



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 21st January 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

Agenda items deferred from the Parish Council meeting held 14th January 2019			
6878	Clerk's reports		
		6. To consider a report on Ground Maintenance Contract (attached) 7. To consider a report on defibrillator for the Parish Council Park (attached)	
6880	Financial Matters	1. Budget monitoring report (attached as 6880 (A)) 2. Payments for authorisation (attached as 6880 (B)) 3. Bank reconciliation (attached as 6880 (C))	
6881	Planning Issue	Attached	
6882	Correspondence	1. Michael Fallon – Street Lights (attached) 2. Derek Murphy – Maghull & District Lions (attached)	
6883	Promoting forthcoming elections	To consider election the material issued by the NALC and decide how to promote the forthcoming elections	Cllr. Harris

Agenda items for consideration by the Parish Council at its meeting 21st January 2019			
6886	To receive apologies for absence		
6887	To receive declarations of interest		
6888	Public participation:- Zena Benson		
6889	Matters arising and action list (attached)		
6890	Clerk's reports	1. Report on Budget and precept for 2019/202 (attached) 2. Report on Correction of previous payments schedule relating to two cheques (attached) 3. Report on Procurement Policy (attached) 4. Report on appointment of a preferred energy supplier (attached)	

6891	Reports from external meetings and Chairman's reports		
6892	Financial Matters	Internal audit report on Section 137 grant (attached)	
6893	Correspondence	None	
6894	Planning Matters	Planning Consultation - DC/2018/02287 Land Bounded By Wango Lane, River Alt And Leeds And Liverpool Canal Aintree	
6895	Accessibility Regulations	To consider the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2108	Cllr. Harris
6896	Road Safety Issues	To consider traffic issues on Wango Lane, Aintree Lane, and Altway.	Cllr. Honeyman
6897	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 18th February 2019 2. Monday 18th March 2019 3. Monday 15th April 2019 4. Monday 13th May 2019 (Annual Parish meeting) 5. Thursday 16th May 2019 (Annual Parish Council meeting) 	

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
 - a) 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	November	December	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	£651.50	£0.00	£0.00	£1,068.50
	Sefton Council-Park open/close {PEX-02}	£5,315.00	£2,044.00	£1,022.00	£511.00	£0.00	£0.00	£3,577.00
	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	£50.00	£0.00	£0.00	£1,692.50
	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	£164.33	£0.00	£0.00	£991.22
	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	£2,071.83	£1,983.00	£0.00	£20,639.23
4	SUNDRY EXPENSES							
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}	£1,275.00	£919.61	£301.84	£309.86	£0.00	£0.00	£1,531.31
	Refreshments/Cleaning Materials {SUN-03}	£150.00	£97.46	£0.00	£17.00	£0.00	£0.00	£114.46
	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	£137.00	£0.00	£0.00	£173.00
	Training/others {SUN-13 and SUN-19}	£1,000.00	£150.00	£0.00	£250.00	£0.00	£0.00	£400.00

	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	£2,213.86	£0.00	£0.00	£5,216.41
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	£41.23	£0.00	£0.00	£1,134.77
	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	£93.13	£17.18	£0.00	£3,007.72
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	£9,274.89	£5,635.84	£2,596.58	£73,741.83

Receipts	New Budget (from Sep- March)	April-Sep	October	Novembe r	Decembe r	January	Spend to date
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1	PRECEPT	£113,000.00	£113,000.00	£0.00	£0.00	£0.00	£0.00	£113,000.00
5								
1	BOWLS	£420.00	£256.74	£0.00	£0.00	£0.00	£0.00	£256.74
6								
1	FOOTBALL	£400.00	£133.32	£0.00	£0.00	£0.00	£0.00	£133.32
7								
1	BANK INTEREST (Deposit acc)	£30.00	£16.16	£0.00	£0.00	£0.00	£0.00	£16.16
8								
1	SUNDRY	£250.00	£160.00	£0.00	£0.00	£0.00	£0.00	£160.00
9								
1	VAT COLLECTED	£35.00	£26.68	£0.00	£0.00	£0.00	£0.00	£26.68
9								
2	VAT - HMRC	£10,000.00	£6,906.76	£0.00	£0.00	£0.00	£0.00	£6,906.76
0								
		£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 unpresented 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

Council Meeting –21st 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	<p>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.</p> <ul style="list-style-type: none"> 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>b) 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		Report attached	
	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	No			Attached	
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 **Proposed Budget and Precept for 2019/20**

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and approve the proposed budget and precept for 2019/20.

2.0 Background

2.1 The Parish Council at its meeting on 14th January 2018 considered a report on draft budget for 2019/20, and taking into consideration the planned expenditure, potential underspend, reserves and income for the next financial year, agreed to increase the precept for 2019/20 by 1% on the £113,000 that was previously agreed for the financial year 2018/19. This equates to some £1,130.00, thus making the precept for 2019/20 as £114,130.

2.2 The attached Annex A shows the broad heading of the proposed budget, which is used as the basis of the monthly budget monitoring report, together with the calculation of the precept for the financial year 2019/20.

2.3 It should be noted that when rounding of the figures to the nearest 100 the precept acutely comes to some £114,100.00, which means an increase in the precept of 0.97%.

2.4 The attached Annex B shows the breakdown of the budget into various activities and functions.

3.0 Financial Implications

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

4.0 Legal Implications

4.1 Under the Local Government Finance Act 1992, the Parish Council is required to set a budget and a precept for 2019/20.

5.0 Recommendations

It is recommended that Members:-

5.1 Approve the proposed budget of £183,849.00 for the financial year 2019/20 as set out in Annex A and Annex B attached to this report,

5.2 Approve the proposed precept of £114,100.00 for the financial year 2019/20, and

5.3 Instruct the Council Manager and Parish Clerk to inform Sefton Council of the proposed precept for 2019/20.

Annex A

Activities	<u>2018-19</u>	<u>Mid Year Review and Changes to Budget</u>	<u>Projected Spend to March 2019</u>	<u>Proposed Budget/Precept for 2019/2020</u>
	<u>Budget/Precept</u>	<u>Budget/Precept</u>		
	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	£16,950.00
Maintenance-Buildings	£2,000.00	£12,000.00	£3,000.00	£8,000.00
Community Participation Garden (on-going)	£500.00	£500.00	£0.00	£500.00

PARK EXPENSES	£28,145.00	£45,165.00	£35,331.90	£56,105.00
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
Newsletter	£600.00	£950.00	£552.47	£600.00
Christmas Decorations	£1,500.00	£1,500.00	£1,500.00	£2,100.00
Website - Improvement & on-going	£3,200.00	£2,200.00	£650.00	£2,000.00
Other Staff Cost	£50.00	£400.00	£493.50	£1,000.00
SUNDRY EXPENSES	£10,350.00	£10,660.00	£8,344.55	£12,424.00
LOAN REPAYMENTS	£14,200.00	£14,200.00	£14,198.52	£14,200.00
UTILITIES	£4,620.00	£4,620.00	£4,621.00	£4,870.00
INSURANCE	£3,500.00	£3,500.00	£3,775.01	£4,000.00
SECTION 137 GRANTS	£2,500.00	£2,500.00	£2,177.10	£2,500.00
ELECTION COSTS	£3,000.00	£3,000.00	£0.00	£3,000.00
BANK CHARGES	£250.00	£250.00	£197.87	£250.00
MILEAGE	£250.00	£1,750.00	£719.92	£1,500.00
PROFESSIONAL FEES	£1,000.00	£1,000.00	£0.00	£1,000.00
CONTINGENCY	£15,000.00	£8,670.00	£0.00	£17,000.00

Plus any other capital projects	=	£0.00	
Total expenditure		£183,849.00	£183,849.00
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			£22,182.89
6 months reserves of total expenditure =			£91,924.50
Proposed Precept for 2019/2020 =			114,107.39
Precept in 2018/2019 =		£113,000.00	
Difference		£1,107.39	as a % = 0.98%

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,

Say proposed precept of £114,100.00, therefore % increase = $114,100 - 113,000 = 1100 / 113,00 \times 100 = 0.97\%$

PRL-04	Employee Pension Contribution											
PRL-05	Payee											
PRL-06	Others (employer's NI, pension contribution + Mileage + Other expenses)											
	TOTAL		£38,000.00	£16,341.38	£6,000.00	£44,000.00	£21,658.62	£13,015.57	£34,674.19	£9,325.81	£44,000.00	£0.00
PEX-00	PARK EXPENSES (PEX)											
PEX-01	Sefton Council-Waste Collection (Revised to 1100 litre bin from 29th August 2018)		£930.00	£513.00	£450.00	£1,380.00	£417.00	£963.00	£1,380.00	£0.00	£1,400.00	£20.00
PEX-02	Sefton Council-Park open/close		£5,315.00	£2,249.00	£0.00	£5,315.00	£3,066.00	£2,249.00	£5,315.00	£0.00	£5,480.00	£165.00
PEX-03	Maghull TC- Grounds maintenance		£13,800.00	£6,000.00	£0.00	£13,800.00	£7,800.00	£6,000.00	£13,800.00	£0.00	£20,000.00	£6,200.00
PEX-04	Sefton Council-Alarm maintenance	Annual Intruder Alarm Monitoring	£775.00	£30.00	£0.00	£775.00	£745.00	£0.00	£745.00	£30.00	£814.00	£39.00
PEX-05		Annual key holding by Sefton Council	£140.00	£7.03	£0.00	£140.00	£132.97	£0.00	£132.97	£7.03	£147.00	£7.00
PEX-06		Call-outs	£150.00	£150.00	£0.00	£150.00	£0.00	£0.00	£0.00	£150.00	£158.00	£8.00
PEX-07	Health/Safety	EPICA	£600.00	£250.00	£0.00	£600.00	£350.00	£250.00	£600.00	£0.00	£630.00	£30.00
PEX-08		ROSPA	£150.00	£10.00	£0.00	£150.00	£140.00	£150.00	£290.00	-£140.00	£158.00	£8.00
PEX-09		Granger Fire Alarm maint	£150.00	£77.50	£0.00	£150.00	£72.50	£72.50	£145.00	£5.00	£158.00	£8.00
PEX-10	Maintenance-Play & Park Equipment	General	£2,000.00	-£2,632.04	£6,000.00	£8,000.00	£4,632.04	£2,500.00	£7,132.04	£867.96	£12,000.00	£4,000.00
PEX-11	Grounds maintenance	Community Garden ongoing costs	£500.00	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00	£500.00	£0.00
PEX-12		Mower repairs	£500.00	£500.00	£0.00	£500.00	£0.00	£500.00	£500.00	£0.00	£500.00	£0.00
PEX-13		Mower replacement - funds to be put aside	£0.00	-£184.50	£0.00	£0.00	£184.50	£0.00	£184.50	-£184.50	£0.00	£0.00

PEX-14	Maintenance-Buildings	General	£2,000.00	£2,000.00	£10,000.00	£12,000.00	£0.00	£3,000.00	£3,000.00	£9,000.00	£8,000.00	£4,000.00
PEX-15		PAT Testing/Remedial Electrical work	£300.00	£180.00	£0.00	£300.00	£120.00	£0.00	£120.00	£180.00	£300.00	£0.00
PEX-16		Legionella Testing/Remedial work	£750.00	£270.00	£570.00	£1,320.00	£1,020.00	£300.00	£1,320.00	£0.00	£1,320.00	£0.00
PEX-17		Fire Extinguisher Testing	£85.00	£85.00	£0.00	£85.00	£0.00	£85.00	£85.00	£0.00	£90.00	£5.00
PEX-18	Others		£0.00	£0.00	£0.00	£0.00	£582.39	£0.00	£582.39	£582.39	£4,450.00	£4,450.00
	TOTAL		£28,145.00	£8,882.60	£17,020.00	£45,165.00	£19,262.40	£16,069.50	£35,331.90	£9,833.10	£56,105.00	£10,940.00
SUN-00	SUNDRY EXPENSES (SUN)											
SUN -01	Postage/Stationery/Computer costs		£500.00	£721.45	£500.00	£1,000.00	£1,221.45	£800.00	£2,021.45	£1,021.45	£2,500.00	£1,500.00
SUN -02	Printing		£275.00	£275.00	£0.00	£275.00	£0.00	£275.00	£275.00	£0.00	£275.00	£0.00
SUN -03	Refreshments		£50.00	£47.46	£100.00	£150.00	£97.46	£50.00	£147.46	£2.54	£150.00	£0.00
SUN -04	IT Commission (Data Protection and GDPR implementation))		£910.00	£810.00	£500.00	£410.00	£100.00	£0.00	£100.00	£310.00	£200.00	£210.00
SUN -05	Audit fees	External	£500.00	£200.00	£0.00	£500.00	£300.00	£200.00	£500.00	£0.00	£525.00	£25.00
SUN -06		Internal	£350.00	£233.33	£0.00	£350.00	£116.67	£233.00	£349.67	£0.33	£400.00	£50.00
SUN -07	Subscriptions	NALC (nil Subsidy)	£380.00	£380.00	£0.00	£380.00	£0.00	£380.00	£380.00	£0.00	£399.00	£19.00
SUN -08		LALC	£415.00	£415.00	£360.00	£775.00	£0.00	£775.00	£775.00	£0.00	£436.00	£339.00
SUN -09		Local Cllr. Review (Clerks and Councils Direct)	£170.00	£170.00	£0.00	£170.00	£0.00	£170.00	£170.00	£0.00	£179.00	£9.00
SUN -10		CPRE membership+	£105.00	£69.00	£0.00	£105.00	£36.00	£69.00	£105.00	£0.00	£110.00	£5.00
SUN -11		Data Protection & GDPR	£0.00	£35.00	£100.00	£100.00	£35.00	£0.00	£35.00	£65.00	£100.00	£0.00
SUN -12		10 parishes	£95.00	£95.00	£0.00	£95.00	£0.00	£0.00	£0.00	£95.00	£0.00	£95.00
SUN -13	Training		£0.00	£150.00	£0.00	£0.00	£150.00	£140.00	£290.00	£290.00	£150.00	£150.00

SUN -14	Advance on Chairman's Expenses		£300.00	£300.00	£0.00	£300.00	£0.00	£0.00	£0.00	£300.00	£300.00	£0.00
SUN -15	Other staff costs		£0.00	-£393.50	£400.00	£400.00	£393.50	£100.00	£493.50	-£93.50	£1,000.00	£600.00
SUN -16	Newsletter/Advertisement		£600.00	£47.53	£350.00	£950.00	£552.47	£0.00	£552.47	£397.53	£600.00	-£350.00
SUN -17	Website Improvement - Start-up		£2,000.00	£2,000.00	-£1,000.00	£1,000.00	£0.00	£400.00	£400.00	£600.00	£1,000.00	£0.00
SUN -18	Website ongoing maintenance		£1,200.00	£1,200.00	£0.00	£1,200.00	£0.00	£250.00	£250.00	£950.00	£1,000.00	-£200.00
SUN-19	Others		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£0.00
	TOTAL	£10,350 -£1500 for Christmas Decoration =£8850	£8,850.00	£5,847.45	£310.00	£9,160.00	£3,002.55	£3,842.00	£6,844.55	£2,315.45	£10,324.00	£1,164.00
LRP-01	LOAN REPAYMENTS (LRP)		£14,200.00	£1.48	£0.00	£14,200.00	£14,198.52	£0.00	£14,198.52	£1.48	£14,200.00	£0.00
UTI-00	UTILITIES (UTI)											
UTI-01	Gas		£540.00	£419.64	£0.00	£540.00	£120.36	£419.64	£540.00	£0.00	£540.00	£0.00
UTI-02	Electric		£1,500.00	£402.34	£0.00	£1,500.00	£1,097.66	£402.34	£1,500.00	£0.00	£1,500.00	£0.00
UTI-03	Water		£1,900.00	£725.10	£0.00	£1,900.00	£1,174.90	£725.10	£1,900.00	£0.00	£1,900.00	£0.00
UTI-04	Telephone		£680.00	£103.31	£0.00	£680.00	£576.69	£103.31	£680.00	£0.00	£680.00	£0.00
UTI-05	Others		£0.00	£0.00	£0.00	£0.00	£1.00	£0.00	£1.00	-£1.00	£250.00	£250.00
	TOTAL		£4,620.00	£1,649.39	£0.00	£4,620.00	£2,970.61	£1,650.39	£4,621.00	-£1.00	£4,870.00	£250.00
COM-00	Community Events (COM)											
COM-01	General Community support activities		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00
COM-02	Christmas related activities		£1,500.00	£0.00	£0.00	£1,500.00	£1,500.00	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
COM-03	Others		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00
	TOTAL		£1,500.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£1,500.00	£1,500.00	£2,100.00	£600.00
INS-01	INSURANCE (INS)		£3,500.00	-£275.01	£0.00	£3,500.00	£3,775.01	£0.00	£3,775.01	-£275.01	£4,000.00	£500.00

SEC-01	SECTION 137 GRANTS (SEC)		£2,500.00	£322.90	£0.00	£2,500.00	£2,177.10	£0.00	£2,177.10	£322.90	£2,500.00	£0.00
ELC-01	ELECTION COSTS (ELC)		£3,000.00	£3,000.00	£0.00	£3,000.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00	£0.00
BNK-01	BANK CHARGES (BNK)		£250.00	£52.13	£0.00	£250.00	£197.87	£0.00	£197.87	£52.13	£250.00	£0.00
MIL-01	MILEAGE (MIL)		£250.00	-£469.92	£1,500.00	£1,750.00	£719.92	£0.00	£719.92	£1,030.08	£1,500.00	-£250.00
PRO-01	PROFESSIONAL FEES (PRO)		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£0.00
CON-00	CONTINGENCY (CON)											
CON-01		Should equate to at least 10% of costs	£15,000.00	£0.00	-£6,330.00	£8,670.00	£0.00	£0.00	£0.00	£8,670.00	£17,000.00	£8,330.00
CON-02		Contingency - Others	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	TOTAL		£15,000.00	£15,000.00	-£6,330.00	£8,670.00	£0.00	£0.00	£0.00	£8,670.00	£17,000.00	£8,330.00
VAT-01	VAT PAID (VAT)		£1,000.00	-£4,291.18	£0.00	£1,000.00	£5,291.18	£1,200.00	£6,491.18	-£5,491.18	£10,000.00	£9,000.00
	TOTAL		£142,315.00	£68,876.72	£0.00	£142,315.00	£51,779.66	£22,761.89	£76,041.55	£23,773.45	£183,849.00	£38,984.00

Check = £142,315.00

Receipts

PRE-01	PRECEPT (PRE)		£113,000.00	£0.00	£0.00	£113,000.00	£113,000.00	£0.00	£0.00	£0.00	£118,000.00	£5,000.00
BOW-01	BOWLS (BOW)		£420.00	£163.26	£0.00	£420.00	£256.74	£0.00	£0.00	£256.74	£256.74	-£163.26
FTB-01	FOOTBALL (FTB)		£400.00	£266.68	£0.00	£400.00	£133.32	£0.00	£0.00	£133.32	£133.32	-£266.68
BNI-01	BANK INTEREST (Deposit acc) (BNI)		£30.00	£13.84	£0.00	£30.00	£16.16	£0.00	£0.00	£16.16	£16.16	-£13.84

SNY-01	SUNDRY (SNY)		£250.00	£90.00	£0.00	£250.00	£160.00	£0.00	£0.00	£160.00	£160.00	-£90.00
VAC-01	VAT COLLECTED (VAC)		£35.00	£8.32	£0.00	£35.00	£26.68	£0.00	£0.00	£26.68	£26.68	-£8.32
VAH-01	VAT - HMRC (VAH)		£10,000.00	£3,093.24	£0.00	£10,000.00	£6,906.76	£0.00	£0.00	£6,906.76	£6,906.76	-£3,093.24
			£124,135.00	£3,635.34	£0.00	£124,135.00	£120,499.66	£0.00	£0.00	£7,499.66	£7,499.66	£1,364.66

Aintree Village Parish Council Correction of Previous Payments Schedule

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and retrospectively approve the previous amended payments schedule relating to two cheques.

2.0 Introduction

2.1 It has been brought to the attention of the Council Manager and Parish Clerk by one of the Parish Councillor that incorrect payments schedule was attached to the 21st May 2018 minutes of meeting, and consequently the correct schedule requires authorisation. Of particular concern was the need for authorisation of relevant cheques.

2.2 The Council Manager and Parish Clerk has gone through all the payments schedule attached to previous minutes of meetings from 19th March 2018 to 17th December 2018 and has found the following cheque numbers recorded and signed by the Chairman:-

	Minutes of Meeting	Cheque No.	Amount Payable	Comments
1	19 th March 2018	6296	£263.10	Page No. 3585
2		6297	£1200.00	
3		6298	£851.36	
4		6299	£72.00	
5		6300	£154.20	
6		6301	£1200.00	
7		6302	£106.45	
8		6303	£757.49	
9		6304	£12.00	
10		6305	£900.00	
11		6306	£55.00	
12		6307	£48.54	
13		6308	£17.99	
	16 th April 2018			
14		6309	£553.98	Page No. 3595
15		6310	£27.34	
16		6311	£15.36	
17		6312	£72.00	
18		6313	£127.65	
19		6314	£116.67	
	21 st May 2018			
20		6309	£553.98	Page No. 3605
21		6310	£27.34	Same Payments
22		6311	£15.36	Schedule as per 16 th

23		6312	£72.00	April 2018 attached for 21 st May 2018 minutes of meeting
24		6313	£127.65	
25		6314	£116.67	
26		6315	Two cheques missing	
27		6316		
	19 th June 2018			
28		6317	£72.00	Page No. 3618
29		6318	£102.84	
30		6319	£403.24	
31		6320	£1560.00	
32		6321	£154.2	
33		6322	£40.00	
34		6323	£180.00	
35		6324	£85.30	
36		6325	£180.00	
37		6326	£25.00	
38		6327	£907.77	
39		6328	£420.61	
	19 th June 2018	6329	£108.85	Page No. 3615
40		6330	£963.55	
41		6331	£1560.00	
42		6332	£72.00	
43		6333	Cancelled cheque	
44		6334	£12.50	
45		6335	£21.50	
46		6336	£21.69	
47		6337	£177.92	
48		6338	£187.32	
	16 th July 2018			
49		6339	£1156.26	Page No. 3628
50		6340	£1088.70	
51		6341	£720.00	
52		6342	£72.00	
53		6343	£1149.6	
54		6344	£621.06	
55		6345	£324.52	
56		6346	3120.00	
57		6347	£894.00	
58		6348	£250.00	
59		6349	£308.40	
60		6350	£1560.00	
61		6351	£27.33	
	20 th August 2018	No Cheques issued		
	17 th September 2018	No Cheques issued		
	15 th October 2018	No Cheques issued		

62	19 th November 2018	6352	£850.00	Page No. 3685
63		6353	£650.00	
	17 th December 2018	No Cheques issued		

2.3 An examination of the above shows that for the 21st May 2019 minutes of meeting the same payments schedule was attached as for the previous month, namely 16th April 2018. However this issue was corrected on 19th June 2018 when the previous payments schedule for 21st May 2018 was also attached, recorded and signed.

2.4 At the same meeting it was recorded, hand written on the signed schedule by the Chairman that some payments were missing and that these were to follow. Unfortunately that was not picked up at the following meeting and the full Payments schedule with the missing two cheques is attached below:-

Payments for authorisation 21st May 2018		
REFERENCE	PAYEE	AMOUNT
6309	HMRC	553.98
6310	Jenkinsons	27.34
6311	K Ellis	15.36
6312	Future Water Ltd	72
6313	M Carter	127.65
6314	C Price	116.67
DDR	Epica Mangement Solutions Ltd	60
DDR	Natwest	8.05
DDR	Natwest Autopay	2210.08
DDR	Extra Energy	172.07
DDR	Extra Energy	30.64
DDR	Hive Telecom	5.74
DDR	Extra Energy	4.68
DDR	British Telecom	192.79
S/O	Sefton Council	613.2
6315	Sefton Council	417
DDR	Natwest	3
6316	Champion Newspapers	78.76
DDR	Public Works Loan Board	7099.26
	TOTAL SPEND APRIL 2018	11808.27

2.5 Members will note that Cheque number 6315 and Cheque number 6316 are shown and highlighted in the table above table.

3.0 Financial Implications

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

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 Note the content of this report and retrospectively approve the schedule of payments for 21st May 2018, as shown in the report.

Aintree Village Parish Council **Report on Procurement Policy**

5.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and adopt the attached Procurement Policy.

6.0 Background

2.1 The Parish Council at its meeting on 17th December 2018 considered a Report on Standing Orders, Financial Regulations and Scheme of Delegation and AGREED, that subject to some amendments, to:-

- a) Adopt the updated Standing Orders and the Financial Regulations, and
- b) Readopt the amended new Scheme of Delegation, including the Terms of Reference from 1st April 2019

2.2 The approved Financial Regulations relating to the purchase of goods and services state in Paragraph 11.1(b) that:-

11.1 Procedures as to contracts are laid down as follows:

- a. *Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:*
 - i. *for the supply of gas, electricity, water, sewerage and telephone services;*
 - ii. *for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;*
 - iii. *for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;*
 - iv. *for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;*
 - v. *for additional audit work of the external auditor up to an estimated value of £250, in excess of this sum the Council Manager and Parish Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council; and*
 - vi. *for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.*

- b. *Where it is intended to enter into a contract exceeding £20,000 but less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three appropriate firms.*

2.3 In addition, the approved Standing Orders states in Paragraph 18(a) that:-

- The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:-
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. **whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.**

3.0 Procurement Policy

3.1 In order to provide some clarification to the above, a Procurement Policy has been developed for consideration by Members, which set out the procedure to follow for various estimated contract value thresholds. The Procurement Policy is attached as Annex A to this report.

4.0 Financial Implications

4.1 There are no 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 formally adopt the attached (Annex A) Procurement Policy



AINTREE VILLAGE PARISH COUNCIL

PROCUREMENT POLICY

21st January 2019

1.0 INTRODUCTION

1.1 Aintree Village Parish Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services. The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for all procurement.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Parish Council should select the lowest quotation.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible.
- Tender opportunities will be promoted on the Councils website to encourage tenders from local community and voluntary organisations and the local SME sector.
- The Council will look favourably to organisations that pay the Living Wage as set by the Living Wage Foundation.

2.0 THRESHOLDS & PROCEDURES

Estimated Contract Value	Contract Requirements
£500 - £20,000 (excluding VAT)	<ul style="list-style-type: none">• The Council Manager and Parish Clerk / RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply
£20,000 – £24,999 (excluding VAT)	<ul style="list-style-type: none">• A formal tender process shall be followed• A contract shall be advertised on the Parish Council website and/or other public advertisement as determined by the Parish Council.• The contract shall be advertised as an invitation to tender on the Government's Contracts Finder Website.• Where specialist trades or materials are required or there is likely to be an insufficient response to advertisement, in consultation with the RFO, it may be agreed to approach suppliers (preferably local) on an ad hoc basis. When inviting expressions of interest, 3 written quotes shall be sought. This does not change any requirement to advertise on Contract Finder

<ul style="list-style-type: none"> • £25,000 – OJEU threshold (excluding VAT) 	<ul style="list-style-type: none"> • A formal tender process shall be followed. • A contract shall be advertised on the Parish Council website and/or other public advertisement as determined by the Parish Council. • Where the Parish Council intends to procure or award a public supply contract, public service contract or public works contract as defined by (“the Regulations”) within The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The regulations set out that: <i>The Council must (within 24 hours) also advertise an invitation to tender on the Government's Contracts Finder Website and must then have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised it on Contracts Finder at the Invitation To Tender stage, the Council must publish on the UK Government's Contracts Finder Website: the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is an SME or a VCSE. Every public contract which a local council awards must contain the following 'suitable provisions': The authority must pay the contractor within 30 days of getting a valid and undisputed invoice. (And undue delay in considering and verifying an invoice is not to be regarded as sufficient justification for failing to regard an invoice as valid and undisputed.) Every contract which permits sub-contracting must contain similar 30-day-payment provisions - and the same for sub-sub-contracts.</i> <ul style="list-style-type: none"> • The Parish Council shall refer to The Public Contracts Regulations 2015 for all contracts over £25,000 to ensure requirements are followed.
<p>Over OJEU threshold</p>	<ul style="list-style-type: none"> • OJEU thresholds – European legislation must be followed. • Professional support required by procurement regulations to do a full tender according to the EU/UK regulations. • EU Procurement Directive thresholds at 1st January 2016: Supplies & Services: £181,302.00, Works : £4,551,413.00

3.0 FORMAL PROCESS FOR CONTRACTS EXCEEDING £20,000

3.1 Subject to additional requirements in the financial regulations of the Parish Council, the tender process for contracts valued at over £20,000 for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

1. A specification for the goods, materials, services or the execution of works shall be drawn up;

2. An invitation to tender shall be drawn up to confirm (i) the Parish Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
3. The invitation to tender shall be advertised for all contracts over £20,000 on the Parish Council Website, and Contract Finder along with any other manner that is appropriate including local news circulation;
4. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Council Manager and Parish Clerk;
5. Tenders shall be opened by the Council Manager and Parish Clerk in the presence of at least one Councillor after the deadline for submission of tenders has passed;
6. Tenders are to be reported to and considered by the appropriate meeting of the Parish Council or the relevant Committee with delegated responsibility. Decisions on contracts awarded over £20,000 must be made by the full Parish Council.
7. Neither the Council, nor the Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Aintree Village Parish Council Report on Appointment of an Energy Supplier

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to consider and appoint an energy supplier following the collapse of Extra Energy Company.

2.0 Background

2.1 The Parish Council at its meeting on 17th December 2018 was verbally informed of the collapse of Extra Energy Company, who was the supplier of electricity to the Parish Council, and its 'take over' by Scottish Power.

2.2 Members noted the matter and requested that a report be presented at the next meeting, which sets out the prices from different energy companies so that consideration can be given as to which company should be appointed to supply electricity over the next few years.

3.0 Quotes

3.1 The Responsible Finance Officer has been in contact with a number of companies to get some quotes for the supply of electricity. Unfortunately many of the energy company provide quotes which are valid for only few days, thus making it very difficult to bring these prices to Members' attention as they would be out of date by the time of the Parish Council meeting.

3.2 Four companies have provided quotes, namely EDF, Scottish Power, N Power, and British Gas. Some of these quotes are directly from the named supplier or via an intermediary, Love Energy.

3.3 It should be noted that not all the energy companies have provided quotes for Year 1, Year 2 and Year 3, and consequently it can be difficult to undertake a full comparison exercise.

3.4 In order to determine the cost per year, total electricity consumed over a year covering the period from September 2017 to September 2018 has been used for the three meters located in the Changing Rooms, Council Chamber, and the Bowls Pavilions. These figures are shown in the table below:-

BOWLS PAVILLION		CHANGING ROOMS		COUNCIL CHAMBER	
DATE	READING	DATE	READING	DATE	READING
24.09.17	95864.5	24.09.17	33427	24.09.17	76702
13.09.18	95905.7	13.09.18	42536.5	13.09.18	77702
UNITS USED	41.2	UNITS USED	9109.5	UNITS USED	1000

3.5 For Year 2 and Year 3, it is assumed that there is an increased electricity consumption of 10% each year, but for Year 1 it is assumed that electricity consumption would be the same as last year.

3.6 The attached Annex A to this report shows the cost to the Parish Council per year based on energy consumption and the prices quoted by the four energy companies.

4.0 Conclusion

4.1 Based on the quotes provided by energy companies, and historical and projected electricity consumption over the next three years, it is proposed that EDF be appointed as the preferred electricity supplier for the Parish Council.

5.0 Financial Implications

5.1 The current budget (2018/19) for electricity is £1500.00. If EDF is appointed the cost, based on the prices quoted and estimated electric consumption the projected costs would be as follows:-

- Year 1 = £1,861.44
- Year 2 = £2,038.76
- Year 3 = £2,216.08

5.2 However, the above costs very much depends on the amount of electricity consumed.

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 appoint EDF to provide electricity for the next three years, and that the Utility budget relating to electricity be increased as the part of the Budget consideration for 2019/20 to reflect the new charges.

Annex A

Company	MPAN NO	Supplier	1 Year	Standing Charge Per Day	Rate-pence	Sep17-Sep18 KWH	Approx Cost/Year	2 Year	Standing Charge Per Day	Rate-pence	Sep17-Sep18 KWH (+10%)	Approx Cost/Year	3 Year	Standing Charge Per Day	Rate-pence	Sep17-Sep18 KWH (+20%)	Approx Cost/Year
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Love Energy	Changing Rooms	Scottish Power		26.96	17.03	9109.5	£1,649.75										
	Chamber	Scottish Power															
	Bowls Pavilion	Scottish Power															
TOTAL							£1,649.75										

Scottish Power	Changing Rooms	Scottish Power		26.96	15.78	9109.5	£1,535.88		26.99	15.92	10020	£1,693.77		27.01	16.16	11022.5	£1,879.82			
	Chamber	Scottish Power		26.96	15.78	1000.00	£256.20		26.99	15.92	1100.00	£273.63		27.01	16.16	1210	£294.12			
	Bowls Pavilion	Scottish Power		26.96	15.78	41.2	£104.91		26.99	15.92	45.32	£105.73		27.01	16.16	49.852	£106.64			
TOTAL							£1,896.99	TOTAL					£2,073.13	TOTAL						£2,280.59

Love Energy	Changing Rooms	EDF		23.25	15.83	9109.5	£1,526.90				10020			23.25	15.97	11022.5	£1,845.15
	Chamber	EDF		23.25	15.83	1000.00	£243.16				1100.00			23.25	15.97	1210	£278.10

	Bowls Pavilion	EDF		23.25	15.83	41.2	£91.38			45.32		23.25	15.97	49.852	£92.82
TOTAL							£1,861.44		Assumed	£2038.76		TOTAL			£2,216.08

Love Energy	Changing Rooms	N Power		24.02	17.8	9109.5	£1,709.16								
	Chamber	N Power		24.02	17.8	1000.00	£265.67								
	Bowls Pavilion	N Power		24.02	17.8	41.2	£95.01								
TOTAL							£2,069.84								

Love Energy	Changing Rooms	British Gas				9109.5			27.99	17.94	10020	£1,899.83				
	Chamber	British Gas				1000.00			27.99	17.94	1100.00	£299.50				
	Bowls Pavilion	British Gas				41.2			27.99	17.94	45.32	£110.29				
TOTAL												£2,309.63				

**INTERNAL AUDIT REPORT
FOR AINTREE PARISH COUNCIL
4TH JANUARY 2019**

Following a request from the Counsellors to look at various areas of the Council's undertakings I have undertaken a light touch audit of 'the Section 137 Payments'.

'The Good Councillor's Guide to Finance and Transparency (Department for Local Communities & Local Government 2017) states the parish council should;

Agree and publish a grant making policy setting out the type of funding and organisations that the council will consider assisting, provide a standard grant application form, and an indication of the decision making process and timescales.

Grants over £2,000 in any one year should have conditions against it to provide a written report on how the money has been used, although they recommend that it is good practice for all grants.

The council can attached whatever conditions if chooses to a grant or loan and it is also good practice for applicants to produce financial statements and details of other fund-raising activities.

This guidance recommends an expenditure limit; which is specified each year and is then multiplied by the number of electors in the parish.

FINDINGS

Aintree Parish Council does have a policy and application form available on its website and this;

- Gives full details of what type of expenditure an organisation/group can complete an application for.
- It states that the Parish Council will review the application and a decision to award will made by the Full Parish Council.

Budget for this Financial Year (2018/19) is £2,500

Total expenditure to date is £2,177.10

As per Society of Local Council Clerks the expenditure level for 2108/19 should be set at £8.12 per the number of electors in the parish.

I have reviewed the Parish Council's minutes from April 2018 to date.

RECOMMENDATIONS

Within the application form details of how any grant will be paid. Consideration to be given if payments are to be made by bank transfer; (payments not to be made into a personal account).

As well as stipulating that unsuccessful applicants can apply again in the following financial year, successful applicants can only make one application per each financial year.

Successful applicants to receive written confirmation of their award together with a form for the organisation/group to complete as acceptance of the terms and conditions of the grant. I have attached a draft copy of this form to this report for the Parish Council to consider.

Please note the addition of what any applicant should do if their event is cancelled or organisation/group disbanded.

Minutes should clearly state the discussion and decisions on grants following receipt of application forms etc. Any Counsellor should have stated declared any interests if applicable; and again this be reflected within the minutes.

Undertake a calculation of the budget for this expenditure to ensure that this is within the level as per the guidelines above.

During my research into these payments it was seen that some Parish Council's will support local organisations on an annual basis, particularly if they benefit some if not all of the parishioners.

An individual grant limit be considered in relation to the overall budget to ensure that the Council can support several organisations/groups as this will assist in providing benefit to more of the parishioners.

Hope this report helps the Parish Council in its review of this expenditure which provides a valuable support to the Parish as whole.

Yours sincerely,

Mrs C Price (MAAT)

Internal Auditor for Aintree Parish Council