



## Aintree Village Parish Council

Minutes of Parish Council meeting

held on

**Monday 16<sup>th</sup> July 2018**

Present	Cllrs. Carter, Colbert, Downey, Wykes, Gent, Harris, Kelly, Honeyman, Bennett	
In attendance	M Kundi (Parish Clerk), K Ellis (RFO)	
6787	Apologies for absence	Cllrs. Preston, Grosart
6788	Declarations of interest	None
6789	Minutes of previous meetings	<p>RESOLVED and authorised the Chairman to sign as correct records the:-</p> <ol style="list-style-type: none"> <li>1. Minutes of Annual Parish Council meeting held on 21<sup>st</sup> May 2018</li> <li>2. Minutes of Parish Council meeting held on 19<sup>th</sup> June 2018</li> </ol> <p>RECONFIRMED that Park Committee has delegated authority to spend money allocated, in accordance with Standing Orders and Financial Regulations within the Park Expenses budget line.</p> <p>APPROVED:-</p> <ol style="list-style-type: none"> <li>1. The holding of a charity bowling event on Saturday 4<sup>th</sup> August 2018 to raise money for Alzheimer's in memory of Ken Jackson at no charge.</li> <li>2. The purchase of equipment at a cost of £464.95 (Maintenance – Building, budget line) to undertake planned maintenance work in-house.</li> </ol>
6790	Matters arising, and Action List	AGREED the format for recording and monitoring of all actions approved by the Parish Council.
6791	Public participation	None

6792	<p>Clerk's reports</p> <p>New format for presenting financial information</p> <p>Broadband &amp; Wifi</p> <p>Flag Policy</p> <p>Aintree Community Centre</p> <p>New Code of Conduct</p> <p>New Register of Members' Interest</p> <p>Report on Monitoring Officer's visit</p>	<p>AGREED to adopt a new reporting layout for Payment for Authorisation, and BACs payment systems.</p> <p>APPROVED the installation of Broadband/WiFi in the Council Chamber from TalkTalk at a cost of £23.45 per month with a one-off set up cost of £8.99. This offer is for 12 month period. The existing contract with Hive Communication at a cost of £5.99 per month to be terminated.</p> <p>APPROVED the amended Flag Policy.</p> <p>AGREED that a Working Group consisting of Cllrs. Colbert, Gent and Kelly be convened to undertake formal discussions with the Board Members of Aintree Community Centre with the aim of submitting an application under the Right to Bid legislation to Sefton Council for the Centre. The Chairman nominated Cllr Harris who declined.</p> <p>AGREED to adopt the new Members' Code of Conduct.</p> <p>AGREED to adopt the new Register of Members' Interest in line with the new Code of Conduct, and for each Member to complete the form for uploading on Sefton Council's website.</p> <p>RESOLVED that:-</p> <ol style="list-style-type: none"> <li>1. The Parish Clerk undertake a review, in conjunction with the Chairman, and Vice- Chairman into the effectiveness and efficiency of the current Parish Council structure and to bring a report on the options available.</li> <li>2. The Parish Council recognises the fact that those Parish Councillors who do not happen to live in the parish are in full compliance with the Local Government Act 1972, and other relevant legislations and therefore are acting legally, and</li> <li>3. Parish Council formally recognises their skills, experience, commitment and positive contributions that they bring to the Parish Council and to the local community.</li> </ol> <p>Following a request for a recorded vote, the voting was:-</p> <p>For:- Cllrs. Carter, Colbert, Downey, Wykes, Gent, Kelly, Honeyman, Bennett</p> <p>Against:- Cllr. Harris</p>
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6793	Chairman's reports	Cllr. Harris had presented all awards at Aintree Davenhill School's annual presentation awards evening.
6794	Financial matters	<p>RESOLVED to approve the following:-</p> <ol style="list-style-type: none"> <li>1. Financial monitoring report for June 2018, as shown in annex A</li> <li>2. Payment for authorisation for July 2018, as shown in annex B</li> <li>3. Bank reconciliation to 30<sup>th</sup> June 2018, as shown in annex C</li> <li>4. Setting up of Direct Debit account with UK Trade Ltd.</li> <li>5. A review of past minutes by the clerk and RFO to ensure that the correct payments approved at those meetings are properly listed in the minutes, and that this be done as soon as possible and before the next internal audit.</li> </ol> <p>AGREED that the issue of additional cheque signatory be considered at the next meeting.</p>
6795	Planning Issues	AGREED that a Press Release be issued in conjunction with Cllr. Colbert expressing Parish Council's deep disappointment with Sefton Council's Planning Committee for granting planning approval for housing development on Wango Lane, Aintree Village. This is contrary to Parish Council's position, which considers that such a development would lead to significant problems for existing residents of Aintree Village as well those wishing to live in the new development.
<p>Meeting temporarily adjourned for 20 minutes to consider a confidential and important national matter.</p> <p>RESOLVED that the Parish Clerk take all necessary action.</p>		
6796	Correspondence	<p>RESOLVED to:-</p> <ol style="list-style-type: none"> <li>1. Note the letter from LALC – 7<sup>th</sup> Annual General Meeting 2018</li> <li>2. Note the content of the email from Mrs. C Mitchell</li> </ol>
6797	Byelaws	AGREED that the Parish Clerk distribute to all Members copies of existing Parish Council Byelaws available on his computer
Cllr. Harris left the meeting at 10.15pm		

6798	Staff	RESOLVED that:- 1. The Parish Clerk's hours be increased by 10 hours per week until a full review of staffing matters and budgets is undertaken in September 2018, 2. The Parish Clerk submit his travel expenses covering all mileage undertaken as part his work related activities.
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6799	Date of next meeting	Monday 20 <sup>th</sup> August 2018
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The meeting closed at 10.55pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6787 to 6799 received as a correct record on 20<sup>th</sup> August 2018

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Chairman  
Cllr. Carter

**Budget Monitoring Report - April 2018-June 2018**

	Payments	Apr	May	Jun	Total	Spend to date	Budget	Balance to date
<b>1</b>	<b>PARK REFURBISHMENTS</b>	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>	<b>£20,500.00</b>	<b>£20,500.00</b>
<b>2</b>	<b>PAYROLL</b>	£2,764.06	£2,407.35	£1,825.86	£6,997.27	<b>£6,997.27</b>	<b>£38,000.00</b>	<b>£31,002.73</b>
<b>3</b>	<b>PARK EXPENSES</b>							
	Skip hire				£0.00			
	Sefton Council-Park open/close	£511.00	£511.00	£511.00	£1,533.00			
	Maghull TC- Grounds maintenance	£0.00	£1,300.00	£1,300.00	£2,600.00			
	Sefton Council-Alarm maintenance	£417.00	£0.00	£0.00	£417.00			
	Health/Safety	£110.00	£110.00	£110.00	£330.00			
	Maintenance-Play Equipment	£0.00	£0.00	£0.00	£0.00			
	Maintenance-Buildings-Waste removal	£0.00	£9.55	£21.50	£31.05			
	Grounds maintenance	£0.00	£85.70	£163.29	£248.99			
						<b>£5,160.04</b>	<b>£28,145.00</b>	<b>£22,984.96</b>
<b>4</b>	<b>SUNDRY EXPENSES</b>							
	Postage/Stationery/Computer costs	£81.75	£476.58	£38.10	£596.43			
	Refreshments/Cleaning Materials	£72.79	£20.83	£0.00	£93.62			
	I T Commission	£0.00	£0.00	£0.00	£0.00			
	Audit fees	£116.67	£0.00	£0.00	£116.67			
	Subscriptions	£0.00	£0.00	£0.00	£0.00			
	Training	£0.00	£150.00	£0.00	£150.00			
	Advance on Chairman's Expenses	£0.00	£0.00	£0.00	£0.00			





**Payments for authorisation 16 July 2018**

	<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Cheque number/ Payment method</u>
1	Maghull Town Council	Recharge for week of workshops	1156.26	6339
2	Water Plus	Invoice to follow	1088.7	6340
3	Future Water Ltd	Carry out remedial works from risk assessment	720	6341
4	Future Water Ltd	Monthly water hygiene visit-June 2018	72	6342
5	Hags Ltd	Replacement parts for swing	1149.6	6343
6	Wicksteed Ltd	Replacement bearings	621.06	6344
7	Natwest	Bank charges June 2018	12.6	DDR
8	Sefton Council	Daily Opening/Closing of Park	613.2	S/O
9	Hive Telecom	Monthly call charges June 2018	5.99	DDR
10	HMRC	Tax/Ni Month 4	324.52	6345
11	Natwest Autopay	Monthly payroll 6 July 2018	1766.88	DDR
12	Data Protection Registration	Data protection fee	35	DDR
13	Epica	Health and Safety Provision June 2018	60	DDR
14	Prescot Town Council	Data protection training	120	6346
15	Sefton Council	Annual monitoring and maintenance 01.06.18-31.05.19	894	6347



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16	2nd Aintree Village Scout Group	Donation for Defibrillator cabinet	250	6348
17	Champion Newspapers	Advertisement for Park Officer	308.4	6349
18	Maghull Town Council	Grounds Maintenance June 2018 and Bowling Green maintenance June 2018	1560	6350
19	Jenkinsons	Black ink cartridges for printer	27.33	6351
		<b>Total cost of payments July 2018</b>	<b>10785.54</b>	
	Quotes from Park Officer for payment			

**Notes:-**

1. It should be noted that the sum of £1156.26 (cheque number 6339) and payable to Maghull Town Council for 'Recharge for week of workshops' relates to Canalfest activity whereby the Parish Council at a special meeting on Friday 8<sup>th</sup> June 2018 approved Section 137 grant of £963.55 for Aintree Davenhill, and Holy Rosary Primary Schools.
2. At the request of the two schools the cheque was made payable to Sefton Council. However Sefton Council was not involved with this particular event, and it should have been made payable to Maghull Town Council who were the organising body. Sefton Council has been in touch with the Parish Clerk, and is in the process of returning the original cheque.
3. The sum of £1156.26 is made up of £963.55 + VAT

<b>BANK RECONCILIATION- AS AT 30 JUNE 2018</b>						
	<b>CURRENT ACCOUNT</b>					<b>£</b>
	<b>BALANCE B/FWD 31.05.2018</b>					56,706.03
	ADD RECEIPTS					11460
	LESS PAYMENTS					-5,600.09
	TRANSFERS TO RESERVE ACCOUNT					0
	ADD CHQ WRITTEN BACK-					0
	TRANSFERS FROM RESERVE ACCOUNT					0
	<b>BALANCE C/FWD</b>					<b>62,565.94</b>
	ADD UNPRESENTED CHEQUES					3054.29
	DIFFERENCE APR 0.33/MAY 7.08					-7.41
	<b>BALANCE AGREED TO STATEMENT ( 803) 30.06.2017</b>					<b>65,612.82</b>
	<b>BANK RECONCILIATION- AS AT 30 JUNE 2017</b>					
	<b>RESERVE ACCOUNT</b>					
	<b>BALANCE B/FWD 30.05.2017</b>					92,508.39
	ADD INTEREST RECEIVED					0
	TRANSFERS TO CURRENT ACCOUNT					0
	TRANSFERS FROM CURRENT ACCOUNT					0.00
	<b>BALANCE AGREED TO STATEMENT (end may 2018)</b>					<b>92,508.39</b>
	<b>List of unpresented cheques</b>					
	<b>Chq number</b>					<b>Amount</b>
	6317	Future Water Ltd				72
	6330	Sefton Council				963.55
	6331	Maghull Town Council				1560
	6332	Future Water Ltd				72
	6335	Frank Boyle				21.5
	6336	M Kundi				187.32
	6337	D Hinton				177.92

