



**NOTICE OF MEETING**  
**Aintree Village Parish Council**  
Date: 12 December 2017

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

*You are hereby summoned to the meeting of the Parish Council to be held on **Monday 18 December 2017** at the Council Chamber, Harrow Drive, Aintree Village, commencing at 7pm.*

*Meg Dilworth - Clerk*

- 6623 To receive apologies for absence**
- 6624 To receive declarations of interest**
- 6625 Public participation**
- 6626 Minutes of previous meeting**  
To approve the minutes of the Parish Council meeting held on 20 November 2017 and authorise the Chairman to sign as correct records. A
- 6627 Clerks report including an update on matters arising from minutes, to include but not exclusively (for information only)**  
Asset Valuations both building & equipment  
Donated tickets to Aintree races 9 December 2017 - passed to Woodlands Hospice (with whom contact details have been updated)  
Funding of trophies & awards
- 6628 Reports from external meetings and Chairman's report (for information only)**  
*MALC & LALC - Cllr M Carter*
- 6629 Financial matters**  
To consider the following and agree any actions required.  
: Budget monitoring report for November 2017 B  
: Bank reconciliation for November 2017 C  
: Current payments for authorisation. D  
: Draft Budget report ( re Precept setting) E
- 6630 Past Chairman pins - Clerk**  
To consider the replenishment of "Past Chairman" pin stocks and take action as required.
- 6631 Civic Service - Clerk**  
*St Giles Church Aintree Lane Sunday 14th January 2018 at 3pm followed by refreshments in St Giles church hall.*  
To make consideration of the nomination received for the 2017 Civic/Community awards (including Youth award) and agree any actions required. F  
To consider the funding of the Civic Service refreshments / buffet and agree any actions required.
- 6632 Parish Plan - Cllr M Carter**  
To consider the appetite for future planning and as a first step towards a longer term vision for the community the Parish Council serves, to make consideration in line with the minimum requirement of the NALC foundation award scheme and take action as required.  
[NALC foundation award scheme states :](#)  
*The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.*  
[A Parish Plan](#)  
*Parish plans are a form of community-led plan. Parish plans determine the future of communities and how they can change for the better. They are documents that set out a vision for the future of a parish and outlines how that can be achieved in an action plan.*

- 6633 Aintree Village Parish Council - Facebook page (for information only) - Clerk & Cllr Harris**  
The Clerk has established a Facebook page after assessing opportunities to enhance communication with the community of Aintree Village. Including but not exclusively for, the call for nominations / endorsements for the Civic/Community awards scheme 2017.  
To consider the implications of its use and agree any action if required.
- 6634 Casual Vacancy - Clerk & Cllr Harris**  
Official notification of retirement of Mr G Payne from the position of Councillor as of 9 December 2017  
Notification of Mr G Payne retirement passed to Sefton Council  
Notice of casual vacancy displayed in noticeboards and on website as from 12 December 2017  
Cllr Harris asks that the Parish Council thanks Mr Payne for his long and excellent service in all areas but with particular reference to financial matters and his more current contributions with regard to staffing issues and that such thanks be recorded in the minutes.  
To review a notice of interest with regard to co-opting Mr Honeyman to the vacancy of Parish Councillor and vote as to acceptance.
- 6635 Internal Audit Plan - Cllr Harris**  
To create an internal audit plan which instructs the internal auditor to review one item from the following selection every three months.  
Fees for leisure activities in the park  
Section 137 payments over the last two years  
Chairman's allowance  
The financial regulations  
Payments for expenses made to parish councillors and staff  
Level of cash reserves  
Budget and precept setting process  
Insurance cover  
Risk management arrangements  
Processes for the review of the asset register and the inventory of small equipment
- 6636 Park & safety issues - Clerk**  
To consider any park issues arising and agree any action if required, to include but not exclusively  
Weekly waste collection, by Sefton Council service started. Under review with regard to distance and gradient to garage compound.  
Chambers rear fire door - reassessment of push bar handle required  
Hardwire testing quotation from Sefton Arc - £900 + VAT  
Fabrication Jobs in the park - Maghull town council have agreed to do these at cost price.  
Car Park Line marking  
Request for cutting back of trees behind 26 Atholl crescent - Completed  
Update Football pitch terms and conditions so as not to allow organised matches on Remembrance Sunday.
- 6637 Planning**  
App No 2176 - Former Aintree Library  
Approval of details reserved by condition numbers 6,7 and 12 attached to planning permission DC/2015/02168 (approved 31/08/2016)  
App No 2211 - 16 Davehill Park L10 8LY  
Erection of a two storey extension to the side and alterations to the front elevation of the dwellinghouse after demolition of existing garage
- 6638 Correspondence (for information only)**  
Christmas Concert to support the work of Woodlands Hospice will be held at Old Roan Methodist Church on Saturday 2 December at 7.30 - Circulated  
NALC diversity commission - Circulated  
Sale of land by Knowsley MBC - Circulated  
Consultation - Dwelling threshold and its impact on the Sefton Coast - Circulated  
Falmouth Town Council - public toilets - Circulated
- 6639 Date of next meeting**  
Monday 15 January 2018

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Budget Monitoring Report November 2017						B			
	Payments	APR-JUN	JUL-SEP	Oct	Nov	Total	Spend to date	Budget	Balance to date
1	<b>PARK REFURBISHMENTS</b>	£9,155.77	£0.00	£0.00	£0.00	£9,155.77	£9,155.77	£11,150.00	£1,994.23
2	<b>PAYROLL</b>	£15,138.65	£6,501.44	£1,530.89	£2,417.29	£25,588.27	£25,588.27	£50,000.00	£24,411.73
	Skip hire	£125.00	£125.00	£0.00	£0.00	£250.00			
	Sefton Council-Park open/close	£1,916.20	£638.70	£0.00	£1,022.00	£3,576.90			
	Maghull TC- Grounds maintenance	£3,600.00	£3,900.00	£1,300.00	£1,000.00	£9,800.00			
	Sefton Council-Alarm maintenance	£0.00	£877.97	£0.00	£61.00	£938.97			
	Health/Safety	£150.00	£293.00	£50.00	£122.50	£615.50			
	Maintenance-Play Equipment	£0.00	£535.00	£0.00	£0.00	£535.00			
	Maintenance-Buildings-Waste removal	£139.59	£371.95	£405.00	£470.63	£1,387.17			
3	<b>PARK EXPENSES</b>						£17,103.54	£31,500.00	£14,396.46
	Postage/Stationery/Computer costs	£358.16	£29.59	£53.96	£258.96	£700.67			
	Refreshments	£24.67	£15.90	£0.00	£0.00	£40.57			
	IT Commission	£0.00	£0.00	£0.00	£0.00	£0.00			
	Audit fees	£0.00	£0.00	£400.00	£116.67	£516.67			
	Subscriptions	£817.60	£35.00	£0.00	£90.00	£942.60			
	Training	£189.00	£0.00	£0.00	£0.00	£189.00			
	Advance on Chairman's Expenses	£550.00	£0.00	£0.00	£0.00	£550.00			
	Other staff costs	£1,500.00	£0.00	£0.00	£0.00	£1,500.00			
4	<b>SUNDRY EXPENSES</b>						£3,339.51	£6,500.00	£3,160.49
5	<b>LOAN REPAYMENTS</b>	£0.00	£0.00	£7,099.24		£7,099.24	£7,099.24	£14,198.00	£7,098.76
	Gas	£72.51	£82.92	£0.00	£110.83	£266.26			
	Electric	£391.88	£172.51	£60.33	£72.81	£697.53			
	Water	£26.90	£863.58	£0.00	£0.00	£890.48			
	Telephone	£156.21	£159.86	£149.83	£4.60	£470.50			
6	<b>UTILITIES</b>						£2,324.77	£5,000.00	£2,675.23
7	<b>INSURANCE</b>	£0.00	£0.00	£3,629.82	£0.00	£3,629.82	£3,629.82	£3,500.00	£129.82
8	<b>SECTION 137 GRANTS</b>	£100.00	£0.00	£100.00	£0.00	£200.00	£200.00	£2,500.00	£2,300.00
9	<b>ELECTION COSTS</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00
10	<b>BANK CHARGES</b>	£61.68	£46.50	£12.84	£21.06	£142.08	£142.08	£400.00	£257.92
11	<b>MILEAGE</b>	£6.72	£1.35	£0.00	£74.10	£82.17	£82.17	£300.00	£217.83
12	<b>PROFESSIONAL FEES</b>	£6,850.00	£0.00	£0.00	£0.00	£6,850.00	£6,850.00	£9,850.00	£3,000.00
13	<b>CONTINGENCY</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31,500.00	£31,500.00
14	<b>VAT PAID</b>	£4,837.02	£1,381.66	£388.58	£483.00	£7,090.26	£7,090.26	£1,000.00	£6,090.26
		<b>£45,067.56</b>	<b>£16,031.93</b>	<b>£15,180.49</b>	<b>£6,325.45</b>	<b>£82,605.43</b>	<b>£82,605.43</b>	<b>£168,898.00</b>	<b>£86,292.57</b>
	Receipts	APR-JUN	JUL-SEP	Oct		Total	Received to date	Budget	Balance to date
15	<b>PRECEPT</b>	£42,000.00	£18,000.00	£0.00	£0.00	£60,000.00	£60,000.00	£60,000.00	£0.00
16	<b>BOWLS</b>	£420.12	£0.00	£0.00	£0.00	£420.12	£420.12	£200.00	£220.12
17	<b>FOOTBALL</b>	£175.00	£0.00	£108.33	£0.00	£283.33	£283.33	£350.00	£66.67
18	<b>BANK INTEREST (Deposit acc)</b>	£2.70	£1.74	£0.81	£0.00	£5.25	£5.25	£50.00	£44.75
19	<b>SUNDRY</b>	£0.00	£2,205.00	£0.00	£0.00	£2,205.00	£2,205.00	£0.00	£2,205.00
19	<b>VAT COLLECTED</b>	£35.00	£0.00	£21.67	£0.00	£56.67	£56.67	£0.00	£56.67
20	<b>VAT - HMRC</b>	£4,846.83	£2,975.47	£0.00	£0.00	£7,822.30	£7,822.30	£0.00	£7,822.30
		<b>£47,479.65</b>	<b>£23,182.21</b>	<b>£130.81</b>	<b>£0.00</b>	<b>£70,792.67</b>	<b>£70,792.67</b>	<b>£60,600.00</b>	<b>£10,192.67</b>
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			<b>NET VAT</b>				<b>£-788.71</b>	<b>£1,000.00</b>	<b>£1,788.71</b>

	<b>BANK RECONCILIATION- AS AT 30 NOVEMBER 2017</b>				c
	<b>CURRENT ACCOUNT</b>				
	<b>BALANCE B/FWD 31.10.2017</b>		£25,508.56		
	ADD RECEIPTS		£50.00		
	LESS PAYMENTS		-£6,325.45		
	TRANSFERS TO RESERVE ACCOUNT		£0.00		
	ADD CHQ WRITTEN BACK		£0.00		
	TRANSFERS FROM RESERVE ACCOUNT		£0.00		
	BALANCE C/FWD		£19,233.11		
	ADD UNPRESENTED CHEQUES		£4,184.31		
	ADJUSTMENT TO BALANCE		£0.10		
	<b>BALANCE AGREED TO STATEMENT ( 790 ) 30.11.2017</b>		<b>£23,417.52</b>		
	<b>BANK RECONCILIATION- AS AT 30 NOVEMBER 2017</b>				
	<b>RESERVE ACCOUNT</b>				
	<b>BALANCE B/FWD 31.10.2017</b>		£102,479.68		
	INTEREST RECEIVED		£0.90		
	TRANSFERS TO CURRENT ACCOUNT		£0.00		
	TRANSFERS FROM CURRENT ACCOUNT		£0.00		
	<b>BALANCE AGREED TO STATEMENT (155 ) 30.11.2017</b>		<b>£102,480.58</b>		
	<b>List of unpresented cheques</b>				
	<b>Chq number</b>				
	6245 Came & Co		£3,629.82		
	6250 Royal British Legion		£100.00		
	DDR Extra Energy		£19.47		
	6253 C Price		£116.67		
	6257 Sefton Area partnership		£90.00		
	6261 M Dilworth		£204.74		
	DDR Extra Energy		£23.61		
			<b>4,184.31</b>		

Payments Authorised 20 November 2017			D	
	Payee	Details	Amount	Cheque No / Pay Type
1	Sefton Area Partnership of Local Councils	Annual donation 2017/18	£90.00	6257
2	HMRC	Tax/Ni Month 09	£186.27	6263
3	S K Real Estate (Liverpool) Ltd	Professional Services re Buildings at Harrow Park	£600.00	6264
4	Maghull Town Council	Grounds maintenance contract November 2017	£1,560.00	6265
5	H Jenkinson & Co Ltd	Ink cartridges £42.88/Paper £22.20	£65.08	6266
6	K Ellis	Refreshments £2.75/Stamps 6.72	£9.47	6267
7	Epica	Health & Safety Support November 2017	£60.00	DDR
8	Natwest Autopay	Payroll November 2017	£2,000.57	DDR
9	Hive Telecom	Call charges November 2017	£5.27	DDR
10	Water Plus	Water/Wastewater 23 August-29 November 2017	£20.15	DDR
11	Natwest Autopay	Monthly service fee November 2017	£7.24	DDR
12	M Dilworth	Mileage	£204.75	
13				
14				
15				
16				
		<b>Total cost of payments</b>	<b>£4,808.80</b>	

## **Civic / Community Awards**

John & Lynne Kearns	Endorsement to AVPC email address
John Kearns	Endorsement to AVPC email address
Tommy Robinson	Endorsement to AVPC email address
Dave Saunder	Endorsement to AVPC email address
Nicola Miley	Endorsement to AVPC email address
Karen Heath	Endorsement to AVPC email address
Joan Temple	Endorsement to AVPC email address
Sam Delaney (Youth)	Endorsement to AVPC email address

## **Facebook**

Joe Kelly	Facebook proposal
Tommy Robinson	Facebook proposal
Pat Carden	Facebook proposal
Karen Heath	Facebook proposal
Nicola Miley	Facebook proposal
Grace Brady (Youth)	Facebook proposal