



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 17th September 2018

Present	Cllrs. Carter, Grosart, Downey, Wykes, Honeyman, Bennett, Preston, Harris			
In attendance	M Kundi (Parish Clerk), K Ellis (RFO)			
6818	Apologies for absence	Cllrs. Gent, Colbert, and Kelly		
6819	Declarations of interest	None		
6820	Public participation	None		
6821	Minutes of previous meetings	RESOLVED and authorised the Chairman to sign as correct records the Minutes of Parish Council meeting held on 20 th August 2018		
6822	Minutes of Park Committee dated 13 th September 2018	Members considered the issues highlighted by the Park Committee and RESOLVED the following, that:-		
		<table border="1"> <tr> <td>Lease Agreement (PK0076)</td> <td> <ul style="list-style-type: none"> i) The existing Lease Agreement be extended to 12.00 noon 31st December 2018 ii) Consent be given to the erection of a Gazebo iii) The Parish Clerk be instructed to submit a Planning application to Sefton Council to increase the opening hours from 5.00pm to 8.00pm of the cafe, at no cost to the Lease holder, and the Parish Clerk be requested to write to the residents surrounding that end of the park to advise them of the application. </td> </tr> <tr> <td>ROSPA Report (PK0076)</td> <td> <ul style="list-style-type: none"> i) The Park Committee continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes which the Park Committee had questioned ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and iii) The Park Committee to seek any specialist advice where necessary. </td> </tr> </table>	Lease Agreement (PK0076)	<ul style="list-style-type: none"> i) The existing Lease Agreement be extended to 12.00 noon 31st December 2018 ii) Consent be given to the erection of a Gazebo iii) The Parish Clerk be instructed to submit a Planning application to Sefton Council to increase the opening hours from 5.00pm to 8.00pm of the cafe, at no cost to the Lease holder, and the Parish Clerk be requested to write to the residents surrounding that end of the park to advise them of the application.
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ROSPA Report (PK0076)	<ul style="list-style-type: none"> i) The Park Committee continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes which the Park Committee had questioned ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and iii) The Park Committee to seek any specialist advice where necessary. 			

		Black bin bags (PK0076)	Black bins bags be purchased directly subject to additional funding being allocated as part of the Midyear Budget Review, and the cost being contained below £150.00
		Replacement of 4 bins (PK0076)	Four old bins be replaced by two large bins with lids subject to additional funding being allocated as part of the Midyear Budget Review, and the cost being contained below £750.00
		Planned Maintenance Work Schedule (PK0076)	Subject to additional funding being allocated as part of the Midyear Budget Review, the following work be undertaken:- i) Replacement of palisade fencing at the back of the bowling green at a cost of £100.00 ii) Cleaning of 3 No. Tennis Courts at a cost of £1,321.00 iii) Replacement of all bent Tennis net posts at a cost of £597.60 iv) The additional cost of £621.49 for the Rotator Ride
		Canopy/ Awning (PK0079)	Parish Clerk be instructed 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.
6823	Matters Arising and Action List	Disability Employment Adviser (6783)	AGREED that the Parish Clerk write to the Disability Employment Adviser stating that the Parish Council has made several attempts to contact her by telephone following her leaving a message on the forum of the Parish Council website, but that she can reply to the Parish Clerk if there is still a need.
		WiFi (6792)	AGREED that in recognition of increased cost of entering into a contract with TalkTalk on the installation of Broadband facility in Council building the budget allocation be increased by £10.00 to £27,46/month and £8.99 setup cost, and periodic reports be submitted to the Parish Council on the use being made.
		Defibrillators (6802)	AGREED that the Parish Clerk inquire if any funding is available from the Sefton Mayor's Charity Fund.
		Christmas Trees (6803)	AGREED that the Parish Clerk inform Sefton Council that there are no suitable locations for a living Christmas Tree within Aintree Village and therefore will not be seeking any funding.

6824	Clerk's reports	<p>1. Members considered the Updated Report on Agenda Items, and AGREED that:-</p> <ol style="list-style-type: none"> a) The introduction of the revised procedure for items to be placed on the agenda as outlined in the said report, b) The reiteration of its position that as a matter of policy and for the avoidance of any doubt it should be noted and accepted by all Members that the final <u>responsibility</u> for the Agenda rests with the Parish Clerk alone, and c) Where necessary the Scheme of Delegation and Standing Orders be amended to reflect paragraph 7.1 and 7.2 of the said report <p>2. Members considered the report on Scheme of Delegation and AGREED that:-</p> <ol style="list-style-type: none"> a) The Parish Council formally adopt the new Scheme of Delegation, including the Terms of Reference from 1st April 2019, b) Instruct the Parish clerk to:- <ol style="list-style-type: none"> i) Review , and where necessary amend and submit to the Parish Council for its consideration the revised Standing Orders, and Financial Regulations, and if required the Internal Control Policy, ii) Submit a report outlining the frequency and the sequences of Parish Council, Finance & General Purposes Committee, and Park & Amenities Committee meetings that would ensure that it meets the requirements of the new Parish Council structure, iii) Submit a report outlining how monthly payments made can be approved within a specified period of time under the new structure c) As part of the budget consideration for the year 2019/2020 additional financial allocation be made against identified budget headings as highlighted in paragraph 3.0 of the said report d) A review of the Scheme of Delegation, including the Terms Reference be carried out after the first year of its implementation by the Parish Council, and e) Paragraph 5.3 of the new Scheme of Delegation relating to 'The Proper Officer shall include on the agenda all motions in the order received unless the Member has given written notice at least six days before the meeting confirming he intends to move at the same meeting or that he withdraws it' be deleted. <p>3. Members considered a report on Midyear (April – September) Financial Review and AGREED to the:-</p> <ol style="list-style-type: none"> a) Virements as outlined in the said report and attached as annex 6824 (3), b) Unique Cost Codes for each of the budget lines as shown in the report,
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		<p>c) Creation of additional budget headings and descriptions as shown on the spreadsheet presented at the Parish Council meeting to increase clarity and transparency, and</p> <p>d) Submission of proposals by Members, including costs to the Parish Clerk for inclusion in the next (2019/2020) year's budget by 15th October 2018</p>
		<p>4. Members considered an updated report on Community Right to Bid and RESOLVED that:-</p> <p>a) Parish Council agree in principle to lodging an application for Aintree Community Centre under the Right to Bid Legislation to Sefton council, and</p> <p>b) The Parish Clerk be instructed to take all necessary steps to complete the application form and to bring it to the Parish Council meeting for its consideration and formal submission to Sefton Council.</p>
		<p>5. Members NOTED the displaying of 'Notice of Vacancy' posters on the Parish Council notice boards from 17th September 2018.</p>
		<p>6. Members RESOLVED to accept the contract renewal quotation from Future Water Ltd for the sum of £720+VAT commencing from December 2018 for the monthly water monitoring.</p>
		<p>7. WiFi already dealt with under 6823 above</p>
		<p>8. Members NOTED the progress made to date on the development of the new Website and the difficulty in securing the .gov.uk domain name.</p>
6825	Chairman's reports	The Chairman and the Vice-chairman attended the MALC meeting.
6826	Financial Matters	<p>Members considered the various financial reports and RESOLVED to approve the following:-</p> <ol style="list-style-type: none"> 1. Budget monitoring report as shown in annex 6826 (A)) 2. Payments for authorisation as shown in annex 6826 (B) 3. Bank reconciliation as shown in annex 6826(C)
6827	Planning Issues	<ol style="list-style-type: none"> 1. RESOLVED to note the current Planning Applications and those already approved. 2. Wango Lane, Development – Members agreed to NOTE the response from Sefton Planning Department
6828	Correspondence	None

6829	Football game, 26 th August 2018	Members considered the points raised by Cllr. Harris in relation to the football game played on Saturday 26 th August 2018, which was before the official commencement date for the start of the football session. Cllr. Bennett acknowledged that this was due to his misunderstanding of the official start date of the football session, and the fact that it was a charity match raising funds for a good cause. Cllr. Bennet apologised to the Parish Council and stated that he will be more vigilant in the future.
6830	Use of the Park	Members considered the points raised by Cllr. Harris with regard to CV Active using the Park without any official authorisation. Members recognised that there may have some confusion with regard to the ownership of the Park, with CV Active thinking that it may belong to Sefton Council.
6831	Civic Service and Civic Awards	Members RESOLVED that the Parish Clerk in conjunction with the Chairman and the Vice-chairman seek nominations for the Civic and Youth Awards from the local community using the local media, notice boards, and Facebook.
6832	Staffing Issues	<p>Members considered a number of staff related matters and RESOLVED that:-</p> <ul style="list-style-type: none"> a) Having satisfactorily completed his probation period, the Parish Clerk be offered a permanent position, b) The Parish Clerk's existing Employment Contract be amended so that his new grade is LC3, Scale points 39-42, and that he moves to scale point 39 with immediate effect. c) The Parish Clerk's existing Employment Contract be amended to officially stipulate his 25 hours/week, with the option to do up to 30 hours/week in conjunction with Chairman's agreement, d) To reflect and to encompass his wider role and responsibilities his title be changed to Council Manager and Parish Clerk e) To minimise the additional work and confusion associated with different hourly rates of pay for the Assistant Park Officer that he paid £10 per hour for both contractual hours and for additional hours worked, f) Responsibility be DELEGATED to the Parish Clerk regarding:- <ul style="list-style-type: none"> i) The issuing of a permanent employment contract to the Park Officer on the satisfactory completion of his probation period, ii) The issuing of a permanent employment contract to the Assistant Park Officer, and iii) The review of all staff terms and conditions, with a report to be presented to the Parish Council in February 2019.

6833	Date of next meeting	Monday 15 th October 2018
<p data-bbox="209 367 1393 439">The meeting closed at 9.18pm Standing Orders having been suspended in order to complete Parish Council Business</p> <p data-bbox="284 510 1316 546">Minutes 6818 to 6833 received as a correct record on 15th October 2018</p> <p data-bbox="269 752 1327 766">.....</p> <p data-bbox="719 808 879 875">Chairman Cllr. Carter</p>		

Midyear Financial Review

No.	Budget heading	Original Budget £	Proposed Virement £ (+ or -)	New Budget £	Reasons for Change
1	Park Refurbishment (PRM)	20,500.00	-18,500.00	2,000.00	Given the need to concentrate on implementing the RoSPA recommendations it is highly unlikely that there will be sufficient time to undertake activities in the overall Park Refurbishment (PRM) budget heading. However £2,000 has been retained for some activity, including any drainage issues.
2	Payroll (PRL)	38,000	+6,000.00	44,000.00	To allow for any increased cost
3	<ul style="list-style-type: none"> • Waste Collection (PEX-01) • Maintenance – Play and Park Equipment (General) (PEX-10) • Maintenance –Buildings (General) (PEX-14) • Legionella Testing/Remedial work (PEX-16) 	<p>930.00</p> <p>2,000.00</p> <p>2,000.00</p> <p>750.00</p>	<p>+450.00</p> <p>+6,000.00</p> <p>+10,000.00</p> <p>+570.00</p>	<p>1,380.00</p> <p>8,000.00</p> <p>12,000.00</p> <p>1,320.00</p>	<p>Parish Council agreed to change contract to 1100ltr bin (Minute 6806)</p> <p>To allow for increased planned maintenance work & to implement the RoSPA recommendations</p> <p>To allow for additional work, including, a defibrillator, Canopy/Awning to Bowling Green and Tuck Shop buildings</p> <p>Parish Council agreed to undertake remedial work arising from inspection (Minute 6703)</p>

4	<ul style="list-style-type: none"> • Postage/Stationer/computer (SUN-01) • Refreshment (SUN-02) • IT Commission (Data Protection and GDPR implementation (SUN-04) • LALC Subscription (SUN-08) • GDPR Subscription (SUN-11) • Other Staff costs (SUN-15) • Newsletter/Advertisement (SUN-16) • Website Improvement – Start-up (SUN-17) 	500.00	+500.00	1,000.00	Office setup costs
		50.00	+100.00	150.00	Under estimated
		910.00	-500.00	410.00	Policies in places. Unlikely to incur any additional cost the next six months. Also cost of subscription moved to new line Data Protection & GDPR (SUN-11)
		415.00	+360.00	775.00	Under estimated
		0.00	+100.00	100.00	No provision made. See (SUN-04)
		0.00	+400.00	400.00	Advertisement for Park Officer's post
		600.00	+350.00	950.00	For promotion and marketing of Parish Council work
		2,000.00	-1,000.00	1,000.00	Unlikely to require full budget allocation this year.
5	Mileage (MIL-01)	250.00	+1,500.00	1,750.00	Meetings and attending CiLCA Course
6	Contingency (CON-01)	15,000.00	-6,330.00	8,670.00	Reduced to take account of additional costs
7	Sundry Expense Budget (SUN) Line allocation reduced by £1500.00 as result of taking out Christmas Decorations budget (£1,500.00) and putting in a new Budget Line called Community Events (COM)				

Budget Monitoring Report - April 2018-August 2018

Payments		Apr-Jun	Jul	Aug	Total	Spend to date	Budget	Balance to date
1	PARK REFURBISHMENTS	£0.00	£0.00	£0.00	£0.00	£0.00	£20,500.00	£20,500.00
2	PAYROLL	£6,997.27	£2,091.40	£2,428.56	£11,517.23	£11,517.23	£38,000.00	£26,482.77
3	PARK EXPENSES				£0.00			
	Skip hire	£0.00	£0.00	£0.00	£0.00			
	Sefton Council-Park open/close	£1,533.00	£511.00	£0.00	£2,044.00			
	Maghull TC- Grounds maintenance	£2,600.00	£1,300.00	£1,300.00	£5,200.00			
	Sefton Council-Alarm maintenance	£417.00	£745.00	£0.00	£1,162.00			
	Health/Safety	£330.00	£710.00	£182.50	£1,222.50			
	Maintenance-Play Equipment	£0.00	£1,475.55	£198.45	£1,674.00			
	Maintenance-Buildings-Waste removal	£31.05	£0.00	£120.00	£151.05			
	Grounds maintenance	£248.99	£0.00	£0.00	£248.99			
	Total					£11,702.54	£28,145.00	£16,442.46
4	SUNDRY EXPENSES							
	Postage/Stationery/Computer costs	£596.43	£22.77	£91.80	£711.00			
	Refreshments/Cleaning Materials	£93.62	£0.00	£3.84	£97.46			
	I T Commission	£0.00	£35.00	£0.00	£35.00			
	Audit fees	£116.67	£0.00	£0.00	£116.67			
	Subscriptions	£0.00	£0.00	£36.00	£36.00			
	Training	£150.00	£100.00	£0.00	£250.00			
	Advance on Chairman's Expenses	£0.00	£0.00	£0.00	£0.00			

	Other staff costs	£202.13	£0.00	£0.00	£202.13
	Advertising/SUNDRY	£150.00	£257.00	£0.00	£407.00
	Total				
5	LOAN REPAYMENTS	£7,099.26	£0.00	£0.00	£7,099.26
	Gas	£59.16	£0.00	£22.57	£81.73
	Electric	£693.13	£75.13	£104.55	£872.81
	Water	£36.08	£1,074.78	£25.06	£1,135.92
	Telephone	£175.11	£165.65	£13.81	£354.57
6	UTILITIES				
7	INSURANCE	£0.00	£0.00	£0.00	£0.00
8	SECTION 137 GRANTS	£963.55	£1,213.55	£0.00	£2,177.10
9	ELECTION COSTS	£0.00	£0.00	£0.00	£0.00
10	BANK CHARGES	£47.90	£27.25	£19.65	£94.80
11	MILEAGE	£358.92	£0.00	£82.45	£441.37
12	PROFESSIONAL FEES	£0.00	£0.00	£0.00	£0.00
13	CONTINGENCY	£0.00	£0.00	£0.00	£0.00
14	VAT PAID	£1,387.77	£1,265.10	£400.25	£3,053.12
		£24,287.04	£11,069.18	£5,029.49	£40,385.71

£1,855.26	£10,350.00	£8,494.74
£7,099.26	£14,200.00	£7,100.74

£2,445.03	£4,620.00	£2,174.97
£0.00	£3,500.00	£3,500.00
£2,177.10	£2,500.00	£322.90
£0.00	£3,000.00	£3,000.00
£94.80	£250.00	£155.20
£441.37	£250.00	£-191.37
£0.00	£1,000.00	£1,000.00
£0.00	£15,000.00	£15,000.00
£3,053.12	£1,000.00	£-2,053.12
£40,385.71	£142,315.00	£101,929.29

Receipts	Apr-Jun	Jul	Total
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Received to date	Budget	Balance to date
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15	PRECEPT	£79,100.00	£11,300.00	£90,400.00
16	BOWLS	£256.74	£0.00	£256.74
17	FOOTBALL	£99.99	£0.00	£99.99

£90,400.00	£113,000.00	£22,600.00
£256.74	£420.00	£163.26
£99.99	£400.00	£300.01

PAYMENTS FOR AUTHORISATION

Period Covered 14 August to 17 September 2018

Accounts payable – 17 September 2018					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
BACS	Maghull Town Council	Grounds and Bowling Green maintenance August 2018	1560.00	LGA1972s111	
BACS	Future Water Ltd	August hygiene visit as part of contract	72.00	LGA1972s111	
Standing Order	Sefton Council	Opening /Closing of park (21 July 2018 to 20 July 2019)	0.00	LGA1972s111	Standing order not yet set up
Direct Debit	Epica	Monthly Health and Safety Support	60.00	LGA1972s111	
Total			1,692.00		
For information only - Contractual/Statutory payments (VARIABLE)					
BACS	NatWest	Salaries (06 September 2018)	1,987.70	LGA1972s111	
BACS	HMRC	Tax and National Insurance September 2018	576.66	LGA1972s111	

Direct Debit	B & CE	Pension contributions Employee/Employer (September 2018)	25.80	LGA1972s111	
Direct Debit	Water Plus	Water charges 23 May-13 August 2018	25.06	LGA1972s111	
BACS					
Total			2,615.22		
For approval - Contractual/Statutory payments (VARIABLE)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
BACS	Sefton Council	Annual keyholding duties 02 August 2018-01 August 2019	159.56 159.56	LGA1972s111	
Total			159.56		
For approval - Invoice payments					
BACS	Jenkinsons	Stationery-Ink cartridges /Triplicate books/paper/Stapler/Hole punch/Elastic tags	138.64	LGA1972s143	
BACS	M Kundi	Mileage £78/Phone £8.29/Postage £22.47	108.76	LGA1972s111	
BACS	K Ellis	Printing £13.20	13.20	LGA1972s111	
BACS	ROSPA	Annual Inspection of Harrow Drive play area	168.00	LGA1972s111	

Direct Debit	Natwest	Monthly Autopay charges August 2018	44.83	LGA1972s111	Increased due to paying by BACS
Direct Debit	NatWest	Monthly service charges August2018	6.93	LGA1972s111	
BACS	Dowhigh Ltd	Play area surfacing and drainage release of retention re invoice 9836 4.4.179 (copy attached)	221.40	LGA1972s111	
BACS	Water Plus Ltd	Balance of invoice-payment reduced in error	50.00	LGA1972s111	
BACS	P Gill	Purchase of vinyl lettering on behalf of AVPC	8.90	LGA1972s111	
BACS	D Hinton	Purchase of Canon Printer on behalf of AVPC	49.99	LGA1972s111	
Total			810.65		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			1,692.00		
For information only -Contractual/Statutory payments (VARIABLE)			2,615.22		
For approval - Contractual/Statutory payments (VARIABLE)			159.56		
For approval - Invoice payments			810.65		
Total for 17 September 2018			5,277.43		

Bank Reconciliations

Period Covered ...01 to 31 August 2018

CURRENT ACCOUNT - Bank reconciliation – as at 31 August 2018				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward				38,787.54
Add receipts			11,340	50,127.54
Add Direct Debit Water Plus written back			36.08	50,163.62
Transfer To Reserve Account				50,163.62
Transfer From Reserve Account			0	50,163.62
Less Payments		-5,151.04		45,012.58
Balance Carried Forward				45,012.58
Add Unpresented Cheques				
1). Hags Ltd	6343		1,149.60	
2). Wicksteed Ltd	6344		621.06	
3). DPR	Direct Debit		35.00	
Total			1,805.66	46,818.24
Difference:-				
• April = £0.23				
• May = £7.08				
Total		-7.31		46,810.93

Balance Agreed to Statement (807) 31 August 2018				46,810.93
RESERVE ACCOUNT - Bank reconciliation – as at 31 August 2018				
Balance brought Forward				122,516.57
Add Interest received			5.20	
Transfer To Current Account		0		
Transfer From Current Account			0	
Balance Carried Forward				122,521.77
SUMMARY OF BALANCES AS AT 31 August 2018,				
Current Account (after deducting unpresented cheques)				45,012.58
Reserve Account				122,521.77
Total cash available (31 August 2018)				167,534.35

