



## 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 15<sup>th</sup> April 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi  
Council Manager and Parish Clerk

## AGENDA

6928	To receive apologies for absence	
6929	To receive declarations of interest	
6930	Public participation:-	
6931	To consider and approve the minutes of the Parish Council meeting held on 18 <sup>th</sup> March 2019 (sent separately)	
6932	Matters arising and action list (attached)	
6933	Clerk's reports	<ol style="list-style-type: none"> <li>1. To consider the report on the Co-option Policy (attached)</li> <li>2. To consider the report on DBS Checks (attached)</li> <li>3. To consider the response back from Sefton Council regarding the illegal signs, hoardings and advertising (attached).</li> <li>4. To consider the report on a proposal to submit an 'Award for All' funding application (attached)</li> <li>5. To consider the report on the Reserves Policy (attached)</li> <li>6. To consider the Statement of Internal Control for the year ending 31<sup>st</sup> March 2019 (attached)</li> <li>7. To consider the report on Payroll Policy (attached)</li> </ol>
6934	Reports from external meetings and Chairman's reports	
6935	Financial Matters	<ol style="list-style-type: none"> <li>1. Budget monitoring report (attached as 6935 (A))</li> <li>2. Payments for authorisation (attached as 6935 (B))</li> <li>3. Bank reconciliation (attached as 6935 (C))</li> <li>4. Early payment by Sefton Council of 25% of the 2019/20 precept (attached as 6935 (D))</li> <li>5. Outcome of complaint to the NatWest Bank (attached as 6935 (E))</li> <li>6. Letter from Public Works Loan Board (attached as 6935 (F))</li> </ol>

6936	Correspondence	Alan Skinner – please see attached	
6937	Parish Council elections May 2019	Due to non-contested Parish Council elections, the election of Parish Councillors for Aintree Village (South Ward and North Ward) are attached.	
6938	Planning Matters	Attached	
6939	Vote of thanks	To give a vote of thanks to retiring Members	Cllr. Honeyman
6940	Dates of next meetings	1. Monday 13 <sup>th</sup> May 2019 (Annual Parish meeting) 2. Thursday 16 <sup>th</sup> May 2019 (Annual Parish Council meeting)	

Council Meeting –15<sup>th</sup> April 2019

## ACTION LIST

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Approved Cost £
6707 6736	GDPR	To undertake all necessary steps to comply with GDPR	Parish Clerk		Mapping exercise - not started	910.00
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"> <li>a) the fees for leisure activities in the park</li> <li>b) section 137 payments over the last two years</li> <li>c) the chairman's allowance</li> <li>d) the financial regulations</li> <li>e) payments for expenses made to parish councillors and staff</li> <li>f) level of cash reserves</li> <li>g) budget and precept setting process</li> <li>h) insurance cover</li> <li>i) risk management arrangements processes for the review of the asset register and the inventory of small equipment.</li> </ul>	Parish Clerk		Internal Auditor to undertake 3 audits from the list every four months	
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	

6849	RoSPA (Park Committee)	Parish Clerk to seek quotes from other independent companies in order that an informed plan of action can be developed by the Park Committee	Parish Clerk	Early 2019		
6865	Safeguarding awareness Training	To consider the effectiveness of any training received, and its application in the Park	Parish Clerk			
6866	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		
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 <sup>th</sup> December 2018 informing of the decision by the AVPC. Awaiting a response	
6878	Budget and precept for 2019/20	1. To develop a Financial Reserve Policy for approval for the financial year 2020/21	Parish Clerk/RFO	Sep 2019	<b>On the Agenda</b>	
6890	Correction of previous payments schedule	Council Manager and Parish Clerk to make some annotation in the minutes of 21 <sup>st</sup> May 2018 and the 19 <sup>th</sup> June meetings that are uploaded on the Parish Council website	Parish Clerk			
6895	Accessibility Regulations	Council Manager and Parish Clerk to take all necessary actions to ensure compliance by September 2019 with the 2018 regulations.	Parish Clerk			
6902	Website (6738)	The Council Manager and Parish Clerk to enter into a contract with The Champion Newspaper, and to report back on the cost.	Parish Clerk		<b>Waiting for an estimate</b>	

	DBS	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'	Parish Clerk		<b>On the Agenda</b>	
6903	Civic Event	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.	Parish Clerk			
	Staffing Matters	Council Manager and Parish Clerk be instructed to bring a regular report on staffing issues in January of each year.	Parish Clerk	January 2020		
6918	Civic Event	The Council Manager and Parish Clerk to take the opportunity to inform the Aintree Churches of future dates of planned civic events.			<b>Email sent on 21<sup>st</sup> March 2019</b>	
6924	Planning Matters	Representatives from Wango Lane Action Group to prepare questions and for these to be submitted to Senior Planning Officers before any meeting takes place.	Wango Lane Action Group		<b>Emails sent</b>	
6925	Illegal Advertising	The Council Manager and Parish Clerk to write Sefton Council regarding illegal advertising signs along Ormskirk Road and its junction with Aintree Lane/Copy Lane.	Parish Clerk		<b>On the Agenda</b>	

## PARISH COUNCIL POLICIES

PARISH COUNCIL POLICIES							
Policies completed				Policies pending completion			
No.	Core Documents	Date Policy approved	Proposed review date	No.	Disciplinary Policy	No.	Recruitment and Management Policy
1	Safe Guarding Policy	August 2018	August 2020	14	Tree Policy	27	Alcohol and Drug Policy
2	GDPR Policy	May 2018	May 2020	15	Complaints Policy	28	Volunteer Policy
3	Standing Orders	17 <sup>th</sup> December 2018	December 2019	16	Health & Safety Policy	29	Recruitment of ex-offenders Policy
4	Financial Regulations	17 <sup>th</sup> December 2018	December 2019	17	Whistleblowing Policy	30	<b>Co-option Procedure Policy Attached</b>
5	Code of Conduct	July 2018	July 2020	18	CCTV Policy	31	<b>Reserve Policy - Attached</b>
6	Lone Working Policy	17 <sup>th</sup> December 2018	December 2020	19	H and S Policy – DSE Policy	32	Policy on Recording of Decisions Made By Officers
7	Grant Awarding Policy	August 2018	August 2020	20	Parish Plan	33	Sickness Absence Policy
8	Procurement Policy	21 <sup>st</sup> January 2019	January 2020	21	Pension Policy	34	Anti-fraud and Corruption Policy
9	Scheme of Delegation	17 <sup>th</sup> September and 17 <sup>th</sup> December 20182018	April 2020	22	Allotment Policy	<b>25</b>	Grievance and Disciplinary Procedures
10	a) Risk Management b) Statement Policy c) Risk Register	19 <sup>th</sup> November 2018	November 2019	23	Equal Opportunities Policy	26	<b>Statement of Internal Control for the year ending 31<sup>st</sup> March 2019 - Attached</b>
11	Asset Register	19 <sup>th</sup> November 2018	November 2019	24	Dignity at Work Policy	27	<b>Payroll Policy Attached</b>
12	Flag Policy	July 2018	July 2020	25	Flexible Working Policy		
13	Cash Handling Policy	19 <sup>th</sup> November 2018	November 2020	26	Openness and Transparency Policy		

# **Aintree Village Parish Council**

## **Report on Co-option Policy**

### **1.0 Purpose of report**

1.1 The purpose of this report is for the Parish Council to consider and adopt the policy and procedure for co-opting a new Councillor.

### **2.0 Introduction**

2.1 The Parish Council currently has no formal policy for co-opting a new Councillor on the Parish Council.

2.2 The attached policy, which is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils, sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Aintree Village Parish Council.

2.3 The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

2.4. Included within the policy documents are co-option eligibility and application forms, together with co-opted councillor person specification, which highlights the kinds of competencies required of a potential Councillor.

### **3.0 Financial Regulations**

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

### **4.0. Legal Implications**

4.1 Adoption and application of this policy will minimise any potential challenges to the Parish Council on this matter.

### **5.0 Recommendations**

It is recommended that:-

5.1 The Parish Council consider and approve the Co-option Policy, attached as Annex A to this report.



**AINTREE VILLAGE PARISH COUNCIL**

**Co-option Policy**

15<sup>th</sup> April 2019  
Minutes



# **AINTREE VILLAGE PARISH COUNCIL**

## **Policy and procedure for co-opting a new Councillor**

### **1.0 INTRODUCTION**

1.1 This policy, which is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils, sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Aintree Village Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

1.2 The Parish Council is composed of two wards:- South (7 seats) and North (5 seats).

### **2.0 CO-OPTION**

2.1 The co-option of a parish councillor occurs in two instances:-

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
2. When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

### **3.0 Ordinary vacancy**

3.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough parish councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases Sefton Council may intervene and make an appointment or order an election to fill the vacancies.

### **4.0 Casual vacancy**

4.1 A casual vacancy occurs when:-

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
  
- A councillor fails for six months to attend meetings of a council, committees or sub- committees or to attend as a representative of the council a meeting of an outside body.

4.2 The Parish Council has to notify Sefton Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten electors write to the Sefton Council stating that an election is requested.

4.3 If a by-election is called, a polling station will be set up by Sefton Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the costs of the election. The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of Sefton Council will advise the Council Manager and Parish Clerk of the closing date.

4.4 If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

4.5 If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

## **5.0 CONFIRMATION OF CO-OPTION**

5.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Council Manager and Parish Clerk will:-

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards and website
- Advise Sefton Council that the co-option policy has been instigated

5.2 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient parish councillors elected to constitute a quorum.

## **6.0 ELIGIBILITY OF CANDIDATES**

6.1 The Parish Council is able to consider any person to fill a vacancy provided that:-

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the Parish and continues to be an elector; or
- has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
- has had his/her principal or only place of work in the Parish for the past twelve months; or
- has lived within three miles of the Parish for the past twelve months.

6.2 There are certain disqualifications for being a parish councillor, of which the main are (see s80 of the Local Government Act 1972):-

- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

## **7.0 APPLICATIONS**

7.1 Candidates will be requested to:-

- Attend at least one Parish Council meeting as observers;
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A);
- Confirm their eligibility for the position of parish councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

7.2 Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

7.3 Copies of the eligible candidates' applications will be circulated to all parish councillors by the Council Manager and Parish Clerk at least 3 clear days prior to the meeting of the full Parish Council, when the co-option will be considered.

7.4 All such documents will be treated by the Council Manager and Parish Clerk and all parish councillors as strictly private and confidential.

## **8.0 AT THE CO-OPTION MEETING**

8.1 At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

8.2 As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 13).

8.3 A recorded vote may be requested under Standing Order 3(S) so as to show whether each councillor present and voting, gave his/her vote for or against that question.

8.4 In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

8.5 Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

- 8.6 If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.
- 8.7 The Council Manager and Parish Clerk will notify Sefton Council Electoral Services Office of the co-option of the new parish councillor.
- 8.8 The co-opted parish councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Council Manager and Parish Clerk will lodge with the Monitoring Officer at Sefton Council within 28 days of the co-option.
- 8.9 If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

# **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

## **COMPETENCY**

### **Personal Attributes**

- Sound knowledge and understanding of local affairs and the local Parish.
- Forward thinking
- Can bring a new skill, expertise or key local knowledge to the Parish Council.

### **Experience, Skills, Knowledge and Ability**

- Ability to listen constructively
- A good team player
- Ability to pick up and run with a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Parish Council and their Parish
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.
- Ability to communicate succinctly and clearly.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and the clerk.
- Ability and willingness to work with the Parish Council's partners (e.g. voluntary groups, other Parish Councils, principal authority, charities).
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working with voluntary and or local interest groups

### **Circumstances**

- Ability and willingness to regularly attend meetings of the Parish Council, and its Committees. (Please note that all Parish Council and Committee meetings are held in the evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of Councillors' childcare or care of dependants.)

**AINTREE VILLAGE PARISH COUNCIL CO-OPTION APPLICATION  
FORM**

Name:-	
Address:-	
Telephone Number:-	
Email Address:-	
Are you 18 or over? Yes / No	
Which ward do you wish to apply for? Please tick:-	
South <input type="checkbox"/>	North <input type="checkbox"/>
Please briefly outline of why you are interested in being a Parish Councillor.	
Please tell us something about the life experience you will bring to the Parish Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.	
Please tell us something about the skills you feel you will bring to the Parish Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.	

Are there any questions you would like to ask the Parish Council?

<b>Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).</b>

<b>Use of Personal Information</b> The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.
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<b>Declaration &amp; Consent</b> I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form. I declare the information given on this form to be true and correct.  SIGNED.....NAME.....  DATE.....
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**Please complete and return this form, together with the completed Co-option Eligibility Form to:- Mo Kundi, Council Manager and Parish Clerk, Aintree Village Parish Council, C/O 4 Meldreth Close, Formby L37 2YY. Tele:- 07530 589454 Email:- Aintrevillageparishcouncil@hotmail.co.uk**

**APPENDIX B**

**AINTREE VILLAGE PARISH COUNCIL CO-OPTION ELIGIBILITY FORM**

<b>1. In order to be eligible for co-option as a Aintree Village Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:-</b>		
	<b>Yes</b>	<b>No</b>
a. I am 18 years of age or over; and		
b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and		
c. I am registered as a local government elector for the parish; or		
d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish; or		
e. My principal or only place of work during those twelve months has been in the parish; or		
f. I have during the whole of those twelve months resided in the parish or within 3 miles of it.		

<b>2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:</b>		
a) Is employed by the parish council or holds paid office under the parish council;	Yes	No
b) Is employed by an entity controlled by the parish council;		
c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or		
d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or		
e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.		



**Use of Personal Information**

The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.

**Declaration & Consent**

I..... hereby confirm that I am eligible for the vacancy of Aintree Village Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature.....Name.....

Date.....

## **Aintree Village Parish Council** **Report on Disclosure and Barring Services (DBS)**

### **2.1 Purpose of report**

- 1.1 The purpose of this report is for the Parish Council to consider the legal position relating to DBS checks.

### **2.0 Background**

- 2.1 The Disclosure and Barring Service (DBS) carries out criminal record checks for specific positions, professions, employment, offices, works and licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and those prescribed in the Police Act 1997 (Criminal Records) regulations. Individuals and the self-employed cannot apply for an enhanced DBS check directly to the DBS. A DBS certificate will be requested as part of an organisation's pre-recruitment checks following an offer of employment, including volunteering roles and applications for specific licences.
- 2.2 The Disclosing and Barring Services provides information on its website, including 'A Guide to Eligibility for Standard Certificates for Registered Bodies and Employers'. The purpose of this guide is help registered bodies and employers' work out whether they can legally request a standard DBS check for potential or existing staff.
- 2.3 The Guide states that it is important to make sure that the law allows a DBS application to be submitted. As an employer or regulator, and as a registered body, you have a legal responsibility to make sure you can submit applications. You also have a duty to know what parts of legislation support each application in case we need you to explain why eligibility exists. An individual cannot request a standard or enhanced DBS check for themselves and so as a registered body you must not submit applications from individuals where there is no employer to make the suitability decision.
- 2.3 Decisions on when and if to request a DBS check are for the employer or regulator to make based on what the law allows. This means considering the activities being carried out by the post-holder and if they are eligible for DBS checks. DBS provides an electronic eligibility tool which can help with this.
- 2.4 It's important for employers to understand their legal responsibilities before asking anyone to apply for or provide you with a standard or an enhanced DBS certificate. The Guide list positions, professions, employments, activities and licences that are eligible to be submitted for standard DBS checks. These have been taken from the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, as amended.
- 2.5 The list can be used to find the entry that relates to the position or role the employer is recruiting or carrying out a recheck for. The hyperlinks under each entry leads to the legislative wording. If the position or role is not included here the DBS workforce guides can be used to find out if eligibility exists for an enhanced DBS certificate, including whether barred list checks are available. Some roles and types of work that are included in these lists may also be eligible for a higher check. This is indicated in the relevant sections if this is the case. If the relevant position or role is not covered by this guidance or the DBS workforce guides, it is

still possible to ask that a basic DBS check is provided by anyone wanting to be considered to work in the role. Paper applications for standard DBS checks must also contain the relevant workforce on the application form.

2.6 According to Central Government DBS (Disclosure and Barring Services) website an employer can check the criminal record of someone applying for a role. There are four types of check:-

- a basic check, which shows unspent convictions and conditional cautions
- a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with barred lists, which shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role

2.7 However, where an organisation carry out criminal records checks, then that organisation must have a policy on employing ex-offenders and show it to any applicant who asks for it.

2.8 The DBS website also has interactive pages whereby it is possible to check if an employee needs to have a DBS check undertaken and if it is the right DBS check.

### **3.0 DBS Checks in Sport**

3.1 The National Society for the Protection of Children has published a DBS checks in sport – guidance leaflets. One leaflet relates to working with children and the other with working with adults. The leaflets states that Access to Disclosure and Barring Services (DBS) checks is controlled by the law. As a general rule, eligibility to apply for a DBS check is not based on an applicant's job title but is established by looking at the activities and responsibilities carried out by each individual role. It's important to make sure that legislation allows a DBS check to be submitted to make sure the applicant's data protection rights are not breached.

3.2 The organisation deciding whether the applicant is suitable for the role is also responsible for working out the level of check the role is eligible for. Applicants can't apply directly to the DBS for their own standard or enhanced check. There must be an organisation making the decision about whether the applicant is suitable for the role to process an application for these levels of check. Where eligibility for a standard or enhanced check doesn't exist then a basic check can be requested – there are no restrictions on who can apply for this. Applicants can apply for their own basic check via our website. They may also apply via a responsible organisation.

### **4.0 Comments**

4.1 The issues surrounding DBS checks is very much governed by legislation and due to the complex nature of the subject it is not always easy to navigate around. The comments and recommendations provided by the Council Manager and Parish Clerk are based on his own limited understanding of the legislation, and Members may wish to engage a specialist solicitor to obtain definitive advice on the matter.

4.2 The Council Manager and Parish Council has used the DBS provided electronic eligibility tool (paragraph 2.3 above) to determine if the two Park Officers or the ground maintenance contractor employed by the Parish Council qualify for a standard or enhance DBS checks, and it would appear not to be the case.

4.3 The Council Manager and Parish Clerk has also been in contact with Sefton Council and LACL to get their views on the subject. Having explained how the two Park Officers work within the Park, Sefton Council's HR Officers looked up similar posts within its structure and it would appear that none of these posts require standard or enhanced DBS checks.

4.4 The suggestion from LALC is that it is advisable to have DBS checks done for both employees and for the ground maintenance contractor, although it was not clear whether this was for a basic, standard or enhanced check.

4.5 It would appear from the above that the Parish Council cannot ask for standard or enhanced DBS check of its employees and contractors. However in relation to basic disclosure, DBS Services states that:-

'Basic Disclosures can be applied for, for any purpose be it employment or personal interest. Any employer is able to make a Basic Disclosure a standard part of their recruitment procedure. By asking their employees to have a Basic Disclosure, this can safeguard the company, allow them to know more about their employees increase brand trust and reputation and increase staff retention'.

## **5.0 Financial Implications**

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

## **6.0 Legal Implications**

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

## **7.0 Recommendations**

It is recommended that:-

7.1 Parish Council agree to undertaking DBS - Basic Disclosure checks as part of its staff recruitment and retention policy and for any contractors it employs, and

7.2 Request the Council Manger and Parish Clerk to develop a formal DBS Policy for the Parish Council to consider.

Ronnie Stafford <Ronnie.Stafford@sefton.gov.uk>

Thu 28/03/2019 13:57

You;

Jerry McConkey

□

Hi Mo

I can confirm we carry illegal sign / banner removal projects every 4 to 5 weeks , and Ormskirk Road is always top of the list.

The Transit Van with signage “ Green Planet Hydroponics” on its side , is taxed and mot, is legally parked on the carriageway , I cannot take any enforcement action to remove.

Regards

Ronnie

Ronnie Stafford  
Highways and Public Protection  
Sefton M.B.C.  
Magdalen House  
30 Trinity Road  
Bootle  
Merseyside  
L20 3NJ  
0151 934 4666

[ronnie.stafford@sefton.gov.uk](mailto:ronnie.stafford@sefton.gov.uk)

# **Aintree Village Parish Council**

## **Report on a proposal to submit an 'Award for All' application.**

### **2.2 Purpose of report**

1.1 The purpose of this report is for the Parish Council to consider a proposal to submit an 'Award for All' application to facilitate the re-opening of the Café in the Park.

### **6.0 Background**

2.1 Members will be aware that a number of attempts have been made in the past to operate a Café in the Park. With the exception of last year when the Café was operated by Julie Doyle quite successfully, all previous attempts have not been very sustainable over a longer period. Even last year, Julie Doyle indicated that whilst the local residents valued the café and it became a community gathering point it was still struggling financially.

2.2 Members will recall that because of the strong initial interest and demand in the Café from Park users the Parish Council took the opportunity to successfully seek an extension to its opening hours from Sefton Council's Planning Department.

### **3.0 Current Position**

3.1 At the time of writing this report it was not clear as to whether the Café would continue to be operated by Julie Doyle. Even if Julie Doyle was to be offered an extension to the lease agreement for this year the Café in its current operational arrangement is not likely to be financially sustainable over the longer period.

3.2 It is the Council Manager and Parish Clerk's view that for the Café to be sustainable over the longer period it needs some financial support and a marketing and promotional strategy that would help to raise its profile and increase its customer base. In order to facilitate this it is suggested that an 'Award for All' application be submitted to Big Lottery.

### **4.4 'Award for All' Funding**

4.1 The National Lottery Awards for All for England offers funding from £300 to £10,000 to support projects. The Awards for All bid can fund the following

- equipment
- one-off events
- small capital projects
- staff costs
- training costs
- transport
- utilities/running costs
- volunteer expenses.

4.3 As part of the Awards for All application, the National Lottery requires the following:-

#### **a) Project details**

- the name of your project

- when your project will start (this must be at least 12 weeks from when you submit your application)
- where your project will take place
- all the costs involved in your project
- whether your project targets a specific group of people and, if so, who.

## **b) What you want to do**

You'll also have around 500 words to tell us about what you want your project to do.

There are two key areas that we will be looking at when making a decision - make sure your answer focuses on these as much as possible.

1. You meet **at least one** of our funding priorities, which are:
  - bringing people together and building strong relationships in and across communities
  - improving the places and spaces that matter to communities
  - enabling more people to fulfil their potential by working to address issues at the earliest possible stage.
2. You **involve your community** in the design, development and delivery of the activities you're planning. Tell us how you've done this.

## **4.0 Financial Regulations**

3.0 There are no other 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:-

- 5.1 The Parish Council instruct the Council Manager and Parish Clerk to consider in more detail the proposal to submit an Award for All application and if feasible to bring a draft completed application bid for approval and submission by the Parish Council.

# **Aintree Village Parish Council**

## **Report on Reserves Policy**

### **1.0 Purpose of report**

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

### **2.0 Introduction**

2.1 Members at their meeting on 14<sup>th</sup> January 2019 considered a report on Budget and Precept for 2019/20 and amongst other things, requested that the Council Manager and Parish Clerk and the RFO to develop a Reserves Policy for the financial year 2020/21 for consideration and approval.

2.2 In the said report to the 14<sup>th</sup> January 2019 Parish Council meeting it was highlighted that currently the Parish Council has no policy on what its reserves should be for the coming financial year.

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

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

### **3.0 Reserves Policy**

3.1 The attached policy (Annex A) sets the basis for determining the level of parish council's reserves.

### **4.0 Financial Regulations**

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



## **5.0. Legal Implications**

5.1. The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. The attached Reserves Policy provides the means to comply with legal duty.

## **6.0 Recommendations**

It is recommended that:-

6.1 The Parish Council consider and approve the Reserves Policy, attached as Annex A to this report.



**AINTREE VILLAGE PARISH COUNCIL**

**Reserves Policy**

15<sup>th</sup> April 2019  
Minutes

# Aintree Village Parish Council

## Reserves Policy

### 1.0 Purpose

1.1 Aintree Village Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

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

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

### 2.0 Types of reserves

2.1 Reserves can be categorised as general or earmarked.

2.2 **Earmarked reserves** can be held for several reasons:-

- **Renewals** – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- **Carry forward of underspend** - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- **Insurance reserve** to enable the Council to meet the excesses of claims not covered by insurance.
- **Other earmarked reserves** may be set up from time to time to meet known or predicted liabilities

2.2 **General reserves** are funds which do not have any restrictions as to their use.

These reserves can be used to smooth the impact of uneven cash flows, offset the

budget requirement if necessary or can be held in case of unexpected events or emergencies.

**2.3 Statutory Reserves** - Councils can also hold reserves that arise out of the interaction of legislation and proper accounting practices. For example these could be Developers Contribution Reserves, which holds the proceeds from the acceptance of Open Space from developers, and can only be used for the maintenance for these areas such as wages and equipment.

### **3.0 Earmarked reserves**

3.1 Earmarked Reserves represents amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year, The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

3.2 Any decision to set up a reserve must be given by the Council.

3.3 Expenditure from reserves can only be authorised by the Council.

3.4 Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.5 All earmarked reserves must be recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

3.6 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

### **4.0 General Reserves**

4.1 The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

4.4 Even at times when extreme pressure is put on the council's finances the council must keep a minimum balance sufficient to pay one month's salaries to staff in general reserves at all times.

### **5.0 Opportunity cost of holding reserves**

5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

5.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

### **6.0 Current level of financial reserves**

6.1 The level of financial reserves held by the council will be agreed by the Finance and General Purposes committee during the discussions held regarding the setting of the budget for the next financial year, and then submitted to the Parish Council for approval. It will need to take into account for example, paragraph 1.3 above, the financial implication of the intention of the Parish Council to bring in-house the ground maintenance contract, and the need to replace play equipment.

6.2 The Parish Council at its meeting on 21<sup>st</sup> January 2019 agreed as part of its budget and precept consideration to this year's level of general reserves to fully cover approximately six months of budget expenditure.

6.3 The council does not currently have any level of earmarked reserves.



**AINTREE VILLAGE PARISH COUNCIL**

**Statement of Internal Control for the Year Ending 31<sup>st</sup> March  
2019**

15<sup>th</sup> April 2019  
Minutes

# **Aintree Village Parish Council**

## **Statement of Internal Control for the Year Ending 31<sup>st</sup> March 2019**

### **1.0 Scope of Responsibility**

- 1.1 Aintree Village Parish Council is a local authority funded largely by public money, and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2 In discharging this overall responsibility, Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2.0 The Purpose of the System of Internal Control**

- 2.2 It is not possible to eliminate all risks. The system of internal control is, therefore designed to manage risk; reducing it to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives.
- 2.3 It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **3.0 The Internal Controls**

#### **A). Parish Council**

- 3.1 The Parish Council is required to ensure it has a sound system of internal control that:-
- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;
  - b) Ensures that the financial and operational management is effective; and
  - c) Includes effective arrangements for the management of risk.

To meet these conditions, the Parish Council is required to:-

- Carry out an annual review of the effectiveness of Internal Audit
- Consider the findings of this review
- Carry out an annual review of the systems of internal control
- Consider the findings of this review

- 3.2 Aintree Village Parish Council has been reviewing and updating all its policies and procedures, including Financial Regulation, Standing Orders, and Scheme of Delegation. In September 2018 it undertook a mid-year financial review of its budget, and in January 2019 it set its budget and precept for 2019/20. The Council meets every month at which monthly budget monitoring report, Payments Authorisation and Bank reconciliation schedules are considered and approved.

3.3 In August 2018 the Parish agreed to the setting up of a permanent Finance and General Purposes Committee with the aim of providing a greater oversight and control over financial matters, and to undertake regular reviews of its internal controls, systems and procedures.

#### **B). Responsible Finance Officer/ Parish Clerk**

3.4 All Parish Councils are required to appoint an officer (RFO) to be responsible for the financial administration of the authority in accordance with Section 151 LGA 1972. Parish Councils need to be satisfied (via regular checks, monitoring, internal audit, and external audit) that its RFO has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015.

3.5 The RFO puts in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) need to agree to the underlying records.

3.6 The RFO and the Parish Clerk attends the Parish Council's monthly meeting and advise Members on its procedures, control systems and that policies are adhered to as well financial matters and ensuring compliance with the law.

#### **C). Control over Money**

3.7 Section 150(5) LGA 1972 requires cheques or orders for payment to be signed by two elected Members. Whilst this requirement has been repealed however Aintree Village Parish Council still operate this system of control when cheques are issued. With the introduction of BACS payment system, bank statements are checked by the approved Member.

3.8 The Parish Council approves every bank mandate, the list of authorised signatures for each account, the limit of authority for each account signature and amendments to mandates.

3.9 Authorised signatories examines each cheque against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques.

3.10 The Parish Council has robust payroll arrangements which covers accuracy and legitimacy of payment of salaries and wages, and associated liabilities. Remuneration payable to all staff are approved in advance by the Parish Council.

3.11 The Parish Council has a Cash Handling Policy which set out strict procedures to be followed when handing any cash received from its leisure based activities, which includes issuing and signing of receipts, safe storage, and banking arrangements.

#### **D). Contracts**

3.12 In addition to Financial Regulations relating to contracts, Aintree Village Parish Council in January 2019 adopted a detailed Procurement Policy which sets out the tender or quotation requirements for contracts of differing amounts.

#### **E). Asset Register and Risk Assessment**



3.13 As a minimum an annual report on the Asset Register is presented the Parish Council for consideration and approval. Usually at the same Parish Council meeting a comprehensive report is presented setting out the risk assessments undertaken and their implications. This allows members to review existing systems and controls and where required take necessary action.

**F). Insurance**

3.14 Following the review of the Asset Register and the Risk Assessment the Parish Council's insurance cover is reviewed in November of each year. Adjustments are made to take in account any additional assets and risks, including public liability, employers liability and Fidelity Guarantee Insurance.

**G). Internal Audit**

3.15 The Parish Council has a locally appointed Internal Auditor who undertakes on a quarterly basis an independent review and advises (including any actions to be taken) on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management, and
- Any specific areas of concern

**H). External Audit**

3.16 The Parish Council's external auditors, PKF Littlejohn LLP, submit an annual certificate of audit which is presented to the Council, together with any actions to be taken.

**4.0 Significant Internal Control Issues**

4.1 One significant internal control issues arose during the 2019/20 financial year. This related to difference of opinion between the Parish Council and its bank involving the number of signatories required to complete any banking transaction. Lack of timely progress on this matter led to the Parish Council having to seek early payment of its precept from the principle authority, without which the Parish Council would have been in a very serious financial difficulty.

4.2 The Council needs to avoid getting into a similar situation in the future by undertaking regular monitoring and reviewing of the system it has designed for internal control.

Chairman Councillor Mike Carter .....

RFO K. Ellis .....



**AINTREE VILLAGE PARISH COUNCIL**

**Payroll Policy**

15<sup>th</sup> April 2019  
Minutes

# **Aintree Village Parish Council**

## **PAYROLL POLICY**

### **1.0 INTRODUCTION**

- Aintree Village Parish Council being a responsible employer will pay all employees accurately and on time.
- The Council will also comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations in being an employer.
- This payroll policy also covers the paying of councillor's and chairman's allowances.

### **2.0 COUNCIL'S COMMITMENT**

- To pay on a timely basis
- To maintain a salary record for staff, including holidays entitled to and taken, sick days entitled to and taken, overtime records and time sheets
- To retain all payroll information in a locked facility to ensure the security of that information
- To update employee payroll information in an accurate and timely manner
- To ensure that risk management measures are in place for the provision of payroll services external to the council

### **3.0 PROCESS AND PROCEDURE**

#### **3.1 Council**

- Parish Council will maintain a separate wage and salary record for all staff, including holidays entitled to/taken, and sick days entitled to/taken.
- All non-electronic employee payroll information will be kept in a locked facility to ensure the security of the information.
- Payroll related payments will be made by BACS Payment
- Any payment to an employee in excess of their Terms and Conditions of Employment will need to be authorised by the council
- Advances on salaries to staff will not be paid
- All staff will be provided with payslips
- All deductions from Gross Pay will be made and forwarded to Inland Revenue on time.
- All Inland Revenue returns (if any) will be completed and paid in accordance with HMRC requirements
- Parish Council will annually review appropriately staff terms and conditions, including pay increases in line with recommendations from National Association of Local Councils (NALC) guidelines.
- Salaries will be paid on 6<sup>th</sup> day of each month

#### **4.0 Responsible Finance Officer**

- Deductions from gross pay for tax and National Insurance will be forwarded to Inland Revenue on time.
- All Inland Revenue returns will be completed and paid in accordance with HRMC
- Pension payments to B & CE (People's Pension) will be completed online and paid by Direct Debit.
- Any pay made by cheque will be authorised by two Councillors in accordance with Council's Financial Regulations
- All payroll liabilities will be reported monthly to the Parish Council as part of the Payments Authorisation schedule
- Authorised changes to pay will be implemented as per Parish Council instructions

## **5.0 LEGAL AND PARISH COUNCIL FRAMEWORK**

- The Employment Rights Act 1996
- The Equality Act 2010
- Finance Act 2015
- Financial Regulations
- Terms and Conditions of Employment
- Equal Opportunities Policy

**Budget Monitoring Report - April 2018 - March 2019**

	Payments	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date	Balance to date
1	<b>PARK REFURBISHMENTS {PRM-01 to PRM-10}</b>	<b>£2,000</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
2	<b>PAYROLL {PRL-01 to PRL-06}</b>	<b>Balance to date</b>	<b>£23,009.22</b>	<b>£4,089.63</b>	<b>£4,089.63</b>	<b>£3,072.81</b>	<b>£34,261.29</b>	<b>£9,738.71</b>
3	<b>PARK EXPENSES</b>							
	Skip hire/Waste Collection (Sefton Council) <b>{PEX-01}</b>	£1,380.00	£417.00	£0.00	£0.00	£0.00	£417.00	£963.00
	Sefton Council-Park open/close <b>{PEX-02}</b>	£5,315.00	£3,066.00	£511.00	£511.00	£0.00	£4,088.00	£1,227.00
	Maghull TC- Grounds maintenance <b>{PEX-03}</b>	£13,800.00	£9,800.00	£0.00	£1,000.00	£1,000.00	£11,800.00	£2,000.00
	Sefton Council-Alarm maintenance <b>{PEX-04 to PEX-06}</b>	£1,065.00	£915.97	£0.00	£0.00	£50.00	£965.97	£99.03
	Health/Safety <b>{PEX-07 to PEX-09}</b>	£2,605.00	£2,294.00	£50.00	£50.00	£0.00	£2,394.00	£211.00
	Maintenance-Play Equipment <b>{PEX-10}</b>	£8,000.00	£4,632.04	£1,139.53	£500.83	£448.16	£6,720.56	£1,279.44
	Maintenance-Buildings <b>{PEX-14 to PEX-18}</b>	£12,500.00	£852.89	£60.00	£319.66	£1,860.00	£3,092.55	£9,407.45
	Grounds maintenance (Community Participation Garden) <b>{PEX-11 to PEX-13}</b>	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
	<b>Total</b>	<b>£45,165.00</b>	<b>£21,977.90</b>	<b>£1,760.53</b>	<b>£2,381.49</b>	<b>£3,358.16</b>	<b>£29,478.08</b>	<b>£15,686.92</b>
4	<b>SUNDRY EXPENSES</b>							
	Postage/Stationery/Printing/Computer costs <b>{Sun-01 to SUN-02}</b>	£1,275.00	£1,372.96	£199.00	£96.16	£408.37	£2,076.49	-£801.49
	Refreshments/Cleaning Materials <b>{SUN-03}</b>	£150.00	£97.46	£0.00	£6.97	£0.00	£104.43	£45.57
	I T Commission (Data Protection/Website) <b>{SUN-04 and SUN-17 to SUN-18}</b>	£2,710.00	£135.00	£0.00	£0.00	£300.00	£435.00	£2,275.00



	Receipts	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date	Balance to date
15	PRECEPT	£113,000.00	£113,000.00	£0.00	£0.00	£28,525.00	£141,525.00	-£28,525.00
16	BOWLS	£420.00	£256.74	£0.00	£0.00	£0.00	£256.74	£163.26
17	FOOTBALL	£400.00	£208.32	£83.34	£191.67	£0.00	£483.33	-£83.33
18	BANK INTEREST (Deposit account)	£30.00	£36.98	£20.82	£0.00	£0.00	£57.80	-£27.80
19	SUNDRY	£250.00	£160.00	£1,668.61	£0.00	£0.00	£1,828.61	-£1,578.61
19	VAT COLLECTED	£35.00	£41.68	£58.33	£0.00	£0.00	£100.01	-£65.01
20	VAT - HMRC	£10,000.00	£6,906.76	£1,412.97	£38.33	£1,753.16	£10,111.22	-£111.22
	<b>Total</b>	<b>£124,135.00</b>	<b>£120,610.48</b>	<b>£3,244.07</b>	<b>£230.00</b>	<b>£30,278.16</b>	<b>£154,362.71</b>	<b>-£30,227.71</b>

**PAYMENT FOR AUTHORISATION**

Period Covered 19 March to 15 April 2019

<b>Accounts payable – 15 April 2019</b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>					
<b>Method of payment</b>	<b>Payee</b>	<b>Details relating to payment</b>	<b>Amount £</b>	<b>Statutory Provision</b>	<b>Cost Code</b>
1.Direct Debit	Epica ltd	Monthly Health and Safety Support as part of a contract – March 2019	60.00	LGA 1972s111	PEX-07
2.Direct Debit	PWLB	Half yearly loan repayment	7,099.26	LGA 1972s111	LRP-01
3.Direct Debit	EDF Energy	Monthly payment plan-Electricity Bowls Pavillion	8.00	LGA 1972s111	UTI-02
4.Direct Debit	EDF Energy	Monthly payment plan- Electricity Changing Rooms	16.00	LGA 1972s111	UTI-02
		<b>Total</b>	<b>£7,183.26</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					
5.BACS	Natwest Autopay	Monthly payroll paid 06 April 2019	2,873.45	LGA 1972s111	PRL-00
6.BACS	HMRC	Tax/Ni April 2019	893.96	LGA 1972s111	PRL-00



<b>7.BACS</b>	Maghull Town Council	Grounds Maintenance Contract –January 2019	1,200.00	LGA 1972s111	PEX-03
<b>8.Direct Debit</b>	B & C E Pensions	March 2019 Pension charge	82.61	LGA 1972s111	PRL-00
<b>9.Direct Debit.</b>	Talk Talk Business	Line rental and Broadband	39.00	LGA 1972s111	UTI-04
<b>Total</b>			<b>£5,089.02</b>		
<b>For approval - Invoice payments</b>					
<b>10. BACS</b>	Jenkinsons	Laminating Pouch £4.30/Samsung toner cartridges £202.38	206.68	LGA 1972s111	SUN-01
<b>11.BACS</b>	D Hinton	Mileage £54.90/College fee £129.00	183.90	LGA 1972s111	MIL-01 & SUN-13
<b>12.BACS</b>	Greener Grounds Ltd	Park/Bowling Green Maintenance Contract	1,596.00	LGA 1972s111	PEX-03
<b>13.BACS</b>	M Kundi	Mileage £102.70/Telephone £8.29/Stamps £23.80	134.79	LGA 1972s111	MIL-01 & SUN-01
<b>14.BACS</b>	Huws Gray Ltd	Timber	728.00	LGA 1972s111	PEX-14
<b>15.BACS</b>	Spaldings Ltd	Wheelbarrow £63.12/Ear protection/Glasses and Gloves £176.04/Knapsack Sprayer £39.63 and Secateurs x2 £15.00	304.72	LGA 1972s111	PEX-14 Amount changed from £241.60

<b>16.Direct Debit</b>	Natwest	Autopay charges-March 2019	23.92	LGA 1972s111	BNK-01
<b>17.BACS</b>	WCS Group	Monthly PPM visit-February and March formerly Water Plus	144.00	LGA 1972s111	PEX-16
<b>18. BACS</b>	Aitkens Sportsturf Ltd	5ltr Herbicide	141.84	LGA 1972s111	PEX-14
<b>19.BACS</b>	CPRE	Campaign to Protect Rural England-Membership to 20 June 2020	36.00		SUN-10
<b>Total</b>			<b>3,499.85</b>		
<b><u>SUMMARY</u></b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>			7,183.26		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>			5,089.02		
<b>For approval - Invoice payments</b>			3,499.85		
<b>Total payments 15 April 2019</b>			<b>£15,772.13</b>		

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

<b>CURRENT ACCOUNT - Bank reconciliation – as at 31 March 2019</b>				
	<b>Cheque No.</b>	<b>£ (-)</b>	<b>£ (+)</b>	<b>£</b>
<b>Balance brought Forward 28 February 2019</b>				<b>6,450.14</b>
Add receipts			<b>30,278.16</b>	36,728.30
				36,728.30
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	36,728.30
Payments £10,180.36-733.27		<b>-9447.09</b>		26,547.94
<b>Balance Carried Forward</b>				<b>27,281.21</b>
Add Unpresented Cheques and Direct Debits not collected			400	27,681.21
<b>Total</b>				<b>27,681.21</b>
<b>Balance Agreed to Statement (819) 31 March 2019</b>				<b>27,681.21</b>

<b>RESERVE ACCOUNT - Bank reconciliation – as at 31 March 2019</b>						
<b>Balance brought Forward</b>						<b>122,627.70</b>
Add Interest received				<b>19.49</b>		
Transfer To Current Account			0.00			
Transfer From Current Account				0.00		
<b>Balance Carried Forward</b>						<b>122,647.19</b>
<b>SUMMARY OF BALANCES AS AT 31 March 2019</b>						
<b>Current Account</b> (after deducting unpresented cheques) of £400						<b>27,281.21</b>
<b>Reserve Account</b>						<b>122,647.19</b>
<b>Total cash available (31 March 2019)</b>						<b>149,928.40</b>

## Agenda 6935 (D)

**From:** Bernarde Bell <Bernarde.Bell@sefton.gov.uk>  
**Sent:** 21 March 2019 16:13  
**To:** aintreevillageparishcouncil@hotmail.co.uk  
**Cc:** Sharon Garner; harrisglyn@yahoo.co.uk  
**Subject:** Request for early payment of April's precept - Aintree Village Parish Council

Dear Mo

Further to your email to Mark Chambers on 18 March 2019, requesting the early payment of April's precept to assist the Parish Council with a cash flow problem.

I can confirm that we have agreed to pay half of the April payment in advance. This should be sufficient to cover Aintree's current cashflow commitments and allow you time to resolve the bank mandate issue with Natwest.

You will therefore receive a payment of £28,525 in March 2019 and a further payment of £28,525 in April 2019.

The remaining precept payments for 2019/20 will be made in-line with the usual payment profile. You will receive confirmation of the payment schedule in due course.

The transfer of £28,525 has been processed today. You should receive the funds on Friday 22 March 2019.

The early precept payment has been made to the Parish Council's current account. The same account as used for normal precept payments.

If you have any queries regarding this payment or the timing of the remaining 2019/20 precept payments, please contact Sharon Garner (Treasury Management) on 0151 934 4043.

Regards

Bernarde Bell  
Technical Accountant  
Sefton Council  
Tel: 0151 934 4103  
Email: [bernarde.bell@sefton.gov.uk](mailto:bernarde.bell@sefton.gov.uk)

## Agenda 6935 (E)

Glyn Harris <harrisglyn@yahoo.co.uk>

Mon 01/04/2019 10:58

You;

Karen Ellis;

Stephen Gent

□

Karen

We have £19,500 in current account. Please keep your eye on payments until we get the further 25% of the precept.

NatWest didn't uphold my complaint about moving from two to four as the form was ticked; that's fair enough as neither side know how that happened.

On my second complaint about not spot it sooner - not that we wanted them to - and then spotting it at such a critical time, they found in our favour and will put £100 in the current account. They will also refund any charges, though I don't think we became overdrawn.

They will write to me and tell me how to change the mandate online so that we get back to any two. I wouldn't get excited yet, as it may be that all four will have to be involved.

Glyn



**OFFICIAL**

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

**Public Works Loan Board**

The Clerk  
Aintree Village Parish Cncl  
43 Radley Drive Aintree Village  
LIVERPOOL  
L10 3LG

Our Ref : 07007  
Date : 06 April 2019

Dear

**AINTREE VILLAGE PARISH COUNCIL(M'SIDE) - PWLB BALANCE OUTSTANDING AS AT 31 March 2019**

The schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan	Repayment Due	Balance	No. of Accounts
Type		£ p	
Fixed	31 March 30 September	158,828.27	1
	Total Balance Outstanding	158,828.27	1

Yours sincerely,

Natasha John-Phillip  
for Secretary

Alan Skinner <alan.skinneriom@virginmedia.com>

Tue 19/03/2019 16:37

You

□

**The Secretary**

**Aintree Parish Council**

I have recently written to the ward councillors requesting their support for a pedestrian crossing on Bull Bridge Lane, near the junction with Altway.

I am sure any support the Parish Council could give this request would be appreciated by the young and old of the Taunton Drive end of Aintree Village.

Thanks

Alan Skinner





# NOTICE OF UNCONTESTED ELECTION

Sefton Metropolitan Borough Council

## Election of Parish Councillors for Aintree Village (North Ward)

on

### Thursday 2 May 2019

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Aintree Village (North Ward).

Name of Candidate	Description (if any)
CARTER Mike	Green Party
GILL Peter	
HARRIS Glyn	Independent
KELLY Neil	
TONER Shane	Labour Party

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Aintree Village (South Ward).

Name of Candidate	Description (if any)
BENNETT Bill	
COLBERT Jack	
HONEYMAN William John	
MOORE Becky	Labour Party
OWENS Peter Joseph	
PRESTON Raymond	
WYKES Marion	Green Party

**PLANNING MATTERS****Planning Applications – Submitted**

<b>Address</b>	<b>Planning Application</b>	<b>Description</b>	<b>Date</b>	<b>Status</b>
29 Bradfield Avenue Aintree Liverpool L10 3JH	DC/2019/00611	Erection of a single storey extension with a roof lantern to the rear of the dwellinghouse.	Thu 28 Mar 2019	Registered
37 Radley Drive Aintree Liverpool L10 3LG	DC/2019/00576	Erection of a two storey extension at the side and erection of a part single part two storey extension at the rear of dwellinghouse	Tue 02 Apr 2019	Validated
44 Mostyn Avenue Aintree Liverpool L10 2JG	DC/2019/00562	Prior approval submission for a proposed rear extension projecting 4.5 metres from the rear wall of the original dwellinghouse with a height of 2.47 metres at the eaves and a maximum height of 3.7 metres (Valid 20/03/2019)	Wed 20 Mar 2019	Validated
1 Felsted Drive Aintree Liverpool L10 8JR	DC/2019/00475	Erection of a single storey rear and side extension to the dwellinghouse, following the demolition of existing single storey rear extension (retrospective application)	Sat 09 Mar 2019	Validated
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW	DC/2015/01475	Neighbouring Authority Consultation application to to erect 60 dwelling houses with associated landscaping and access from Sherwoods Lane (Liverpool City Council reference 15F/1962)	Wed 19 Aug 2015	Validated
Aintree Hall Farm 133A Oriel Drive Aintree Liverpool L10 3JP	DC/2013/00621	Erection of a detached three storey dwelling following demolition of the existing	Tue 28 Jan 2014	Validated

**In addition:- Planning Applications – Approved (from January 2019 to Present)**

<b>Address</b>	<b>Planning Application</b>	<b>Description</b>	<b>Date Validated</b>	<b>Status</b>
164 Oriel Drive Aintree Liverpool L10 6LW	DC/2019/00458	Extension of residential curtilage into former grass verge and erection of a detached double garage to the side of the dwellinghouse following demolition of existing detached garage	Wed 06 Mar 2019	Decided
24 Sedbergh Avenue Aintree Liverpool L10 3JU	DC/2019/00413	Non-material amendment to planning application DC/2018/01983 approved on 09/01/2019 to alter the proposed porch include a pitched roof with glazing.	Mon 04 Mar 2019	Decided
163 Altway Aintree Liverpool L10 6LA	DC/2019/00238	<ul style="list-style-type: none"> <li>Erection of a two storey extension to the side and a single storey extension to the rear of the dwellinghouse.</li> </ul>	Tue 05 Feb 2019	Decided
27 Sandhurst Drive Aintree Liverpool L10 6LU	DC/2019/00201	<ul style="list-style-type: none"> <li>Erection of single storey extension to the rear and a porch to the front of the dwellinghouse after demolition of existing rear extension.</li> </ul>	Tue 29 Jan 2019	Decided
15 Lancing Drive Aintree Liverpool L10 8LN	DC/2019/00121	Alterations to the roof from a hipped to a gable end to create a first floor; erection of a single storey extension to the rear and erection of a detached building to the rear of the dwelling following demolition of the existing garage	Fri 18 Jan 2019	Decided

9C Altway Aintree Liverpool L10 3JA	DC/2019/00114	Advertisement consent for the display of non-illuminated window graphics to the six first floor windows and the display of non-illuminated window graphics to the glazed stairway to the front of the building.	Wed 13 Feb 2019	Decided
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