the requirement that Elected Members are strongly encouraged to undertake a DBS check and include information covering the process and frequency.

**32. COMMUNITY GRANT APPLICATIONS.**

(i) Application 23/24-2 – Imaginarium Theatre

An application was considered from Imaginarium Theatre for a grant of £500 towards the cost of a touring theatre production to be delivered in several Knowsley venues, including Halewood Park.

(ii) Application 23/24-3 – Cai Vernett Showers

An application for a grant of £500 was received from Cai Vernett Showers. Mr. Showers is a local resident who has made an individual application to help him on his journey in developing their ice-skating skills training and future ambitions.

Councillors discussed both applications.

After several comments, it was agreed that the Town Clerk should, as a condition of awarding the grant, contact Imaginarium Theatre regarding ‘free’ tickets to be distributed to children/residents who may not be otherwise able to afford to attend the event in October 2023.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. I. Hamilton and all agreed,

**RESOLVED:-** that,

a. the report be noted.

b. in accordance with the Local Government Act 1972 s.145, a grant of £375 be awarded to Imaginarium Theatre.

c. in accordance with Local Government (Miscellaneous Provisions) Act 1976 s.19, a grant of £ 500 be awarded to Mr Cai Vernett Showers.

d. the Town Clerk contacts Imaginarium Theatre regarding the proposal to receive free tickets in lieu of the community grant.

**33.** **REPORTS FROM CONFERENCES/REPRESENTATIVE BODIES.**

To receive any verbal reports from the Town Clerk and/or Members present who have attended conferences or representative bodies on behalf of the Town Council.

Lancashire Association of Local Councils (LALC)

Cllr. Rose and Cllr. Hamilton attended the AGM Meeting of LALC. Cllr. Hamilton has been voted onto the Finance Committee of LALC.

Merseyside Association of Local Councils (MALC)

Cllr. Arnold and Cllr. Flute attended and Cllr. Flute attended the AGM of MALC held in June. Cllr. Flute was elected Deputy Chair of MALC.

Culturefest

The Town Clerk gave an update on Culturefest, including events attended by the Mayor and Deputy Mayor.

Airport Committee

Cllr. Berry advised she has now received relevant paperwork and looks forward to attending a meeting in the future.

Co-operative Councils Innovation Network

No update.

**34. CORRESPONDENCE.**

*Note:- Cllr. A Flute, having declared an interest in this item left the room and took no part in the discussion or voting thereon.*

1. Planning Applications.

The following Planning Applications were reviewed and considered.

|  |  |  |
| --- | --- | --- |
| Application No | Location | Details |
| 23/01010/FUL | Miss J. Riley & Mr P. Nightingale, 54 Hornbeam Road, Halewood. | Erection of single storey rear extension and conversion of garage. |
| 23/01313/CLD | Mr Mark Carney, 28 Palmerston Drive, Halewood. | Erection of single storey rear extension. |
| 23/01326/FUL | Mrs Amy Hagan, 2 Aldersgate Drive, Halewood. | Erection of single storey, side and front extension. |
| 19/00104/NMA3 | Miller Homes, RSPCA, Halewood | Non-material amendment of planning permission 19/00104/FUL. |
| 22/00657/LBC | Mr Barry Molloy, Tarbock Hall Lodge Ox Lane, Tarbock Green. | Demolition and rebuild of boundary wall. |

No Comments were received.

**RESOLVED:-** that,

a. the Planning Applications be noted.

***Exempt Items***

*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.*

**35. HR AND STAFFING REPORT.**

Members received a report from the Town Clerk, who provided an update on Staffing and HR issues and requested the approval of several recommendations.

Councillors discussed the content of the report and varying options available.

It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. A. Flute and agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Council staff begin to seek cover for the planned Maternity absence of a Council employee.
3. Council waits until the meeting of the HR & Staffing Committee to make an evaluation as to whether it will serve formal notice on the Council’s HR provider, Peninsula HR.
4. the HR & Staffing Committee will choose its Chairperson and Deputy at the Committee meeting scheduled for Thursday 27th July 2023.

**36. NALC COMMUNICATION.**

The Mayor presented a report to Councillors following legal advice received from the National Association of Local Councils (NALC)

It was moved by Cllr. B. Arnold, seconded by Cllr. P. Bradley and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. the recommendations are approved.
3. a meeting is to be held in August to seek to resolve the issues highlighted by NALC.

Meeting closed at 9.00 pm.

Signed ....................................... Date ...............................................