



**NOTICE OF ANNUAL MEETING  
Aintree Village Parish Council**

**Date: 15 May 2017**

**To all members of Aintree Village Parish Council**

*You are hereby summoned to the annual meeting of the Parish Council to be held on Monday 15 May 2017 at the Council Chamber, Harrow Drive, Aintree Village, commencing at 7pm.*

*Meg Dilworth - Clerk*

- 6488 Open Forum (Public Participation)**
- 6489 Apologies for absence**
- 6490 Declarations of interest**
- 6491 Election of Chairman for the Parish Council 2017-18**
- 6492 Vote of thanks to the retiring Chairman and the presentation of the "Past Chairman" pin**
- 6493 Election of Vice Chairman for the parish council 2017-18**
- 6494 Appointment of Committees/Officers**  
To agree selection and appoint Cllrs to  
Emergency Committee  
Currently Chairman, Vice Chairman and Clerk  
Park Committee  
Currently Cllr S Gent and Cllr M Carter  
Joint Press Officers  
Currently Cllr J Colbert and P Gill (no longer a councillor)
- 6495 Representation on Outside bodies**  
To agree selection and appoint Cllrs to  
Sefton Partnership of Local Councils (10 Parishes)  
Currently Cllr J Colbert and Cllr S Gent  
Central Sefton Area Committee  
Currently Cllr M Carter  
Merseyside Association of Local Councils (MALC)  
Currently Cllr M Carter  
COMTECHSA  
Currently Cllr G Payne
- 6496 Cheque Signatories**  
To consider and approve cheque signatories.  
Currently Cllr S Gent, F Forrest, G Harris and G Downey.
- 6497 Annual report - GOVERNANCE STATEMENT (section 1)** To Follow  
To approve the annual governance statement for the year ended 31 March 2017 and authorise the Chairman to sign Section 1 of the Annual Return. Ensuring satisfactory completion of the significant variance report 2016-17.
- 6498 Annual report- ACCOUNTING STATEMENTS (section 2)** To Follow  
To approve the accounting statements for 2016/17 and authorise the Chairman to sign Section 2 of the Annual Return. Ensuring the satisfactory completion of the Annual Internal Audit report 2017-18.
- 6499 Internal Audit** A  
To review Terms of Reference and Fee rates.

<b>6500</b>	<b>Chairman's Allowance</b> To consider and agree Chairman's allowance for 2017-18	
<b>6501</b>	<b>Enduring Payments Schedule</b> To consider and agree enduring payments schedule for 2017-18	To Follow
<b>6502</b>	<b>Clerks Report - Annual reviews</b> <u>Chargeable Fees along with Terms &amp; Conditions</u> Completed and agreed (Feb17 & April17 respectively) <u>Asset Register</u> Last reviewed July16. Consider and agree action with regard to exercise to updating <u>Risk Register</u> Last reviewed July16. Comprehensive reference to Park Manager and Park Committee requires consideration and full review. Consider and agree action required. <u>Standing Orders</u> Last reviewed July16. Review to be actioned later in the year <u>Financial Regulations</u> Last reviewed July16. Review to be actioned later in the year. Clerk to work alongside RFO to undergo fitness for purpose review and recommend changes With immediate effect consider and agree changes, as outlined a) S4.1 Committee of PC, authorise items - to read below £5,000 not over £500 b) S5.5c Fund transfers within PC banking arrangement - to read not less than £10,000 but not in excess of £20,000, in line with Unity Bank specifications. c) S6.15 - To read RFO or Clerk d) S6.2 - To read Trade Card restricted to staff members only as directed by RFO. <u>Aintree Village Parish Council. website address -</u> <a href="http://aintreevillageparishcouncil.org">http://aintreevillageparishcouncil.org</a>	see Website see Website see Website see Website
<b>6503</b>	<b>Minutes of previous meeting</b> To approve the minutes of the Parish Council meeting held on 24 April 2017	B
<b>6504</b>	<b>Update on matters arising from minutes (for information only)</b> Further communication sent to Ward Cllr M Atkinson re grass verges - reply received and circulated Soft/Wet Pour under main swing set - completed Clerk assembling inventory of additional duties to action in park - still ongoing	
<b>6505</b>	<b>Reports from external meetings (for information only)</b>	
<b>6506</b>	<b>Financial matters</b> To consider the following and agree any actions required. : Re-States Budget monitoring report for April 2017. : Budget monitoring report for April 2017. : Bank reconciliation April 2017 : Current payments for authorisation. : Purchase Laptop computer for RFO.	C D E F
<b>6507</b>	<b>Park &amp; Safety Issues</b> To consider any park issues arising and agree any action if required To consider request of football pitch hire for the 2017-18 season from Holy Rosary affiliated junior club, including attributable fees	G

**6508 Civic service - Cllr Colbert**

To consider and agree format and number civic presentations, with the possible addition of a junior award, for annual Civic service 2017

**6509 Dog Fouling - 10 Parishes**

To consider 10 Parishes request to add support to Melling Councils letter re dog fouling letter to saffron and take action as appropriate.

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**6510 Planning**

App No 0716 - 14 Sandhurst Drive L10 6LX

Erection of a single storey wrap around extension to the rear, side and front of the dwellinghouse

App No 0745 - 18 Kempton Park Road L10 6NH

Erection of a dormer extension to the front of the dwellinghouse incorporating a Juliet balcony

App No 0783 - 46 Oriel drive L10 3JL

Erection of a single storey extensions to the rear and side of the dwellinghouse

**6511 Date of meetings 2017-18**

Monday 19 June 2017

Monday 17 July 2017

Monday 21 August 2017

Monday 18 September 2017

Monday 16 October 2017

Monday 20 November 2017

Monday 18 December 2017

Monday 15 January 2018 Budget/Precept Meeting

Monday 22 January 2018

Monday 19 February 2018

Monday 19 March 2018

Monday 16 April Annual Parish Meeting, followed by Parish Council meeting

Monday 21 May 2018 Annual Meeting