



Aintree Village Parish Council

Minutes of Meeting of the Parish Council held on

Monday 16th April 2018

- Present Councillors:- M Carter (Chair), J Colbert, N Kelly, G Harris, S Gent, B Honeyman, M Wykes, G Downey
- In attendance M Kundi (Parish Clerk)
- 6699 Apologies Councillor R Preston and Karen Ellis (RFO)
- 6700 Declaration of interest Councillor Harris declared interest in Planning Application No. 2018/00461 under agenda item number 6710
- 6701 Public participation Sarah Brady give a short presentation on the proposed event 'The Great Get Together' planned for Saturday 23rd June 2018 from Midday to approximately 2.00pm. A charity event, she wishes to use Parish Council's facilities. The matter was deferred to the next meeting of the Parish Council on 21st May 2108 for formal consideration.
- 6702 Minutes of previous meeting
 6686 – Noted that the role of the Weekend Park Keeper in the recruitment process was raised and it was clarified in that it was only in an advisory capacity to better understand the specialist nature of the qualification required for the post.
 6691 – Noted that Councillor Carr had made comments on the Aintree Village Community Facebook regarding the increase in Parish Council precept compared with the previous year
- It was *resolved* that the subject to the above changes the minutes of meeting held on 19th March 2018 be agreed as a correct and the Chairman be authorised to sign them.
- 6703 Clerk's reports Noticeboard - now erected on side wall of the changing room building.
 Legionella – Clerk to get three quotes to undertake all work identified in the Water Risk Assessment Report.
 Anti-vandal paint signs – now purchased and to be installed on completion of anti-vandal paint work.
 Clerk to undertake the completion of Revaluation of Assets exercise.
 RFO to set-up Unity Bank Account
 Pursuant to 6685 Clerk to use his own mobile phone and recover monthly charge from the Council. Contract with the existing mobile phone provider to be cancelled in one month's time subject to the new arrangement working satisfactory.

6704	External and Chairman's reports	Merseyside Association of Local Councils (MALC) – Councillor Maria Bennett from Formby Parish Council attended the meeting. Limited attendance, and issues discussed in the main related to Knowsley. Melling Parish Council encountering some significant issues relating to the development of their Neighbourhood Plan. Sefton Area Partnership of Local Councils (SAPLC) (10 Parishes) – Some dissatisfaction with the working arrangement. Formby Parish Council has already left the organisation and other Parishes considering the matter currently. <i>Resolved</i> to continue with current status quo.
6705	NALC review	<i>Resolved</i> that comments on the National Association of Local Councils (NALC) review would be as individual Councillors
6706	Financial Matters	It was <i>resolved</i> to accept the following:- - Budget monitoring report for March 2018 (Annex A) - Bank reconciliation for March 2018 (Annex B) - Current Payment for Authorisation (Annex C), and, - Update on Financial Regulation (C), subject to agreeing at 21 st May 2018 Parish Council meeting additional signatory (paragraph 2.2 of the report), and further clarification on paragraph 4.3 of that report. Clerk to seek clarification from other Parish Councils on Asset Management Plan
6707	General Data Protection Regulation (GDPR)	Legal requirement that the Parish Council is compliant by 25 th May 2018. There is still a lot of uncertainty on how to progress this efficiently and effectively. Number of organisation, both private and public, including NALC/LALC willing to provide support, but will have financial implications. <i>Resolved</i> that authority be delegated to the Clerk in consultation with the Chairman to take all necessary actions to comply with GDPR within the £910 budget allocated. Clerk to pursue potential options.
6708	Aintree Village Parish Council Website	Generally accepted that the current Aintree Village Parish Council website is not user friendly and is out of date and urgently requires refreshing. <i>Resolved</i> that Clerk to look at potential options, including costing. In respect of forum, comments posted there be submitted to the Parish Council and the current link to a past Parish Councillor be changed to the Clerk as soon as possible.
6709	Park and Safety Issues - PAT	Hardwiring testing has been undertaken by SeftonArc and Electrical Installation Condition Reports issued. <i>Resolved</i> that a minimum of three quotes be sought to undertake PAT testing.
6710	Planning Issues	It was <i>resolved</i> to make no comments on Planning Issues.

- 6712 Letter from Aintree resident – Mr. B Plummer
- The Parish Council noted that:-
- a) Many grass verges in the Parish, particularly along Altway, had been severely damaged by car and van parking,
 - b) Money was to be spent on some verges in Maghull to accommodate parking,
 - c) In the past year or so, the Molyneux Ward Councillors had approved work to some verges in the area of the Holy Rosary School and the seeding of some grass verges in the Parish.
- The Parish Council *resolved* that:-
- 1) Maghull Town Council and Sefton Council be asked how the work in Maghull has been funded,
 - 2) Sefton Council be asked which grass verges had been earmarked by the Molyneux Ward Councillors as in c),
 - 3) The Molyneux Ward Councillors be asked if they felt the seeding had been successful, and
 - 4) Sefton Council be asked for the current street cleaning and litter picking schedules for the Parish.
- 6713 Co-opted consideration
- Members consider a request from Mr. Alex Grosart for him to be co-opted to Aintree Village Parish Council. *Resolved* that Mr. Alex Grosart be co-opted as a Councillor for the Parish Council for a term of office ending at the elections in May 2019.
- 6714 Park Officer Recruitment
- An update was given on the recruitment of the Park Officer's post. Job advertisement was placed in the local newspaper for a week and to date three potential applicants have requested further information. *Resolved* that the job advertisement be placed in the local newspaper for an additional week and also sent to other Parish Councils.
- 6715 Additions to Chairmanship and Standing Orders
- Deferred to Parish Council meeting on Monday 18th June 2018
- 6716 Date of Next Meeting
- Monday 21st May 2018 at 7.00pm
- The meeting was closed at 9.40pm Standing Orders having been suspended in order to complete the business
- Minutes 6699 to 6716 received as a correct record on 21st May 2018

Budget Monitoring Report - March 2018

Payments	Apr-June	July-Sep	Oct-Dec	Jan	Feb	Mar	Total	Spend to date	Budget	Balance to date
PARK REFURBISHMENTS	£9,155.77	£0.00	£0.00	£0.00	£0.00	£0.00	£9,155.77	£9,155.77	£11,150.00	£1,994.23
PAYROLL	£15,138.65	£6,501.44	£5,624.22	£2,952.90	£1,560.04	£1,659.84	£33,437.09	£33,437.09	£50,000.00	£16,562.91
Skip hire	£125.00	£125.00	£0.00	£0.00	£0.00	£0.00	£250.00			
Sefton Council-Park open/close	£1,916.20	£638.70	£1,533.00	£511.00	£511.00	£511.00	£5,620.90			
Maghull TC- Grounds maintenance	£3,600.00	£3,900.00	£3,300.00	£1,000.00	£1,667.30	£2,000.00	£15,467.30			
Sefton Council-Alarm maintenance	£0.00	£877.97	£61.00	£0.00	£0.00	£0.00	£938.97			
Health/Safety	£150.00	£293.00	£222.50	£50.00	£1,295.00	£110.00	£2,120.50			
Maintenance-Play Equipment	£0.00	£535.00	£138.39	£645.05	£0.00	£0.00	£1,318.44			
Maintenance-Buildings-Waste removal	£139.59	£371.95	£1,120.63	£0.00	£53.83	£198.92	£1,884.92			
PARK EXPENSES								£27,601.03	£31,500.00	£3,898.97
Postage/Stationery/Computer costs	£358.16	£29.59	£410.66	£467.42	£10.35	£0.00	£1,276.18			
Refreshments/Cleaning Materials	£24.67	£15.90	£0.00	£0.00	£50.25	£0.00	£90.82			
I T Commission	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
Audit fees	£0.00	£0.00	£516.67	£0.00	£0.00	£0.00	£516.67			
Subscriptions	£817.60	£35.00	£154.00	£0.00	£0.00	£1,669.49	£2,676.09			
Training	£189.00	£0.00	£0.00	£0.00	£0.00	£0.00	£189.00			
Advance on Chairman's Expenses	-£550.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£550.00			
Other staff costs	£1,500.00	£0.00	£0.00	£0.00	£287.00	£128.50	£1,915.50			
SUNDRY EXPENSES								£6,114.26	£6,500.00	£385.74
LOAN REPAYMENTS	£0.00	£7,099.24	£0.00	£0.00	£0.00	£0.00	£7,099.24	£7,099.24	£14,198.00	£7,098.76

Gas	£72.51	£82.92	£110.83	£0.00	£49.58	£0.00	£315.84			
Electric	£391.88	£172.51	£191.94	£77.53	£83.87	£144.43	£1,062.16			
Water	£26.90	£863.58	£20.15	£0.00	£0.00	£869.33	£1,779.96			
Telephone	£156.21	£159.86	£158.82	£166.74	£4.72	£0.00	£646.35			
UTILITIES								£3,804.31	£5,000.00	£1,195.69
INSURANCE	£0.00	£0.00	£3,629.82	£0.00	£0.00	£0.00	£3,629.82	£3,629.82	£3,500.00	-£129.82
SECTION 137 GRANTS	£100.00	£0.00	£100.00	£0.00	£0.00	£0.00	£200.00	£200.00	£2,500.00	£2,300.00
ELECTION COSTS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00
BANK CHARGES	£61.68	£46.50	£50.94	£10.35	£23.32	£15.20	£207.99	£207.99	£400.00	£192.01
MILEAGE	£6.72	£1.35	£316.37	£0.00	£0.00	£0.00	£324.44	£324.44	£300.00	-£24.44
PROFESSIONAL FEES	£6,850.00	£0.00	£500.00	£0.00	£0.00	£0.00	£7,350.00	£7,350.00	£9,850.00	£2,500.00
CONTINGENCY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31,500.00	£31,500.00
VAT PAID	£4,837.02	£1,381.66	£1,381.95	£530.50	£780.49	£586.62	£9,498.24	£9,498.24	£1,000.00	-£8,498.24
	£45,067.56	£23,131.17	£19,541.89	£6,411.49	£6,376.75	£7,893.33	108,422.19	£108,422.19	£168,898.00	£60,475.81

Receipts	Apr-June	July-Sep	Oct-Dec	Jan	Feb	Total	Received to date	Budget	Balance to date	
PRECEPT	£42,000.00	£18,000.00	£0.00	£0.00	£0.00	£60,000.00	£60,000.00	£60,000.00	£0.00	
BOWLS	£420.12	£0.00	£0.00	£0.00	£0.00	£420.12	£420.12	£200.00	-£220.12	
FOOTBALL	£175.00	£0.00	£150.00	£33.33	£33.33	£391.66	£391.66	£350.00	-£41.66	
BANK INTEREST (Deposit acc)	£2.70	£1.74	£5.25	£0.00	£12.24	£8.55	£30.48	£30.48	£50.00	£19.52
SUNDRY	£250.00	£2,355.00	£0.00	£208.00	£0.00	£0.00	£2,813.00	£2,813.00	£0.00	-£2,813.00
VAT COLLECTED	£35.00	£0.00	£30.00	£6.67	£6.67	£0.00	£78.34	£78.34	£0.00	-£78.34
VAT - HMRC	£4,846.83	£2,975.47	£0.00	£1,187.30	£0.00	£1,808.02	£10,817.62	£10,817.62	£0.00	£10,817.62
	£47,729.65	£23,332.21	£185.25	£1,435.30	£52.24	£1,816.57	£74,551.22	£74,551.22	£60,600.00	£13,951.22
							NET VAT	-£1,397.72	£1,000.00	£2,397.72

BANK RECONCILIATION- AS AT 31 MARCH 2018

CURRENT ACCOUNT	£
BALANCE B/FWD 28.02.18	12,828.24
ADD RECEIPTS	1808.02
LESS PAYMENTS	-7,893.23
TRANSFERS TO RESERVE ACCOUNT	0
TRANSFERS FROM RESERVE ACCOUNT	0
BALANCE C/FWD	6,743.03
ADD UNPRESENTED CHEQUES	5682.8
BALANCE AGREED TO STATEMENT (797) 31.03.2018	12,425.83

BANK RECONCILIATION- AS AT 31 MARCH 2018

RESERVE ACCOUNT	
BALANCE B/FWD 28.02.2018	102,480.58
INTEREST RECEIVED	0
TRANSFERS TO CURRENT ACCOUNT	0
TRANSFERS FROM CURRENT ACCOUNT	0.00
BALANCE AGREED TO STATEMENT (158) 31.03.2018	102,480.58

List of unpresented cheques

<u>Chq number</u>		<u>Amount</u>	
6250	Royal British Legion	100	U
6296	HMRC	263.1	U
6297	Maghull Town Council	1200	U
6298	Water Plus	851.36	U
6299	Future Water Ltd	72	U
6300	Champion Newspapers	154.2	U
6301	Maghull Town Council	1200	U
6302	Spalding	106.45	U
6303	LALC	757.49	U
6304	Clerks and Councils	12	U
6305	Sefton Council	900	U
6307	Spalding	48.54	U
6308	M Dilworth	17.66	U
	TOTAL	5682.8	

Summary of balances 31
March 2018

Current Account	£
(after deducting unpresented cheques)	6743.03
Business Reserve Account	102480.6
Total cash at 31 March 2018	109223.6

Agenda Number 6706 (C)

Payments for authorisation 16 April 2018

<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Payment method</u> <u>Cheque number/</u>
1 HMRC	Tax/Ni Month 01	553.98	6309
2 Jenkinsons	Black ink cartridges	27.34	6310
3 K Ellis	Postage	15.36	6311
4 Future Water Ltd	Monthly hygiene visit	72	6312
5 M Carter	Printing Newsletter £81.40/Mileage to MALC £11.25/Data Protection Reg £35	127.65	6313
6 C Price	Internal audit March 2018	116.67	6314
7 Epica Management Solutions Ltd	Health and Safety April 2018	60	DDR
8 Natwest	Bank charges March 2018	8.05	DDR
9 Natwest Autopay	Monthly payroll 06 April 2018	2210.08	DDR
10 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
11 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
12 Hive Telecom	Monthly call charges March 2018	TBA	DDR
13 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
14 British Telecom	Quarterly line rental 01 April-30 June 2018	192.79	DDR
15 Sefton Council	Monthly standing order for opening/closing park	613.2	S/O
Total Cost of payments-March 19 2018		3997.12	