



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 18th February 2019

Present	Cllrs. Carter, Bennett, Harris, Wykes, Preston, Downey, Honeyman, Kelly, Colbert, Grosart and Gent.	
In attendance	M. Kundi (Council Manager & Parish Clerk), K. Ellis (RFO), Derek Murphy and Eileen Murphy	
6898	Apologies for absence	None
6899	Declaration of interest	None
6900	Public participation	Derek Murphy and Eileen Murphy from Maghull and District Lions Club stated that they wished to form an Aintree Village branch of the Lions Club and already had some ten local people who have shown interest in joining it. They indicated that any money raised would be spent on local good causes. Members welcomed their initiative and indicated they would be prepared to provide support to them and advised that they may wish to speak to existing local organisations first before taking any further steps. Councillor Honeyman invited them to attend the next meeting of Aintree Village Ratepayers Association.
6901	Minutes of Council meetings Minutes of Park Committee Ground Maintenance Contract Damaged timber board Bowling Green	<p>1). Members considered the minutes of Parish Council meetings held on 14th and 21st January 2019 and with one minor amendment RESOLVED and authorised the Chairman to sign them as correct records.</p> <p>2). Members considered the Minutes of the Park Committee meeting held on 14th February 2019, and:-</p> <p>a) AUTHORISED the Council Manager and Parish Clerk to negotiate with Maghull Town Council the early termination of the existing Ground Maintenance Contract if the newly appointed contractor is able to commence work before the end of March 2019.</p> <p>b). APPROVED the purchase of 150m treated 47mmx200mm timber boards from Huws Gray at a cost of £848.78, (including VAT and delivery) and further £50.00 for the purchase of fasteners that may be required, and the work be carried out in house as soon as practical.</p>

	Kombi Engine & Attachments	<p>c). APPROVED the purchase of Stihl Kombi Engine and attachments from World of Power at a cost of £874.09 including VAT and delivery, and</p> <p>d). APPROVED the purchase of relevant ear muffs, trousers, and safety helmets for the Park Officer and the Assistant Park Officer at a cost of no more than £400 in total</p>
6902	<p>Matters arising and action list</p> <p>Website (6738)</p> <p>RoSPA report (6822)</p> <p>Ground Maintenance Contract (6878)</p>	<p>Members raised the following issues:-</p> <p>Agreed the need for further work on the Parish Council website and authorised the Council Manager and Parish Clerk to enter into a contract with The Champion Newspaper, and to report back on the cost.</p> <p>Cllr. Harris reiterated the urgent need to get quotes from playground equipment safety companies so that an independent report can be procured to review the RoSPA report submitted in August 2018.</p> <p>The Parish Council agreed that:</p> <ol style="list-style-type: none"> 1) however desirable, it appeared that it could not insist on contractor staff having DBS clearance, in the same way that it could not insist on the park staff having DBS clearance 2) however, the Clerk be instructed to submit a report on the limits of DBS clearance for open parks with no direct services for children and vulnerable adults, such report to contain Sefton Council's comments as the parish council's 'umbrella body' 3) DBS clearance be not therefore, a requirement for this contract for the time being, but the matter be reconsidered should it now be possible to require DBS clearance.
6903	<p>Clerk's reports</p> <p>Civic Event</p>	<ol style="list-style-type: none"> 1). Members considered the report on Post 2018 Civic Event, and having considered it a successful event AGREED that:- <ol style="list-style-type: none"> a) Civic Services will only be held at churches in the parish and so the proposed venues for the next four years would be as follows:- <ol style="list-style-type: none"> i). 2019:- Old Roan Methodist Church (substitute Holy Rosary RC Church) ii) 2020:- Holy Rosary RC Church (substitute Hope Community Church) iii) 2021 – Hope Community Church (substitute St Giles Church) iv) 2022 – St Giles Church – Substitute Old Roan Methodist Church) b) Future Civic Events will be on the last Sunday of each October c) Sandwiches, cakes, and hot and cold beverages should be provided at each Civic Event, d) The existing awards categories be retained, and c) The Council Manager and Parish Clerk be instructed to bring a report that would enable the Parish Council to standardise civic award trophies for each category of award, together with cost implications.

	<p>Changes in regulation for water and sewage disposal</p> <p>Staffing Matters</p>	<p>2). Members considered a report on changes in regulations for the provision of water and sewage disposal and RESOLVED that:-</p> <p>a) Council Manager and Parish Clerk be authorised to try to form a consortium with other willing parish councils in order to maximise the savings to the Parish Council, and a further report be presented.</p> <p>3). Under Standing Order 11(C) Members considered a confidential and not for publication report on staffing issues and RESOLVED that the:-</p> <p>a) RFO's Employment Contract be amended to include two additional working hours per week.</p> <p>b) Park Officer's Employment Contract be amended to include six additional working hours per week</p> <p>c) Assistant Park Officer's Employment Contract be amended to include two additional hours per week</p> <p>d) Council Manager and Parish Clerk continues to work 30 hours/week, and that he receives his annual increments each year as per his contract,</p> <p>e) Employer's pension contribution be increased to 8% for the Council Manager and Parish Clerk, and</p> <p>f) Council Manager and Parish Clerk be instructed to bring a regular report on staffing issues in January of each year,</p> <p>g) This minute be deemed confidential and not for publication.</p>
6904	Chairman's reports	None
6905	Financial Matters	<p>Members considered the various financial reports and RESOLVED to approve the following:-</p> <ol style="list-style-type: none"> 1. Budget monitoring report as shown in annex 6905(A) 2. Payments for authorisation as shown in annex 6905(B) 3. Bank reconciliation for January 2019 as shown in annex 6905(C) 4. Annual review of fees and charges report (annex 6905(D)) for 2019/20 agreed as:- <ol style="list-style-type: none"> a) Senior football match = £41.70 plus VAT = £50.00 b) Junior football match = £10.00 plus VAT = £12.00 c) Bowling Green match = £23.30 plus VAT = £28.00 5. External Audit report as shown in annex 6905(E), and 6. The designation of Cllrs. Bennett and Grosart as bank signatories for the parish council's accounts with the NatWest and Unity Banks.
6906	Correspondence	None
6907	Promoting the parish council elections	<p>Members NOTED the proposed 'drop-in' event on 27th February 2019 at Maghull Town Council that is being promoted by all local Town/Parish Councils to encourage more people to stand as parish councillors</p>

6908	Planning matters	Members considered the table containing the recently submitted and approved planning applications and AGREED to note them.
6909	Civic Event	Withdrawn by Cllr. Colbert in light of the consideration of the matter as part of agenda item number 6903.
6910	Flood Plain Training	Cllr. Honeyman highlighted the salient points of the Flood Plain training seminar that was held in Melling in January 2019. He indicated that whilst most of the points raised related to the housing development in Melling, however there were some common issues (surface water) across the whole region that also impacted on Aintree. Council Manager and Parish Clerk to provide Cllr. Preston with contact details of Andrew Martin, the Sefton Council Officer who provided the training.
6911	Wango Lane housing development	Cllr. Preston provided an update on the current position relating to the Wango Lane housing development. Members having considered the matter instructed the Council Manager and Parish Clerk to set up a meeting with the Sefton Council Planning Officer, and such meeting to be attended by Cllrs. Carter, Colbert and Preston.
6912	Aintree Youth and Community Centre	Cllr. Honeyman indicated that volunteers at Aintree Youth and Community Centre were trying to set up a 'Friends of
6913	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 18th March 2019 2. Monday 15th April 2019 3. Monday 13th May 2019 (Annual Parish meeting) 4. Thursday 16th May 2019 (Annual Parish Council meeting)

The meeting closed at 9.56pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6898 to 6913 received as a correct record on 18th March 2019

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Chairman
Cllr. Carter

Budget Monitoring Report - April 2018 - 11 February 2019

	Payments	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
2	PAYROLL {PRL-01 to PRL-06}	£44,000.00	£23,009.22	£3,435.69	£4,089.63	£0.00	£30,534.54
3	PARK EXPENSES						
	Skip hire/Waste Collection (Sefton Council) {PEX-01}	£1,380.00	£417.00	£0.00	£0.00	£0.00	£417.00
	Sefton Council-Park open/close {PEX-02}	£5,315.00	£3,066.00	£511.00	£0.00	£0.00	£3,577.00
	Maghull TC- Grounds maintenance {PEX-03}	£13,800.00	£9,800.00	£0.00	£0.00	£0.00	£9,800.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}	£1,065.00	£915.97	£0.00	£0.00	£0.00	£915.97
	Health/Safety {PEX-07 to PEX-09}	£2,605.00	£2,294.00	£50.00	£0.00	£0.00	£2,344.00
	Maintenance-Play Equipment {PEX-10}	£8,000.00	£4,632.04	£1,139.53	£0.00	£0.00	£5,771.57
	Maintenance-Buildings {PEX-14 to PEX-18}	£12,500.00	£852.89	£60.00	£0.00	£0.00	£912.89
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total	£45,165.00	£21,977.90	£1,760.53	£0.00	£0.00	£23,738.43
4	SUNDRY EXPENSES						
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}	£1,275.00	£1,372.96	£199.00	£0.00	£0.00	£1,571.96
	Refreshments/Cleaning Materials {SUN-03}	£150.00	£97.46	£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	£135.00
	Audit fees {SUN-05 to SUN-06}	£850.00	£416.67	£0.00	£116.67	£0.00	£533.34

	Subscriptions {SUN-07 to SUN-12}	£1,525.00	£36.00	£0.00	£0.00	£36.00
	Training/others {SUN-13 and SUN-19}	£1,000.00	£150.00	£200.00	£0.00	£350.00
	Advance on Chairman's Expenses {SUN-14}	£300.00	£0.00	£0.00	£0.00	£0.00
	Others staff costs {SUN-15}	£400.00	£393.50	£0.00	£0.00	£393.50
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to03}	£2,450.00	£2,052.47	£0.00	£0.00	£2,052.47
	Total	£10,660.00	£4,654.06	£515.67	£0.00	£5,169.73
5	LOAN REPAYMENTS	£14,200.00	£14,198.52	£0.00	£0.00	£14,198.52
6	UTILITIES					
	Gas {UTI-01}	£540.00	£120.36	£0.00	£0.00	£120.36
	Electric {UTI-02}	£1,500.00	£1,097.66	£0.00	£0.00	£1,097.66
	Water {UTI-03}	£1,900.00	£1,174.90	£0.00	£0.00	£1,174.90
	Telephone {UTO-04}	£680.00	£576.69	£0.00	£0.00	£576.69
	Total	£4,620.00	£2,970.61	£0.00	£0.00	£2,970.61
7	INSURANCE	£3,500.00	£3,775.01	£0.00	£0.00	£3,775.01
8	SECTION 137 GRANTS	£2,500.00	£2,177.10	£0.00	£0.00	£2,177.10
9	ELECTION COSTS	£3,000.00	£0.00	£0.00	£0.00	£0.00
10	BANK CHARGES	£250.00	£197.87	£50.13	£0.00	£248.00
11	MILEAGE	£1,750.00	£719.92	£57.20	£0.00	£777.12
12	PROFESSIONAL FEES	£1,000.00	£0.00	£0.00	£0.00	£0.00
13	CONTINGENCY	£8,670.00	£0.00	£0.00	£0.00	£0.00
14	VAT PAID	£1,000.00	£5,395.61	£399.49	£0.00	£5,795.10
	TOTAL	£142,315.00	£79,075.82	£6,218.71	£4,089.63	£89,384.16

	Receipts	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date
15	PRECEPT	£113,000.00	£113,000.00	£0.00	£0.00	£0.00	£113,000.00
16	BOWLS	£420.00	£256.74	£0.00	£0.00	£0.00	£256.74
17	FOOTBALL	£400.00	£208.32	£83.34	£0.00	£0.00	£291.66
18	BANK INTEREST (Deposit account)	£30.00	£36.98	£20.82	£0.00	£0.00	£57.80
19	SUNDRY	£250.00	£160.00	£1,668.61	£0.00	£0.00	£1,828.61
19	VAT COLLECTED	£35.00	£41.68	£58.33	£0.00	£0.00	£100.01
20	VAT - HMRC	£10,000.00	£6,906.76	£1,412.97	£0.00	£0.00	£8,319.73
		£124,135.00	£120,610.48	£3,244.07	£0.00	£0.00	£123,854.55

PAYMENTS FOR AUTHORISATION

Period Covered 15 January 2019 - 11 February 2019

Annex 6905 (B)

Accounts payable – 18 February 2019**For information only - Contractual/Statutory payments (FIXED)**

Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code
1.BACS	Future Water Ltd	Monthly Hygiene Visit as part of a contract – January 2019	72.00	LGA 1972s111	
2.Direct Debit	Epica Ltd	Monthly Health and Safety Support as part of a contract – February 2019	60.00	LGA 1972s111	
3.Standing Order	Sefton Council	Contract to Open and Close the Park	613.20	LGA 1972s111	

For information only - Contractual/Statutory payments (VARIABLE)

4.BACS	NatWest Autopay	Monthly payroll paid 06 February 2019	2,989.84	LGA 1972s111	
5.BACS	HMRC	Tax/Ni February 2019	1,045.21	LGA 1972s111	
6.BACS	Hive Telecom	Telephone calls January 2019	5.59	LGA 1972s111	
7.BACS	British Gas	Estimated reading October 2018-January 2019	48.06	LGA 1972s111	
8.BACS	Maghull Town Council	Grounds maintenance Contract December 2018	1,200	LGA 1972s111	
9..BACS	Talk Talk Business	Line rental and Broadband 22 January 2019-21 February 2019	47.99	LGA 1972s111	
Total			6,081.89		

For approval - Invoice payments					
10..BACS	D Hinton	Petrol for Mower	11.36	LGA 1972s111	
11..BACS	K Ellis	Flowers £25/Refreshments £6.97/Stamps £4.02/Stationery £1.49/Printing £3.00	40.48	LGA 1972s111	
12..BACS	Industrial Cleaning Supplies Ltd	Cleaning materials for Cleaner returning to work	127.94	LGA 1972s111	
13..BACS	Aitkens Sportsturf Ltd	Pitchline marker	66.96	LGA 1972s111	
14..BACS	Jenkinsons	Ink Cartridges for Groundsman's Office Printer	68.21	LGA 1972s111	
15..BACS	M Kundi	Underpaid Mileage December 2018 £37.85/January 2019 £105.30/ Mobile calls £9.49/ Civic Award Costs £49.91/Postage £30.80	233.35	LGA 1972s111	
16. BACS	Myerscough College	Machine operator training 1 person	74.00	LGA 1972s1111	
17. BACS	Active Garden Company Ltd	Basket/Nest Swing	564.00	LGA 1972s111	
Total			1186.30		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			745.20		
For information only -Contractual/Statutory payments (VARIABLE)			5,336.69		
For approval - Invoice payments			1186.3		
Total for 15 February 2019			£7,268.19		

Bank Reconciliation**Period Covered 01 to 31 January 2019**

CURRENT ACCOUNT - Bank reconciliation – as at 31 January 2019				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward 31 December 2018				17,113.03
Add receipts			3,223.25	20,336.28
				20,336.28
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	20,336.28
Less Payments £9,738.19		-6,485.28		13,851.00
Balance Carried Forward				13,851.00
Add Unpresented Cheques and Direct Debits not collected			0	
				13,851.00
Total				13,843.69
		-7.31		
Balance Agreed to Statement (815) 31 January 2019				13,843.69

RESERVE ACCOUNT - Bank reconciliation – as at 31 January 2019

Balance brought Forward					122,588.07
Add Interest received			20.82		
Transfer To Current Account		0			
Transfer From Current Account			0		
Balance Carried Forward					122,608.89

SUMMARY OF BALANCES AS AT 31 January 2019

Current Account (after deducting unrepresented cheques)					13,843.69
Reserve Account					122,608.89
Total cash available (31 January 2019)					136,452.58