



## Aintree Village Parish Council

Minutes of Parish Council meeting

held on

**Monday 20<sup>th</sup> August 2018**

Present	Cllrs. Carter, Colbert, Grosart, Downey, Wykes, Kelly, Honeyman, Bennett, Preston	
In attendance	M Kundi (Parish Clerk), K Ellis (RFO) Katrina Kelly and Alex Kelly (Residents)	
6800	Apologies for absence	Cllrs. Gent
6801	Declarations of interest	None
6802	Public participation	Katrina Kelly addressed the Parish Council requesting the Parish Council to install a defibrillator in Harrow Drive Park, and financial contribution towards Christmas activities, including Christmas Trees.
6803	Christmas Tree	RESOLVED that a Working Group be set up comprising Cllrs. Honeyman and Colbert to work with other relevant local community led groups, including Katrina Kelly to facilitate a successful Christmas event.
6804	Minutes of previous meetings	RESOLVED and authorised the Chairman to sign as correct records the Minutes of Parish Council meeting held on 16 <sup>th</sup> July 2018
6805	Matters arising and Action List	NOTED the progress made to date
6806	Parish Clerk's Reports 1. A Way Forward	Members considered the report on making the Parish Council more dynamic and responsive to the needs of the local community and to potential challenges facing it in moving forward and:- <ul style="list-style-type: none"> <li>• AGREED in principle to the creation of a new structure as outlined in the said report,</li> <li>• AGREED that subject to all the necessary Schemes of Delegation, Terms of References, and other relevant procedures being in place the new Parish Council structure commences from 1<sup>st</sup> April 2019,</li> </ul>

	<p>2. Safeguarding Policy</p> <p>3. Grant Awarding Policy</p> <p>4. Existing Waste Collection Contract</p> <p>5. Installation of Smart Meters in Parish Council building</p> <p>6. Report on Agenda Items</p>	<p>The Parish Council considered a report and the attached policy on Child &amp; Vulnerable Adult protection &amp; Safeguarding and:-</p> <ul style="list-style-type: none"> <li>• RESOLVED to adopt the policy,</li> <li>• NOMINATED the Parish Clerk to be the Officer for Child Protection, with DELEGATED powers to respond to any incidents in line with this policy,</li> <li>• NOMINATED Cllr. Colbert as the Parish Councillor for Child Protection,</li> <li>• AGREED that appropriate training be undertaken as and when required to comply with and to implement the policy effectively and efficiently</li> </ul> <p>The Parish Council considered a report and the attached Grant Awarding policy and RESOLVED to formally adopt the policy.</p> <p>The Parish Council considered a report on the existing Waste Collection contract with Sefton Council and RESOLVED to amend the contract and to opt for a weekly collection using the 1100 litre bin at an annual cost of £1,376.00</p> <p>RESOLVED that Smart Meters be installed in Parish Council building.</p> <p>The Parish Council considered a report on how to resolve disagreements between the Parish Clerk and Parish Councillors who are demanding that their Items should be included on the Agenda. The Parish Council:-</p> <ul style="list-style-type: none"> <li>• AGREED in principle to the introduction of a new procedure as laid out in the report, and</li> <li>• INSTRUCTED the Parish Clerk, in conjunction with the Chairman and the Vice-Chairman to seek the views of NALC (National Association of Local Councils) and/or LALC (Lancashire Association of Local Councils) on any legal implications to the introduction of the new procedure prior to its implementation.</li> </ul>
Cllr. Grosart left the meeting at 8.45pm		
6807	Chairman's reports	Merseyside Association of Local Councils (MALC) meeting on Wednesday 5 <sup>th</sup> September 2018 at 7.30pm

6808	Financial matters	RESOLVED to approve the following:- <ol style="list-style-type: none"> <li>1. Financial monitoring report from April to July 2018, as shown in annex 6808(A)</li> <li>2. Payments for authorisation from 17<sup>th</sup> July to 13<sup>th</sup> August 2018, as shown in annex 6808(B)</li> <li>3. Bank reconciliation from 29<sup>th</sup> June to 31<sup>st</sup> July 2018, as shown in annex 6808(C)</li> <li>4. Cllr Bennett to be the additional cheque signatory</li> </ol>
6809	Planning Issues	RESOLVED to note the current Planning Applications and those already approved.
6810	Correspondence	RESOLVED to:- <ol style="list-style-type: none"> <li>1. Note the content of the email from Angela Jones</li> <li>2. Complete the new Parish Councillors' Declaration of Registrable Interests as requested by Sefton Council</li> <li>3. Note the content of the email from Mrs. C Mitchell</li> </ol>
6811	Press Officer	RESOLVED that the Chairman of the Parish Council be the Press Officer, and that Cllr. Colbert be thanked for all his hard work as the outgoing Press Officer.
6812	Housing Development, Wango Lane	Members considered the item raised by Cllr. Harris that a meeting be requested with Sefton Council, however the Parish Council RESOLVED in response to the concerns expressed by Cllr. Preston regarding the Housing development that the Parish Clerk, in conjunction with the Chairman, write to Sefton Council with the aim of Parish Councillors participating in the monitoring of the development to ensure its safe, speedy and successful delivery.
6813	Molyneux Labour Rose newsletter	The Parish Council AGREED to note an item submitted by Cllr. Harris about an item which appeared in the newsletter and which read: ' <i>Aintree Parish Council increased your precept by a staggering 86%. We hope they are as transparent as us when explaining where your money is spent</i> '.
6814	Lease Agreement for the 'Tuck Shop'	The Parish Council AGREED to note the points raised by Cllr. Harris in relation to the Lease Agreement between the Parish Council and Julie Doyle.

6815	Monitoring Officer	The Parish Council AGREED to note the item submitted by Cllr. Harris in relation to a public comment made at the last meeting that Mrs. Coule had determined that '80% of what Cllr. Harris said was waffle', the current Monitoring Officer who attended the meeting had stated 'I do not recall Mrs. Coule making the remark you refer to'.
6816	Dedicated dog area in the Park	Members considered an item submitted by Cllr. Harris to instruct the Park Committee to stop any further discussions about any form of a dedicated area for dogs and the Parish Council RESOLVED that the Park Committee be encouraged to consider all options
6817	Date of next meeting	Monday 17 <sup>th</sup> September 2018

The meeting closed at 9.45pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6800 to 6817 received as a correct record on 17<sup>th</sup> September 2018

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Chairman  
Cllr. Carter

<b>Budget Monitoring Report - April 2018-July 2018</b>									
<b>Payments</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Total</b>	<b>Spend to date</b>	<b>Budget</b>	<b>Balance to date</b>	
<b>PARK REFURBISHMENTS</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,500.00	£20,500.00	
<b>PAYROLL</b>	£2,764.06	£2,407.35	£1,825.86	£2,091.40	£9,088.67	£9,088.67	£38,000.00	£28,911.33	
<b>PARK EXPENSES</b>									
Skip hire	£0.00	£0.00	£0.00	£0.00	£0.00				
Sefton Council-Park open/close	£511.00	£511.00	£511.00	£511.00	£2,044.00				
Maghull TC- Grounds maintenance	£0.00	£1,300.00	£1,300.00	£1,300.00	£3,900.00				
Sefton Council-Alarm maintenance	£417.00	£0.00	£0.00	£745.00	£1,162.00				
Health/Safety	£110.00	£110.00	£110.00	£710.00	£1,040.00				
Maintenance-Play Equipment	£0.00	£0.00	£0.00	£1,475.55	£1,475.55				
Maintenance-Buildings-Waste removal	£0.00	£9.55	£21.50	£0.00	£31.05				
Grounds maintenance	£0.00	£85.70	£163.29	£0.00	£248.99				
<b>Total</b>						<b>£9,901.59</b>	<b>£28,145.00</b>	<b>£18,243.41</b>	
<b>SUNDRY EXPENSES</b>									
Postage/Stationery/Computer costs	£81.75	£476.58	£38.10	£22.77	£619.20				
Refreshments/Cleaning Materials	£72.79	£20.83	£0.00	£0.00	£93.62				
I T Commission	£0.00	£0.00	£0.00	£35.00	£35.00				
Audit fees	£116.67	£0.00	£0.00	£0.00	£116.67				
Subscriptions	£0.00	£0.00	£0.00	£0.00	£0.00				
Training	£0.00	£150.00	£0.00	£100.00	£250.00				
Advance on Chairman's Expenses	£0.00	£0.00	£0.00	£0.00	£0.00				
Other staff costs	£65.63	£136.50	£0.00	£0.00	£202.13				

Advertising		£0.00	£150.00	£0.00	£257.00	£407.00				
<b>Total</b>								<b>£1,723.62</b>	<b>£10,350.00</b>	<b>£8,626.38</b>
<b>LOAN REPAYMENTS</b>		£7,099.26	£0.00	£0.00	£0.00	£7,099.26		<b>£7,099.26</b>	<b>£14,200.00</b>	<b>£7,100.74</b>
Gas		£0.00	£38.48	£20.68	£0.00	£59.16				
Electric		£197.50	£490.32	£5.31	£75.13	£768.26				
Water		£0.00	£0.00	£36.08	£1,074.78	£1,110.86				
Telephone		£165.46	£4.84	£4.81	£165.65	£340.76				
<b>UTILITIES</b>								<b>£2,279.04</b>	<b>£4,620.00</b>	<b>£2,340.96</b>
<b>INSURANCE</b>		£0.00	£0.00	£0.00	£0.00	£0.00		<b>£0.00</b>	<b>£3,500.00</b>	<b>£3,500.00</b>
<b>SECTION 137 GRANTS</b>		£0.00	£0.00	£963.55	£1,213.55	£2,177.10		<b>£2,177.10</b>	<b>£2,500.00</b>	<b>£322.90</b>
<b>ELECTION COSTS</b>		£0.00	£0.00	£0.00	£0.00	£0.00		<b>£0.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>
<b>BANK CHARGES</b>		£11.05	£0.00	£36.85	£27.25	£75.15		<b>£75.15</b>	<b>£250.00</b>	<b>£174.85</b>
<b>MILEAGE</b>		£11.25	£185.82	£161.85	£0.00	£358.92		<b>£358.92</b>	<b>£250.00</b>	<b>-£108.92</b>
<b>PROFESSIONAL FEES</b>		£0.00	£0.00	£0.00	£0.00	£0.00		<b>£0.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>
<b>CONTINGENCY</b>		£0.00	£0.00	£0.00	£0.00	£0.00		<b>£0.00</b>	<b>£15,000.00</b>	<b>£15,000.00</b>
<b>VAT PAID</b>		£184.85	£801.71	£401.21	£1,265.10	£2,652.87		<b>£2,652.87</b>	<b>£1,000.00</b>	<b>-£1,652.87</b>
		<b>£11,808.27</b>	<b>£6,878.68</b>	<b>£5,600.09</b>	<b>£11,069.18</b>	£35,356.22		<b>£35,356.22</b>	<b>£142,315.00</b>	<b>£106,958.78</b>
<b>Receipts</b>		<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Total</b>		<b>Received to date</b>	<b>Budget</b>	<b>Balance to date</b>
<b>PRECEPT</b>		£56,500.00	£11,300.00	£11,300.00	£11,300.00	£90,400.00		<b>£90,400.00</b>	<b>£113,000.00</b>	<b>£22,600.00</b>
<b>BOWLS</b>		£256.74	£0.00	£0.00	£0.00	£256.74		<b>£256.74</b>	<b>£420.00</b>	<b>£163.26</b>
<b>FOOTBALL</b>		£66.66	£33.33	£0.00	£0.00	£99.99		<b>£99.99</b>	<b>£400.00</b>	<b>£300.01</b>
<b>BANK INTEREST (Deposit acc)</b>		£4.05	£3.93	£0.00	£8.18	£16.16		<b>£16.16</b>	<b>£30.00</b>	<b>£13.84</b>
<b>SUNDRY</b>		£0.00	£0.00	£160.00	£0.00	£160.00		<b>£160.00</b>	<b>£250.00</b>	<b>£90.00</b>

<b>VAT COLLECTED</b>		£13.34		£6.67	£0.00	£0.00	£20.01		£20.01	£35.00	£14.99
<b>VAT - HMRC</b>		£0.00		£0.00	£0.00	£4,846.83	£4,846.83		£4,846.83	£10,000.00	£5,153.17
		<b>£56,840.79</b>		<b>£11,343.93</b>	<b>£11,460.00</b>	<b>£16,155.01</b>	<b>£95,799.73</b>		<b>£95,799.73</b>	<b>£124,135.00</b>	<b>£28,335.27</b>
							NET VAT		-£2,213.97	-£9,035.00	-£6,821.03

**PAYMENTS FOR AUTHORISATION**

Period Covered 17 July to 13 August 2018

Accounts payable - 20 August 2018

For information only - Contractual/Statutory payments (FIXED)

No.	Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
1	BACS	Maghull Town Council	Grounds and Bowling Green maintenance July 2018	1560.00	LGA1972s111	
2	BACS	Future Water Ltd	July hygiene visit as part of contract	72.00	LGA1972s111	
3	Standing Order	Sefton Council	Opening /Closing of park (21 July 2018 to 20 July 2019)	613.20	LGA1972s111	
4	Direct Debit	Epica	Monthly Health and Safety Support	60.00	LGA1972s111	
<b>Total</b>				<b>2,305.20</b>		

For information only - Contractual/Statutory payments (VARIABLE)

5	BACS	NatWest	Salaries (06 August 2018)	1,868.87	LGA1972s111	
6	BACS	HMRC	Tax and National Insurance August 2018	508.09	LGA1972s111	



7	Direct Debit	B & CE	Pension contributions Employee/Employer (July 2018)	25.80	LGA1972s111
8	Direct Debit	Hive Telecom	July 2018	6.06	LGA1972s111
9	Direct Debit	British Telecom	Quarterly line rental and call charges 01 July-30 September 2018	192.79	LGA1972s111
10	BACS	British Gas	Gas charges(estimated) 27 May-18 July 2018	23.69	LGA1972s111
<b>Total</b>				<b>2,625.30</b>	

**11 For approval - Contractual/Statutory payments (VARIABLE)**

	<b>Method of payment</b>	<b>Payee</b>	<b>Details relating to payment</b>	<b>Amount £</b>	<b>Statutory Provision</b>	<b>Any comments</b>
12	BACS	Sefton Council	Sefton Arc Remedial works for electricity 05 July 2018(see agenda item 6736)	144.00	LGA1972s111	
<b>Total</b>				<b>144.00</b>		

**For approval - Invoice payments**

13	BACS	CPRE	Annual membership	36.00	LGA1972s143
14	Direct Debit	Trade UK	Purchases for repairs from Screwfix and B & Q	238.14	LGA1972s111

15	BACS	K Ellis	Amazon purchases £32.98/Postage £8.04/Refreshments £4.84	45.86	LGA1972s111
16	BACS	Grainger Fire Systems	Routine maintenance of Fire Alarm System	87.00	LGA1972s111
17	Direct Debit	Natwest	Monthly Autopay charges June 2018	14.65	LGA1972s111
18	Direct Debit	NatWest	Monthly Autopay charges July 2018	5.65	LGA1972s111
19	BACS	M Kundi	Mobile phone £8.80/Postage £16.80/Parking £1.00/ Mileage £81.45	108.05	LGA1972s111
20	BACS	Royal Images	Formal prints	187.20	LGA1972s111
21	Direct Debit	NatWest	Service charge 30 June to 03 August 2018	14.00	LGA1972s111
<b>Total</b>				<b>736.55</b>	

**SUMMARY**

22	<b>For information only - Contractual/Statutory payments (FIXED)</b>	<b>2,305.20</b>
23	<b>For information only -Contractual/Statutory payments (VARIABLE)</b>	<b>2,625.30</b>
24	<b>For approval - Contractual/Statutory payments (VARIABLE)</b>	<b>144.00</b>
25	<b>For approval - Invoice payments</b>	<b>736.55</b>
<b>Total for 13 August 2018</b>		<b>5,811.05</b>

**Bank Reconciliations**

Period Covered 29 June to 31 July 2018

CURRENT ACCOUNT - Bank reconciliation – as at 31<sup>st</sup> July 2018

	Cheque No.	£ (-)	£ (+)	£
<b>Balance brought Forward</b>				<b>62746.38</b>
Add receipts			<b>16,146.83</b>	78,893.21
Add Cheques written back – Sefton Council Cheque 6330			<b>963.55</b>	79,856.76
Transfer To Reserve Account		-30000.00		49,856.76
Transfer From Reserve Account			0	49,856.76
Less Payments		<b>-11,069.22</b>		38,787.54
<b>Balance Carried Forward</b>				<b>38,787.54</b>
Add Unpresented Cheques				
1). Maghull Town Council	6339		1,156.26	
2). Hags Ltd	6343		1,149.60	
3). Wicksteed Ltd	6344		621.06	
4). DPR	Direct Debit		35.00	
5). Prescott Town Council	6346		120.00	
6). 2 <sup>nd</sup> Aintree Scouts Group	6348		250.00	
7). Sefton MBC	6350		1,560.00	
8). Water Plus	Direct Debit		356.08	
	<b>Total</b>		<b>4,928.00</b>	<b>43,715.54</b>

Difference:-

- April = £0.23
- May = £7.08

	<b>Total</b>	<b>-7.31</b>		43,708.23
<b>Balance Agreed to Statement (805) 31.July 2018</b>				<b>43,708.23</b>
<b>RESERVE ACCOUNT - Bank reconciliation – as at 31 July 2018</b>				
<b>Balance brought forward</b>				<b>92,508.39</b>
Add Interest received (Jun £3.67/Jul £4.51)			<b>8.18</b>	92,516.57
Transfer To Current Account		0		
Transfer From Current Account			30,000.00	
<b>Balance Carried Forward</b>				<b>122,516.57</b>
 <b>SUMMARY OF BALANCES AS AT 31 July 2018,</b>				
<b>Current Account</b> (after deducting unrepresented cheques)				<b>38,787.54</b>
<b>Reserve Account</b>				<b>122,516.57</b>
	<b>Total cash available (31 July 2018)</b>			<b>161,304.11</b>

