

## **HALEWOOD TOWN COUNCIL**

Minutes of an Extraordinary of the Town Council held on  
**Thursday 24<sup>th</sup> April 2025 at 7pm**  
at the Arncliffe Sports and Community Centre

### **PRESENT COUNCILLORS**

Cllr. I Hamilton (Chairperson)  
(in the Chair)

Cllr. P. Bradley	Cllr B Arnold
Cllr. A. Flute	Cllr C Lunt
Cllr C Rose	Cllr B Dunn
Cllr E Finneran	

In attendance: George MacKenzie, Town Council Consultant

The meeting met its quorum.

### **XX. APOLOGIES.**

Apologies were received and accepted from Cllrs. L. Berry, V. Berry, J. Harvey and A. Harvey

### **XX. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

None

### **XX. PUBLIC FORUM**

No public were present and no questions had been submitted.

### **XX. MINUTES**

The minutes of the Extraordinary Meeting held on 25<sup>th</sup> March 2025 were agreed and signed as a true record.

### **XX. CONSULTANT'S UODATE**

Members considered a report from the Town Council's Consultant which outlined the recent progress made on a number of issues.

In reviewing the report, Members thanked the

Following a detailed discussion, it was:

**Proposed by** Cllr. C Rose and **Seconded** Cllr. E Finneran and

**RESOLVED**: that,

- a) The report be noted, and

- b) That the Consultant and remaining three members of staff be thanked for their hard work and support in what is a period of unrepresented pressure.

## **XX. RISK ASSESSMENT**

Members considered a report from the Town Council's Consultant which outlined an evaluation of the risks facing the Town Council as detailed in the appendix to the report, complied pursuant to the requirements of the Accounts & Audit Regulations 2015 (Annual Governance Statement assertion 5).

In noting that this assessment should have been undertaken before the end of March 2025, Members were advised by the Consultant that the delay had been discussed with the Internal auditor who had noted the delay.

A Member queried the probability rating (5) on item 1 of table A and the Consultant confirmed that this should have been rated (2). It was:

**Proposed by** Cllr. A Flute and **Seconded** Cllr. E. Finneran and

**RESOLVED**: that,

- a) The report be noted
- b) That probability rating (5) on item 1 of table A and the Consultant be amended to read (2) and
- c) That the Risk Assessment as presented, be otherwise approved.

## **XX. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND OF FINANCIAL CONTROLS**

Members considered a report from the Town Council's Consultant which reviewed the effectiveness of Internal Audit pursuant to the requirements of the Accounts & Audit Regulations 2015 (Annual Governance Statement assertion 6) and of Financial Controls (Annual Governance Statement assertion 2).

Using the guidance given by the External Auditors and the Governance and Accountability Guide in Local Councils in England & Wales, a review had been undertaken into the arrangements in place for 2024/25 and were attached to the report as appendices A & B respectively.

It was noted that, with the agreement of the Chairperson under delegated authority, Neil Leadbetter had been appointed as the Town Council's Internal Auditor for 2024/25.

Following Members' review of the appendices it was:

**Proposed by** Cllr. C Rose and **Seconded** Cllr. A. Flute and

**RESOLVED**: that,

- a) The report be noted
- b) That the reviews at appendices A & B be approved.

## **XX. PAYROLL MANAGEMENT**

Members considered a report from the Town Council's Consultant which outlined provided costs for the outsourcing of the Town Council's payroll to KMBC.

In discussing the report, Members noted that the Town Council had successfully managed its payroll 'in house' using SAGE for many years. Additionally Members noted that there was no budget provision in the authorised 2025/26 budget for the set up costs of £11,385 and annual service costs of £4,200,

Since drafting the report, the Consultant had been made aware that the system was not restricted to managing payroll but was quoted as being 'a fully managed self-service integrated HR and payroll system.

At the conclusion of the discussion, it was:

**Proposed by** Cllr. C Lunt and **Seconded** Cllr. B Dunn and

**RESOLVED**: that,

- a) The report be noted
- b) That, notwithstanding the potential to re-visit the matter in future, that in the immediate future the Town Council continue to manage payroll 'in house'.

## **XX. ASSET REGISTER**

Members considered an report from the Town Council's Consultant which outlined the current status of the Asset Register.

Noting that the Register had not been updated since March 2024, the following observations were made by Members:

- There was no value attributed to Elwyn Gardens, which although gifted to the Town Council rather than leased, it should have a nominal value of £1, similar to our leasehold land.
- The memorial bench on Wood Road field in honour of former Town and Borough councillor, Allan Harvey was not included. It was explained that, unlike the other street furniture listed in the register the memorial bench was not Town Council property and was therefore not on the register.
- It was confirmed that the inspection of play equipment on our play areas was part of the Caretakers proposed duties,

After completing the review, it was:

**Proposed by** Cllr. C Rose and **Seconded** Cllr. E Finneran and

**RESOLVED**: that,

- a) The report be noted.
- b) That the register be approved subject to the addition of a nominal value for Elwyn Gardens
- c) That a validation exercise be undertaken following the recruitment of the proposed Business Support staff.

## **XX. 2025/26 BUDGET**

Members considered a report from the Town Council's Consultant which sought approval of a re-profiled budget for 2025/26.

Members discussed the re-profiled budget and referenced that, following the agreement of the precept in February, the financial status of the Town Council had changed which had resulted in the need to re-profile the agreed budget.

The Town Council's consultant highlighted the major changes, following which ktv was:

**Proposed by** Cllr. C Rose and **Seconded** Cllr. B Arnold and

**RESOLVED**: that,

- a) The report be noted
- b) That, the re-profiled budget, attached as an appendix to the report, be approved.

## **XX. BAR STOCKS**

Members considered a report from the Town Council's Consultant which sought Members approval to the disposal of wet stock and the sale of remaining stock in our Centre's bars as outlined in the report.

Consideration was also given to the status of cancelled functions; all with a bar for the remainder of this year had been cancelled. All other (non bar) functions up to the end of May had also been cancelled.

Members thanked Cllr B Dunn for volunteering to make what as sometimes very difficult telephone calls to customers explaining that we had to cancel their bookings.

Having considered the likely timescale for caretaker recruitment, it was agreed that all non bar function for June would also be cancelled; Cllr B Dunn undertook to make the necessary contacts.

At the conclusion of the discussion, it was

**Proposed by** Cllr. C Rose and **Seconded** Cllr. I Hamilton and

**RESOLVED**: that,

- c) The report be noted
- d) That, the out of date (OOD) stock be made waste.
- e) That the value of the OOD stock assessed at £590.47 be written off.
- f) That any in date soft drinks be donated to Halewood Foodbank
- g) That subject to their being no VAT or Licensing 'complication' the remaining 'in date' stock be subject to wholesale sale.
- h) That all functions without a bar for June, be cancelled.

Exempt Item

That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item 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.

**NOT FOR PUBLICATION**

**xx. REFERRALS FROM THE POLICY, HR AND STAFFING COMMITTEE**

None

Meeting closed at 8.05pm

Signed .....

Date .....