



Notice of Meeting

Aintree Village Parish Council

To all Members of Aintree Village Parish Council

You are hereby summoned to the Annual meeting of the Parish Council to be held on **Thursday 16th May 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

6941	<p>Election of Chairman of Parish Council:-</p> <p>a). To elect the Chairman of the Parish Council for the forthcoming year. b). The Chairman to sign the Declaration Acceptance of Office Form.</p>
6942	<p>Election of Vice-chairman of Parish Council:-</p> <p>a). To elect the Vice-chairman of the Parish Council for the forthcoming year. b). The Vice-chairman to sign the Declaration Acceptance of Office Form.</p>
6943	To receive apologies for absence
6944	To receive declarations of interest
6945	Public participation
6946	To consider and approve the minutes of the Parish Council meeting held on 15 th April 2019 (sent separately)
6947	<p>Finance and General Purposes Committee</p> <p>To appoint for 2019/20:-</p> <p>a). Six Parish Councillors to the Committee b). The Chairman of the Committee c). The Vice-Chair of the Committee d). The Chairman and Vice-Chairman of the Committee to sign the Declaration of Office Form.</p>
6948	<p>Park and Amenities Committee:-</p> <p>To appoint for 2019/20:-</p> <p>a). Six Parish Councillors to the Committee b). The Chairman of the Committee c). The Vice-Chair of the Committee d). The Chairman and the Vice-Chairman of the Committee to sign the Declaration of Office Form.</p>
6949	<p>To appoint to the following outside bodies:-</p> <p>A) Area Committee (1 No.) (currently Cllrs. Carter) B) Merseyside Association of Local Councils (MALC) (3 No.)</p>

	C) Council for the Protection of Rural England (CPRE) (1 No.)	
6950	Appointment of Members and Officers to the following:- A) Emergency Committee (currently Chairman, Vice Chairman) B) Press Officer (currently the Chairman of the Parish Council) New appointee to work jointly with the Parish Clerk	
6951	Matters arising and action list (attached)	
6952	Clerk's reports	<ol style="list-style-type: none"> 1. To consider a report on General Power of Competence and to resolve that the Parish Council meets the criteria as set out by Secretary of State in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (attached) 2. To consider and agree a Training and Development Policy (attached) 3. To consider a request from Sefton Council for a Member to be nominated to serve as a co-opted voting member of Sefton's Audit and Governance Standards Sub-Committees (attached) 4. To consider and approve the continuation of existing annual waste collection contract with Sefton Council at £1098.00 (attached) 5. To consider a report on the outcome of the Right to Bid application to Sefton Council for the Aintree Youth and Community Centre (attached) 6. To review and agree the following policies (included in the Induction Pack):- <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Financial Regulations • Code of Conduct 7. To note the dates set for the exercise of public rights: 3rd June to 12th July 2019
6953	Reports from external meetings and Chairman's reports <ul style="list-style-type: none"> • To report on the outcome of the meeting with the Merseyside Police. 	
6954	Financial Matters	<ol style="list-style-type: none"> 1. Budget monitoring report (attached as 6954 (A)) 2. Payments for authorisation (attached as 6954 (B)) 3. Bank reconciliation (attached as 6954 (C)) 4. Transfer funds between the Parish Council's bank accounts. 5. To nominate two further bank signatories 6. To consider the Internal Auditors Report (attached as 6954 (D)) 7. To approve the Annual Governance Statement (attached as 6954 (E)) 8. To approve the Accounting Statement (attached as 6954 (F))

		<p>9. To approve explanations of Variances (attached as 6954 (G))</p> <p>10. To note the following:-</p> <ul style="list-style-type: none"> • Bank Reconciliation (attached as 6954 (H)a) • Balance Sheet 31st March 2019 (attached as 6954 (H)b) • Current and Business Account Statements (attached as 6954 (H)c) <p>11. To consider and agree the Enduring Payment schedule (attached as 6954 (I))</p> <p>12. To consider the appointment of the Internal Auditor</p>		
6955	Correspondence	Deena Kelly – Head, Aintree Davenhill Primary School requesting two trophies (attached)		
6956	Planning Matters	<ul style="list-style-type: none"> • Planning Applications (attached) • Article on Facebook regarding Wango Lane housing development (attached) 		
6957	Dog Fouling	To consider the option of creating a temporary dedicated dog area	Cllr. Wykes	
6958	Tennis Courts	To provide an update on the use of Tennis Courts by the two local schools and TFF (Tennis For Free)	Cllr. Wykes	
6959	Bench	To consider the provision of a bench and a plaque for ex-Cllr Downey in recognition of his long service	Cllr Honeyman	
6960	Community Event 2020	To provide an update on the proposal by Aintree Community Trust to hold a Community Event in 2020	Cllr Honeyman	
6961	CCTV	To consider the option of having additional in-house CCTV cameras following the recent vandalism of Park Office shutters.	Cllr Honeyman	
6962	Dates of next meetings	Parish Council	F & GP Committee	P & A Committee
		<ul style="list-style-type: none"> • 15th July 2019 • 16th September 2019 • 18th November 2019 • 20th January 2020 (Budget/Precept) • 16th March 2020 • 18th May 2020 (Annual Parish Council) 	<ul style="list-style-type: none"> • 17th June 2019 • 19th August 2019 • 21st October 2019 • 16th December 2019 • 17th February 2020 • 20th April 2020 	<ul style="list-style-type: none"> • 3rd June 2019 • 5th August 2019 • 7th October 2019 • 16th December 2019 • 3rd February 2020 • 6th April 2020

Council Meeting –16th May 2019

MATTERS ARISING AND ACTION LIST

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Approved Cost £
6707 6736	GDPR	To undertake all necessary steps to comply with GDPR	Parish Clerk		Mapping exercise - not started	910.00
6775 6782	Internal Audit	<p>To ask the internal auditor to review the activities listed below, with one topic being selected every three months be delegated to the Parish Clerk.</p> <ul style="list-style-type: none"> a) the fees for leisure activities in the park b) section 137 payments over the last two years c) the chairman's allowance d) the financial regulations e) payments for expenses made to parish councillors and staff f) level of cash reserves g) budget and precept setting process h) insurance cover i) risk management arrangements processes for the review of the asset register and the inventory of small equipment. 	Parish Clerk		Internal Auditor to undertake 3 audits from the list every four months	
6822 (PK0076)	Canopy/ Awning (PK0079)	Parish Clerk 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.	Parish Clerk		Progressing	

6849	RoSPA (Park Committee)	Parish Clerk to seek quotes from other independent companies in order that an informed plan of action can be developed by the Park Committee	Parish Clerk	Early 2019		
6865	Safeguarding awareness Training	To consider the effectiveness of any training received, and its application in the Park	Parish Clerk			
6866	Additional Insurance Premium Cost	To include two litter bins, a Union flag and a notice board in the asset list when seeking new insurance quotes next year	Parish Clerk	November 2019		
6871	Set of keys for the Police	To provide a set of keys subject to the Police complying with all the Parish Council's key holder's procedures.	Parish Clerk		Email sent on 19 th December 2018 informing of the decision by the AVPC. Awaiting a response	
6878	Budget and precept for 2019/20	1. To develop a Financial Reserve Policy for approval for the financial year 2020/21	Parish Clerk/RFO	Sep 2019	Completed 15 th April 2019	
6890	Correction of previous payments schedule	Council Manager and Parish Clerk to make some annotation in the minutes of 21 st May 2018 and the 19 th June meetings that are uploaded on the Parish Council website	Parish Clerk			
6895	Accessibility Regulations	Council Manager and Parish Clerk to take all necessary actions to ensure compliance by September 2019 with the 2018 regulations.	Parish Clerk			
6902	Website (6738)	The Council Manager and Parish Clerk to enter into a contract with The Champion Newspaper, and to report back on the cost.	Parish Clerk		Waiting for an estimate	
	DBS	Clerk be instructed to submit a report on the limits of DBS clearance for open parks with no direct services	Parish Clerk		Completed 15 th April 2019	

		for children and vulnerable adults, such report to contain Sefton Council's comments as the parish council's 'umbrella body'				
6903	Civic Event	The Council Manager and Parish Clerk be instructed to bring a report that would enable the Parish Council to standardise civic award trophies for each category of award, together with cost implications.	Parish Clerk			
	Staffing Matters	Council Manager and Parish Clerk be instructed to bring a regular report on staffing issues in January of each year.	Parish Clerk	January 2020		
6918	Civic Event	The Council Manager and Parish Clerk to take the opportunity to inform the Aintree Churches of future dates of planned civic events.			Email sent on 21 st March 2019	
6924	Planning Matters	Representatives from Wango Lane Action Group to prepare questions and for these to be submitted to Senior Planning Officers before any meeting takes place.	Wango Lane Action Group		Emails sent	
6925	Illegal Advertising	The Council Manager and Parish Clerk to write Sefton Council regarding illegal advertising signs along Ormskirk Road and its junction with Aintree Lane/Copy Lane.	Parish Clerk		Completed 15 th April 2019	
6930	Dog Fouling Passageway Taunton Drive	The Council Manager and Parish Clerk to write to Sefton Council for more enforcement to prevent some dog walkers throwing soiled bags over the garden fence when using the passageway between Wango Lane and Taunton Drive.	Parish Clerk			
6933	DBS	The Council Manager and Parish Clerk to develop a formal DBS policy, including the reference to 'DBS portability', together with a policy for employing ex-offenders for consideration.	Parish Clerk			
6933	Illegal signs on the Ormskirk	Council Manager and Parish Council to write to Sefton's Planning Department as this may constitute illegal advertising on the highway.	Parish Clerk		Email sent 29th April 2019	

	Road Service Road					
6933	Awards for All	Council Manager and Parish Council to explore the viability of putting an Award for All bid for funds for the Park Tuck Shop/Cafe	Parish Clerk			
6936	Pedestrian Crossing on Bull Bridge Lane near Altway junction	Council Manager and Parish Clerk to write to Sefton Council stating that the Parish Council is fully supportive of this pedestrian crossing	Parish Clerk		Response from Sefton Council sent to Members On 30th April 2019	

PARISH COUNCIL POLICIES

PARISH COUNCIL POLICIES							
Policies completed				Policies pending completion			
No.	Core Documents	Date Policy approved	Proposed review date	No.	Core Documents	No.	Core Documents
1	Safe Guarding Policy	August 2018	August 2020	18	Tree Policy	35	Sickness Absence Policy
2	GDPR Policy	May 2018	May 2020	19	Complaints Policy	36	Anti-fraud and Corruption Policy
3	Standing Orders	17 th December 2018	December 2019	20	Health & Safety Policy	37	Grievance and Disciplinary Procedures
4	Financial Regulations	17 th December 2018	December 2019	21	Whistleblowing Policy	38	Recruitment of ex-offenders Policy
5	Code of Conduct	July 2018	July 2020	22	CCTV Policy	39	Disciplinary Policy
6	Lone Working Policy	17 th December 2018	December 2020	23	H and S Policy – DSE Policy	40	Policy on Recording of Decisions Made By Officers
7	Grant Awarding Policy	August 2018	August 2020	24	Parish Plan	41	Training and Development Policy Attached
8	Procurement Policy	21 st January 2019	January 2020	25	Pension Policy		
9	Scheme of Delegation	17 th September and 17 th December 20182018	April 2020	26	Allotment Policy		
10	a) Risk Management b) Statement Policy c) Risk Register	19 th November 2018	November 2019	27	Equal Opportunities Policy		
11	Asset Register	19 th November 2018	November 2019	28	Dignity at Work Policy		
12	Flag Policy	July 2018	July 2020	29	Flexible Working Policy		
13	Cash Handling Policy	19 th November 2018	November 2020	30	Openness and Transparency Policy		
14	Co-option Procedure Policy	15 th April 2019	April 2020	31	Recruitment and Management Policy		

15	Reserve Policy	15 th April 2019	April 2020	32	Alcohol and Drug Policy		
16	Statement of Internal Control for the year ending 31 st March 2019 -	15 th April 2019	April 2020	33	Volunteer Policy		
17	Payroll Policy	15 th April 2019	April 2020	34			

Aintree Village Parish Council
Report on General Power of Competence
16th May 2019

1.0 Background

- 1.1 Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a Parish Council has the power (under a specified statute) to undertake that activity.
- 1.2 Parish Councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.
- 1.3 Despite the wide range of powers, Parish Councils are always at risk of being challenged, especially if they undertake an unusual activity.
- 1.4 In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, Sections 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.
- 1.5 This report explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power.

2.0 Legislative Background

- 2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument (SI) that:-

“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

- 2.2 Under the new legislation, eligible Parish Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible Council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a Parish Council is normally permitted to act in the same way.

3.0 Explanation about the General Power of Competence

3.1 Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible Local Councils, “the power to do anything that individuals generally may do” as long as they don’t break other laws. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use the GPC.

3.2 To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can’t put someone in prison – and neither can a Local Council (although, like an individual, the Council can press for a prosecution).
- An individual can’t impose taxes on other people – so a Local Council can’t use the GPC to raise taxes.

3.3 On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a Local Council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a Local Council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

3.4 Sometimes a Council can do things that an individual can’t do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation.

3.5 It should be noted that the GPC does not mean that the Council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

3.6 The Government hopes that the GPC gives Local Councils confidence in their legal capacity to act for their communities. It encourages Councils to use this power to work with others in providing cost effective services and facilities in innovative ways to meet the needs of local people. The Council can lend or invest money; it can trade; it can even sell energy to the National Grid.

3.7 If another authority has a statutory duty, then it remains their duty to provide that service (e.g. education, waste collection, social services) but Local Councils can still help out. For example, a Local Council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

3.8 The Council can undertake activities using the GPC anywhere – not just in the Parish (s1(4a)). It isn’t necessary to worry whether the activity is for the benefit of

the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a Council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

3.9 As always, the Council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a Council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

4.0 Restrictions and Risks

4.1 There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a Local Council should consider before using the power.

4.2 Clerks and Councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a Local Council that is eligible to use the GPC must continue to abide by its duties.

4.3 For example:-

- The Council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
- The Natural Environment and Communities Act 2006 s40 imposes a duty on Local Councils to consider conserving biodiversity in exercising its functions.
- The Smallholding and Allotments Act 1908 s23(1) gives Councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a Local Council.
- Furthermore, the Council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The Council must set up a company or co-operative society if it wishes to trade. If the Council sets up a company or co-operative society it must abide by company law. The Council can charge for services provided under the GPC.
- If the Council wants to invest in a local business to support the local economy, it should follow Government advice on investment. If it wishes to

support a community enterprise, an economic development grant might be a sensible option.

- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (e.g. education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the Local Council (although it might need to set up an appropriate delivery body first).
- If the action the Council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the Council to ask permission before acting, then it must do so. For example, the Council asks permission from the Highways Authority before doing work on roadside verges.

4.4 The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The Council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the Council should ensure support from local taxpayers.

4.5 So Councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a Council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

4.6 Although Councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support.

4.7 For example:-

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The Council risks its reputation and public money if a project goes wrong

5.0 Local Government Act 1972 (s137)

5.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

5.2 A Council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area.

However, Section 137 (3) which permits the Council to contribute to UK charities, public sector funds and public appeals remains in place.

6.0 Eligibility Criteria

6.1 The three conditions for eligibility are set out in the Statutory Instrument as follows:

Elected Councillors

- At the precise moment that the Council resolves that it meets the criteria, the number of Councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of Councillors.
- Elected Councillors include all Councillors who stood for election whether or not the election was contested. Co-opted or appointed Councillors do not count as they are not elected.
- The total number of Councillors means the number of seats on the Council including those that might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number.

Qualified clerk

The clerk must hold at least one of the sector-specific qualifications:-

- The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)
- The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
- The Certificate of Higher Education in Local Council Administration
- The Certificate of Higher Education in Local Policy
- The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)
- Any equivalent successor qualification
- **AND** pass the 2012 CiLCA module relating to the general power of competence

Resolution

- A Local Council must decide, at a full meeting of the Council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting.
- The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the Council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the Council after the ordinary election even if the condition of the eligibility criteria has changed. (A

'relevant' annual meeting is the annual meeting of the Council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year).

6.2 It is important to note the following:-

- Since the GPC can be used for most of the activities of the Council rather than for unusual one-off projects, the Council cannot employ a clerk on a short-term contract specifically for using the power.
- If the Council loses its qualified clerk or has insufficient elected Councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the Council (after the ordinary election).
- If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing that activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The Council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power.
- When entering into a contract under the GPC, a Council should be cautious if the contract lasts beyond the next annual meeting when the Council might no longer be eligible to use the GPC. There is a risk of legal action if the Council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.
- There is no requirement for members to be trained in the general power of competence

7.0 Comments

7.1 Aintree Village Parish Council satisfies all the three conditions as:-

1. All 12 Councillors were elected at the May 2019 election
2. The Council Manager and Parish Clerk has passed the Certificate in Local Council Administration (CiLCA) , (and the CiLCA module on the general power of competence if pre 2012) (attached as Annex A)

8.0 Recommendations

8.1 It is recommended that the Members consider this report and pass the following resolution:-

1. "The Parish Council resolves from 16th May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence", and
2. Approve the membership for the Society of Local Council Clerks at a cost of £247.00



AINTREE VILLAGE PARISH COUNCIL

Training and Development Policy

16th May 2019
Minutes

Aintree Village Parish Council

Training and Development Policy

1.0 Introduction

1.1 Aintree Village Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. The Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, and staff are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant.

1.2 This document constitutes the council's training and development policy. The objectives of this policy are to:-

- encourage Councillors and staff to undertake appropriate training and development
- allocate training in a fair manner
- ensure that all provision is evaluated in order to judge its value to both the Council and individuals

2.0 Commitment to training and development

2.1 Aintree Village Parish Council is committed to the ongoing training and development of all Councillors and staff to enable them to make the most effective contribution to the council's aims and objectives in order to provide the highest quality representation and services for the people of the village. In this document training and development are defined as follows:-

- **Training** is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace (i.e. Parish Council).
- **Development** is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

2.2 Providing training and development realises a number of benefits:-

- improves the quality of services and facilities that the council provides
- enables the council to achieve its aims and objectives
- improves the skill base of both staff and Councillors, leading to confident, qualified people who are able to operate as part of an effective and efficient team
- demonstrates that both staff and Councillors are valued as individuals and as members of a team

2.3 Training and development will be achieved by including a realistic financial allocation in the annual budget, as well as taking advantage of any relevant partnership or available in-house provision.

2.4 The process of provision will be as follows:-

- Training and development needs will be identified by considering the overall objectives of the Council in conjunction with the requirements of individuals.
- Appropriate training and development will be planned and organised to meet these specific needs.
- Where necessary, training and development will be designed and then delivered to those who require it.
- The effectiveness of the training and development will be evaluated.

3.0 The identification of Training and Development Needs

3.1 Staff will be asked to identify their training and development needs as follows:-

- The Clerk – during the recruitment process, at Council meetings, annual staff appraisal, in discussions with the Council/Committee Chairman
- Other employees – during regular meetings with the Clerk, and at staff appraisals

3.2 Councillors will be asked to identify their training and development needs:-

- at any point during their tenure
- as a result of Parish Council and/or Committee meetings
- in conversations with other Councillors and/or the Clerk.

3.3 There is a number of additional ways in which the training and development needs of both Councillors and staff may be identified, such as:-

- questionnaires
- during interview, if co-opted
- following confirmation of appointment
- formal and informal discussion.

3.4 Other circumstances may also present the need for training and development, such as:-

- legislative requirements
- changes in legislation
- changes in systems
- new or revised qualifications becoming available
- accidents
- professional error
- introduction of new equipment
- new working methods and practices
- complaints to the Council

- a request from a member of staff
- devolved services / delivery of new services.

4.0 Training and Development Activity

4.1 The Parish Council recognises that its most important resource is its staff and councillors, and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development. Training and development for each of these groups will be regularly reviewed. The Parish Council consists of twelve elected councillors and currently employs the following staff on part-time:-

- Parish Clerk
- RFO
- Park Officer
- Assistant Park Officer, and
- Cleaner

5.0 Training and Development for Councillors

- a) Attendance at induction sessions explaining the role of Councillors;
- b) provision of Councillor Induction Pack containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) training on Code of Conduct, Parish Council finances;
- d) access to relevant courses provided by bodies such as the Lancashire Association of Local Councils (LALC); Sefton Council; Merseyside Association of Local Councils (MALC); the neighbouring Parish/Town Councils
- e) expenses for attending briefings, consultations and other general meetings for Councillors in the area, and;
- f) circulation of documentation such as briefings, newsletters and magazines.

6.0 Training and Development for the Clerk

- a) Induction session explaining the role of the Clerk;
- b) provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) gaining the Certificate in Local Council Administration (CiLCA) within two years of appointment;
- d) any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and understanding the planning system, identified through regular training needs assessments;
- e) attendance at relevant local meetings of bodies such as the Association of Local Council Clerks (ALCC) and briefings by LALC;
- f) subscription to relevant publications and advice services;
- g) provision of Local Council Administration by Charles Arnold Baker and Paul Claydon and other relevant publications, which will remain the property of the Council;
- h) mentoring opportunities with suitably qualified Clerks from neighbouring Town/Parishes, and;

- i) regular feedback from the Chairman of the Council in their performance.

7.0 Training and Development for other staff

- a) Induction session with the Clerk explaining their role;
- b) provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) gaining relevant qualifications within two years of appointment;
- d) any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance, Health and Safety, Handling Machinery, Ground Maintenance Work, identified through regular training needs assessments;
- e) mentoring opportunities with suitably with similar qualified officers from neighbouring Town/Parishes, and;
- f) regular feedback from the Clerk.

8.0 Study Leave and Course Attendance

8.1 Employees who are given approval to undertake external qualifications are granted the following:-

- a) Study time to attend day-release courses;
- b) time to sit examinations;
- c) study time of one day per examination (in consultation with the Clerk);
- d) provision of study time must be agreed with the Council prior to the course being undertaken;
- e) where attendance is required at a short course, a full day of paid leave will be granted, and;
- f) Councillors and staff attending approved short courses/workshops/ residential weekends can expect the following to be paid:
 - i. the course fee (usually invoiced before of following the event);
 - ii. travelling expenses in accordance with the Council's current policy, and;
 - iii. subsistence in accordance with the Council's current policy

9.0 Training Resources

- a) Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. The amount will be reviewed at the meeting where the Council sets a budget, usually January;
- b) annually, the Council will consider an allocation in the budget for the payment of a subscription to the ALCC and LALC to enable the Clerk and Councillors to take advantage of their training courses and conferences, and;
- c) the purchases of relevant resources such as publications will be considered on an ongoing basis.

10. Evaluation and Review

- a) All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs

highlighted as a result will be brought into the identification of training needs process (section 3 above);

- b) training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers, and;
- c) the Clerk will maintain a record of training that they, councillors and volunteers attend.

11.0 Linking with Other Council Policies

11.1 A commitment to training and development greatly assists in achieving good governance and an effective system of risk management. Ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the council. It is also acknowledged that undertaking training and development is a clear indication of continuing professional development.

11.2 This training and development policy will link to the following policies and documents of Council:-

- a) Code of Conduct;
- b) Standing Orders;
- c) Contract of Employment;
- d) Health and Safety Policy;
- e) Risk Assessment and Management;
- f) Equal Opportunities Policy;

Paul Fraser <Paul.Fraser@sefton.gov.uk>
Thu 04/04/2019 11:26
Steve Pearce;
Ruth Harrison

□

Dear Parish/Town Clerk, I am getting in touch to seek your help in nominating one of your Parish/Town Councillors **to serve as a co-opted voting member of Sefton's Audit and Governance Standards Sub-Committees**. In the past, nominations have been submitted to the Council by the Sefton Area Partnership of Local Councils. However, I understand that SAPLC is no longer operational and therefore, this is the reason I am approaching you directly.

The role of a co-opted member will be to consider any complaints that are submitted in respect of the conduct of any Parish/Town Councillor in the Borough. If such a complaint does arise, one of the co-opted members will be selected to form part of the 3 Member Panel on an Audit and Governance Standards Sub-Committee. For your information, Parish Councillors J. Colbert (Aintree Village Parish Council); G. Lee (Melling Parish Council) and D. Warren (Hightown Parish Council) were last year nominated by SAPLC.

It would be really helpful if your Parish/Town Council could give my request consideration at your Annual Meetings to be held following the elections on 2 May, 2019; and a response before 16 May 2019 would be greatly appreciated so that nominations could be confirmed by Sefton's Annual Council meeting on 16 May.

Finally, it is not envisaged that this task will be onerous. My records show that since 2013 only two Sub-Committees have been held to consider complaints that had been submitted in respect of the conduct of Parish/Town Councillor in the Borough. However, it is very important that if such a complaint does arise, we have access to the experience and knowledge that a Parish/Town Councillor can bring to determine the outcome of the complaint.

Thank you very much for your help in this matter, it's really appreciated, Paul

Paul Fraser
Senior Democratic Services Officer
Sefton Council
Town Hall, Oriel Road, Bootle L20 7AE
0151 934 2068
paul.fraser@sefton.gov.uk
www.sefton.gov.uk

ANNUAL COLLECTION WASTE CONTRACT

Antree Village Parish Council

Controlled Waste Transfer Note Valid: 01/04/2019 to 31/03/2020

Your Company Details (Transferor) - to be used for invoicing purposes

Company name and address:

ANTREE VILLAGE PARISH COUNCIL
 ASSEMBLY ROOM
 HAWTHORNE DRIVE
 ANTREE, LINCOLNSHIRE
 LN21 9JL

Contact: MIC HUNO
 Telephone: 01530 285614
 Email:

Waste Details

Waste Classification: 20-03-01
 Type of Waste: Mixed Municipal Waste
 Nature of business:
 Registered charity No:
 SIC code (2007):

Waste Collection Details

Container Type:	No. of Containers:	Collections/Week:	Yearly charges:
120 litre - Curbin	1	1	£348.00
Administration charge			£30.00
Collection charges:			£378.00

Collection Address:

ANTREE VILLAGE PARISH COUNCIL
 HAWTHORNE DRIVE
 ANTREE

Contact: MIC HUNO
 Telephone: 01530 285614
 Email:

Collection Company Details (Transferee)

Seflon Metropolitan Borough Council
 004016 Services
 Hawthorne Road Depot
 Hawthorne Road, Beole
 LN2 9PH

Contact: Commercial waste
 Tel: 0211 288 6342
 Email: commercial.waste@seflon.gov.uk
 Date: 11/04/2019

Antree Village

Commercial Waste Collection Agreement

I/we agree to the terms and conditions for the collection and disposal of commercial waste by Seflon Council as detailed in the enclosed Commercial Waste Collection Agreement document.

By signing below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2007.

Aintree Village Parish Council
Community Right to Bid
Aintree Youth and Community Centre
16th May 2019

1.0 Purpose of Report

1.1 The purpose of this report is to inform Members of the outcome of the Right to Bid application submitted to Sefton Council relating to Aintree Youth and Community Centre.

2.0 Background

2.1 Members at their meeting on 16th July 2018 considered a report setting out the background on the Community Right to Bid regulations, which were introduced as part of the Localism Act.

2.2 The regulations allows Community groups or Parish or Town Councils' to nominate both privately and publicly owned assets to be added to the List of Assets of Community Value held by the Council, if the asset meets the criteria for assets of community value. A building or land in the local planning authority's area will be listed as an asset of community value if in the opinion of the local authority:

- Its current primary use of the building or land or the use of the building or land in the [recent past](#) furthers or had furthered the [social wellbeing or social interest](#) of the local community.
- It is realistic to think now or in the next five years the primary use of the building or land could be to further social wellbeing or social interests of the local community whether or not in the same way.

2.3 If the asset is listed as an asset of community value and comes up for sale, community groups will have six months to prepare a bid to acquire the asset.

2.4 The Parish Council having considered the report agreed that a Working Group consisting of Cllrs. Colbert, Gent and Kelly be convened to undertake formal discussions with the Board Members of Aintree Community Centre with the aim of submitting an application under the Right to Bid legislation to Sefton Council for the Centre.

2.5 The Parish Council at its meeting on 17th September 2018 considered a further report, which set out the positive outcome of the formal discussions with the Board Members of Aintree Youth and Community Centre and resolved that:-

- a) Parish Council agree in principle to lodging an application for Aintree Community Centre under the Right to Bid Legislation to Sefton council, and

- 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.

2.6 Members further considered a report at their meeting on 19th November 2018, including the attached completed Right to Bid application form and:-

- 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.

3.0 Outcome of the Right to Bid Application

3.1 The completed Right to Bid application was submitted to Sefton Council in November 2018. Sefton Council's Cabinet Member for Regulatory, Compliance and Corporate Services at her meeting on 17th April 2019 considered the Right to Application from the Parish Council and made the following decision that:-

'(1) the nomination and listing of Aintree Community Centre, Oriel Drive, Aintree be approved as an Asset of Community Value; and

(2) the Chief Legal and Democratic Services Officer register such interest as a land charge on the Council's title and that it be included on the list of Assets of Community Value on the Council's website.

Reason for the Decision:

To enable the land to be listed as an Asset of Community Value and to comply with the procedural requirements of the Localism Act 2011.

Alternative Options Considered and Rejected:

None.

Publication date: 17/04/2019

Date of decision: 17/04/2019

Effective from: 27/04/2019

Accompanying Documents:

- [FD 5605 - Cabinet Member report - Aintree Community Centre](#) PDF 349 KB'

4.0 Recommendations

It is recommended that Members:-

4.1 Members note Sefton Council's decision to list Aintree Youth and Community Centre, Oriel Drive, Aintree Village as an Asset of Community Value, and

4.2 Request the Council Manager and Parish Clerk to present a report as soon as possible setting out briefly the financial, legal and management implications.

Budget Monitoring Report - April 2019 - 2020

	Payments	-	Budget	April	Total (April-Sep)	Spend to date	Balance to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£13,000.00	£0.00	£0.00	£0.00	£13,000.00
2	PAYROLL {PRL-01 to PRL-06}		£44,000.00	£3,948.81	£3,948.81	£3,948.81	£40,051.19
3	PARK EXPENSES						
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,400.00	£0.00	£0.00	£0.00	£1,400.00
	Sefton Council-Park open/close {PEX-02}		£5,480.00	£1,022.00	£1,022.00	£1,022.00	£4,458.00
	Maghull TC- Grounds maintenance {PEX-03}		£20,000.00	£2,330.00	£2,330.00	£2,330.00	£17,670.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,119.00	£0.00	£0.00	£0.00	£1,119.00
	Health/Safety {PEX-07 to PEX-09}		£946.00	£50.00	£50.00	£50.00	£896.00
	Maintenance-Play Equipment {PEX-10}		£12,000.00	£40.05	£40.05	£40.05	£11,959.95
	Maintenance-Buildings {PEX-14 to PEX-18}		£14,160.00	£1,098.80	£1,098.80	£1,098.80	£13,061.20
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£1,000.00	£0.00	£0.00	£0.00	£1,000.00
	Total		£56,105.00	£4,540.85	£4,540.85	£4,540.85	£51,564.15
4	SUNDRY EXPENSES						
	Postage/Stationery/Printing/Computer costs {SUN-01 to SUN-02}		£2,775.00	£190.52	£190.52	£190.52	£2,584.48
	Refreshments/Cleaning Materials {SUN-03}		£150.00	£0.00	£0.00	£0.00	£150.00
	I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£2,200.00	£0.00	£0.00	£0.00	£2,200.00
	Audit fees {SUN-05 to SUN-06}		£925.00	£0.00	£0.00	£0.00	£925.00

	Subscriptions {SUN-07 to SUN-12}	£1,224.00	£36.00	£36.00	£36.00	£1,188.00
	Training/others {SUN-13 and SUN-19}	£1,150.00	£129.00	£129.00	£129.00	£1,021.00
	Advance on Chairman's Expenses {SUN-14}	£300.00	£0.00	£0.00	£0.00	£300.00
	Others staff costs {SUN-15}	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to COM-03}	£2,700.00	£0.00	£0.00	£0.00	£2,700.00
	Total + COM-04	£12,424.00	£355.52	£355.52	£355.52	£12,068.48
5	LOAN REPAYMENTS	£14,200.00	£7,099.26	£0.00	£0.00	£14,200.00
6	UTILITIES					
	Gas {UTI-01}	£540.00	£0.00	£0.00	£0.00	£540.00
	Electric {UTI-02}	£1,500.00	£162.51	£162.51	£162.51	£1,337.49
	Water {UTI-03}	£1,900.00	£0.00	£0.00	£0.00	£1,900.00
	Telephone {UTO-04}	£680.00	£217.93	£217.93	£217.93	£462.07
	Others s {UTO-05}	£250.00	£0.00	£0.00	£0.00	
	Total	£4,870.00	£380.44	£380.44	£380.44	£4,489.56
7	INSURANCE	£4,000.00	£0.00	£0.00	£0.00	£4,000.00
8	SECTION 137 GRANTS	£2,500.00	£0.00	£0.00	£0.00	£2,500.00
9	ELECTION COSTS	£3,000.00	£0.00	£0.00	£0.00	£3,000.00
10	BANK CHARGES	£250.00	£29.52	£29.52	£29.52	£220.48
11	MILEAGE	£1,500.00	£157.60	£157.60	£157.60	£1,342.40
12	PROFESSIONAL FEES	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
13	CONTINGENCY	£17,000.00	£0.00	£0.00	£0.00	£17,000.00
14	VAT PAID	£10,000.00	£1,023.95	£1,023.95	£1,023.95	£8,976.05
	TOTAL	£183,849.00	£17,535.95	£15,357.98	£17,535.95	£136,419.16

	Receipts	Budget	April	Total	Balance	Balance to date
15	PRECEPT	£114,100.00	£57,050.00	£57,050.00	£57,050.00	£57,050.00
16	BOWLS	£420.00	£0.00	£0.00	£420.00	£420.00
17	FOOTBALL	£400.00	£0.00	£0.00	£400.00	£400.00
18	BANK INTEREST (Deposit acc)	£30.00	£0.00	£0.00	£30.00	£30.00
19	SUNDRY	£250.00	£0.00	£0.00	£250.00	£250.00
19	VAT COLLECTED	£35.00	£0.00	£0.00	£35.00	£35.00
20	VAT - HMRC	£10,000.00	£0.00	£0.00	£10,000.00	£10,000.00
		£125,235.00	£0.00	£57,050.00	£68,185.00	£68,185.00
				NET VAT		-£7,221.28

PAYMENTS FOR AUTHORISATION

Period Covered 16 April-16 May 2019

Accounts payable – 16 May 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code/Comments
1.BACS	W C S Group	Monthly Hygiene Visit as part of a contract – April 2019	72.00	LGA 1972s111	PEX-07
2.Direct Debit	Epica Ltd	Monthly Health and Safety Support as part of a contract – April 2019	60.00	LGA 1972s111	PEX-07
3.Standing Order	Sefton Council	Contract to Open and Close the Park	613.20	LGA 1972s111	PEX-05
		Total	£745.20		
For information only - Contractual/Statutory payments (VARIABLE)					
4.BACS	Natwest Autopay	Monthly payroll paid 06 May 2019	2,883.58	LGA 1972s111	PRL-00
5.BACS	HMRC	Tax/Ni April 2019	980.45	LGA 1972s111	PRL-00
6.Direct Debit	B & C E Pensions	April 2019 Pension charge	148.37	LGA 1972s111	PRL-06
		Total	£4,012.40		

For approval - Invoice payments					
7.BACS	British Gas	Usage actual reading April 2019	39.45	LGA 1972s111	UTI-01
8.BACS	D Hinton	Mileage April 2019	2.70	LGA 1972s111	MIL-01
9.BACS	M Kundi	Postage £16.50/Mobile £8.29/Mileage Apr 19 £52.00	76.79	LGA 1972s111	MIL-01 & SUN-01
10.BACS	K Ellis	Postage£16.40/Stationery £64.16/Refreshments £2.39/Photocopies £10.00	93.35	LGA 1972s111	SUN-01
11.Chq 6357	Gemini Blinds	50% Deposit for Bowling Green Awning	876.00	LGA 1972s111	Paid between meetings
12.BACS	World of Power	Engine for Mower	949.48	LGA 1972s111	Paid between meetings
13.BACS	Jenkinsons	Ink Cartridges/Subject Dividers	58.60	LGA 1972s111	SUN-01
14.Direct Debit	Natwest	Autopay Charges – April 2019	24.98	LGA 1972s111	PRL-00
15.Direct Debit	Natwest	Bank charges – Current Account – 30 March to 03 May 2019	9.38	LGA 1972s111	PRL-00
16. Bacs	Jenkinsons Ltd	Two boxes of copier paper	24.60	LGA 1972s111	SUN-01
17.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	171.00	LGA 1972s111	UTI-02
18.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	8.00	LGA 1972s111	UTI-02
19.Direct Debit	EDF Energy	Monthly payment plan-Changing Rooms	16.00	LGA 1972s111	UTI-02
Total			2,350.33		

SUMMARY

For information only - Contractual/Statutory payments (FIXED)	745.20		
For information only -Contractual/Statutory payments (VARIABLE)	4,012.40		
Invoices for payment (Variable)	2,350.33		
Total for 16 May 2019	£7,107.93		

Bank Reconciliation**Period Covered 01 to 30 April 2019**

CURRENT ACCOUNT - Bank reconciliation – as at 30 April 2019				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward 31 March 2019				27,681.21
Add receipts			28,815.00	56,496.21
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	36,728.30
Payments		-17,435.97		
Balance Carried Forward				39,060.24
Add Unpresented Cheques and Direct Debits not collected			0	
Total				39,060.24
Balance Agreed to Statement (821) 30 April 2019				39,060.24
RESERVE ACCOUNT - Bank reconciliation – as at 30 April 2019				
Balance brought Forward				122,647.19

Add Interest received			0.00	
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward				122,647.19
SUMMARY OF BALANCES AS AT 30 April 2019				
Current Account (after deducting unrepresented cheques)				39,060.24
Reserve Account				122,647.19
Total cash available (30 April 2019)				161,707.43

Annual Internal Auditor's Report

Annual Internal Audit Report 2018/19

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and acceptable are the internal audit conclusions or whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Accepted? (Please indicate area of the findings)	
	Yes	No
A. Appropriate accounting records have been properly kept throughout the financial year	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. The authority complied with its financial obligations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. The authority achieved its significant tasks according to objectives and achieved the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. The principal risks requirement (whether from an assurance/obligatory process, a process against the budget and regularly reviewed, and reviews were appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Expenditure was fully reviewed, based on correct invoices, properly supported and correctly billed and VAT was appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Public sector payments were correctly supported by receipts, all party social expenditure was approved and VAT appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H. Assets and investments acquired were complete and accurate and properly maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I. Financial and year-end bank account reconciliations were properly carried out	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared in this correct accounting basis (credits and payments or income and expenditure, agreed to the cash book, supporting an internal audit trail from underlying records and where appropriate debitors and creditors were correctly recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K. If the authority or third party is exempt from certified accounts (section 22(1)(b) of the Companies Act 2006) and correctly declared that exempt, 'Not Certified' should only be shown where the authority has a limited assurance system of its 2017/18 accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L. During summer 2018 this authority has provided the proper quarterly for the monitor of public opinion if aware of the requirements of the Accounts and Audit Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. For total payable only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your total (including payable) – The correct total is responsible as a whole	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For any other areas identified by the authority adequate controls existed (state the total area or separate items if needed)

Consign internal audit conclusion: *04/19* *30/01/19* Name of person who carried out the internal audit: *COLLEEN PRICE*

Signature of person who carried out the internal audit: *[Signature]* Date: *02/02/19*

*To be completed if the payable is made in order to verify the maintenance and other being being to address any weaknesses control identified and require them to be fixed.

*Check if the responses not covered please state when the next internal audit report is due in this area and when it is not covered, it is covered not required, for an internal audit report must state why not but include check if needed.

Form ICA/Accounts and Audit/Annual Report 2018/19 (Rev 1) Date: 2018

ANNUAL GOVERNANCE STATEMENT

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WYRE JILIAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019 that:

Question	Yes		No		Do you have any comments?
	18/19	17/18	18/19	17/18	
1. Are there any other engagements by external financial management throughout the year, and in the preparation of the Accounting Statements?					prepared by statutory auditors in accordance with the Accounts and Audit Regulations.
2. The existence of adequate systems of internal control including measures designed to prevent and detect fraud and irregularities and measures to mitigate the risk of fraud.					have proper arrangements and control responsibility for managing the authority and measures in its charge.
3. The local authority has adequate systems of internal control that have not to the best of our knowledge and belief been subject to any significant weaknesses or deficiencies that could have a significant impact on the ability of the authority to provide the services or manage its finances.					has not done what it has the legal power to do and has complied with proper practices in doing so.
4. The principal areas of responsibility during the year for the preparation of the accounts are in accordance with the requirements of the Accounts and Audit Regulations.					during the preparation of accounts reviewed the accounts to report and sign accounts about the authority's accounts.
5. The local authority has a system of internal control that includes the identification of internal control weaknesses and measures to mitigate those weaknesses.					examined and reported the financial statements of the authority and provided, to the best of our knowledge and belief, a true and fair view of the financial position of the authority.
6. The local authority has a system of internal control that includes the identification of internal control weaknesses and measures to mitigate those weaknesses.					arranged for a competent person, independent of the financial statements and procedures, to give an objective view of whether internal controls meet the needs of the authority.
7. The local authority has a system of internal control that includes the identification of internal control weaknesses and measures to mitigate those weaknesses.					examined and reported the financial statements of the authority and provided, to the best of our knowledge and belief, a true and fair view of the financial position of the authority.
8. The local authority has a system of internal control that includes the identification of internal control weaknesses and measures to mitigate those weaknesses.					the local authority's annual financial statements, which apply the year including everything done after the year end.
9. If a local authority is not a limited liability company, it must ensure that its members are not liable for the authority's debts or liabilities.					has not done what it has the legal power to do and has complied with proper practices in doing so.

Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minutes reference:

Signed by the Chairman and Clerk of the authority whose approval has been given:

Chairman:
Clerk:

Other information required by the Transparency Code (not part of Annual Governance Statement):
Authority web address:

ACCOUNTING STATEMENT 2018/19

Section 2 – Accounting Statements 2018/19 for

WYKEMOUTH BOROUGH COUNCIL

	For ending		Notes and guidance
	31 March 2019 (2018/19)	31 March 2018 (2017/18)	
1. Balance brought forward	140,409	102,237	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Prizes or Grants and Loans	00,000	148,225	Total amount of prizes (or for gifts) value and loans received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,728	2,790	Total income or receipts as recorded in the financial statements (the amount of transactions recorded (line 2). Include any grants received.
4. (-) Staff costs	(22,437)	(44,381)	Total expenditure on payments made on and on behalf of all employees. Include salaries and wages, PAYE and NI for employees and employers, pension contributions and employment expenses.
5. (+) Loan interest/repayment	(4,286)	(4,558)	Total expenditure on payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(88,266)	(47,226)	Total expenditure or payments as recorded in the cash book less staff costs (line 4) and loan interest/repayment (line 5).
7. (+) Balance agreed forward	130,237	102,898	Total balances and reserves at the end of the year. Must equal (7)-(2)-(3)+(4)+(5).
8. Total value of cash and short-term investments	49,141	148,225	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	19,337	16,827	The value of all the property the authority owns – to include all of its fixed assets and long term investments as at 31 March.
10. Total borrowings	61,859	100,898	The outstanding capital balance as at 31 March of all loans from third parties (including PWS).
11. (For Local Councils Only (Debtors not to Trust banks (including charities))	144	116	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N/A. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Statutory Authorities – a Practitioner's Guide to Proper Practice and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval.
Date:

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved.

EXPLANATION OF VARIANCE

Explanation of variances – pro forma

ANTREE VILLAGE PARISH COUNCIL

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the actual period value (Box 2).

Section 2	2017/18 £	2018/19 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Local reserves and funds	60,000	141,525	81,525	136%	The project was increased to cover planned capital expenditure and job improvements.
Box 3 Total other receipts	1,725	2,140	415	24%	Surety receipts reduced by LWT.
Box 4 Staff costs	23,427	24,261	834	3.6%	Under 15%
Box 5 Loan interest/ capital payments	7,069	14,100	7,031	99%	Two loan payments were taken this year against one payment in 2018, as payments are collected by direct debit the table can vary.
Box 6 All other payments	18,366	47,220	-28,854	-157%	No job refurbishments made this year against 25,150 for the previous year.
Box 7 Total fixed assets & long-term investments & stocks	10,007	10,007	0	0%	Under 15%
Box 10 Total income/expense	104,027	198,625	94,598	91%	Under 15%
Explanation for 'high' reserves	Box 7 is more than Boxes 2 and 3 because: An advance of £28,525 was made against the 2018/20 budget as explained above and Two loan payments were made this year and the Project was increased by £81,525 and the balance brought forward had decreased by £55,000.				

BANK RECOILIATION

Bank Reconciliation 21 April 2018 to 30 March 2018

Bank of Canada

Account No. (Branch and City): 12345678901234567890

Account Name: ABC COMPANY LTD

Date: 30/03/2018

Particulars	Debit	Credit
Balance forward		100,000.00
Deposits		50,000.00
Withdrawals	20,000.00	
Bank charges	1,000.00	
Interest earned		10,000.00
Balance as per statement	20,000.00	180,000.00
Bank of Canada		180,000.00
ABC COMPANY LTD	20,000.00	
Balance as per books	20,000.00	180,000.00

Print | Refresh

Account Name	Particulars	Debit	Credit	Balance
Bank of Canada	Balance forward		100,000.00	100,000.00
	Deposits		50,000.00	150,000.00
	Withdrawals	20,000.00		130,000.00
	Bank charges	1,000.00		129,000.00
	Interest earned		10,000.00	139,000.00
ABC COMPANY LTD	Balance forward		100,000.00	100,000.00
	Deposits		50,000.00	150,000.00
	Withdrawals	20,000.00		130,000.00
	Bank charges	1,000.00		129,000.00
	Interest earned		10,000.00	139,000.00

ENDURING PAYMENTS LIST

PAYEE	DESCRIPTION	PAYMENT METHOD	FREQUENCY
HMRC	TAX/NI	BACS	MONTHLY
NATWEST			
AUTOPAY	PAYROLL	BACS	MONTHLY
EPICA	HEALTH/SAFETY SUPPORT	STANDING ORDER	MONTHLY
SEFTON COUNCIL	OPEN/CLOSE PARK	STANDING ORDER	MONTHLY
HIVE TELECOM	TELEPHONE CALLS	DIRECT DEBIT	MONTHLY
BRITISH TELECOM	LINE RENTAL	DIRECT DEBIT	MONTHLY
NATWEST	BANK CHARGES	DIRECT DEBIT	MONTHLY
			QUARTERLY- USAGE/HALF YEARLY RATES
UNITED UTILITIES	WATER RATES/USAGE	DIRECT DEBIT	
INFORMATION			
COMMISSION	DATA PROTECTION	DIRECT DEBIT	ANNUALLY
	ANNUAL PARK		
PLAYSAFETY	INSPECTION	BACS	ANNUALLY
CAME &			
COMPANY	INSURANCE	BACS	ANNUALLY
SEFTON AREA			
PARTNERSHIP	ANNUAL SUBSCRIPTION	BACS	ANNUALLY
COMMUNICORP	MAGAZINE	BACS	ANNUALLY
ROBERTS	FIRE EQUIPMENT SERVICE	BACS	ANNUALLY
LALC	LALC/NALC SUBSCRIPTION	BACS	ANNUALLY
SEFTON COUNCIL	WASTE COLLECTION	BACS	MONTHLY
			MONTHLY TO SEPT
BRITISH GAS	FIXED PRICE PLAN	DIRECT DEBIT	2020
EDF ENERGY-			MONTHLY TO MARCH
ELECTRICITY	FIXED PRICE PLAN-BOWLS	DIRECT DEBIT	2018
EDF ENERGY-	FIXED PRICE PLAN-		MONTHLY TO MARCH
ELECTRICITY	ASSEMBLY ROOM	DIRECT DEBIT	2018
EDF ENERGY-	FIXED PRICE PLAN-		MONTHLY TO MARCH
ELECTRICITY	PLAYING FIELDS	DIRECT DEBIT	2018
SEFTON COUNCIL	ALARM MONITORING	BACS	ANNUALLY
	MONTHLY HYGIENE		
WCS	INSPECTION	BACS	MONTHLY
B & CE	PENSION SCHEME	BACS	MONTHLY
TALK TALK	INTERNET PROVIDOR	BACS	MONTHLY
PUBLICWORKS			
LOAN BOARD	LOAN REPAYMENT	DIRECT DEBIT	HALF YEARLY

Deena Kelley <head.AintreeDavenhill@schools.sefton.gov.uk>
Fri 26/04/2019 15:58
□

----- Forwarded message -----

From: **Deena Kelley** <head.AintreeDavenhill@schools.sefton.gov.uk>
Date: Mon, 25 Mar 2019 at 19:20
Subject: 3Cs Award
To: <aintreevillageparishcouncil@hotmail.com>

Dear Mr Kundi

Some years back, Aintree Village Parish Council donated two shields to Aintree Davenhill Primary for pupils who were considered to be courteous, considerate and conscientious. Each year, prior to our Awards Evening, teachers vote for the children in key stage one and key stage 2 who they feel most deserve the award. This is then presented at Awards Evening.

It has become a tradition to present this award and is often awarded by one of your parish councillors. As the trophies are now both full, we wondered whether you would be happy to provide new trophies to carry on the tradition?

I look forward to your response but would like to thank you for your support in previous years.

Yours faithfully

Deena Kelley

--

Deena Kelley
Head

Aintree Davenhill Primary School
Aintree Lane
Aintree Village
Merseyside
L10 8LE

Tel: 0151 5261162

PLANNING MATTERS**Planning Applications – Submitted**

Address	Planning Application	Description	Date	Status
17 Sefton Drive Aintree Liverpool L10 8JB	DC/2019/00733	Single storey extension to rear	Tue 16 Apr 2019	Registered
135 Sherwoods Lane Aintree Liverpool L10 1NB	DC/2019/00723	Erection of part single, part two storey extension to the rear of the dwellinghouse. :	Mon 15 Apr 2019	Registered
35 Rugby Drive Aintree Liverpool L10 8JU	: DC/2019/00643	Erection of a single storey rear and a two storey side extension.	Wed 03 Apr 2019	Registered
126 Aintree Lane Aintree Liverpool L10 8LE	DC/2019/00618	Tree Preservation Order application to Prune 3 trees (T24, T25, T26 lies within TPO114) and 8 trees (T2, T3, T4, T5, T7, T8, T9 and T13 lies within TPO106) see plans	Mon 15 Apr 2019	Registered
140 Aintree Lane Aintree Liverpool L10 8LG	DC/2019/00553	Erection of a single storey extension to the side and rear of the dwellinghouse.	Fri 12 Apr 2019	Registered
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW <input type="text"/>	DC/2015/01475	Neighbouring Authority Consultation application to erect 60 dwelling houses with associated landscaping and access from Sherwoods Lane (Liverpool City Council reference 15F/1962)	19 Aug 2015	Registered
Aintree Hall Farm 133A Oriel Drive Aintree Liverpool L10 3JP	DC/2013/00621	Erection of a detached three storey dwelling following demolition of the existing	Tue 28 Jan 2014	Registered

In addition:- Planning Applications – Approved (from March 2019 to Present)

Address	Planning Application	Description	Date Decided	Status
44 Mostyn Avenue Aintree Liverpool L10 2JG	DC/2019/00562	Prior approval submission for a proposed rear extension projecting 4.5 metres from the rear wall of the original dwellinghouse with a height of 2.47 metres at the eaves and a maximum height of 3.7 metres (Valid 20/03/2019)	Wed 20 Mar 2019	Decided
1 Felsted Drive Aintree Liverpool L10 8JR	DC/2019/00475	Erection of a single storey rear and side extension to the dwellinghouse, following the demolition of existing single storey rear extension (retrospective application)	Sat 09 Mar 2019	Decided

WANGO LANE

Hello Mo

I don't use Facebook but the following has been sent to me which you may wish to circulate and put on the next agenda.

It's as given to me so I've not corrected errors.

Glyn

I have been asked to post this on the group so people in the village know where we are regarding this development and the way forward for us as villagers as this will affect everyone who lives here ,please take time to read and comment on this very informative letter

From a concerned long-standing Aintree Resident

The development of 42 houses by a Mulberry Homes, (the developers current name), a company with numerous convictions and, a director already disqualified recently from working in that capacity, finally received full planning permission, in late October 2018.

Our MP Bill Esterson is to write to Mulberry Homes, over his concerns, with their previous performance.

But though, in January 2019, there was a further application by Mulberry Homes. This after further objections, has not yet been passed by Sefton Council.

So there was a series of meetings, local residents had earlier this year. Bringing up quite several questions, that the young Planning Officer - was unable to answer - gave inconsistent answers – couldn't easily locate the information.

Therefore, after being referred to the Head of Planning Steve Matthews and, Sefton's Building Controls Lead, Ian Berrington, by the Planning Officer, the residents were trying to get a further meeting.

Also the residents we're looking to work with the Parish Council, who had also had their own inconclusive meeting, going back to the Planning Department, to help make arrangements for a meeting with Matthews and Berrington.

However, there is now delay from them, (Parish Council Secretary and Chairman), about wanting to send questions backwards and forwards to Sefton Council, then 'hoping' to confirm a meeting.

All that will happen in that scenario, will be more emails and, definitely no meeting with Matthews and Berrington.

When the residents have actively sort Parish Council support, there is now is hesitation. The Parish Council can't even bring itself hold a vote on the matter.

Hence the residents will now have to do things themselves.

Furthermore, residents (and the Parish Council who have discussed having an independent review by a planning expert), are putting together a possible submission to the ombudsman, in relation to the planning whole process .

There are now significant reported problems, with other developments in Maghull and particularly Formby. With allegedly more reputable building developers than Mulberry Homes.

As part of the outgoing Sefton CEO's dash to build more expensive properties, on green-belt land, so increasing short-term council tax revenues.

But with no significant infrastructure upgrades and, a lack of affordable (max £200k) homes to buy.

Melling is also being destroyed as a village. Being turned into just an amalgamation with Kirby. And, Tony Carr one of our current councilors, actually lives in Melling.

Finally, with reports of otters potentially in the area, last week during the bird-nesting season, more trees were being removed in a slap-dash fashion, without any confirmation that a current habit survey is in place.

And, Mulberry Homes, haven't even started yet, bringing wagon after wagon of imported muck, to raise the ground level. We must also remember that this Builder has an appalling reputation as a House Builder, And he's here in our Village being allowed to build.