



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 19th November 2018

Present	Cllrs. Carter, Bennett, Harris, Wykes, Preston, Downey, Honeyman and Kelly	
In attendance	M. Kundi (Council Manager & Parish Clerk) K. Ellis (RFO) Tommy Robinson	
6846	Apologies for absence	Cllrs. Gent, Grosart and Colbert,
6847	Declaration of interest	None
6848	Public participation	Tommy Robinson confirmed that the Christmas Tree has been ordered, and was awaiting delivery subject to money being paid to the supplier.
6849	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 15 th October 2018
	Minutes of Park Committee meeting	Members considered the recommendations contained in the minutes of the Park Committee meeting held on 8 th November 2018, and:-
	Ground Maintenance Contract	AGREED to form a Working Group consisting of Cllrs Wykes, Honeyman, Bennett, and Grosart to consider all the options available for a new Ground Maintenance Contract.
	RoSPA	RESOLVED that in light of the report produced by Playsafety Ltd, which appears to be inconsistent and contradictory quotes be obtained from other independent companies in order that an informed plan of action can be developed by the Park Committee. In favour:- Cllrs Carter, Bennett, Wykes, Preston, Downey, Honeyman and Kelly Against:- Cllr Harris,
	Christmas lights and decorations	RESOLVED that Aintree Community Trust be allocated £650, under the LGA1972 S144, towards the cost of Christmas lights and other sundry costs from the Budget heading Christmas Related Activities (Cost Code COM-02),

6850	Matters arising and Action List Café Shop PAT Testing	The following issues were raised:- The Five star award received by Julie Doyle for her Café Shop operating from the Park premises should be acknowledged and celebrated. Cllr Bennett confirmed that D Hinton, the Park Officer will be trained in PAT testing and should be able to then undertake electrical safe testing of Parish Council's equipment, and similar training would also be provided to F Boyle, Assistance Park Officer.
6851	Clerk's reports Civic Service and Civic Awards Timetable for meetings 2019/2020 WiFi/Broadband	1. Members considered the updated report on Civic Service and Civic Awards, and AGREED to:- a) Note the revised Civic Awards nomination criteria, types and the application form, b) That all steps be taken to promote the event and seek nominations, c) Move the date of the Civic event from 27 th January to 20 th January 2019. d) That sandwiches, biscuits and hot and cold drinks at a cost of £120.00, which includes the cost of hiring the venue, be provided. e) That the reinstatement of the Civic Service element of the event be considered at the next meeting of the Parish Council in line with Standing Orders. 2. Members considered the updated report on Timetable for Meetings for the Parish Council and the two Committees and:- a) APPROVED the proposed timetable for meetings as shown in Annex A of the report, b) AGREED that the Terms of Reference as contained in the Scheme of Delegation be amended to enable the Finance & General Purposes Committee to consider and approve financial budgetary reports, including the monthly payments (routine and non-contentious) presented at its meetings. 3. Members NOTED the verbal update on the installation of Broadband by TalkTalk

	<p>Sefton Mayor's Charity Fund</p> <p>Safeguarding Awareness Training</p> <p>Risk Management Policy Statement, Risk Management Plan, and Asset Register</p> <p>Community Right to Bid</p> <p>Application Forms for Charity Football and Bowling Green Matches</p>	<p>4. Members considered the information provided on Sefton Mayor's Charity Fund and NOTED that the Parish Council would not be eligible to apply.</p> <p>5. Members considered a report on Safeguarding Awareness training and AGREED that both the nominated Member and relevant Officers undertake the half day training course provided by Sefton Council at a cost of £30 per person.</p> <p>6. Members considered a report covering the annual Risk Management Policy Statement, Risk Management Plan, and the Asset Register and:-</p> <ul style="list-style-type: none"> i) APPROVED the Risk Management Policy Statement attached as Annex A to the report, ii) APPROVED the Risk Management Plan attached as Annex B to the report, iii) APPROVED the Asset Register for 2019 attached as Annex C to the report, iv) AGREED in principle to engaging an independent company in 2019 to determine for insurance purposes the valuation of items that were identified in blue in Annex C of the attached report, v) AGREED that additional items identified in paragraph 4 of the report be included in the Asset Register and the Insurance Company be informed accordingly, and vi) NOTED that there may be some additional premium charge levied by the Insurance Company as a result of v) above. <p>7. Members considered a report on Community Right to Bid and the attached completed application form and:-</p> <ul style="list-style-type: none"> a) APPROVED the submission of the Right to Bid application for Aintree Village Youth and Community Centre to Sefton Council, and b) INSTRUCTED the Council Manager and Parish Clerk to present a report in 2019 setting out briefly the financial, legal and management implications. <p>8. Members considered a report on a proposal to have separate applications forms for Charity football and bowling green matches, and with some amendments to existing and new forms AGREED to the adopt the use of applications forms attached as Annexes A, B, C and D to the report.</p>
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	Canopy/Awning	9 Members NOTED the site meeting that took place between Apex Shelters Company based in Southport and Cllr Honeyman, Council Manager and Parish Clerk, and the Park Officer to seek quotes for canopies for the Bowling Green building and the Tuck Shop. Members requested that the quotes received be circulated via the email.
	Cash and Cheque Handling Policy	10 Members considered a report on Cash and Cheque Handling Policy and AGREED to adopt the policy.
6852	Reports from external meetings and Chairman's reports	The Chairman attended the LALC meeting on Thursday 15 th November 2018, and informed the Parish Council that there is unlikely to be any rebate this year as the subscription fees are increasing. The Chairman also indicated that he has been in contact with Merseyside Constabulary to encourage a greater police presence in Aintree Village. This has been successful, although he noted that Inspector Ian Jones has now moved to Lancashire.
6853	Financial Matters	Members considered the various financial reports and RESOLVED to approve the following:- <ol style="list-style-type: none"> 1. Budget monitoring report as shown in Annex 6853 (A) 2. Payments for authorisation as shown in annex 6853 (B) 3. Bank reconciliation as shown in annex 6853 (C) 4. Internal Audit Report on Mandatory Audit check and Findings on fees for leisure activities in the Park as shown in Annex 6853 (D) {Challenged – recorded vote. For:- Cllrs. Carter, Honeyman, Bennett, Wykes, Kelly and Preston. Against:- Cllrs. Harris and Downey}, and 5. NOTED the slow progress made in opening of an account with Unity Bank
6854	Planning Issues	Members consider the list of Planning Applications and:- <ol style="list-style-type: none"> 1. RESOLVED to note the current Planning Applications, and 2. NOTED the approval of a Planning Application submitted by the Parish Council to Sefton Council to extend the Café Shop opening hours from 10.00am to 8.00pm and for special events from 10.00am to 10.00pm
6855	Correspondence	None

6856	Vacancy	<p>The Parish Council:-</p> <ol style="list-style-type: none"> 1. NOTED that Sefton Council had not received an election petition to fill the vacancy on the Parish Council so it now fell to the Parish Council to fill it by co-option, though it was not mandatory to do so as elections were scheduled to be held within six months 2. Nevertheless, AGREED that some action should be taken to fill the vacancy and so notices be placed on the Parish Council's notice boards and the local Facebook group inviting anyone interested to contact the clerk.
6857	Financing of Christmas trees, lights, and decorations etc.	<p>Cllr Harris stated that the existing legal power under which the Parish Councils are able to provide financial contributions towards the purchase of Christmas trees, lights, and decorations is vague and need to be more transparent. Members RESOLVED that the Council Manager and Parish Clerk write to LALC requesting that consideration should be given to petitioning the Government to provide a more direct and specific power for Parish Councils to fund Christmas trees, lights and decorations in the parish areas.</p>
6858	Grant to the Royal British Legion	<p>The Parish Council:-</p> <ol style="list-style-type: none"> 1. NOTED that it usually made an annual contribution of £100 to the Royal British Legion in lieu of a wreath under section 137 of the Local Government Act 1972 but considered a higher amount in 2018 in recognition of the centenary end of the 1914-1918 war 2. AGREED that in accordance with its powers under section 137 of the Local Government Act 1972, it should incur the following expenditure which in the Parish Council's opinion, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £200 to the Royal British Legion in lieu of the purchase of a wreath 3. REAFFIRMED its policy decision that the consideration of an annual contribution to the Royal British Legion be placed on October agendas.
6859	Anti-social behaviour in the Park (ABS)	<p>Members NOTED the request from Cllr Harris for a report on anti-social behaviour in the park, there being no evidence of any anti-social behaviour, the comments made being 'anecdotal'.</p>

6860	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 14th January 2019 2. Monday 21st January 2019 (budget and precept meeting) 3. Monday 18th February 2019 4. Monday 18th March 2019 5. Monday 15th April 2019 6. Monday 13th May 2019 (Annual Parish meeting) 7. Thursday 16th May 2019 (Annual Parish Council meeting)
<p>The meeting closed at 9.13pm Standing Orders having been suspended in order to complete Parish Council Business</p> <p>Minutes 6846 to 6860 received as a correct record on 19th November 2018</p> <p>.....</p> <p style="text-align: center;">Chairman Cllr. Carter</p>		

Budget Monitoring Report - April 2018-October 2018

	Payments	April - July	Aug	Sep	Oct	Total Apr-Oct	Spend to date	New Budget	Balance to date
1	PARK REFURBISHMENTS	£0.0	£0.00	£184.50	£0.00	£184.50	£184.50	£2,000.00	£1,815.50
2	PAYROLL	£9,088.67	£2,428.56	£2,590.16	£2,992.88	£17,100.27	£17,100.27	£44,000.00	£26,899.73
3	PARK EXPENSES								
	Skip hire	£00	£0.00	£0.00	£0.00	£0.00			
	Sefton Council-Park open/close	£2,044.00	£0.00	£0.00	£1,022.00	£3,066.00			
	Maghull TC- Grounds maintenance	£3,900.00	£1,300.00	£1,300.00	£1,300.00	£7,800.00			
	Sefton Council-Alarm maintenance	£1,162.00	£0.00	£132.97	£0.00	£1,294.97			
	Health/Safety	£1,040.00	£182.50	£250.00	£667.24	£2,139.74			
	Maintenance-Play Equipment	£1,475.55	£198.45	£0.00	£0.00	£1,674.00			
	Maintenance-Buildings-Waste removal	£31.05	£120.00	£0.00	£209.65	£360.70			
	Grounds maintenance	£248.99	£0.00	£0.00	£0.00	£248.99			
	Total						£16,584.40	£45,165.00	£28,580.60
4	SUNDRY EXPENSES								
	Postage/Stationery/Computer costs/Confidential	£619.20	£91.80	£208.61	£301.84	£1,221.45			
	Refreshments/Cleaning Materials	£93.62	£3.84	£0.00	£0.00	£97.46			
	I T Commission	£35.00	£0.00	£0.00	£0.00	£35.00			
	Audit fees	£116.67	£0.00	£0.00	£300.00	£416.67			
	Subscriptions	£0.00	£36.00	£0.00	£0.00	£36.00			
	Training	£250.00	£0.00	£0.00	£0.00	£250.00			

	Advance on Chairman's Expenses	£0.00	£0.00	£0.00	£0.00	£0.00			
	Other staff costs	£202.13	£0.00	£0.00	£0.00	£202.13			
	Advertising	£407.00	£0.00	£0.00	£0.00	£407.00			
	Christmas Tree/event	£0.0				£1,500.00		£1,500.00	
	Total						£4,165.71	£9,160.00	£4,994.29
5	LOAN REPAYMENTS		£0.00	£0.00	£7,099.26	£14,198.52	£14,198.52	£14,200.00	£1.48
	Gas	£59.16	£22.57	£0.00	£0.00	£81.73			
	Electric	£507.76	£104.55	£106.98	£113.71	£1,093.50			
	Water	£1,110.76	£25.06	£100.12	£0.00	£1,236.04			
	Telephone	£175.30	£13.81	£13.55	£178.05	£546.17			
6	UTILITIES						£2,957.44	£4,620.00	£1,662.56
7	INSURANCE	£0.0	£0.00	£0.00	£0.00	£0.00	£0.00	£3,500.00	£3,500.00
8	SECTION 137 GRANTS	£2,177.10	£0.00	£0.00	£0.00	£2,177.10	£2,177.10	£2,500.00	£322.90
9	ELECTION COSTS	£0.0	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00
10	BANK CHARGES	£64.10	£19.65	£51.76	£39.51	£186.07	£186.07	£250.00	£63.93
11	MILEAGE	£347.67	£82.45	£78.00	£41.40	£560.77	£560.77	£1,750.00	£1,189.23
12	PROFESSIONAL FEES	£0.0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00
13	CONTINGENCY	£0.0	£0.00	£0.00	£0.00	£0.00	£0.00	£8,670.00	£8,670.00
14	VAT PAID	£2,468.02	£400.25	£404.48	£685.25	£4,142.85	£4,142.85	£1,000.00	-£3,142.85
		£5,056.89	£502.35	£534.24	£766.16	£62,257.63	£62,257.63	£142,315.00	£78,557.37

	Receipts		Aug			Total	Received to date	Budget	Balance to date
15	PRECEPT	£33,900.00	£11,300.00	£11,300.00	£0.00	£113,000.00	£113,000.00	£113,000.00	£0.00
16	BOWLS	£0.0	£0.00	£0.00	£0.00	£256.74	£256.74	£420.00	£163.26
17	FOOTBALL	£33.33	£33.33	£0.00	£0.00	£133.32	£133.32	£400.00	£266.68
18	BANK INTEREST (Deposit acc)	£12.11	<u>£5.20</u>	£0.00	£0.00	£21.36	£21.36	£30.00	£8.64

19	SUNDRY	£160.00	£0.00	£0.00	£0.00	£160.00	£160.00	£250.00	£90.00
19	VAT COLLECTED	£6.67	£6.67	£0.00	£0.00	£26.68	£26.68	£35.00	£8.32
20	VAT - HMRC	£4,846.83	£0.00	£2,059.93	£0.00	£6,906.76	£6,906.76	£10,000.00	£3,093.24
		£85,243.97	£11,345.20	£13,359.93	£0.00	£120,504.86	£120,504.86	£124,135.00	£3,630.14
						NET VAT	-£2,790.59	-£9,035.00	-£6,244.41

PAYMENT FOR AUTHORISATION

Period Covered 16 October- to 19 November 2018

Accounts payable – 19 November 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 October 2018	0.0	LGA1972s111	
BACS	Future Water Ltd	October hygiene visit as part of contract	72.00	LGA1972s111	
Direct Debit	Epica	Monthly Health and Safety Support- November 2018	60.00	LGA1972s111	
Total			£132.00		
For information only - Contractual/Statutory payments (VARIABLE)					
BACS	NatWest	Salaries (06 November 2018)	2,159.91	LGA1972s111	
BACS	HMRC	Tax and National Insurance 06 November 2018	720.39	LGA1972s111	
Direct Debit	B & CE	Pension contributions Employee/Employer	65.14	LGA1972s111	

BACS	Sefton Council	Trade Waste Collection charges 01 October 2018 to 31 March 2019	541.50	LGA1972s111	
BACS	British Gas	Gas usage 19 July 2018-17 October 2018	40.58	LGA1972s111	
BACS	Hive Telecom	October calls	5.95	LGA1972s111	
Total			3,533.47		
For approval - Contractual/Statutory payments (VARIABLE)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
Total			0.00		
For approval - Invoice payments					
BACS	Jenkinsons	Lexmark Toner for Photocopier in Assembly Rooms	342.70	LGA1972s143	
BACS	M Kundi	Mileage £68.40/Mobile calls £8.29/Postage £24.28/CILCA course £250/Planning fees for Tuck Shop £137.00	487.97	LGA1972s111	
BACS	K Ellis	Flag £104.33/Biscuits £2.00 12Stamps £15.00	121.33	LGA1972s111	
BACS	Clr Bill Honeyman	Mileage 05 September 2018 –Prescott Town Hall	9.75	LGA1972s111	
BACS	Came & Company	Annual insurance 15 November 2018-14 November 2019	3775.01	LGA1972s111	
Direct Debit	NatWest	Monthly bank charges	5.00	LGA1972s111	
Direct Debit	NatWest	Monthly service charges October 2018	25.51	LGA1972s111	

Direct Debit	Trade UK	None		LGA1972s111	Direct debit now set up to avoid card being declined to staff
BACS	Online Playgrounds	2 x waste bins	834.00	LGA1972s111	Payment before direct debit set up
Cheque 6352	D Hurst – Hurst Brothers Ltd	Christmas Tree for Aintree Village	850.00	LGA1972s144	
Cheque 6353	Aintree Community Trust	Christmas decorations for Aintree Village	650.00	LGA1972s144	
Total			7101.27		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			1,692.00		
For information only -Contractual/Statutory payments (VARIABLE)			3,533.47		
For approval - Contractual/Statutory payments (VARIABLE)			0.00		
For approval - Invoice payments			5,827.27		
Total for 19 November 2018			11,049.74		

Bank Reconciliation

Period Covered ...01 to 31 October 2018...

CURRENT ACCOUNT - Bank reconciliation – as at 31 October 2018				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward				52,976.44
Add receipts			0	52,976.44
Add Direct Debit written back B & CE Pensions £25.8 Water Plus £25.06 DPR £35.00 Trade UK £34.37			120.23	53,096.67
Transfer To Reserve Account		0		53,096.67
Transfer From Reserve Account			0	53,096.67
Less Payments		-14,950.79		38,145.88
Balance Carried Forward				38,145.88
Add Unpresented Cheques			0	
				38,145.88
Total				38,145.88
		-7.31		38,138.57
Balance Agreed to Statement (811) 31 October 2018				38,138.57
RESERVE ACCOUNT - Bank reconciliation – as at 31 October 2018				
Balance brought Forward				122,521.77

Add Interest received			4.7	
Transfer To Current Account		0		
Transfer From Current Account			0	
Balance Carried Forward				122,526.47
SUMMARY OF BALANCES AS AT 31 October 2018,				
Current Account (after deducting unrepresented cheques)				38,138.57
Reserve Account				122,526.47
Total cash available (31 October 2018)				160,665.04

