**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday, 16th November 2023 (7.00 pm), at the Arncliffe Sports and Community Centre, the following Members were:-

PRESENT

COUNCILLORS

Cllr. I Hamilton (Mayor/Chairperson)

 Cllr. B. Dunn Cllr. J. Harvey

Cllr. P. Bradley Cllr. E. Finneran

 Cllr. V. Berry Cllr. A. Harvey

Cllr. L. Berry Cllr. B. Arnold

Cllr. C. Lunt Cllr. A. Flute

**Also in attendance:-**

G. Allen - Town Manager.

S. Edwardson – Democratic Services and Administration Officer.

Members of the Public - 2

**77. APOLOGIES.**

Apologies for non-attendance were received and accepted from Cllr. C. Rose.

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

Cllr. A Harvey - Agenda Item 9 – Community Grants

 Agenda Item 10 - Concessionary Use

Cllr. J. Harvey - Agenda Item 9 - Community Grants

 Agenda Item 10 – Concessionary Use

Cllr. V. Berry - Agenda Item 9 - Community Grants

 Agenda Item 10 - Concessionary Use.

Cllr. P. Bradley - Agenda Item 9 - Community Grants

Cllr. A. Flute - Agenda Item 12 – Correspondence - Planning

**79. PUBLIC FORUM**

None

**80. MINUTES.**

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

**RESOLVED** that,

1. subject to the following amendment on the Minutes of19th October 2023, the minutes of the Town Council Meeting be approved as a correct record and signed by the Chair.

Minute No. 70 Budget Monitoring Report – October 2023

Cllr. P. Bradley – That the Budget Monitoring spreadsheet should have distinctive labelling i.e; Income Column and Spending Column

**81. ANNOUNCEMENTS FROM THE TOWN MANAGER**

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

1. Mayoral Engagements
2. Festive Lights
3. Green Spaces Strategy
4. Arncliffe Lease
5. Exit from The Halewood Centre
6. IT for Elected Members
7. Annual Christmas Concert
8. Grounds Maintenance Tender
9. NALC Quality Award
10. DBS Checks
11. Imminent Meetings

The Town Manager discussed in detail some of the above items including the Festive Light Switch on, Green Spaces Consultation, IT Kit for Councillors, Annual Christmas Concert and DBS Checks.

The Town Manager also conveyed condolences to a past member of the Town Council, Cllr. T. Lucock who passed away earlier this week, and discussed a response to anti-social behaviour at the Arncliffe Centre.

 **RESOLVED:-** That

1. the report be noted.

**82. ANNUAL PLAN OF COMMUNITY EVENTS - 2024**

Members received a report from the Town Manager which outlines the proposed list of 2024 Events for Halewood Town Council.

Members took the opportunity to discuss in detail, the Annual Plan of Community Events.

It was **moved** by Cllr. V. Berry, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED** that,

1. the report be noted.
2. That 2024 is the 80th anniversary of D-Day, not the 70th, and the report should be amended accordingly.
3. Members gave direction to Town Council Staff on the proposed events for 2024:
* To address the cost of the food and rides at the 2024 Halewood Carnival.
* The council to consider delivering a HAF programme in the Easter school holidays.
* To add a celebration for Windrush Day on 22nd June 2024. This is the 76th anniversary of the arrival of Windrush families into the UK.
* That the Mayor Making event should be merged with the Recognition Awards.

**83. APPOINTMENT OF INTERNAL AUDITOR FOR 2023 - 2024**

The Town Manager presented a report to Members which seeks approval to the appointment of David Blanchflower as Internal Auditor to the Town Council for the financial year 2023-2024. The report also updated members on progress with actions from the 2022/23 Internal Audit.

Members made a few comments on Appendix 1.

Item 1 – Ensure that the total precept amount is clearly minuted every year.

Item 4 – To take on board Mr Blanchflower’s opinion for an Investment Strategy.

Item 5 - should be withdrawn as Council has not accepted the recommendation.

It was **moved** by Cllr. B. Dunn, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED** that,

1. the report be noted.
2. Members approved the appointment of David Blanchflower as Internal Auditor to the Town Council for the financial year 2023-2024 at a cost of £320.00.
3. That a change is made to the actions at Recommendation Number 5 concerning the review of hiring charges. That the council has not yet considered this matter, but will do so in early 2024.

**84. INVESTMENT STRATEGY PLAN**

The Town Manager presented a report which as per the recommendation from the 2022- 2023 Internal Audit, Members are requested to consider the implementation of an Investment Strategy Policy which sets out the policy for managing the investments and giving priority to liquidity and security of council finances. Investment of surplus funds by local authorities is governed by the Local Government Act 2003 s.15(a)(a) and guidance issued by the Secretary of State under that Act.

Members discussed this matter and agreed that further work is required before the council can agree a policy and consider if it will invest council funds in higher yield accounts.

It was **moved** by Cllr. J. Harvey, **seconded** by Cllr. P. Bradley and all agreed,

**RESOLVED** that,

1. the report be noted.
2. Members approved the creation of an Investment Strategy Policy, which should be brought back to council for further discussion and approval.

**85. COMMUNITY GRANT FUND APPLICATIONS.**

***Note:- Cllrs. A Harvey, J. Harvey, V. Berry having declared an interest in this item left the room and took no part in the discussion or voting thereon.***

 The following grant applications were considered:-

 Application 23/24 – 11 – Halewood Youth in Community Centre

 An application was considered from Halewood Youth in Community Centre who are bidding for funds to support the ‘Christmas Characters Parade’ across Halewood, it will deliver in conjunction with partners.

 It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. B. Dunn and all agreed,

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

 Application 23/24 – 12 – Parish of St. John Vianney

 An application was considered from Terry Fitzsimmons, from the Parish Volunteers Group, who has indicated the grant will assist with the annual Christmas appeal to help those suffering financial/social deprivation in our community during the Christmas period.

 It was **moved** by Cllr. B. Dunn, **seconded** by Cllr. V. Berry and all agreed,

 Application 23/24 – 13 – Memory Lane

 An application was considered from Patricia Mairs, Director, from the Memory Lane group, who are asking for a grant to hold a Christmas Party for the Dementia patients and carers. Parties give carers a chance to build good, happy memories of times with their loved ones which dementia tries to destroy.

 It was **moved** by Cllr. V. Berry, **seconded** by Cllr. A. Flute and all agreed,

 **RESOLVED** that,

1. The report be noted.
2. A grant of £500 be awarded to each applicant.

**85. APPLICATIONS FOR FREE OR CONCESSIONARY HIRE OF FACILITIES**

***Note:- Cllrs. A Harvey, J. Harvey and V. Berry having declared an interest in this item left the room and took no part in the discussion or voting thereon.***

The Council considered applications for free or concessionary hire.

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| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Hire Cost** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Halewood Youth in the Community | Arncliffe Centre | 07/12/2023 | Use of the Main Hall between 3pm and 8.30pm | £90.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Northwest Spirit Taekwondo | Hollies Hall | 06/01/2024 | Hire of Hall for Group Fundraiser | £90.00 |

It was **moved** by Cllr. J. Harvey, **seconded** by Cllr. A. Flute and all agreed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Halewood U3A | Hollies Hall | 08/12/2023 | Christmas Party | £90.00 |

It was **moved** by Cllr. V. Berry, **seconded** by Cllr. E. Finneran and all agreed.

**RESOLVED** that,

1. the report be noted.

b. the free hire of the Arncliffe Centre and Hollies Hall be approved on the dates requested.

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

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

MALC – Continuing to lobby to find key speaker, that would get the interest of Parish/Town Councils across Merseyside.

LALC – AGM held in Preston on 11th November.

Airport Committee – Meeting on 17th November 2023

Culturefest – Plan put together for next year, having very productive meetings. We’re holding our festival earlier than last year.

CINN – No updates

**87. CORRESPONDENCE.**

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

a) The following Planning Applications were considered.

|  |  |  |
| --- | --- | --- |
| Application Number | Applicant | Details |
| 23/02651/FUL | Ms Ashley Appleyard1 Turnstone Drive, Halewood. | Change of use of existing garage to dog groomers |
| 23/02696/FUL | Mr Tom Muddiman, 14 Woodpecker Drive, Halewood | Erection of two storey rear extensions |
| 23/01373/FUL | Mr R Chopra, 9 Higher Road, Halewood | Application for the retention of rear boundary fencing. |
| 23/02656/FUL | Caroline Hicks, 9 Higher Road, Halewood. | Construction of new two storey outbuilding to form craft studio and ensuite bedroom. |

 **RESOLVED:-** that the planning applications be noted.

***Exempt Item.***

*That under Section 110(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.*

**88. STAFFING MATTERS**

***Note: Mr. G Allen having declared an interest in this item left the room and took no part in the discussion.***

The Chairperson of the Council presented a staffing report to members. This concerned the resignation of the current Town Manager.

The Town Manager has advised the Chairperson and Deputy Chairperson of the intention to resign from his post at Halewood Town Council, and subsequently issued his formal resignation letter with effect from 23rd October 2023. The Town Manager is contractually required to give three months’ notice to the Council. The Town Manager’s last day in the employment of the Council will therefore be 31st January 2024, with the last day in the workplace likely to be Friday 19th January 2024.

Councillors discussed the content of the report.

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

**RESOLVED** that,

1. After minor amendments to the interview dates, the Chairperson’s report be noted.
2. Members accepted the resignation of the Town Manager.
3. Members approved the process to commence the recruitment of a new Town Manager.
4. the draft Job Description and Person Specification as presented was approved.

 e. the salary and remuneration package recommended by NALC and as previously agreed by Council, was approved.

f. after deliberation, the three Members who will form the Appointments Panel, alongside the Knowsley HR Team and the Town Manager, will be Cllr. V. Berry, Cllr. P. Bradley and Cllr. C. Rose.

Meeting closed at 20.29 pm.

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