



Notice of Meeting

Aintree Village Parish Council

To all Members of Aintree Village Parish Council

You are hereby summoned to the meeting of the Parish Council to be held on **Monday 14th January 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

6873	To receive apologies for absence	
6874	To receive declarations of interest	
6875	Public participation:- Susan Fairclough – Crime problems in the area	
6876	To consider and approve minutes of Parish Council meeting held on Monday 17 th December 2018 (sent separately)	
6877	Matters arising and action list (attached)	
6878	Clerk's reports	<ol style="list-style-type: none"> 1. To consider report on Civic Awards nominations (attached) 2. To consider and agree the cost of replacing timber stop boards along the perimeter of the Bowling Green (attached). 3. To consider a report on draft budget proposals for the financial year 2019/2020 (attached) 4. To note the receipt of cheque for £260.28 in respect of dividend payable to Aintree Village Parish Council on the closure of SAPLC (10 parishes) 5. To consider a report on the installation of an awning on the Bowling Green building (attached) 6. To consider a report on Ground Maintenance Contract (attached) (Deferred to 21st January 2019 meeting) 7. To consider a report on defibrillator for the Parish Council Park (attached).
6879	Reports from external meetings and Chairman's reports	
6880	Financial Matters	<ol style="list-style-type: none"> 1. Budget monitoring report (attached as 6880 (A)) 2. Payments for authorisation (attached as 6880 (B)) 3. Bank reconciliation (attached as 6880 (C)) 4. Verbal report on the progress made in opening an account with Unity Bank (All deferred to 21st January 2019 meeting)

6881	Planning Issues	Attached (Deferred to 21 st January 2019 meeting)	
6882	Correspondence	1. Michael Fallon – Street Lights (attached) 2. Derek Murphy – Maghull & District Lions (attached) (Deferred to 21 st January 2019 meeting)	
6883	Promoting forthcoming elections	To consider election the material issued by the NALC and decide how to promote the forthcoming elections (Deferred to 21 st January 2019 meeting)	Cllr. Harris
6884	Crime situation	To consider the recent crime situation in Aintree	Cllr. Colbert
6885	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 21st January 2019 (budget and precept meeting) 2. Monday 18th February 2019 3. Monday 18th March 2019 4. Monday 15th April 2019 5. Monday 13th May 2019 (Annual Parish meeting) 6. Thursday 16th May 2019 (Annual Parish Council meeting) 	

Council Meeting –14th January 2019

ACTION LIST

Item No.	Subject	Action	Priority (High or Medium)	Action By	Target Completion Date	Progress	Approved Cost £
6703	Revaluation of Assets	To undertake the completion of Revaluation of Assets exercise		Parish Clerk	November 2018	Completed 19 th November 2018	
6707 6736	GDPR	To undertake all necessary steps to comply with GDPR		Parish Clerk		Policies - completed Mapping exercise - not started	910.00
6731 6763	Policies	To undertake a review of the following existing policies:- 1) Asset Register 2) Risk Register 3) Standing Orders 4) Financial Regulations 5) Cash Handling Policy To develop and update relevant policies		Parish Clerk	November 2018	Completed 19/11/18 Completed 19/11/18 Completed 17/12/18 Completed 17/12/18 Completed 19/11/18	
6738	Website	To get The Champion Newspaper for upgrading and refreshing the Aintree Village Parish Council website for the sum be accepted, and		Parish clerk		New Website now operational 29/11/2018	£300.00 + VAT and hosting charge of £100 +VAT per annum Clerk delegated additional £500.00 to enable any changes that

							may be necessary.
6763	Health and Safety	Cllr. Bennett to arrange appropriately trained person to undertake visual PAT Testing at no cost to the Parish Council.		Cllr. Bennett		Currently working with Park Officer	
6767	East Sefton Crime Alert	To explore greater use of social media to raise awareness of crime related incidents on completion of Parish Council website		Parish Clerk		Police Crime Stats now bedded into the new Parish Council Website 29/11/2018	
6769	Promoting Parish Council	To look at social media and Parish Council website as a means of achieving these objectives		Parish clerk		Parish Council website now more user friendly and with links to other social media sites	
6775 6782	Internal Audit	To ask the internal auditor to review the activities listed below, with one topic being selected every three months be delegated to the Parish Clerk. a) the fees for leisure activities in the park b) section 137 payments over the last two years c) the chairman's allowance d) the financial regulations e) payments for expenses made to parish councillors and staff f) level of cash reserves		Parish Clerk		Internal Auditor to undertake 3 audits from the list every four months	

		<p>g) budget and precept setting process</p> <p>h) insurance cover</p> <p>i) risk management arrangements</p> <p>processes for the review of the asset register and the inventory of small equipment.</p>					
6783	Recent and pertinent comments on the parish council's website for discussions and action	Cllr. Bennett to contact the Disability Employment Adviser based in Bootle Job Centre.		Cllr. Bennett		Cllr. Bennett has rang the office on three occasions but not been able to speak directly to the person in question.	
6823	Matters arising	Parish Clerk to write to the Disability Employment Adviser		Parish Clerk	October 2018	Completed	
6792	WiFi	To enter into contract with Talk Talk for the provision of Internet/WiFi at Council premises		Parish Clerk	July 2018	Issue of requiring a letter box before TalkTalk would install the equipment	£17.46/month plus £8.99 setup cost
6823		Budget allocation increased by £10.00 to £27,46/month and £8.99 setup cost				Total Monthly Charges (exc VAT): £24.50 + Total One Off Charges (exc VAT): £8.99	

6802	Public participation	Parish Clerk to write to Sefton Council, and other relevant organisations with the aim of securing funding for Defibrillators in Harrow Park on other convenient locations in Aintree Village		Parish Clerk		Emailed Kerry Pavey, at Sefton Council, and awaiting response	
6823	Matter arising	Parish Clerk to write to Sefton Council asking if any funding available from the Mayor of Sefton Charity Fund		Parish Clerk	November 2018	Completed 19/11/18	
6803	Christmas Tree	Parish Council Working Group established to work with other community led working groups to facilitate successful Christmas event		Cllrs. Colbert and Honeyman		Completed December 2018	
6822 (PK0076)	Canopy/ Awning (PK0079)	Parish Clerk to undertake all necessary steps to facilitate the development of relevant plans and the submission of a Planning application for the erection of a permanent canopy along the building housing the Tuck Shop.		Parish Clerk		Progressing	
6822	ROSPA Report (PK0076)	i) The Park Committee continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes		Park Committee & Cllr Bennett		Please see Park Committee Minutes of 8 th November 2018	

		<p>which the Park Committee had questioned</p> <p>ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and</p> <p>iii) The Park Committee to seek any specialist advice where necessary.</p>					
6824	Scheme of delegation	<p>Parish clerk to:-</p> <p>i) Review , and where necessary amend and submit to the Parish Council for its consideration the revised Standing Orders, and Financial Regulations, and if required the Internal Control Policy,</p> <p>ii) Submit a report outlining the frequency and the sequences of Parish Council, Finance & General Purposes Committee, and Park & Amenities Committee meetings that would ensure that it meets the requirements of the new Parish Council structure,</p> <p>iii) Submit a report outlining how monthly payments made can be approved within a specified period of</p>		Parish Clerk		Completed 17/12/18	
					November 2018	Completed 19/11/18	
					November 2018	Completed 19/11/18	

	Midyear financial review	time under the new structure Submission of proposals by Members, including costs to the Parish Clerk for inclusion in the next (2019/2020) year's budget		Members			
	Community Right to Buy Bid	The Parish Clerk to take all necessary steps to complete the application form and to bring it to the Parish Council meeting for its consideration and formal submission to Sefton Council.			November 2018	Completed 19/11/18	
6831	Civic awards	Parish Clerk in conjunction with the Chairman and the Vice-chairman to seek nominations for Civic Service, and Civic Awards, including Youth Awards from the local community using the local media, notice boards, and Facebook		Parish Clerk		Completed December 2108	£500
6832	Staffing issues	Parish Clerk to:- i) Issue a permanent employment contract to the Park Officer on the satisfactory completion of his probation period,		Parish Clerk			

		<p>ii) Issue a permanent employment contract to the Assistant Park Officer, and</p> <p>iii) Undertake a review of all staff terms and conditions, with a report to be presented to the Parish Council in February 2019.</p>			February 2019.	Assistant Park Officer informed in writing but permanent contract to be reviewed and issued in February 2019	
6839	<p>Civic Service and Civic Awards</p> <p>Timetable for Meetings 2019/2020</p>	<p>The Council Manager and Parish Clerk be instructed to re-examine the Civic Award nomination criteria, types, and the application form, and consult Members via emails if necessary. An updated report be presented at the next Parish Council meeting.</p> <p>A further report be presented at the next meeting that only includes meetings starting at no earlier than 7.00pm for Parish Council and the two proposed Committees</p>		<p>Parish Clerk</p> <p>Parish Clerk</p>		<p>Completed 19/11/18</p> <p>Completed 19/11/18</p>	£500.00
6844	Defibrillators and Christmas Trees/events	<p>For the installation of defibrillator in the Park</p> <p>a) The Parish Council to contribute £500, subject to all the work being undertaken by the Parish Council, and receiving:</p>		Parish Clerk		Report Attached	

		<p>i). £500 contribution from Aintree Ratepayers Association,</p> <p>ii). £500 contribution from Aintree Community Trust, and</p> <p>iii). £250 from Davenhill FC</p>					
6849	<p>Ground Maintenance Contract (Park Committee)</p> <p>RoSPA (Park Committee)</p> <p>Christmas lights and decorations</p>	<p>Working Group consisting of Cllrs Wykes, Honeyman, Bennett and Grosart agreed to consider all options for the Ground Maintenance Contract</p> <p>Parish Clerk to seek quotes from other independent companies in order that an informed plan of action can be developed by the Park Committee</p> <p>Aintree Community Trust to be allocated, under LGA1972 S144, £650 towards the cost of Christmas lights and other Sundry costs (Cost Code COM-02)</p>		<p>Cllrs and Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk/ RFO</p>	<p>2019</p> <p>Early 2019</p>	<p>Options paper shared with the Working Group also report attached</p>	
6851	Civic Service and Civic Award	Reinstatement of the Civic Service element of the event to be considered at the next meeting of the Parish Council in line with SOs.		Parish Clerk	17 th December 2018	Completed 17/12/18	

	Safeguarding Awareness Training	Both nominated Member and relevant Officers to undertake the half day training course provided by Sefton Council at a cost of £30 per person		Parish Clerk		Training date being arranged	£30 per person
	Risk Management Policy Statement, Risk Management Plan, and Asset Register	<p>a) Agreed in principle to engaging an independent company in 2019 to determine for insurance purposes the valuation of items that were identified in the Asset Register,</p> <p>b) Agreed that additional items identified in the report be included in the Asset Register and the Insurance Company be informed</p> <p>c) There may be some additional premium charge levied as a result of b) above</p>		Parish Clerk	2019	Completed 17/12/18	
	Community Right to Bid Application	<p>1. Right to Bid application to be submitted to Sefton Council,</p> <p>2. A report to be presented in 2019 setting out briefly the financial, legal and management implications</p>		Parish Clerk	2019	Completed 27/11/18	
	Canopy Awning	Quotes received from Apex Shelters Company to be circulated via email to all Members		Parish Clerk		Completed 20/11/18	

6856	Vacancy	.Notices to be placed on Parish Council's notice boards and local Facebook group		Parish Clerk		Completed 06/12/18	
6857	Financing of Christmas trees, lights and decorations etc.	Parish Clerk to write to LALC requesting that consideration should be given to petitioning the Government to provide a more direct and specific power for Parish Councils to fund Christmas trees, lights and decorations in the parish areas		Parish Clerk		Completed 26/11/18	
6858	Grant to the Royal British Legion	To donate, under LGA S137, £200.00 to Royal British legion in lieu of a wreath for Remembrance Sunday, and in recognition of the centenary of the end of the Great War.		Parish Clerk/ RFO			£200.00
6865	Safeguarding awareness Training	To consider the effectiveness of any training received, and its application in the Park		Parish Clerk			
	Existing energy supplier	A report to be presented to the Parish Council exploring which energy company supplier would be most cost effective.		Parish Clerk/ RFO			
	Replacement of damaged swing basket	To replace the damaged swing basket by purchasing a new basket from Active Garden.		Parish Clerk			£564.00 including VAT and delivery (Cost code PEX-10).
	Additional Insurance Premium Cost	To include two litter bins, a Union flag and a notice board in the asset list when seeking new insurance quotes next year		Parish Clerk	November 2019		

6868	Financial matters	To provide updated report on the progress for opening an account with Unity Bank		Parish Clerk/ RFO			
6871	Set of keys for the Police	To provide a set of keys subject to the Police complying with all the Parish Council's key holder's procedures.		Parish Clerk		Email sent on 19 th December 2018 informing of the decision by the AVPC. Awaiting a response	

PARISH COUNCIL POLICIES

PARISH COUNCIL POLICIES							
No.	Core Documents	Legal Reference	Position Prior to April 2018			Position post April 2018	
			Aintree VPC Policy?	Date Approved	Date to be reviewed	Date Policy approved	Proposed review date
1	Disciplinary Policy	Employment Act 2008 and the ACAS Code of Practice APR 2009	Yes	No date specified	No date specified		
2	Safe Guarding Policy	Children Act 1989 • United Convention of the Rights of the Child 1991 • Data Protection Act 1998 • Sexual Offences Act 2003 • Children Act 2004 • Protection of Freedoms Act 2012 • Relevant government guidance on safeguarding				August 2018	August 2020
3	Tree Policy	Open Space Act 1906					
4	GDPR Policy	<ul style="list-style-type: none"> •The Data Protection Act 1998 •The Freedom of Information Act 2000 •General Data Protection Regulations (EU) 2016/679 	No			May 2018	May 2020
5	Complaints Policy	Disciplinary and grievance procedure, and Code of Conduct					
6	Standing Orders	LGA 1972, Sch. 12, para 42	Yes	No date specified	No date specified	17 th December 2018	December 2019
7	Health and Safety Policy	Health and Safety at Work Act 1974	Yes	May 2017	No date specified		

8	Financial Regulations	<ul style="list-style-type: none"> Local Government Act 1972 Section 27 of the Audit Commission Act 1998 	Yes	July 2016	No date specified	17 th December 2018	December 2019
	Code of Conduct	"Nolan Principles" and the provisions of S29(1) Localism Act 2011	Yes	May 2018	No date specified	July 2018	July 2020
10	Lone Working Policy	Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.	Yes	23 rd February 2015	No date specified	17 th December 2018	December 2020
11	Whistleblowing Policy	Code of Conduct and Public Interests Disclosure Act 1998					
12	CCTV Policy	<ul style="list-style-type: none"> CCTV Code of Practice issued by the Secretary of State under Section 30 of the Protection of Freedoms Act 2012 and released in June 2013. The Information Commissioner's Office CCTV Code of Practice 2008 					
13	H and S Policy – DSE Policy	Health and Safety (Display Screen Equipment) Regulations 1992					
14	Parish Plan	<p>Localism Bill</p> <p>National Planning Policy Framework</p>					
15	Pension Policy	LGPS Regulations 2013, effective from 1 April 2014					
16	Grant Awarding Policy	<ul style="list-style-type: none"> The General Power Section 1 of the Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 	Yes	2016	2016	August 2018	August 2020
17	Allotment Policy	<ul style="list-style-type: none"> Small Holdings and Allotments Act 1908 The Allotment Act 1925 					

		<ul style="list-style-type: none"> •Local Government Act 1972 					
18	Equal Opportunities Policy	<ul style="list-style-type: none"> •Equality Act 2010 (Specific Duties) Regulations 2011 •Section 149 of the Equality Act 2010 (the Public Sector Equality Duty.) 	Yes	Dec 2016	No date specified		
19	Dignity at Work Policy	<ul style="list-style-type: none"> •Employment Rights Act 1996 •Health and Safety at Work Act 1974. •Equality Act 2010 •The Criminal Justice Public Order Act 1994 •Protection from Harassment Act 1997 					
20	Flexible Working Policy	The Employment Rights Act 1996					
21	Openness and Transparency Policy	<ul style="list-style-type: none"> •The Openness of Local Government Bodies Regulations 2014. These regulations took effect on 6 August 2014 •Law of Defamation •Law on Public Order Offences [Crown Prosecution Service guidance on communication using social media.] •Localism Act 2011 •Accounts and Audit (England) Regulations 2011; Local Audit and Accountability Act 2014 •Freedom of Information Act 2008 •Public Bodies (Admission to Meetings) Act 1960 •Re-Use of Public Sector Information Regulations 2005 •Data Protection Act 1998 					
22	Recruitment and Management Policy	<ul style="list-style-type: none"> •The Sex Discrimination Act 1975, •The Race Relations Act 1976, The Disability Discrimination Act 1995, •The Employment Equality (Religion or Belief) Regulations 2003, •The Employment Equality (Sexual Orientation) Regulations 2003, •Data Protection Act 1998, • The Asylum and Immigration Act 1996) 	Yes	July 2016	No date specified		

23	Alcohol and Drug Policy	<ul style="list-style-type: none"> •The Health and Safety at Work Act 1974 •The Road Traffic Act 1988 •The Misuse of Drugs Act 1971 					
24	Procurement Policy	Public Contracts Regulations 2015					
25	Volunteer Policy	<ul style="list-style-type: none"> •Volunteer Recruitment Procedures •Data Protection •Health and Safety 					
26	Scheme of Delegation	Local Government Act 1972 s101	Yes	July 2008		17 th September and 17 th December 2018/2018	April 2020
27	Recruitment of ex-offenders Policy	<ul style="list-style-type: none"> •Rehabilitation of Offenders Act 1974 (Exceptions) Order •Code of Practice published under section 122 of the Police Act 1997 					
28	Co-option Procedure Policy	Local Government Act 1972, s79 as amended					
29	Risk Assessment	Health and Safety Act 1974					
30	Policy on Recording of Decisions Made By Officers	Openness of Local Government Bodies Regulations 2014					
31	a) Risk Management Statement Policy b) Risk Register	Health and Safety Act 1974 Health and Safety Act 1974	Yes	July 2017	No date specified	19 th November 2018	November 2019

32	Asset Register		Yes	July 2016	No date specified	19 th November 2018	November 2019
33	Flag Policy	<ul style="list-style-type: none"> • Plain English Guide to Flying Flags- the Department for Communities and Local Government (2012) •The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 •The Town and Country Planning (Control of Advertisements)(England)Amendment) Regulations 2022 	Yes	June 2017	No date specified	July 2018	July 2020
34	Sickness Absence Policy	<ul style="list-style-type: none"> •Health and Safety at Work Act 1974 •Employment Act 2008 and the ACAS Code of Practice APR 2009 •Equality Act 2010 					
35	Anti-fraud and Corruption Policy	The Public Interest Disclosure Act, 1998					
36	Cash Handling Policy	The Public Interest Disclosure Act, 1998				19 th November 2018	November 2020

Aintree Village Parish Council Report on Civic Event

1.0 Purpose of report

1.1 The purpose of this report is to inform Members of the current situation with regard to the Civic Event planned for Sunday 20th January 2018.

2.0 Background

2.1 The Parish Council at its meeting on 17th December 2018, considered a report on Civic Event and:-

- a) AGREED to extend the nomination closing date to 7th January 2019, and
- b) RESOLVED in accordance with existing Standing Orders to reverse its earlier decision not to hold a Civic Service as part of the Civic Event, with the vote being recorded as,
 - For:- Cllrs. Honeyman, Bennett, Preston, Downey, and Wykes
 - Against:- Cllr. Harris
 - Abstained:- Cllr. Carter

3.0 Current Position

3.1 Since the Parish Council meeting on 17th December 2018, some 53 emails and 19 letters have been sent to those individuals and organisations highlighted on the invite list previously considered by Members.

3.2 As of 14th January 2019 some 35 individuals have replied, of which nine are unable to attend. Those that have said that they will be attending and bringing a guest with them amounts to some 51 individuals.

3.3 A verbal update on the above will be provided at the Parish Council meeting on 14th January 2019.

3.4 With regard to nomination submissions for various civic and community awards, to date three completed forms have been lodged. However the closing date for the submission of nomination forms was extended to Monday 7th January 2019, and it is the intention of the Council Manager and Parish Clerk to send hard copies of all the submitted nomination forms to Members with the Agenda so that Members are able to consider and select candidates in accordance with the agreed criteria for the various categories of civic and community awards at their meeting on Monday 14th January 2019. To date the following nominations have been received:-

Nominee	Sponsor	Award Category	Date submitted
Mike Scully	Cllr. Preston	Community Environment	27 th November 2018
Grace Brady	Cllr. Grosart	Youth Person	5 th December 2018
Glyn Owen	Joan Harkins	Civic Award	11 th December 2018
Glyn Owen	David Evans	Civic Award	2 nd January 2019

3.5 On Tuesday 15th January 2019 all the successful candidates will be informed so that they have sufficient notice to attend the Civic Event on Sunday 20th January 2019. This will also allow time for certificates with relevant names to be printed and produced.

4.0 Financial Regulations

4.0 There are no additional financial implications as a result of this report.

5.0 Legal Implications

5.1 There are no legal implications as a result of this report.

6.0 Recommendations

It is recommended that:-

6.1 The Parish Council using the previously agreed criteria select successful candidates for the following categories:-

- Civic Award
- Community Involvement Award
- Community Environment Award
- Community Sport Award
- Youth Person Award

6.2 Agree that the name of the person(s) awarded the Civic Award be recorded on the Board in the Council Chamber, and

6.3 Instruct the Council Manager and Parish Clerk to report back to the Parish Council on the Civic Event.

Aintree Village Parish Council Report on Replacing Damaged Timber Boards

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and approve the replacement of timber boards on the perimeter of the Bowling Green.

2.0 Background

2.1 Members may be aware that most of the timber boards used for stopping bowling green balls around the perimeter of the Bowling Green are in a very poor condition and not fit for purpose.

2.2 The Park Officer has sought quotes for replacing these boards, which are shown in table below.

Item	Supplier	Cost	VAT	Del	Total	Remarks
150m treated 47x200mm timber	Travis Perkins	£1,019.24	£254.80	£0	£1,274.04	
150m treated 47x200mm timber	Huws Gray	£679.76	£169.76	£0	£848.78	
150m treated 47x200mm timber	B&Q	£861.55	£215.39	£0	£1,076.94	

2.3 The cheapest quote is from Huws Gray, which comes at £848.78, and includes VAT and delivery.

2.4 The price quoted above only includes treated 47mmX200mm timber boards and no provision has been made for any fasteners that may be required. This may include for example metal ties, nails and screws. This is likely to cost around £50.00

3.0 Financial Implications

3.0 The cost (£848.78 + £50 = £898.78) can be met from Maintenance – Play & Park Equipment General (Cost Code PEX-10) budget line.

4.0 Legal Implications

4.1 There are no legal implications as a result of this report.

5.0 Recommendations

It is recommended that Members:-

5.1 Agree to the replacement of damaged boards around the perimeter of the Bowling Green, and

5.2 Approve the purchase of 150m of treated 47mmX200mm timber boards from Huws Gray at a cost of £848.78, which includes VAT and delivery, and an additional £50.00 for the purchase of any associated fasteners.

Aintree Village Parish Council **Report on Draft Budget for 2019/20**

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider a draft budget based on the current estimated spend to end of March 2019, and the likely precept for the financial year 2019/20.

2.0 Introduction

2.1 Members may be aware that by the end of January 2019, the principal authority needs to be informed of the scale of the precept that the Parish Council wishes levy so that this figure could be included in Sefton Council's overall budget calculation..

2.2 The table below shows the scale of precept set by the Parish Council over the last 6 years.

Year	Precept/Receipt	% Change
2013-14	£90,000.00	-
2014-15	£90,000.00	0
2015-16	£105,000.00	16.6
2016-17	£110,000.00	4.76
2017-18	£60,000.00	-45.45
2018-19	£113,000.00	46.90

2.3 It should be noted that the Parish Council reduced its precept by 45.45% in the financial year 2017/18, and then increased it by 46.90% in 2018/19. The net difference between these two financial years being 1.45%.

2.4 Attached to this report as Annex A is a spreadsheet, which sets out the following:-

- 2018/19 Budget and Precept (for comparison purposes)
- The agreed mid-year budget changes
- The projected spend to march 2019, and
- The proposed budget for 2019/20
- Calculated precept based on the proposed budget for 2019/20

2.5 It should be noted that the proposed budget for 2019/20, attached as Annex A, is based on a more detailed spreadsheet, which includes all activities agreed last year. The same activities have been retained for next year, although adjustments have been made to reflect likely spend. For some activities' budgets have been increased by some 5% to reflect any likely increases in charges and fees. A copy of the more detailed spreadsheet will be sent out separately to Members as part of the Agenda, but no hard copies will be made available due its size.

2.6 It is important to note that the figures contained in the 'Proposed Budget for 2019/20' column are, at this stage, based on estimates and projected costs, and therefore subject to change.

2.7 Members will note that towards the end of the spreadsheet in Annex A, the above figures have been used to calculate the precept for the financial year 2019/20. The precept comes to some £118,000, which is £5,000 above the current level and equates to 4.4% increase. This does involve the use of some £29,300 reserves, from the total reserves of £122,567 (excluding £20,000, which is in the current account, and therefore considered as a working capital), leaving to cover some 6 months of future expenditure in 2019/20.

3.0 Reserves

3.1 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

3.2 According to 'The Good Councillor's Guide to Finance and Transparency (2018)' 'local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community. Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept'.

3.3 At the end of December 2018, the Parish Council reserves were some £122,567. However this may change as there are still three months of the financial year left.

3.4 It should be noted that currently the Parish Council has no policy on what its reserves should be for the coming financial year. It is therefore proposed that the RFO and the Council Manager and the Parish Clerk be requested to develop a Reserve Policy for the financial year 2020/21 for consideration and approval by the Parish Council.

4.0 Financial Implications

4.1 There are no financial implications as a result of this report.

5.0 Legal Implications

5.1 In accordance with the Local Government Finance Act 1992 the Parish Council is required to set a budget and precept for 2019/20.

6.0 Recommendations

It is recommended that Members:-

6.1 Consider the draft budget as shown in Annex A of this report and:-

- Suggest any changes to the activities and budgets allocated,
- Suggest any additional activities to be included in the budget, together with budget allocation,

- Suggest any capital projects for implementation next year, together with budgets,
- Agree on the use of any reserves and the amount,

6.2 Subject to 6.1 above instruct the Council Manager and Parish Clerk, together with the RFO to prepare a budget and calculate the precept level for 2019/2020 for consideration and approval at the Parish Council meeting on 21st January 2019, and

6.3 Request the RFO and the Council Manager and the Parish Clerk to develop a Reserve Policy for the financial year 2020/21 for consideration and approval by the Parish Council.

Annex A

Activities	2018-19	Mid-year Review and Changes to Budget	Projected Spend to March 2019	Proposed Budget/Precept for 2019/2020
	Budget/Precept	Budget/Precept		
	Payments	Payments	Payments	Payments
Bench Replacement/Improvements	£3,000.00	£0.00	£184.50	£3,000.00
New Park Equipment - Suggested Table Tennis Table	£1,000.00	£0.00	£0.00	£1,000.00
Community Participation Garden with Vegetable beds (start-up)	£1,500.00	£0.00	£0.00	£1,000.00
Improvements to Chambers Buildings (inc Disability Access)	£5,000.00	£0.00	£0.00	£4,000.00
Water Table & Drainage Issues	£10,000.00	£2,000.00	£0.00	£4,000.00
PARK REFURBISHMENTS	£20,500.00	£2,000.00	£184.50	£13,000.00
PAYROLL	£38,000.00	£44,000.00	£34,674.00	£44,000.00
Waste Collection	£930.00	£1,380.00	£1,380.00	£1,400.00
Park Open/Close	£5,315.00	£5,315.00	£5,315.00	£5,480.00
Grounds Maintenance Contract	£13,800.00	£13,800.00	£13,800.00	£20,000.00
Intruder Alarm	£1,065.00	£1,065.00	£877.97	£1,119.00
H&S	£2,035.00	£2,605.00	£2,560.00	£2,656.00
Maintenance - Play & Park Equipment	£2,500.00	£8,500.00	£8,398.93	£17,500.00
Maintenance-Buildings	£2,000.00	£12,000.00	£3,000.00	£10,000.00
Community Participation Garden (on-going)	£500.00	£500.00	£0.00	£500.00
PARK EXPENSES	£28,145.00	£45,165.00	£35,331.90	£58,655.00
Postage/Stationery/Computer	£775.00	£1,425.00	£2,443.91	£2,925.00
Data Protection	£910.00	£410.00	£100.00	£200.00
Audit Fees	£850.00	£850.00	£849.67	£925.00
Subscriptions	£1,165.00	£1,625.00	£1,465.00	£1,224.00
Training	£1,000.00	£1,000.00	£290.00	£1,150.00
Advance on Chairman's Expenses	£300.00	£300.00	£0.00	£300.00

Excess Funds	£586.00
Excess Funds - check	-£0.62

Calculating Precept

Add

Total proposed expenditure for 2019/2020 (including contingency) =		£186,399.00	
Plus any other capital projects	=	£0.00	
Total expenditure		£186,399.00	£186,399.00

Minus

Estimated Balance B/F (currently) =		£31,599.45	
Reserves B/F		£122,567.00	
Income		£7,499.66	
Total 'Income' =		£161,666.11	- £161,666.11
Difference			= 24,732.89
Plus 6 months reserves of total expenditure =			+ £93,200.00

Proposed Precept for 2019/2020 =	117,932.89
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Precept in 2018/2019 =	£113,000.00
Difference	£4,932.89 as a % = 4.18%

Rounding up the figures for the proposed precept to £118,000 means an increase of 4.4% over this year's precept of £113,000
It should be noted that the proposed budget involves the use of existing reserves,

Aintree Village Parish Council

Report on the Installation of an Awning on the Bowling Green Building

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and approve the installation of an awning on the Bowling Green building.

2.0 Background

2.1 The issue of providing an awning or a canopy on the Bowling Green building was raised earlier this year by Ladies Bowls Club that use the Parish Council's bowling green. In fact the said Club has agreed to contribute £100 towards the cost of installing an awning or a canopy.

2.2 Members may recall that the Council Manager and Parish Clerk sought some advice from Sefton Planning Department as to whether a planning permission would be required for the installation on an awning. The Planning Department wrote back on 9th July 2018 stating that:-

PART 12 Development by local authorities

Class A

Permitted development

A. The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.

Interpretation of Class A

A.1 For the purposes of Class A, "urban development corporation" has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development)(54).

A.2 The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

Interpretation of Part 12

C. For the purposes of Part 12, "local authority" includes a parish council.

2.3 The above suggests that the Parish Council does not need a planning permission if it is minded to erect an awning on the bowling green building as it is considered a permitted development.

2.4 This matter has been considered by both the Park Committee and the Parish Council at their previous meetings.

3.0 Current Position

3.1 In order to progress this matter three quotes have been received. One for a canopy and two for an awning.

1. Apex Shelter Systems – 26a Hart Street, Southport, PR8 6BT (01704 546522)

This is for a free standing canopy, 5m long by 2.5 wide and 2.5m high. Roofing comprises of 16mm triple wall polycarbonate, with Framework Polyester Powder Coated to a standard BS or RAL Colour finish. Fixing includes back legs base fixed and front legs extended for sub fixing and UPVC Gutter and Downpipe.

Cost = £2250.00 plus erection, plus VAT

2. Geminin Blinds, 732 Borough Road, Birkenhead, CH42 9JF (0151 954 0061)

This is for an awning erected underside of the existing overhang roof structure of the Bowling Green building, and electrically operated.

- | | |
|----------------------------|-------------------------------|
| a) 5.5m long and 2.0m wide | Cost = £1400 + VAT = £1680.00 |
| b) 5.5m long and 2.5m wide | Cost = £1460 + VAT = £1752.00 |

3. Apollo Blinds, Wirral (0151 665 0277)

This is for an awning erected underside of the existing overhang roof structure of the Bowling Green building, but fastened to the inside of the block wall with load spreading wall plates, and electrically operated.

- | | |
|---------------------------|--------------------------------|
| a) 5.5 long and 2.5m wide | Cost = £4497.00, including VAT |
|---------------------------|--------------------------------|

3.2 There is a significant variation in price between the three companies, although it is not a like for like comparison when it comes to Apex Shelter Systems, as this is a quote for a canopy. Of the two companies providing quotes for an awning it would appear that Geminin Blinds provides the best value for money. However, if Geminin Blinds is selected, it is important to check that the stability of the awning erected underneath the overhang roof structure is going to be sound and that there are no additional costs.

4.0 Financial Implications

4.0 The cost £1,752.00 can be met from Maintenance – Play & Park Equipment General (Cost Code PEX-10) budget line. There is also a £100.00 contribution from Ladies Bowls Club.

5.0 Legal Implications

5.1 There are no legal implications as a result of this report.

6.0 Recommendations

It is recommended that Members:-

6.1 Agree to the installation of an awning on the Bowling Green building,

6.2 Approve Gemini Blinds to under the work at a cost of £1752.00, subject to ensuring that the awning would be structurally safe and secure, and that there are no additional costs, and

6.3 Agree that Ladies Bowls Club be given the opportunity to select the colour of the awning and the fabric.

Aintree Village Parish Council **Report on Ground Maintenance Contract**

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider the options available for the delivery of the Ground Maintenance Contract and to approve a way forward.

2.0 Background

2.1 The Parish Council at its meeting on Monday 19th November agreed to the formation a Working Group, comprising Cllrs. Wykes, Honeyman, Bennett and Grosart to consider all options available for a new Ground Maintenance Contract.

2.2 Members may be aware that since April 2016, the Parish Council has engaged Maghull Town Council to deliver its ground maintenance work. The nature of work undertaken together with staff assigned by Maghull Council to deliver the contract is attached to this report as Annex B. The total cost of the contract this financial year is £13,800.

2.3 Before April 2016, the Parish Council under took the ground maintenance work on an ad hoc basis with some work being undertaken in house and some by external contractors, engaged to carry out only specific tasks.

3.0 Current Position

3.1 Compared with the situation prior to April 2016, the ground maintenance work undertaken by Maghull Town Council staff was a significant improvement, particularly in 2016/2017. However, this financial year the work undertaken appears to have been uncoordinated and inconsistent, particularly in relation to time keeping and the amount of work actually undertaken when compared to what is in the contract.

3.2 This has been raised on a number occasions with their Contracts, Operations, and Business Development Manager, and the Chief Executive Officer and Town Clerk. It would appear that Maghull Town Council has been having some staffing issues and this has affected their ability to deliver the ground maintenance contract properly.

3.3 Informal discussions with their Chief Executive Officer and Town Clerk indicate that Maghull Town Council is trying to resolve this matter, but is also looking at a number of other issues, including not undertaking any work outside its boundary.

3.4 On 2nd January 2019, the Council Manager and Parish Clerk received a text message from one of the officers from Maghull Town Council, stating that the Town Council at its last meeting decided to cease all external ground maintenance contract from April 2019.

3.5 The decision by Maghull Town Council not to undertake any ground maintenance work means that Parish Council needs to consider all the options available and decide a way forward.

3.6 Members will appreciate that the timescale for ensuring that an alternative delivery mechanism is in place for the start of April 2019, is very tight, and it may be that some ad hoc arrangements may need to be made with some external contractors to undertake work until the appointed ground maintenance contractor is in place.

4.0 Options

4.1 Annex A to this report sets out the various options available to the Parish Council, their advantages, disadvantages, legal, financial and staffing implications, together with actions required to pursue each of the options highlighted. This Annex was shared with the Working Members in December 2018, and before the decision by Maghull Town Council to cease this work.

4.2 In considering the options available as per the Annex A, together with advantages and disadvantages, it is the view of the Council Manager and Parish Clerk that:-

- **Do Nothing** – this option is no longer applicable given that Maghull Town Council had decided to cease this work
- **Bring it in-house** – this option relies on having existing staff, mainly the Park Officer, and Assistant Park Officer, working significantly more hours than their current contract. Informal discussions with both of these officers, indicate that they are not able to undertake these required additional hours. One option would be employ additional park staff. However the short timescale may not permit this and it may not be possible to recruit additional staff with the required experience and skills.
- **Seek other public sector partners, e.g. Parish Councils, Sefton Council** - previously Sefton Council used to tender out its ground maintenance contract, but that has recently been brought in to be delivered by the in-house team. It has not been possible to speak to any of the officers from Sefton regarding this matter, but it is quite possible that there may be potential opportunities for joint working or Sefton Council delivering the Parish Council contract similar to what Maghull Town Council is undertaking at the moment. However, given the short timescale available to the Parish Council, this option may not be deliverable.
- **Go out to Tender** – of all the options highlighted in Annex A of this report, it would appear that this may be the only option that may be deliverable, although the timescale will be tight.

5.0 Financial Implications

5.1 The total cost of the current ground maintenance contract for this financial year is £13,800. However, it is very likely that this will increase significantly. Consequently, in the proposed budget for next financial year, this has been increased to £20,000.

6.0 Legal Implications

6.1 There are no legal implications other than ensuring that any tendering process complies with Parish Council's Standing Orders and Financial Regulations.

7.0 Recommendations

It is recommended that the Parish Council:-

- 7.1 Agree to undertake tendering process to appoint an external contractor to deliver its Ground Maintenance Contract,
- 7.2 Agree that the Contract to be for three years with the option to increase it by two years subject to satisfactory performance,
- 7.3 Agree the ground maintenance activities as shown in Annex B to this report.
- 7.4 Agree that the Park Committee be given delegated power to oversee the tendering process, and to appoint the successful contractor, subject the tender price being below £20,000, and subject to Parish Council agreeing the allocation of £20,000 to the Ground Maintenance Contract as part of the budgetary consideration process for 2019/20.
- 7.5 Agree that a report be presented at the Parish Council meeting on 21st January setting out the timetable and the procedure for the tendering exercise,
- 7.6 Agree that the Council Manager and Parish Clerk be authorised to enter into an ad hoc agreements with ground maintenance contractors to cover any intermediate period between Maghull Town Council contractors ceasing to work in March 2019 and the commencement of the appointed contractor, and
- 7.7 Agree that the above 7.6 arrangements to be reported and approved by the Park Committee.

VARIOUS OPTIONS AND THEIR IMPLICATION

Options Implications	Do Nothing (Now not applicable)	Bring it in house		Go out to Tender	Seek other public sector partners, e.g. Parish Councils, Sefton Council	Comments
		With no change to the existing contract	With changes to the existing contract (i.e. taking out activities that would require for example new heavy equipment/machinery)			
Advantages	<ul style="list-style-type: none"> • Contract already in place • Know the staff and their modus operandi 	<ul style="list-style-type: none"> • Whole contract managed in house • Total control of contract • AVPC able to manage and prioritise work activities 	<ul style="list-style-type: none"> • Contract reduced to enable only those elements that can be safely delivered safely within existing means • AVPC has more control of activities retained in house • An element of the contract subjected to value for money test 	<ul style="list-style-type: none"> • Value for money test undertaken • Greater chance of getting a suitable contractor for the whole contract 	<ul style="list-style-type: none"> • Provide better value for money • Value for money test undertaken • Likely to be better organised and equipped to deliver the contract • Aware of & adhere to all policy implications 	
Disadvantages	<ul style="list-style-type: none"> • Non performance • Staffing issues • Contract been in place for two years 	<ul style="list-style-type: none"> • Not all machinery or equipment required in place to deliver the full contract • Not sufficient time between now and 	<ul style="list-style-type: none"> • May still need to purchase some additional equipment • Will need to seek an external contractor through some tendering exercise 	<ul style="list-style-type: none"> • Uncertainty of getting the right contractor • Bedding in time 	<ul style="list-style-type: none"> • Loss of control? • Junior partner? 	

	<ul style="list-style-type: none"> • Value for money test not undertaken 	<p>April 2019 to purchase equipment</p> <ul style="list-style-type: none"> • Will require additional controls and procedures in place 	<ul style="list-style-type: none"> • Ability to attract a suitable contractor for non-retained activities • Managing a new contractor 			
Potential legal implications	<ul style="list-style-type: none"> • Noncompliance with value for money test 	<ul style="list-style-type: none"> • AVPC taking up additional public liability • Noncompliance with value for money test for some activities 	<ul style="list-style-type: none"> • Some additional public liability 	<ul style="list-style-type: none"> • Ensuring compliance with all legislation 	<ul style="list-style-type: none"> • Potentially tied into the agreement over a number of years 	
Potential financial implications	<ul style="list-style-type: none"> • Current cost of contract is likely to go up 	<ul style="list-style-type: none"> • Purchase of new expensive equipment and material (not in the current budget) • Regular maintenance costs • Additional staffing/training costs • Additional insurance premium costs 	<ul style="list-style-type: none"> • Purchase of new equipment and material (not in current budget) • Regular maintenance costs • Additional staffing/training costs • Additional insurance premium costs 	<ul style="list-style-type: none"> • Potential increase in cost of new contract 	<ul style="list-style-type: none"> • Potential increase in cost of new contract 	
Staffing implications	<ul style="list-style-type: none"> • If Maghull TC is able address their staffing issues and deliver on the contract then 	<ul style="list-style-type: none"> • Willingness and ability of existing staff to take on additional work and responsibilities 	<ul style="list-style-type: none"> • Willingness of existing staff to take on additional work and responsibilities • Training to ensure staff able to use equipment 	<ul style="list-style-type: none"> • May require greater monitoring of newly appointed contractor 	<ul style="list-style-type: none"> • May require greater monitoring of newly appointed contractor 	

	<p>minimum additional implications on AVPC staff</p>	<ul style="list-style-type: none"> • Training to ensure staff are able to use the equipment • Maintaining additional records 	<ul style="list-style-type: none"> • Maintaining additional records • Managing a new contractor 	<ul style="list-style-type: none"> • Maintaining additional records 	<ul style="list-style-type: none"> • Maintaining additional records 	
<p>Actions required</p>	<ul style="list-style-type: none"> • To determine if Maghull TC is able to resolve their staffing issues soon? • If they are able to deliver on the contract? • Are the costs likely to go up next financial year? 	<ul style="list-style-type: none"> • To determine if existing staff able and willing to take additional responsibility, work load and training • Equipment needed and costs • Timescale to get ready 	<ul style="list-style-type: none"> • Preparation of new tender documents and tendering exercise • To determine if existing staff able and willing to take additional responsibility, workload and training • Equipment needed and costs • Timescale to get ready 	<ul style="list-style-type: none"> • Preparation of new tender documents and tendering exercise 	<ul style="list-style-type: none"> • Further discussions with other Parish Councils, and Sefton Council 	

Schedule of Activities and Frequency.**SUMMER GROUND MAINTENANCE PROGRAMME (APRIL TO SEPTEMBER)**

Item No.	Activity	Unit Rate	Cost	VAT	Total Cost	Any comments
1	Weekly litter-picking of all areas, & Bowling Green					To be taken out as undertaken in house
2	Weekly cut of main playing field & Bowling Green					
3	Weekly strimming of all areas & Bowling Green					
4	Weekly hand mowing of all play areas					
5	Weekly edging of all areas & Bowling Green					
6	Weekly drag brushing of Bowling Green					
7	Weekly waste collection and disposal					To be taken out as undertaken in house
8	2 Weedkiller treatments of areas & Bowling Green					
9	2 fertiliser treatments of Bowling Green					
10	Ad hoc cutting back of hedges and shrubs					
11	Ad hoc burning in of football pitch					
12	Ad hoc unblocking of gullies					

WINTER GROUND MAINTENANCE PROGRAMME (OCTOBER TO MARCH)

Item No.	Activity	Unit Rate	Cost	VAT	Total Cost	Any comments
1	Weekly litter-picking of all areas, & Bowling Green					To be taken out as undertaken in house
2	Weekly waste collection and disposal of green waste					To be taken out as undertaken in house
3	Fortnightly cutting of main playing field					
4	Fortnightly pruning of shrubs and hedges					
5	Cutting of all park perimeter hedges					
6	Cutting of all service road hedges					
7	2 fertiliser treatments of Bowling Green					
8	Completion of park wear and tear upon request from Aintree Village Parish Council e.g. pollarding overhanging trees					
9	<i>Ad hoc reseeding and treatment of Bowling Green</i>					Additional item to be included

Aintree Village Parish Council

Report on Installation of Defibrillator

1.0 Purpose of report

1.1 The purpose of this report is to inform Members of the current situation with regard to the installation of a defibrillator in the Parish Council Park.

2.0 Background

2.1 The Parish Council at its meeting on 15th October 2018 considered the representation made by Cllr. Honeyman, regarding the installation of a defibrillator and in the Parish Council Park and AGREED that:-

1. For the installation of defibrillator in the Park
 - b) The Parish Council to contribute £500, subject to all the work being undertaken by the Parish Council, and receiving:-
 - i). £500 contribution from Aintree Ratepayers Association,
 - ii). £500 contribution from Aintree Community Trust, and
 - iii). £250 from Davenhill FC

3.0 Current Position

3.1 On Thursday 3rd January 2019, Peter Gill on behalf of Aintree Rate Payers Association presented a cheque to the Council Manager and Parish Clerk for the sum of £1200.00. This is made up as follows:-

• Aintree Ratepayers Association	= £513.00
• Davenhill FC	= £250.00
• Body Shop (Laura Donnelly-Riley)	= £437.00

3.2 In addition, in December 2018, Peter Gill presented a cheque for £250.00 to Parish Council's RFO from A.C.T. The total contribution from outside organisations is therefore £1,450.00, which is significantly more than the £1,250.00 agreed at the Parish Council meeting on 15th October 2018.

3.3 Members may be aware that a defibrillator was recently installed at the Methodist Church in Aintree Village earlier this year, and which was financially supported by the Parish Council. That particular defibrillator was purchased through Oliver King Foundation, and came with training for 12 candidates. The said defibrillator is mounted on the outside wall, and the housing/security box, which comes with internal heater and LED illumination was purchased from the Medical Warehouse. The defibrillator is also set up on the National Ambulance Service date base. Annex A to this report shows the defibrillator installed at the Methodist Church in Aintree Village.

4.0 Financial implications

4.1 At this stage it is difficult to determine what the financial implications would be without first getting estimates. However, a quick desktop research suggests the cost could be in the range of £1,800.00 to £2,200.00, depending on the location and any additional requirements.

4.2 Members have already agreed to contribute £500.00 and with the £1,450.00 from external organisations, the total budget available therefore is £1,950.00.

5.0 Legal Implications

5.1 There are no legal implications as a result of this report.

6.0 Recommendations

It is recommended that the Parish Council:-

- 6.1 Acknowledge and thank individuals and organisations mentioned in this report for their financial support as well as their assistance in allowing the Parish Council to move forward in the installation of a defibrillator in the Park,
- 6.2 Agree to the installation of a defibrillator on the wall, next to Notice Board in the Park,
- 6.3 Agree that the Council Manager and Parish Clerk be instructed to seek quotes for the installation of a defibrillator, and
- 6.4 Agree that the Park Committee be authorised to consider all quotes received, and the appointment of an organisation to install the defibrillator, and any other associated issues, subject to the estimate not exceeding the budget of £1,950.00.



Defibrillator Installed at Methodist Church in Aintree Village

**Budget Monitoring Report - April 2018 -
14 January 2019**

	Payments	-	New Budget (from Sep- March)	April-Sep	October	Nov	Dec	January	Spend to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£2,000.00	£184.50	£0.00	£0.00	£0.00	£0.00	£184.50
2	PAYROLL {PRL-01 to PRL-06}		£44,000.00	£11,464.33	£2,712.03	£2,189.52	£2,696.16	£2,596.58	£21,658.62
3	PARK EXPENSES								
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,380.00	£417.00	£0.00	£0.00	£0.00	£0.00	£417.00
	Sefton Council-Park open/close {PEX-02}		£5,315.00	£2,044.00	£1,022.00	£0.00	£0.00	£0.00	£3,066.00
	Maghull TC- Grounds maintenance {PEX-03}		£13,800.00	£6,500.00	£1,300.00	£0.00	£0.00	£0.00	£7,800.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,065.00	£877.97	£0.00	£0.00	£0.00	£0.00	£877.97
	Health/Safety {PEX-07 to PEX-09}		£2,605.00	£1,592.50	£50.00	£0.00	£0.00	£0.00	£1,642.50
	Maintenance-Play Equipment {PEX-10}		£8,000.00	£1,954.04	£0.00	£695.00	£1,983.00	£0.00	£4,632.04
	Maintenance-Buildings {PEX-14 to PEX-18}		£12,500.00	£184.50	£642.39	£0.00	£0.00	£0.00	£826.89
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total		£45,165.00	£13,570.01	3014.39	£695.00	£1,983.00	£0.00	£19,262.40
4	SUNDRY EXPENSES								
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£1,275.00	£919.61	£301.84	£0.00	£0.00	£0.00	£1,221.45
	Refreshments/Cleaning Materials {SUN-03}		£150.00	£97.46	£0.00	£0.00	£0.00	£0.00	£97.46
	I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£2,710.00	£135.00	£0.00	£0.00	£0.00	£0.00	£135.00

	Audit fees {SUN-05 to SUN-06}	£850.00	£116.67	£300.00	£0.00	£0.00	£0.00	£416.67
	Subscriptions {SUN-07 to SUN-12}	£1,525.00	£36.00	£0.00	£0.00	£0.00	£0.00	£36.00
	Training/others {SUN-13 and SUN-19}	£1,000.00	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00
	Advance on Chairman's Expenses {SUN-14}	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Others staff costs {SUN-15}	£400.00	£393.50	£0.00	£0.00	£0.00	£0.00	£393.50
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to03}	£2,450.00	£552.47	£0.00	£1,500.00	£0.00	£0.00	£2,052.47
	Total	£10,660.00	£2,400.71	£601.84	£1,500.00	£0.00	£0.00	£4,502.55
5	LOAN REPAYMENTS	£14,200.00	£7,099.26	£0.00	£0.00	£0.00	£0.00	£7,099.26
6	UTILITIES							
	Gas {UTI-01}	£540.00	£81.71	£0.00	£38.65	£0.00	£0.00	£120.36
	Electric {UTI-02}	£1,500.00	£979.83	£113.71	£4.12	£0.00	£0.00	£1,097.66
	Water {UTI-03}	£1,900.00	£1,174.90	£0.00	£0.00	£0.00	£0.00	£1,174.90
	Telephone {UTO-04}	£680.00	£368.21	£178.05	£13.25	£17.18	£0.00	£576.69
	Total	£4,620.00	£2,605.65	£291.76	£56.02	£17.18	£0.00	£2,970.61
7	INSURANCE	£3,500.00	£0.00	£0.00	£3,775.01	£0.00	£0.00	£3,775.01
8	SECTION 137 GRANTS	£2,500.00	£2,177.10	£0.00	£0.00	£0.00	£0.00	£2,177.10
9	ELECTION COSTS	£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10	BANK CHARGES	£250.00	£94.80	£39.51	£30.15	£33.41	£0.00	£197.87
11	MILEAGE	£1,750.00	£519.37	£41.40	£78.15	£81.00	£0.00	£719.92
12	PROFESSIONAL FEES	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
13	CONTINGENCY	£8,670.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
14	VAT PAID	£1,000.00	£3,457.60	£685.25	£323.24	£825.09	£0.00	£5,291.18
	TOTAL	£142,315.00	£43,573.33	£14,485.44	£7,147.09	£5,635.84	£2,596.58	£73,438.28

	Receipts	New Budget (from Sep- March)	April-Sep	October	November	Dec	January	Spend to date
15	PRECEPT	£113,000.00	£113,000.00	£0.00	£0.00	£0.00	£0.00	£113,000.00
16	BOWLS	£420.00	£256.74	£0.00	£0.00	£0.00	£0.00	£256.74
17	FOOTBALL	£400.00	£133.32	£0.00	£0.00	£0.00	£0.00	£133.32
18	BANK INTEREST (Deposit acc)	£30.00	£16.16	£0.00	£0.00	£0.00	£0.00	£16.16
19	SUNDRY	£250.00	£160.00	£0.00	£0.00	£0.00	£0.00	£160.00
20	VAT COLLECTED	£35.00	£26.68	£0.00	£0.00	£0.00	£0.00	£26.68
21	VAT - HMRC	£10,000.00	£6,906.76	£0.00	£0.00	£0.00	£0.00	£6,906.76
		£124,135.00	£120,499.66	£0.00	£0.00	£0.00	£0.00	£120,499.66

PAYMENTS FOR AUTHORISATION

Period Covered 18 December 2018 to 14 January 2019

Accounts payable – 14 January 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code
BACS	Future Water Ltd	December hygiene visit as part of contract	72.00	LGA1972s111	
Direct Debit	Epica	Monthly Health and Safety Support- January 2019	60.00	LGA1972s111	
Standing Order	Sefton Council	Opening and Closing Park	613.20	LGA1972s111	
Total			£745.2		
For information only - Contractual/Statutory payments (VARIABLE)					
BACS	NatWest	Salaries (06 January 2019)	2,566.97	LGA1972s111	
BACS	HMRC	Tax and National Insurance 06 January 2019	833.19	LGA1972s111	
BACS	British Telecom	Line rental 01 January-31 March 2019	206.83	LGA1972s111	
Total			£3,606.99		
For approval - Contractual/Statutory payments (VARIABLE)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code

Total			0.00		
For approval - Invoice payments					
BACS	Royal British Legion	Donation	200.00	LGA1972 s137	
BACS	Jenkinsons	Ink cartridges £36.83/Paper £9.65/Treasury tags £13.26	71.69	LGA1972s111	
BACS	TCM Ltd	Tennis Court maintenance and cleaning	1,321.20	LGA1972s111	
BACS	C Price	Internal audit January 2019	116.67	LGA1972s111	
BACS	M Kundi	PC servicing & 2 hard-disks (£199.00), postage (£29.56), Mobile phone (£8.29), Mileage (£57.20)	256.20	LGA1972s111	
Total			£1965.76		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			£745.2		
For information only -Contractual/Statutory payments (VARIABLE)			£3,606.99		
For approval - Contractual/Statutory payments (VARIABLE)			0.00		
For approval - Invoice payments			£1965.76		
Total for 14 January 2019			£6317.95		

Bank Reconciliation**Period Covered ...01 to 31 December 2018**

CURRENT ACCOUNT - Bank reconciliation – as at 31 December 2018				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward 30 November 2018				25,994.47
Add receipts			90	26,084.47
Add Direct Debits written back Trade Uk £730.67 Water Plus £36.08			766.75	26,851.22
Transfer To Reserve Account		0		26,851.22
Transfer From Reserve Account			0	26,851.22
Less Payments £9,738.19		-9738.19		17,113.03
Balance Carried Forward				17,113.03
Add Unpresented Cheques and Direct Debits not collected			0	
				17,113.03
Total				
		-7.31		17,105.72
Balance Agreed to Statement (813) 31 December 2018				17,105.72
RESERVE ACCOUNT - Bank reconciliation – as at 31 December 2018				

Balance brought Forward				122,567.25
Add Interest received			0	
Transfer To Current Account		0		
Transfer From Current Account			0	
Balance Carried Forward				122,567.25
SUMMARY OF BALANCES AS AT 31 December 2018				
Current Account (after deducting unrepresented cheques)				17,105.72
Reserve Account				122,567.25
Total cash available (31 December 2018)				139,672.97

PLANNING MATTERS

Planning Applications – Submitted

Address	Planning Application	Description	Date	Status
1 Radley Drive Aintree Liverpool L10 3LF	DC/2018/02262	Erection of a part two storey, part single storey extension to the side and a two storey extension to the rear of the dwellinghouse	Wed 19 Dec 2018	Registered
10 Martland Avenue Aintree Liverpool L10 6LT	DC/2018/02184	Erection of a single storey extension to the side/rear of the dwellinghouse	Wed 05 Dec 2018	Registered
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW	DC/2015/01475	Neighbouring Authority Consultation application to erect 60 dwelling houses with associated landscaping and access from Sherwoods Lane (Liverpool City Council reference 15F/1962) (area bounded by Aintree Lane/Longmoor Lane/Sherwoods Lane)	Wed 19 Aug 2015	Registered

In addition -_Planning Applications – Approved (from 17th November 2018 to Present) - NONE

Address	Planning Application	Description	Date Validated	Status

Correspondence 1

Thu 03/01/2019, 16:33

You

□

Hi

I write to you to bring it to your attention of the poor lighting around the railway bridge leading to the ASDA store Aintree. I have repeatedly tried to get light 76 outside 186 Ormskirk Road repaired. However this appears to still be an issue, further to this as you walk through to the ASDA store 2 further lights have been disconnected and cut down.

I would like you to lend support to pushing for the lighting issues to be resolved, as I believe it to be a danger for all those wishing to walk.

Regards

Mike Fallon

Correspondence 2

From: Aintree Village Parish Council <donotreply@godaddy.com>

Sent: 03 January 2019 13:17

To: aintreevillageparishcouncil@hotmail.co.uk

Subject: New message - aintreevillageparishcouncil.org

[Click here to reply](#)

Name:

Derek Murphy

Email:

derek.murphy8@btinternet.com

Phone:

01704840712

Message:

I am secretary of Maghull & District Lions. Within that District is AINTREE & M&LDC wish to do whatever we can within AINTREE to specifically help in area. All our members are volunteers & give our services without charge. We have read of recent efforts to raise funds for public access defibrillators within AINTREE. Can you tell us whether those fundraising efforts are complete: please inform us of current position. regards, Derek. Really would appreciate early reply if you can provide this