



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 15th October 2018

Present	Cllrs. Carter, Colbert, Bennett, Harris, Wykes, Preston, Downey, Honeyman and Kelly	
In attendance	M. Kundi (Council Manager & Parish Clerk) K. Ellis (RFO) Tommy Robinson, Alex Kelly, and a local resident from Harrow Drive	
6834	Apologies for absence	Cllrs. Gent and Grosart
6835	Declaration of interest	None
6836	Public Participation	<p>Alex Kelly spoke regarding the request for contribution for a defibrillator to be installed in the Park. She indicated that the total cost of the defibrillator, including its housing and installation was estimated to be around £1,860. She also stated that Aintree Ratepayers Association has agreed to contribute £500, subject to match funding from the Parish Council, and with further contributions coming from Aintree Community Trust (£500), Davenhill FC (£250) and potentially a very small amount from Body Shop. Training for individuals, including two Parish Council staff was included in the price.</p> <p>Tommy Robinson stated that he was looking for contribution from the Parish Council towards the cost of a Christmas tree. He indicated that whilst a 'living Christmas Tree' erected in a suitable location in the Village would be appropriate for the future, but for the immediate term he feels that a disposable Christmas tree would be more acceptable to the community.</p> <p>Tommy Robinson also expressed concerns at the rise in number of serious cases of youth vandalism, including incidents of throwing stones, fireworks and slashing car tyres. He agreed to speak to Inspector Jones and to record and provide details of such incidents in the future so that a more effective lobbying for increased Police presence could be launched.</p> <p>A Harrow Drive resident expressed some concerns regarding the Planning application submitted to Sefton Council to increase the opening hours of the Café Shop operating from the Park. She indicated that longer opening hours may lead to an increase in noise, litter and vandalism.</p>

6837	Minutes of Parish Council meeting	RESOLVED and authorised the Chairman to sign as a correct record the Minutes of the Parish Council meeting held on 17 th September 2018
6838	Matters arising and Action List	None other than those previously recorded and those on the Agenda
6839	Clerk's reports Civic Service and Civic Awards	<p>1. Members considered a report on Civic Service and Civic Awards, and AGREED that:-</p> <ul style="list-style-type: none"> a) Any organisation, community and civic groups, Churches, charities, public bodies, volunteer groups, and individuals can put forward names for the receipt of either the Civic Award, Community Awards (3 No.) or the Youth Award. b) Any nominated person must either live in Aintree Village or have very strong roots, connections, links, or associations with Aintree Village. c) The nominated person must have undertaken selfless work, activities, or services that benefitted the Aintree Village residents, community, businesses, sport or individuals, in the last three years. d) The Youth Award be restricted to any individual who has not yet reached the age of 18 years at the time of being nominated. e) The final decision as to who should be the recipient of the Civic Award, Community Awards (3 No.), and the Youth Award be determined by the Parish Council. f) No civic service be held in 2018 but a 2018 Awards Ceremony be held on 27 January 2019 at St Giles Church, subject to the venue being available. g) From the year 2019 onwards the Venue for Civic Service and Civic Awards to be rotated between, Old Roan Methodist Church, Holy Rosary RC Church, Aintree Baptist Church and St Giles Church, h) Catering for the Awards Ceremony to comprise of hot drinks, biscuits, and cold juices. i) A sum of £500 be allocated from the contingency budget for the Awards Ceremony, and the Council Manager and Parish Clerk to be given delegated powers to facilitate the organisation and delivery of this event, including incurring expenditure. j) The Council Manager and Parish Clerk be instructed to re-examine the Civic Award nomination criteria, types, and the application form, and consult Members via emails if necessary. An updated report be presented at the next Parish Council meeting.

	<p>Timetable for Meetings 2019/2020</p>	<p>2. Members considered a report on the Timetable for Meetings for 2019/2020 and AGREED that a further report be presented at the next meeting that only includes meetings starting at no earlier than 7.00pm for Parish Council and the two proposed Committees</p>
	<p>Planning Applications</p>	<p>3. Members considered a report that set out the current position regarding the two Planning Applications. Members noted the submission of the Planning application relating to opening hours for the Café Shop, and:-</p> <p>a) Retrospectively AGREED to the Council Manager and Parish Clerk's decision to include the proposal to have the Café Shop open until 10.00pm for only 12 days per year for special occasions and events.</p> <p>b) Noted the progress made to date regarding the planning application for the canopy along the building housing the Café Shop.</p>
	<p>Parish Council Website</p>	<p>4. Members were given a verbal update on the progress made to date on the upgrading of the Parish Council website.</p>
	<p>Midyear Financial Review</p>	<p>5. Members considered an updated report on the Midyear Financial Review. The report provided a very detailed breakdown of Parish Council's activities, including its income and expenditure. Members noted the content of the report and the accompanying financial spreadsheets, and AGREED that with the exception of the spreadsheet that relates to staffing information, all other data be uploaded on to the Parish Council website when it is fully operational.</p>
	<p>Broadband</p>	<p>6. Members were given a verbal update on the installation of Broadband in the Council Chamber. The Broadband, including the landline to be provided by TalkTalk at a monthly cost of £24.50, with one off installation charge of £8.99. The contract will last for 12 months.</p>
	<p>Insurance Policy Renewal</p>	<p>7. Members considered and AGREED the renewal of the Parish Council's Insurance policy with Came and Co. at a cost of £3,775.01 for year 2018/19, commencing from November 2018, and this being the last year of the three year agreement.</p>

	Purchase of Union Jack and Waste Bins	Members considered a report on the purchase of a Union Flag and two Waste Bins. Members AGREED to the purchase of:- a) A Union, MOD quality sewn flag manufactured by Easy Flag at a cost of £99.33, inclusive of VAT and delivery. b) Two Knight 94l Litter Bins from Online Play Grounds at a cost of £768.00, inclusive of VAT but with additional delivery cost.
6840	Reports from external meetings and Chairman's reports	None
6841	Financial Matters	Members considered the various financial reports and RESOLVED to approve the following:- 1. Budget monitoring report as shown in annex 6841 (A) 2. Payments for authorisation as shown in annex 6841 (B) 3. Bank reconciliation as shown in annex 6841 (C)
6842	Planning Issues	RESOLVED to note the current Planning Applications
6843	Correspondence	None
6844	Defibrillators and Christmas Trees/events	Members considered the representation made by Cllr. Honeyman, Alex Kelly and Tommy Robinson, regarding the defibrillator and Christmas Tree, and AGREED that:- 1. For the installation of defibrillator in the Park a) The Parish Council to contribute £500, subject to all the work being undertaken by the Parish Council, and receiving: i). £500 contribution from Aintree Ratepayers Association, ii). £500 contribution from Aintree Community Trust, and iii). £250 from Davenhill FC 2. Christmas Tree and other related activities b) The Parish Council to contribute (under Section 144 LGA1972), £900 towards the purchase of a Christmas tree for Aintree Village.

6845	Dates of next meetings	<ol style="list-style-type: none">1. Monday 17th December 20182. Monday 14th January 20193. Monday 21st January 2019 (budget and precept meeting)4. Monday 18th February 20195. Monday 18th March 20196. Monday 15th April 20197. Monday 13th May 2019 (Annual Parish meeting)8. Thursday 16th May 2019 (Annual Parish Council meeting)
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The meeting closed at 9.42pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6834 to 6845 received as a correct record on 19th November 2018

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Chairman
Cllr. Carter

Budget Monitoring Report - April 2018- September 2018

	Payments	-	Apr-Jun	Jul	Aug	Sep	Total (April-Sep)	Budget	Balance to date	New Budget
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£0.00	£0.00	£0.00	£0.00	£0.00	£20,500.00	£20,500.00	£2,000.00
2	PAYROLL {PRL-01 to PRL-06}		£5,628.20	£1,785.26	£1,934.06	£2,088.27	£11,435.79	£38,000.00	£26,564.21	£44,000.00
3	PARK EXPENSES									
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£417.00	£0.00	£0.00	£0.00	£417.00	£930.00	£513.00	£1,380.00
	Sefton Council-Park open/close {PEX-02}		£1,533.00	£511.00	£0.00	£0.00	£2,044.00	£5,315.00	£3,271.00	£5,315.00
	Maghull TC- Grounds maintenance {PEX-03}		£2,600.00	£1,300.00	£1,300.00	£1,300.00	£6,500.00	£13,800.00	£7,300.00	£13,800.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£0.00	£745.00	£0.00	£132.97	£877.97	£1,065.00	£187.03	£1,065.00
	Health/Safety {PEX-07 to PEX-09}		£150.00	£50.00	£122.50	£190.00	£512.50	£2,035.00	£1,522.50	£2,605.00
	Maintenance-Play Equipment {PEX-10}		£280.04	£1,475.55	£198.45	£0.00	£1,954.04	£2,500.00	£545.96	£8,000.00
	Maintenance-Buildings {PEX-14 to PEX-18}		£180.00	£660.00	£180.00	£60.00	£1,080.00	£2,000.00	£920.00	£12,500.00
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£0.00	£0.00	£0.00	£184.50	£184.50	£500.00	£315.50	£500.00
	Total						£13,570.01	£28,145.00	£14,574.99	£45,165.00
4	SUNDRY EXPENSES									
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£596.43	£22.77	£91.80	£208.61	£919.61	£775.00	£-144.61	£1,275.00
	Refreshments/Cleaning Materials {SUN-03}		£93.62	£0.00	£3.84	£0.00	£97.46	£50.00	£-47.46	£150.00
	I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£0.00	£100.00	£0.00	£0.00	£100.00	£4,110.00	£4,010.00	£2,710.00
	Audit fees {SUN-05 to SUN-06}		£116.67	£0.00	£0.00	£0.00	£116.67	£850.00	£733.33	£850.00
	Subscriptions {SUN-07 to SUN-12}		£0.00	£35.00	£36.00	£0.00	£71.00	£1,165.00	£1,094.00	£1,525.00

	Training/others {SUN-13 and SUN-19}	£150.00	£0.00	£0.00	£0.00	£150.00	£1,000.00	£850.00	£1,000.00
	Advance on Chairman's Expenses {SUN-14}	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£300.00	£300.00
	Others staff costs {SUN-15}	£136.50	£257.00	£0.00	£0.00	£393.50	£600.00	£206.50	£400.00
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16}	£552.47	£0.00	£0.00	£0.00	£552.47	£1,500.00	£947.53	£2,450.00
	Total					£2,400.71	£10,350.00	£7,949.29	£10,660.00
5	LOAN REPAYMENTS	£7,099.26	£0.00	£0.00	£0.00	£7,099.26	£14,200.00	£7,100.74	£14,200.00
6	UTILITIES								
	Gas {UTI-01}	£59.14	£0.00	£22.57	£0.00	£81.71	£540.00	£458.29	£540.00
	Electric {UTI-02}	£693.13	£75.13	£104.59	£106.98	£979.83	£1,500.00	£520.17	£1,500.00
	Water {UTI-03}	£0.00	£1,074.78	£25.06	£75.06	£1,174.90	£1,900.00	£725.10	£1,900.00
	Telephone {UTO-04}	£175.11	£165.65	£13.64	£13.81	£368.21	£680.00	£311.79	£680.00
	Total					£2,604.65	£4,620.00	£2,015.35	£4,620.00
7	INSURANCE	£0.00	£0.00	£0.00	£0.00	£0.00	£3,500.00	£3,500.00	£3,500.00
8	SECTION 137 GRANTS	£963.55	£1,213.55	£0.00	£0.00	£2,177.10	£2,500.00	£322.90	£2,500.00
9	ELECTION COSTS	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00	£3,000.00
10	BANK CHARGES	£47.90	£27.25	£19.65	£0.00	£94.80	£250.00	£155.20	£250.00
11	MILEAGE	£358.92	£0.00	£81.45	£0.00	£440.37	£250.00	-£190.37	£1,750.00
12	PROFESSIONAL FEES	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00
13	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	£15,000.00	£8,670.00
14	VAT PAID	£1,387.77	£1,265.10	£400.25	£0.00	£3,053.12	£1,000.00	-£2,053.12	£1,000.00
	TOTAL	£23,218.71	£10,763.04	£4,533.86	£4,360.20	£42,875.81	£142,315.00	£99,439.19	£142,315.00

	Receipts	Apr-Jun	Jul	August	September	Total	Budget	Balance to date	New Budget
15	PRECEPT	£79,100.00	£11,300.00	11300	£11,300.00	£113,000.00	£113,000.00	£22,600.00	£113,000.00
16	BOWLS	£256.74	£0.00	0	£0.00	£256.74	£420.00	£163.26	£420.00
17	FOOTBALL	£99.99	£0.00	33.33	£0.00	£133.32	£400.00	£300.01	£400.00
18	BANK INTEREST (Deposit acc)	£7.98	£8.18	0	£0.00	£16.16	£30.00	£13.84	£30.00
19	SUNDRY	£160.00	£0.00	0	£0.00	£160.00	£250.00	£90.00	£250.00
19	VAT COLLECTED	£20.01	£0.00	6.67	£0.00	£26.68	£35.00	£14.99	£35.00
20	VAT - HMRC	£0.00	£4,846.83	0	£2,059.93	£6,906.76	£10,000.00	£5,153.17	£10,000.00
		£79,644.72	£16,155.01	£11,340.00	£13,359.93	£120,499.66	£124,135.00	£28,335.27	£124,135.00

NET VAT	-£9,035.00	-£7,221.28
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PAYMENTS FOR AUTHORISATIONPeriod Covered 18th September to 15th October 2018

Accounts payable – 15th October 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 September 2018	1560.00	LGA1972s111	
BACS	Future Water Ltd	September hygiene visit as part of contract	72.00	LGA1972s111	
Direct Debit	Epica	Monthly Health and Safety Support- October 2018	60.00	LGA1972s111	
Direct Debit	Public Works Loan Board	Loan payment	7099.26	LGA1972s111	
Total			8,791.26		
For information only - Contractual/Statutory payments (VARIABLE)					
BACS	NatWest	Salaries (6 th October 2018)	2,249.57	LGA1972s111	
BACS	HMRC	Tax and National Insurance October 2018	691.48	LGA1972s111	

Direct Debit	B & CE	Pension contributions Employee/Employer (September 2018)	51.83	LGA1972s111	
BACS	Sefton Council	Trade Waste Collection charges 01 October 2018 to 31 March 2019	541.50	LGA1972s111	
DDR	British Telecom	Rental 01 October 2018 to 31 December 2018	197.47	LGA1972s111	Advised of cancellation of charges will be refunded
Total			3,731.85		
For approval - Contractual/Statutory payments (VARIABLE)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
DDR	Extra Energy	September direct debit –electricity bill 14 August to 13 September 2018	4.00	LGA1972s111	
DDR	Extra Energy	September direct debit-electricity bill 14 August to 13 September 2018	87.56	LGA1972s111	
DDR	Extra Energy	September direct debit-electricity bill 14 August to 13 September 2018	20.77	LGA1972s111	
Total			112.33		
For approval - Invoice payments					
BACS	Jenkinsons	Samsung and HP ink cartridges	319.71	LGA1972 s143	
BACS	M Kundi	Mileage £41.40/Postage £16.80/Mobile £8.29	66.49	LGA1972s111	
BACS	K Ellis	Stamps £8.04/Notebooks £8.98/Milk/biscuits £1.23/Water £1.87	20.12	LGA1972s111	

BACS	D Hinton	Screws and washers	18.87	LGA1972s111	
BACS	PKF Littlejohn	External audit for year ended 31 March 2018	360.00	LGA1972s111	
Direct Debit	Natwest	Monthly Autopay charges September 2018	34.51	LGA1972s111	
Direct Debit	NatWest	Monthly service charges September 2018	5.00	LGA1972s111	
Direct Debt	Trade UK	Wellingtons and washers	34.37	LGA1972s111	Direct debit now set up to avoid card being declined to staff
BACS	Trade UK	Park repair materials September 2018	6.84	LGA1972s111	Payment before direct debit set up
BACS	H Roberts & Son Ltd	Fire Extinguisher service x 10 plus 3 fire blankets	78.36	LGA1972s111	
BACS	Border Janitorial Supplies	Heavy duty Bin Bags	132.00	LGA1972s111	Added to list after cut off time
Total			1,076.37		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			8,791.26		
For information only -Contractual/Statutory payments (VARIABLE)			3,731.85		

For approval - Contractual/Statutory payments (VARIABLE)	112.33		
For approval - Invoice payments	1,076.37		
Total for 15th October 2018	13,711.81		

Bank Reconciliations

Period Covered ...01 to 30 September 2018

CURRENT ACCOUNT - Bank reconciliation – as at 31 August 2018				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward				45,012.58
Add receipts			13,359.93	58,372.51
Add Direct Debit written back B & CE Pensions £25.8 Water Plus £25.06 DPR £35.00			85.86	58,458.37
Transfer To Reserve Account		0		58,458.37
Transfer From Reserve Account			0	58,458.37
Less Payments		-5,396.07		53,062.30
Balance Carried Forward				53,062.30
Add Unpresented Cheques				
None				53062.30
Total				
Difference • April = £0.23 • May = £7.08				
Total		-7.31		53,054.99

Balance Agreed to Statement (809) 30 September 2018				53,054.99
RESERVE ACCOUNT - Bank reconciliation – as at 30 September 2018				
Balance brought Forward				122,521.77
Add Interest received			0	
Transfer To Current Account		0		
Transfer From Current Account			0	
Balance Carried Forward				122,521.77
SUMMARY OF BALANCES AS AT 30 September 2018,				
Current Account (after deducting unrepresented cheques)				52,976.54
Reserve Account				122,521.77
Total cash available (30 September 2018)				175,498.31

