

HALEWOOD TOWN COUNCIL

At a Meeting of the Town Council held on
19th February 2026 at 7pm
at the Arncliffe Sports and Community Centre

PRESENT COUNCILLORS

Cllr. C. Lunt (CL) (Mayor/Chairperson)

Cllr. B. Arnold (BA)	Cllr. L. Berry (LB)
Cllr. V. Berry (VB)	Cllr. P. Arnold (PA)
Cllr. A. Flute (AF)	Cllr. J. Harvey (JH)
Cllr. A. Harvey (AH)	Cllr. I. Hamilton (IH)
Cllr. C. Rose (CR)	Cllr. B. Dunn (BD)

Also in attendance:-

George MacKenzie (GM) Interim Town Manager
Lynda Quinn Business Support Assistant

Members of the Public present: 9

96. APOLOGIES.

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

97. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

All Councillors, except Cllr. Arnold, for whom one was not required, had requested and had been granted a dispensation under Section 33 (2) of the Localism Act 2011 in relation to the setting of the precept.

Additionally, the following declarations were declared:

Name	Agenda No.	Item
Cllr. A. Flute	15	Planning permission
Cllr. J. Harvey	15	Planning permission

98. PUBLIC FORUM

- a.) A member of the public asked when they will get a reply to their question raised at the last meeting regarding the cycle lanes on Higher Road?

In answer to the resident, through the Chair, the Interim Town Manager will send the resident a copy of the letter sent to Merseytravel, KMBC and Merseyside Police, sent as instructed at the last Town Council Meeting.

POST MEETING NOTE; Copy sent 23rd February 2026

- b.) A member of the public raised the issue of the proposed cycle lane along a section of Wood Road. The resident referenced the letter drop by KMBC to 10 houses, stating that this was totally inadequate, that a full consultation should be undertaken throughout the whole of Halewood, that the residents of the area do not want cycle lanes and asked for the Town Council's support in opposing the proposal.

NOTE : Cllr A Flute, as a member of KMBC's Planning Committee, declared an interest in the item and left the room at 7:06pm.

Cllr. J. Harvey acknowledged her position as a member of KMBC's Planning Committee, and stated that as she had been heavily involved in this matter already, she would remain in the room.

Cllr. Lunt advised it is personal choice whether to remain when queried.

Cllr. Rose proposed that, if the matter was to be discussed under Public Forum Standing Orders must be suspended which was agreed by acclamation.

Standing Orders suspended.

Cllr J Harvey referenced the number of consultation events she had organised where all attending completed a consultation form opposing the proposal and stressed that this does not only affect Wood Road but the whole of Halewood.

Cllr Hamilton stated that he fully supported what had been said and via NALC the issue of cycle lanes had been raised nationally.

Cllr. Rose reminded members that there is no vote on public forum.

The Chair instructed the Interim Town Manager to draft a letter to KMBC on the issue, to be distributed to all Members before being sent. The consultation ends on 26th February '26.

POST MEETING NOTE; Consultation response sent 26th February 2026

Cllr. Flute returned to the room at 7.13pm.

Standing orders reinstated.

- c.) Another member of the public representing Apollo Football Club brought to the Members attention that although they were grateful for the use of Frederick Lunt Playing Field, the status of the club and the condition of the Playing Field meant their teams need to have an alternate site and requested permission to use the Arncliffe Centre field and changing facilities.

The Interim Town Manager will make enquiries regarding restrictions and the possibility of moving Apollo Football Club to the Arncliffe Centre. To be placed on next months meeting agenda.

99. MINUTES.

Cllr Harvey requested that the name of the recipient be added to minute 92A.

It was Moved by Councillor J. Harvey Seconded by Councillor Rose and unanimously

RESOLVED that,

That the requested amendment be approved.

It was Moved by Councillor C. Rose Seconded by Councillor J. Harvey and unanimously

RESOLVED that,

With the agreed amendments, the minutes of the Town Council meeting held on 15th January 2026 be approved as a true record and signed by then Chairperson.

100. RESOLUTION LOG

The interim Town Manager presented the progress of the resolution log.

It was Moved by Councillor Rose, Seconded by Councillor Flute, and unanimously,

RESOLVED that,

Progress on the resolution log be noted.

101. AUDIT ACTION PLAN

The Interim Town Manager presented the Audit Action Plan.

It was Moved by Councillor Rose, Seconded by Councillor Flute, and unanimously

RESOLVED that,

The Audit Action Plan, as presented, be noted.

102. ASSET MANAGEMENT

The Interim Town Manager presented a report which outlined the outcome of the validation exercise undertaken on the Asset Register.

Following a discussion,

Moved by Councillor Rose, **Seconded** by Councillor Hamilton, and unanimously

RESOLVED that,

- a.) The report be noted.
- b.) In future only items of the value of £500 or over be included.
- c.) Elwyn Gardens amended to remove leased, as owned by HTC
- d.) Halewood Town Council website be added as an asset, the domain is owned by HTC.
- e.) The Interim Town Manager will amend these items with a nominal amount.
- f.) Confirm the number of benches at Grace Park, per Cllr. J. Harvey

103. AGAR ASSERTION 10 & IT POLICY

The interim Town Manager presented a report on the AGAR assertion 10 and IT policy.

Moved by Councillor Rose, **Seconded** by Councillor Flute, and unanimously

RESOLVED that,

Amendments be made on page 47, points 2.2.7 and 2.2.8 to correct grammar.

Moved by Councillor Rose, **Seconded** by Councillor and unanimously

RESOLVED that,

- a.) The report be noted.
- b.) The IT policy be approved.

Councillor A. Harvey raised the issue that he still hasn't received a Town Council email address, and using his personal email address is a breach of GDPR. The Interim Town Manager will look in to this.

104. 2026/27 BUDGET AND PRECEPT

The Interim Town Manager presented a report for the Town Council to consider.

Councillor J. Harvey proposed a standstill on the precept.

A RECORDED VOTE WAS TAKEN and unanimously,

RESOLVED that,

- a.) There is a standstill on the precept.

Moved by J. Harvey, **Seconded** by Councillor Hamilton and unanimously ,

RESOLVED that,

The report be noted and recommendations authorised.

105. REVIEW OF H&S MANAGEMENT AND TRAINING

The Interim Town Manager presented a report.

Moved by Councillor I. Hamilton, Seconded by Councillor A. Harvey, and unanimously,

RESOLVED that,

The report be noted and the recommendations to enter a Service Level Agreement with Knowledge Factory UK be authorised.

106. RISK ASSESSMENT

The Interim Town Manager presented a report.

Moved by Councillor V. Berry, Seconded by Councillor I. Hamilton, and unanimously,

RESOLVED that,

- a.) The report be noted
- b.) Members confirm the assessment of risk has been carried out
- c.) The tables attached to the report be approved.

107. COMMUNITY AWARDS

The Interim Town Manager presented a report.

Moved by Councillor Rose, Seconded by Councillor J. Hamilton, and unanimously,

RESOLVED that,

- a.) The report be noted.
- b.) All members will nominate one recipient for a community award each within five working days.

108. BANK RECONCILIATION/SCHEDULE OF PAYMENTS

The Interim Town Manager presented a report

Moved by Councillor Hamilton, Seconded by Councillor Flute, and unanimously,

RESOLVED that,

The report be noted, and the schedule of payments be approved.

109. 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.

LALC	IH and BA Meeting will be on 26 th March.
MALC	IH and BA Meeting will be on 26 th March.
Halewood Culturefest	JH programme of events going out soon.
Liverpool Airport	AF did not attend
Cooperative Councils Innovation Network	BA no meetings

110. CORRESPONDENCE

The Interim Town Manager presented the Planning Applications received from Knowsley MBC.

Councillor Dunn raised concerns about parking for ref no. 25/00686/FUL. She will enquire about this in her capacity as a KMBC Councillor.

Moved by Councillor V. Berry, **Seconded** by Councillor A. Harvey, and unanimously,

RESOLVED that,

The Planning Applications be noted.

The meeting closed at 8.10pm.

Signed Date
Chair, Halewood Town Council

HALEWOOD TOWN COUNCIL MEETING - RESOLUTION LOG - UPDATE FOR MEETING 19TH MARCH 2026

Date of meeting	Minute number	Resolution	Progress to date
24/4/25	A5 (b)	That the consultant and remaining three members of staff be thanked for their hard work and support in what has been a period of unrepresented pressure.	COMPLETE
24/4/25	A6 (b)	That on item 1 of table 1 the probability and impact rating each be amended from 5 to 2.	COMPLETE
24/4/25	A8 (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'	COMPLETE - Payroll continues to be operated via SAGE 50.
24/4/25	A9 (b)	That the asset register be approved subject to the addition of a nominal value for Elwyn Gardens.	COMPLETE - Asset Register amended
24/4/25	A9 (c)	That a validation exercise of the asset register undertaken following the recruitment of the proposed Business Support Staff.	COMPLETE - Validation exercise undertaken and an updated register approved by the Town Council at its meeting on 19 th February 2026.
24/4/25	A11 (d)	That the out-of-date bar stocks be made waste and written off.	COMPLETE
24/4/25	A11 (f)	That any in date soft drinks be donated to the foodbank.	COMPLETE - modification, given the published concerns over Knowsley Foodbank, donations were made to TDCA and the Boysie instead.

HALEWOOD TOWN COUNCIL MEETING - RESOLUTION LOG - UPDATE FOR MEETING 19TH MARCH 2026

24/4/25	A11 (g)	That subject to their being no VAT or Licencing 'complication' the remaining in date stock be subject to wholesale sale.	COMPLETE – Remaining stock written off as part of the validation of the asset register and approved by the Town Council at its meeting on 19 th February 2026.
19/6/25	5	That with the exception of the invoice from KMBC (£889.06) the schedule of payments be approved.	COMPLETE – All approved invoices have been paid
19/6/25	9	That the development of a resolution log be approved.	COMPLETE – Resolution Log developed and is a standing agenda item at Town Council meetings.
19/6/25	Exempt 11 (b)	The development of an Audit Action Plan (AAP) as outlined in the report be endorsed.	COMPLETE – AAP developed and is a standing agenda item at Town Council meetings.
19/6/25	Exempt 11 (c)	That on behalf of the TC, Cllrs IH, PB and VB would get together with GM to formulate a response to KMBC	COMPLETE - response drafted and forwarded to the Chief Internal Auditor on 14.7.25, whose replied was shared with Members at the Town Council meeting held on 18.9.25
19/6/25	Exempt 12 (d)	That Neil Leadbetter be appointed an Internal Auditor 2025/26 as outlined in paras 3.10 and 3.11 of the report.	COMPLETE – Appointment made and accepted.
30/6/25	20	That authority be given to enter into a contract with Standard Systems Ltd for 'Scribe' as outlined in the report.	COMPLETE Following data transfer, Scribe is being fully utilised for budget management.

HALEWOOD TOWN COUNCIL MEETING - RESOLUTION LOG – UPDATE FOR MEETING 19TH MARCH 2026

24.7.25	24	That a traffic light system be traduced to identify areas if budget pressures so Members can easily note any issues in reports.	COMPLETE – Traffic light system in use.
28.8.25	35	That the recommendations of the HR Committee in relation to the recruitment of the Town Manager be endorsed.	IN PROGRESS – Recruitment underway in accordance with the latest agreed timetable 9 th March 2026.
18.9.25	42	That thanks be given to the Community Projects Manager and her Business Support Assistant for a successful summer programme of activities.	COMPLETE – Thanks passed on by Interim Town Manager
18.9.25	44	That the Community Grant Fund be reviewed for target implementation at the start of 2026/27.	NOT STARTED
18.9.25	45	That the process for granting concessionary use of our facilities be reviewed for target implementation at the start of 2026/27.	COMPLETE – Continued availability or otherwise, of the concessionary use facility is scheduled for consideration at tonight's meeting.
23.10.25	55	That para 6 of the Co-option policy to Councillor vacancies be amended to reflect para 8 of the Town Council's Standing Orders	COMPLETE – Amendment made a revised policy distributed to members on 20 th November 2025
20.11.25	66	That an emergency contact list for possible use during the Christmas/New Year holiday period, be added to the Town Council's website	COMPLETE – Emergency contact list added to Christmas message on the website.
20.11.25	66	That the website be amended to delete reference to our operation of licenced bars.	COMPLETE – Website amended.

HALEWOOD TOWN COUNCIL MEETING - RESOLUTION LOG – UPDATE FOR MEETING 19TH MARCH 2026

20.11.25	69	That then correct (amended) version of the Co-Option policy be emailed to Members.	COMPLETE – Policy amended and emailed to Members on 20 th November 2025
20.11.25	74	EXEMPT ITEM That the Interim Town Manager approach KMBC to discuss the possibility of identifying a senior manager who could be seconded into the post of Town Manager	COMPLETE - The discussion and appropriate action was taken without result.
15.1.26	82	Copy of the TC letter to Merseytravel, Merseyside Police and KMBC to be sent to all Members.	COMPLETE - Copy sent to all Members on 26 th January.
15.1.26	88	The Events Team to scope out a Pupil/Community Recognition Award for approval of the Town Council	COMPLETE - Report considered by Members at the Town Council meeting held on 19 th February 2026.
15.1.26	89b	The Town Council approve the deduction of the full level of the secondary rate from amounts payable to MPF for the next three years.	COMPLETE - Approval factored into the budget and precept requirement for 2026/27.
15.1.26	90c	Authority given to the Interim Town Manager to sign the Agreement on behalf of the Town Council relating to Frederick Lunt Playing Field.	IN PROGRESS – Copy of final agreement awaited from KMBC.
19.2.26	102 a-d	Amendments to be made to the Asset Register, otherwise agreed.	COMPLETE - Amendments made.
19.2.26	103 b	Amendments to be made to the IT Policy, otherwise agreed	COMPLETE - Amendments made.

HALEWOOD TOWN COUNCIL MEETING - RESOLUTION LOG -- UPDATE FOR MEETING 19TH MARCH 2026

19.2.26	105 c	The Interim Town Manager sign the H&S SLA as approved.	COMPLETE - SLA signed.
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Updates since the last meeting shown in **bold type**.

KMBC INTERNAL AUDIT NOVEMBER 2024

GOVERNANCE

Recommendation	Current status
All Councillors should be invited to all meetings.	COMPLETE AND ONGOING - All Councillors are invited to full meetings of the TC as are Members of any established committee.
All Councillors should have the opportunity to be involved in decision making.	COMPLETE AND ONGOING In being copied in to all reports which require a decision, all Councillors have the opportunity to be involved in decision making.
The Town Council should have full oversight of the Town Council's financial position	COMPLETE AND ONGOING Quarterly updates are provided to the Town Council as required under statutory regulations.

DOCUMENTATION

Recommendation	Current status
Documentation should be presented to the Town Council to evidence decision making.	COMPLETE AND ONGOING All documentation is provided in reports to the Town Council, at least three clear days before the meeting, where information provided is open to scrutiny and challenge.
Verbal updates should only be provided to the formal meeting of the Town Council in exceptional circumstances and should be followed up with an appropriate written summary to all members of the Council.	NOTED AND AGREED .
Reports should be presented in sufficient detail to allow Councillors the opportunity to ask questions, challenge and request further information prior to decision making.	NOTED AND AGREED
All Town Council meetings should be minuted and the minutes should be published on the Town Council website.	NOTED AND AGREED - Publication to be in accordance with the local Government Transparency Code 2015.

HALEWOOD TOWN COUNCIL – AUDIT ACTION PLAN – STATUS AS AT 19th MARCH 2026

FINANCIAL MANAGEMENT

Recommendation	Current status
Robust financial management arrangements need to be introduced.	COMPLETE AND ONGOING Building on the work of the Strategic Improvement Advisor from KMBC, and the recent employments of a Business Support Advisor dedicated to finance, robust arrangements are being introduced. Following Town Council approval in June 2025, the on line Council bespoke budget management system 'Scribe' has been purchased and is being utilised.
All financial decisions should be reported to the Full Town Council in line with the limits agreed in the Financial Regulations.	NOTED AND AGREED
Financial Regulations should be followed for all payments and transactions – with adherence to the relevant approval limits.	NOTED AND AGREED Appointed Internal Auditor will monitor this as part of his Internal Audit Plan.
Financial reporting to the Town Council should be improved to provide full oversight of the Town Council's financial position.	COMPLETE AND ONGOING Quarterly budget monitoring information will be provided to the Town council in line with statutory regulations and will be monitored by the Internal auditor.

PROCUREMENT

Recommendation	Current status
All procurement decisions should be carried out in line with the Financial Regulations adopted by the Town Council.	NOTED AND AGREED
All tender documentation, evaluation, awards and contracts should be maintained and reported to the Full Town Council.	NOTED AND AGREED

TRAINING

Recommendation	Current status
All Town Councillors should receive training on the risks associated with poor governance and poor financial management.	COMPLETE Copies of the National Association of Local Councils Good Councillors Guide to Finance issued to Members on 16 th February 2026.
All Town Councillors should also receive training on procurement of contractors, particularly for major schemes.	NOTED AND AGREED

INTERNAL AUDITORS REPORT JUNE 2025 (2024/25 AGAR)

Issue	Current status
This authority complied with its financial regulations, payments were supported by invoices, all expenditure and VAT was appropriately accounted for. NO	COMPLETE AND ONGOING Building on the work of the Strategic Improvement Advisor from KMCB, and the recent employments of a Business Support Advisor dedicated to finance, robust arrangements are being introduced. Following Town Council approval in June 2025, the on line Council bespoke budget management system 'Scribe' has been purchased and is being utilised. VAT returns are being submitted quarterly as required.
The authority assessed significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. NO	COMPLETE AND ONGOING The risk review was not undertaken during the financial year 24/25 as required, it was done retrospectively in April 2025.
Expected income was fully received, based on correct process, properly recorded and promptly banked; and VAT appropriately accounted for. NO.	COMPLETE AND ONGOING This primarily related to the operation of the bar and the lack of control. The Internal auditor has helpfully provided guidance for the Town Council if and when it decides to re-open its bars. VAT returns were submitted.
Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for. NO.	NOTED AND AGREED No records could be produced for the financial year 24/25 and the operation of petty cash ceased in March 2025. As far as possible, the Town Council is limiting the use of cash.

HALEWOOD TOWN COUNCIL – AUDIT ACTION PLAN – STATUS AS AT 19th MARCH 2026

Salaries to employees were paid in accordance with the authority approvals and PAYE and NI requirements properly applied. NO	COMPLETE AND ONGOING The HMRC account was closed for some reason during the year which prevented proper allocation to employees tax accounts. The matter has now been resolved with payroll being run monthly, 'full payment submissions' made to HMRC and all appropriate made. The registers were not reviewed during the financial year 24/25 as required, it was done retrospectively in April 2025.
Assets and investment registers were complete and accurate and properly maintained. NO	COMPLETE AND ONGOING A final bank reconciliation was provided as part of our AGAR submission for 2024/25. Being operational, regular bank reconciliations will be produced using Scribe and presented to the Town Council in accordance with Financial Regulations.
Periodic bank reconciliations were properly carried out during the year. NO	IN PROGRESS. An audit of the website has been undertaken to identify those areas of information that require bringing up to date. It is planned that the recently appointed Business Support Assistant - Admin will bring the website up to date.
The authority published the required information of its website/ webpage up to date at the time of the internal Audit in accordance with relevant legislation. NO	NOTED AND AGREED . With the knowledge of the External Auditor, Notice of the Exercise of Public Rights was posted retrospectively.
This authority complied with the requirements to allow Public Rights of access to accounts for 2023/24.	

EXTERNAL AUDITORS REPORT & CERTIFICATE – SEPTEMBER 2025 (2024/25 AGAR)

Section 1 assertion 1 has been incorrectly completed, as the internal auditor has noted issues with accounting records. This is consistent with the Internal Auditor's response to Internal Control Objectives B & E.	NOTED AND AGREED
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<p>The small authority has confirmed that it has not complied with the governance Assertions in section 1 boxes 2,4,5 & 6 but has provided the appointed internal auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal auditor's response to Internal Control Objectives C, F, G, H, M & N.</p>	<p>NOTED AND AGREED</p>
<p>In the completion of the Annual Internal Audit and their detailed report, the Internal Auditor has drawn attention to weaknesses in relation to publishing information on the website. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.</p>	<p>IN PROGRESS Interim Town Manager addressing the weakness in conjunction with the appropriate Business Support Assistants.</p>
<p>The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests.</p>	<p>COMPLETE – Appropriate level of reserves considered an approved by the Town Council at the meeting held on 19th February 2026 as part of the 2026/27 Budget and precept setting process.</p>

Updates since the last meeting shown in **bold type**.

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

GROUNDS MAINTENANCE CONTRACT 2026/27

1. PURPOSE OF REPORT

The purpose of this report is to seek Members' approval to the Grounds Maintenance Contract for 2026/27.

2. RECOMMENDATIONS

Members are asked to:

- a) note the report.
- b) Approve acceptance of the Grounds Maintenance Contract as presented by Knowsley MBC for the period 1st April 2026 – 31st March 2027 in the sum of £43,589.82
- c) Approve that steps be taken to review the contract in readiness for a competitive tender process to be undertaken prior to the 2027/28 contact period.

3. REPORT

- 3.1. Members are aware that our current Grounds Maintenance Contract with Knowsley MBC expires on 31st March 2026, the outturn being £41,913.29.
- 3.2. KMBC have recently agreed an uplift of 4% on such contracts which in the case of the Town Council equates to an increase of £1,676.53 to a level of £43,589.82.
- 3.3. I have not been able to establish when this contract was last tendered and it being the largest single expenditure contract the Town Council currently has, it is appropriate, in my view, that it is tendered before the commencement of the 2027/28 contract.

- 3.4. I therefore recommend that the Town Council enter into the contract as presented and that during the year, it is formally reviewed with KMBC in readiness for a competitive tender process to be undertaken prior to the commencement of the 2026/27 contract.

4. FINANCIAL IMPLICATIONS

The value of the contract for 2026/27 is quoted as £43,589.82 which can be accommodated within the agreed grounds maintenance budget approved by the Town Council.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

TOWN COUNCIL INSURANCES 2026/27

1. PURPOSE OF REPORT

The purpose of this report is to seek Members' approval to the All Risks Insurance Policy as presented by Clear Councils.

2. RECOMMENDATIONS

Members are asked to:

- a) note the report.
- b) Approve the Insurance Policy as presented by Clear Councils as outlined in the report.

3. REPORT – 3 year deal check

- 3.1. The Town Council's current (all risks) insurance policy expires on 31st March 2026.
- 3.2. Our current policy is arranged via the brokers Clear Insurance Management Ltd with cover provided through Ecclesiastical who have developed a bespoke Local Council's Insurance policy which is 'designed to meet the demands and needs of organisations wishing to insure the property and liability risks associated with running a council in the UK'.
- 3.3. The policy covers the following:
 - Buildings & contents
 - Property damage (including regalia away from the 'premises')
 - Business interruption
 - Goods in transit
 - Money with assault extension
 - Personal accident
 - Liabilities (Employers' & Public liability)
 - Reputational risk
 - Hirer's Liability
 - Trustees and management responsibility

- Legal expenses, and
 - Fidelity.
- 3.4. In a Teams meeting with the Brokers held on 9th March, I reviewed the policy details and confirmed that they provided for the Town Council's needs.
- 3.5. The cost of the policy premium for 2026/27 is £5,302.48 plus £636.30 Insurance Premium Tax (IPT) a total £5,938.78, an increase of £178.95 on the policy cost for 2025/26.
- 3.6. Members are hereby recommended to approve the policy as presented,

4. FINANCIAL IMPLICATIONS

The total cost of the policy including IPT can be accommodated within the approved budget allocation for 2026/27.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

COUNCILLORS NEED TO PROVIDE 'COVER'

1. PURPOSE OF REPORT

At the request of the Chairperson, this report provides an update on the need for Elected Members to provide 'cover' in the absence of staff.

2. RECOMMENDATIONS

Members are asked to note the report.

3. REPORT

- 3.1. As Members are aware, staff absences during the latter part of 2025 and the early weeks of the new year, necessitated the occasional cancellation of bookings by the Town Council.
- 3.2. There would likely have been more cancellations had it not been for the flexibility of available staff, some of whom worked additional hours and the offer of 'cover' by Elected Members. I wish to reiterate my thanks to the staff and to place on record my thanks for those Elected Members who helped in this way.
- 3.3. Whilst we still have users cancelling bookings, sometimes at little or no notice, the utilisation of casual staff has meant that the Town Council has not cancelled any bookings since 20th January 2026 and we will continue to use casual staff as necessary to prevent any further Town Council cancellations.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising out of this report.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

EASTER HOLIDAY ACTIVITY & FOOD (HAF) PROGRAMME

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the proposed Easter HAF programme.

2. RECOMMENDATIONS

Members are asked to:

- a) note the report.
- b) Consider and comment as considered necessary on the proposed arrangements.

3. REPORT

- 3.1. Members will recall that at the Town Council Meeting held on 15th January 2026, approval was given to the Events Programme for 2026, part of which included the Easter HAF (Holiday Activity & Food).
- 3.2. HAF is grant funded via One Knowsley and our bid for Easter has been approved in the sum of £5,210.
- 3.3. The delivery criteria are that we should provide diverse, high quality activities healthy food provision meeting School Food Standards and a minimum of 4 hours activities for four days during the Easter holidays. We are required to target children and young people who are in receipt of benefit-related free school meals. Overall, based on previous programmes, we anticipate we will have 40 children in attendance on each of the 4 days, each accompanied by a guardian or carer.
- 3.4. Our programme will run from 7th – 10th April and will include the following activities:
 - Football / Zorb ball
 - Healthy Cooking

- Activities with the Ranger from Halewood Environment Centre
 - Arts & Crafts
 - Easter egg decorating
- 3.5. Naturally, we are required to have and do have in place and adhere to all relevant policies and procedures in place e.g. safeguarding, health & safety and insurance.
- 3.6. The programme is not just about providing activities and food for children, its about giving them opportunities and experiences they would not normally be able to enjoy. It also takes some pressure away from parents and carers as to what to do with their children during the Easter holiday alongside the financial benefit to families in that all the activities and food are, to them, free of charge.

4. FINANCIAL IMPLICATIONS

HAF is fully funded by One Knowsley who provide 70% of the grant 'up front' with the balance paid on completion of the project and submission of invoices.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

FEES AND CHARGES

1. PURPOSE OF REPORT

This report reviews the Town Council's current fees and charges for the use of our facilities and proposes an increase in rates applicable from 1st April 2026.

2. RECOMMENDATIONS

Members are asked to:

- a) note the report.
- b) Approve the rates outlined in paragraph 3.7. and 3.10, of the report.
- c) Approve that the new rates will apply from 1st April 2026, subject to the exception as outlined in paragraph 3.12 of the report.
- d) Give direction on the continuance, or otherwise of the ability for Users to apply for concessionary use and the level of concession.
- e) Approve that, if concessionary use continues to be available, notwithstanding re-application, the concession will only apply for a maximum of twelve months as referenced in paragraph 3.18 of the report.

3. REPORT

Current fees and charges

- 3.1. At present, our current hourly rate for the hire of our indoor spaces is £10 per hour. This rate, stated on the website as applicable from 1st August 2023, applies to both Hollies Hall and the Arncliffe Centre (including the Pink Room) and has remained unchanged since it was set a number of years ago.

- 3.2. We currently make no distinction between the 'category of applicant', it equally applies to occasional (one off) and long term bookings, private individuals, community groups, charities and statutory organisation and business; as such it is easy to administer.
- 3.3. However, the rates charged to some of our long-term Users are historical; they go back many years and have not been adjusted. In most of these 'historic cases' the hourly rate is significantly less than the standard £10 per hour.
- 3.4. The cost of using the synthetic football pitches, including the use of the floodlights as necessary, is charged at £20 per hour per pitch with the incentive to book for ten sessions and thereby get one free. Occasional use by Holy Family Primary School during a week day by Holy Family Primary School is free and this arrangement is proposed to continue. This charge.

Proposed fees and charges

- 3.5. In setting proposed fees and charges, it is assumed that a model of 'full cost recovery' [i.e. the cost of staff and a proportional share of indirect overheads (gas, electricity and water charges, council tax, HR, IT costs)] would result in an unacceptable level of charge.
- 3.6. It is therefore suggested that a more relevant measure is the cost of providing staff cover and in this respect, at the maximum, the hourly rates of pay including on costs, for our caretaker/cleaning staff is as follows:

Mon – Fri 6am – 8pm	Mon – Fri 8pm – 6am	Saturday and Sunday
£17.45	£23.27	£26.17

- 3.7. On that basis, and assuming the Town Council will continue to bear all non staff costs, it is proposed that the hourly rate be increased as follows:

Mon – Fri 6am – 8pm	Mon – Fri 8pm – 6am	Saturday and Sunday
£15.00	£20.00	£25.00

- 3.8. Even at the rates proposed in paragraph 3.7. our charges will only recover a proportion of staff costs (ranging from 85% - 95%) for the actual hours paid for.
- 3.9. Depending upon the nature of the booking, staff may be on duty for an additional hour, over and above the hours paid by the User (half an hour set up and half an hour clearing away) in which case the percentage recovery is reduced to approximately 64%.
- 3.10. It is further proposed that our rates for use of the synthetic pitches, irrespective of the time slot booked, is increased to £30 per hour. The exception being ad hoc use by Holy Family Primary School which will continue to be free.

- 3.11. It is proposed that, for ad-hoc use, these rates apply from 1st April 2026 with existing bookings (ad-hoc and long term) honoured at the £10 rate..
- 3.12. In respect of our long-term Users, including bookings for the synthetic pitches, it is proposed that the opportunity be taken to have a conversation with them (separately), to explain why the charges have been increased and to come to an agreement whereby the new costs will be applicable within three months, i.e. from 1st August 2026.
- 3.13. Separate discussions with each of our long term Users will also provide an opportunity to obtain a newly completed application form, (some of which have not been completed for many years) to check that we have the required insurance details of each User, if required, a Personal Emergency Evacuation Plan (PEEP) [a legal requirement under the Regulatory Reform (Fire Safety) Order 2005], that the appropriate safeguarding and first aid requirements are being met and that Martyn's Law is being adhered to as appropriate.
- 3.14. The charges outlined above do not relate to applications for functions which require a bar facility, which will be addressed in due course.

Concessionary Use

- 3.15. The Town Council currently has a procedure for Users to apply for 'concessionary use' at the standard rate of 50%, although Members can approve 100% concession (i.e. free use) if considered appropriate.
- 3.16. Applications for concessionary use are few; there has only one in the last twelve months and although they are relatively easy to administer, Members are asked to give direction as to whether concessionary use should continue to be available and at what level; such applications being submitted to the Town Council for approval.
- 3.17. It is true to say that in respect of some of our long-term Users, concessionary use may have been granted several years ago and has remained in force ever since. It is therefore recommended that, if Members direct that concessionary use is still available, it be applicable for a maximum period of twelve months, notwithstanding a renewal application may be made.

4. FINANCIAL IMPLICATIONS

The financial implications arising out of this report relate to the agreed level of fees and charges as outlined and the continuation or otherwise, of the availability to apply for concessionary use.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 19th March 2026

Report of the Interim Town Manager

PUBLICATION OF TOWN COUNCIL BUSINESS MANAGEMENT OF EXEMPT ITEMS

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the arrangements for publicising Town Council business and the management to exempt Items.

2. RECOMMENDATIONS

Members are asked to:

- a) note the report, providing comments as considered appropriate.

3. REPORT

- 3.1. Members are aware of the legislative requirement to publicise the Notice of and the Agenda for meetings of the Town Council and any committees.
- 3.2. It has hitherto been the practice for Notices to be posted on the Town Council's notice boards and for Notices and Agendas to be posted on the Town Council's website.
- 3.3. Hard copies of the agenda for meetings can be and are made available on request by members of the public who attend a meeting.
- 3.4. Under Schedule 12A of the Local Government Act 1972 items included in agendas may be considered 'exempt'. These are:
 - i. Information relating to an individual
 - ii. Information which is likely to reveal the identity of an individual
 - iii. Information relating to the financial or business affairs of any particular person including the authority holding that information.
 - iv. Information relating to any consultation or negotiation, or contemplated consultation or negotiations, in connection with any labour relations matter arising between the authority or a minister if the Crown and employees of, or office holders under the authority.

- v. Information in respect which a claim to legal professional privilege could be maintained in legal proceedings.
 - vi. Information which reveals that the authority proposes; -
 - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
 - b. To make an order or direction under any enactment.
 - vii. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.
- 3.5. Custom and practice in the Town Council is that meeting reports are not posted on the Town Council's website and are only made available to members of the community on request in accordance with the Town Council's agreed Publication Policy.
- 3.6. Advice from the Monitoring Officer is that the exempt element of such items relates to the report submitted for Members consideration and to the debate itself, at which members of the Press and Public are excluded. However, the decision is not exempt, it is a matter of record and should be recorded in the minutes.
- 3.7. Following an approach by a member of the public and having taken advice from the Monitoring Officer, and having discussed the matter with the Chair, the following has been agreed, effective immediately:
- *Meeting Notices and Agendas* - to be published on the Town Council's website and notice boards.
 - *Non exempt reports* - to be published on the Town Council's website at the same time as meeting agendas.
 - *Exempt reports* – Not published or available on request.
 - *Meeting minutes (including decisions on exempt items)* - to be published on the Town Council's website.

The above is in line with Council and committee meetings of KMBC and of other Town Councils in the Borough.

- 3.8. The above will further improve transparency and accountability of the Town Council.

4. FINANCIAL IMPLICATIONS

With the exception of additional time required for meeting preparation there are no direct financial implications arising from this report.

George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

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George MacKenzie
Interim Town Manager

HALEWOOD TOWN COUNCIL

Planning Applications for consideration at the meeting of 19th March 2026

Application Number	Applicant	Location	Details
26/00053/FUL	Mr Rastopyrov	174 Higher Road Halewood Knowsley	ERECTION OF SINGLE STOREY FRONT PORCH EXTENSION (DEMOLITION OF EXISTING PORCH)
26/00062/FUL	Mr Louis Crosbie	13 Elwyn Drive Halewood Knowsley	ERECTION OF 1NO. OUTBUILDING IN REAR GARDEN
26/00068/FUL	Mrs Alexandra McClone	87 Camberley Drive Halewood Knowsley	ERECTION OF A PART SINGLE STOREY FRONT EXTENSION.
26/00074/FUL	Mr Michael Hughes	45 Barncroft Road Halewood Knowsley	ERECTION OF A SINGLE STOREY PART SIDE AND REAR EXTENSION.

