



Notice of Meeting

Aintree Village Parish Council

You are hereby summoned to the next meeting of the Aintree Village Parish Council Park & Amenities Committee, which will be held on **Monday 3rd June 2019 at the Council Chamber, Harrow Drive, Aintree** Village commencing at **7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

PAC0108	To receive apologies for absence		
PAC0109	To receive declarations of interest		
PAC0110	Public participation		
PAC0111	Minutes of previous meeting held on 22 nd February 2019 (attached)		
PAC0112	Matters arising and Action List (attached)		
PAC0113	To review the Committee's Terms of Reference (attached)		
PAC0114	Clerk's report	<ol style="list-style-type: none"> 1. Verbal report on the performance of the Grounds Maintenance Contractor to date. 2. To consider an application to use Parish Council football pitch (attached) 3. Verbal update on the Tuck Shop/Café and to consider the options available. 	
PAC0115	Community event 2020	To provide an update on the proposal by Aintree Community Trust to hold a Community Event on Saturday 11 th June 2020. Proposed activities to date includes, mobile stage, donkey rides, ice-cream.	Cllr. Honeyman
PAC0116	Potential Community event	To consider the opportunity to undertake a community related event on the day when the home football team 'Over the Mob' is playing a team from Germany	Cllr. Honeyman
PAC0117	Tennis Courts	To provide an update on the use of Tennis Courts by the two local schools and TFF (Tennis for Free)	Cllr. Wykes
PAC0118	Community Gardens	To explore the options for developing community gardens	Cllr. Wykes

PAC0119	Dog Fouling	To consider the option of creating a temporary dedicated dog area		Cllr. Wykes
PAC0120	Benches and Plaque	To consider:- <ul style="list-style-type: none"> • Replacement of Park benches and picnic benches and • The naming of one of the new Park benches with a plaque for retired Cllr. Downey in recognition of his long service. 		Cllr. Honeyman
PAC0121	CCTV	To consider the option of having additional in-house CCTV cameras following the recent vandalism of Park Office shutters		Cllr. Honeyman
PAC0122	Meeting with Sefton Council Officer relating to Park safety issues	To provide an update on the meeting held with Sefton Council Officer on 21 st May 2019 relation to Park safety issues		Cllr. Wykes
PAC0123	EPICA	To consider as to whether the existing contract with EPICA should be continued		Cllr. Wykes
PAC0124	Dates of next meetings	P & A Committee	F & GP Committee	Parish Council
		<ul style="list-style-type: none"> • 5th August 2019 • 7th October 2019 • 16th December 2019 • 3rd February 2020 • 6th April 2020 	<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"> • 15th July 2019 • 16th September 2019 • 18th November 2019 • 20th January 2020 (Budget/Precept) • 16th March 2020 • 18th May 2020 (Annual Parish Council)



PK0025

Aintree Village Parish Council
Minutes of Park Committee meeting held on
Friday 22nd February 2019 at 2.00pm

	Present	Cllrs Wykes, Carter, Honeyman, and Bennett
PK00101	Apologies for absence	Cllrs. Gent and Grosart
	In attendance	M Kundi (Council Manager and Parish Clerk), F. Boyle (Assistant Park Officer)
PK0102	Declarations of interest	None
PK 0103	Public participation	None
PK0104	Minutes of previous meeting held on 14 th February 2019	Approved as a correct record on 22 nd February 2019, and duly authorised the Chairman to sign them
PK0105	Matters arising	Members considered the attached 'Matters Arising and Action List' and noted the content.
PK0106	Ground Maintenance Contract	Members having undertaken an extensive and detailed interview at the meeting with the representatives from Greener Grounds Garden & Sports Turf Maintenance Ltd and Grasshoppers Sports Ground Maintenance Ltd, AGREED:- <ol style="list-style-type: none"> 1. To appoint Greener Grounds & Sports Turf Maintenance Ltd as the Parish Council's Ground Maintenance Contractor for a period of 12 months, with the option to extend that period for a further 4 months, if required, and subject to satisfactory performance. The appointment being subject to receiving satisfactory references. 2. That the contract commences from Monday 4th March 2019 due to the need to undertake urgent work on the Park, subject to the existing Ground Maintenance Contractor agreeing to early termination of the contract, 3. That the Contract Agreement with Greener Grounds & Sports Turf Maintenance Ltd to be signed as soon as the Council Manager and Parish Clerk finalises its contents, notwithstanding that the Contract Agreement may not be in place by 4th March 2019.
PK0107	Date of next meeting	TBA

The meeting closed at 03.26pm
 Minutes PK0101 to PK0107 received as a correct record on 3rd June 2019

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 Chairman
 Cllr. Wykes

Park Committee Meeting – 22nd February 2019

Matters Arising and Action List

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Budget £
PK0050	Clerk's report	To facilitate better working environment, and to improve the welfare of staff the current I.T equipment be upgraded.	Parish Clerk		On going	
PK0060	Park related issues	<ol style="list-style-type: none"> 1. To get feedback from users of the Park as part of Tuck Shop/Café activity 2. To undertake a review of all park related terms and conditions 3. To monitored fixtures to prevent any clashes 4. To monitor condition of pitches 5. To explore the option of creating a dedicated area for dogs, which would enable the rest of the Park to become 'dog free' and would then be easier to enforce. 6. To cut and trim fences and hedges to a height of 6 foot from the ground level. Work to be undertaken later this year. 	<p>Park Officer & Julie</p> <p>Parish Clerk</p> <p>Park Officer</p> <p>Park Officer</p> <p>Cllr. Bennett</p> <p>Park Officer</p>			

		<p>7. To monitor the impact of car parking as a result of Tuck Shop/Café activity.</p> <p>8. To monitor drainage related problems</p> <p>9. To use a Template for recording and monitoring compliance with the user of football pitches by authorised organisations.</p>	<p>Park Officer</p> <p>Park Officer</p> <p>Parish Clerk & Park Officer</p>		<p>On going</p>	
PK0061	Aintree Villa	To allow Aintree Villa to use Parish Council football pitches at no charge, subject to providing all the required information.	Parish Clerk		Waiting for documentation from Aintree Villa	
PK0062	Aintree Ajax	To allow Aintree Ajax to use Parish Council football pitches at no charge, subject to providing all the required information.	Parish Clerk		Waiting for documentation from Aintree Ajax	
PK0063		<p>To agree and use the following criteria to prioritise all planned maintenance work:-</p> <ul style="list-style-type: none"> • Dangerous – immediate remedial action required • Potentially dangerous – remedial action required • Planned maintenance works • Beautification <p>2) To capture and plan work in accordance with templates Annex A and Annex B attached to the relevant report.</p> <p>To implement the following the work identified in Annex A, (and shown below) at a cost of £2,456.46:-</p>	<p>Parish Clerk & Park Officer</p> <p>Parish Clerk & Park Office</p> <p>Park Officer</p>		<p>Completed</p> <p>On going</p> <p>Material ordered</p>	

		<ol style="list-style-type: none"> 1. Renewal of the bearings and seats on the large Rotator - Total cost = £129.00 2. Renewal of the bearings on the rotator platform - Total cost = £621.06 3. Renewal of the worn chains on swings - Total cost = £556.80 4. Renewal of worn chains on toddler swings - Total cost = £1,149.60 <p>4) Parish Council approve the purchase of equipment to the value £464.95 to enable the identified work above to be undertaken in-house</p>	Parish Clerk	16 th July 2018	Completed	<p>Total cost £2,456,46 (Main – Play and Park Equipment)</p> <p>Total cost £464.95 (Main – Buildings)</p>
PK0064	Tuck Shop/Cafe	<p>To make the following changes to the draft lease agreement:-</p> <ul style="list-style-type: none"> • All supervisors to have enhance DBS checks • Music Licence required • Start date Saturday 14th July 2018 • Finish date 13th September 2018 • Baby changing facility in the disabled toilets (at no expense to Parish Council) • Julie to provide all Park user feedback and to sign the Lease Agreement. 	Parish Clerk	July 2018	Completed	<p>Julie Doyle signed the Lease Agreement</p>
PK0065	Mower	To look at the implications of selling the mower, and to report back to the next meeting of the Park Committee.	Parish Clerk & Park Office			

PK0066	Canopy Awning	To seek the views of Planning Department regarding its erection to the Bowling Green Building	Parish Clerk	July 2018	Completed	
PK0067	Last day of School term 24 th July 2018	To contact local Police Community Officer to seek guidance and assistance	Park Officer	July 2018	Completed	
		To write to Jenny Currie, Community Engagement Officer, at the Office of the Police and Crime Commissioner for Merseyside if response from police inadequate	Park Committee Chair	July 2018	Completed	
PK0068	Park Signage	To explore options and costings for Park signage and to report back to the next meeting of the Park Committee.	Parish Clerk & Park Office			
PK0076	ROSPA Report	<ul style="list-style-type: none"> i) The Park Committee to continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes which the Park Committee had questioned ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and iii) The Park Committee to seek any specialist advice where necessary 	Park Committee & Cllr Bennett			
PK0078	Green Flag	Parish Clerk to prepare an application for Green Flag Award status for the Park for consideration at its next meeting.	Parish Clerk		Completed 8 th November 2018	
PK0085	Ground Maintenance Contract	To set up a Working Group to explore all the options available.	Parish Clerk		Completed December 2018	

	RoSPA Report	To engage another organisation to undertake an independent safety check of all play equipment.				
	EPICA	Council Manager and Parish Clerk to undertake further investigation and for a report to be presented to the Park Committee in February 2019.		February 2019		
	Old Sub-station	Council Manager and Parish Clerk to explore potential options for its usage				
PK0087	Tennis Courts	Further investigations to be undertaken to facilitate the setup of Tennis Court clubs			Progressing	
PK0088	Green Flag	The Chair of the Park Committee and the Council Manager and Parish Clerk to jointly prepare an application form for achieving Green Flag award for the Park.				
PK0089	Petty Cash	Council Manager and Parish Clerk to develop a Cash Handling policy for consideration and approval by the Parish Council.			Completed 19 th November 2018	
PK0090	Christmas Lights	Recommendation to Parish Council that Aintree Community Trust be allocated £600 towards the cost of Christmas Lights and other Sundry costs from the Budget heading Christmas Related Activities (Cost Code COM-02).			Completed December 2018	
PK0091	Litter	That copies of Grace Jones anti-litter posters be installed in the Park Notice Board			Completed January 2019	

SCHEDULE OF PROPOSED WORKS**(In Shaded Rows)**

Item No.	Description of work	Cost £	Total Cost, including VAT £	Budget line or Cost Code	Suppliers	Preferred supplier and why?	Work to be undertake by?	Date approved or Minute No.	Date Completed	Any Comments/suggestions?
1	Renewal of the bearings and seats on the large Rotator	107.50	129.00	Maintenance - Play & Park Equipment	Wicksteed Leisure	Manufacturer of original equipment	In house		Completed December 2018	Need to re-order as additional parts required on further inspection. See No. 28 below
2	Renewal of the bearings on the rotator platform	517.55	621.06	Maintenance - Play & Park Equipment	Wicksteed Leisure,	Manufacturer of original equipment	In house	17/09/18	Completed 31/08/18	APPROVED - Additional cost £621.49
3	Renewal of worn chains on swings	464.00	556.80	Maintenance - Play & Park Equipment	Yates playground LTD,	Manufacturer of original equipment	In house	PK0063		Delivered, require fitting
4	Renewal of worn chains on toddler swings	958.00	1,149.60	Maintenance - Play & Park Equipment	HAGS	Manufacturer of original equipment	In house		Completed 15/08/18	
5	Replacement palisade fencing at the back of the bowling green, it should cost no more than £100	Approx. 100.00		Maintenance-Buildings (PEX-14)			In house	17/09/18		The fencing is in the garage, requires postcrete and labour.
6	Flag replacement	£99.33	Inclusive of VAT and delivery.	Maintenance – Building (General) (cost code PEX-11)	1. Easy Flag 2. The Flag Loft 3. South Coast Flag Poles	Easy Flag to MOD quality	In house	15/10/18 (6839)	October 2018	Completed

7	Replacement seating for football spectators									Park Officer to get estimates for normal benches and not for like for like replacement
8	Cleaning of 3 No. Tennis Courts	£1321.00		Maintenance-Play & Park Equipment (PEX-10)	1) Allerton jet washing £2,000.00 2) Tennis Court Maintenance £1,321.00	Tennis Court Maintenance - cheapest	Tennis Court Maintenance	17/09/18	Completed 02/01/19	APPROVED Work to be undertaken in Spring
9	Replace all bent Tennis net posts	£597.60		Maintenance-Play & Park Equipment (PEX-10)	1) Net World Sport £809.97 +VAT 2) Stadia Sports £597.60	Stadia Sports - cheapest	Stadia Sports	17/09/18	Completed December 2018	Work undertaken by Park Officer
10	Toddler gate closing too fast and may require additional gate in line with RoSPA guidelines						Contractor			Welds broke, temp repair carried out, new gate(s) required, consider all new metal fencing
11	Rot on the legs of the cable way									New wooden treads required, Rust holes Park Officer to get estimates (RoSPA)
12	Surface crack under space net									
13	Re Paint toddler multiplay						In house			New wooden treads required, Rust holes through ramp support requires fixing before painting

14	Re paint metal fence around bowling green						In house			Low cost high impact job, maybe Aintree village Park in large letters across the front
15	Fit drain covers to open drains						In house			Open drains require a cover, suggest purchase large sheet of galvanised mesh, trim and bond in place
16	Add forest bark to decorative borders						In house			
17	Add post and palisade fencing, corner of bowling green						In house			See item 5
18	Repairs to wet pour surfaces						Contractor			
19	Replace rotting timber around bowling green				Maghull Town Council	Appointed Contractor	Contractor			All timber has been treated and is ready for installation
20	Cut back a+B19:H21ll hedges to 6ft								Completed	Scheduled for later in the year Chasing Contractor
21	Boundary Hedge trim and height				Maghull Town Council				Completed	Scheduled for later in the year Chasing Contractor
22	Park Boundary signage									
23	Planting - decorative planting and possibly bark mulching				Maghull Town Council					
24	Former Substation – work required to make it as an					In house				

	additional storage space.									
25	Black bags to be sourced directly from the supplier						In house	17/09/18	Completed	
26	Replacement of 4 bins with two large Bins	£768.00	Inclusive of VAT but additional delivery cost	Maintenance – Building (General) (cost code PEX-11)	1. Knight - Online Play Grounds 2. Copperfield Safety signs 4 less 3. Victorian- ES Direct	Knight - Online Play Grounds (more expensive but non-plastic material)	In house	15/10/18	Completed December 2108	
27	Remove over grown tree behind the garage	£0.00					In house	08/11/18 PK0086	Completed January 2019	
28	Button seat & chain & connection housing – for hurricane swings	£621.49	745.79	Maintenance- Play & Park Equipment (PEX-10)	Wicksteed	Specialist equipment	In house	08/11/18 PK0086	Completed November 2018	
29	Nut protectors	£43.00	£51.60	Maintenance- Play & Park Equipment (PEX-10)	Online Playgrounds	Cheapest	In house	08/11/18 PK0086		In the office ready for installation but is a two man job
30	Letter Box		£19.99	Cost Code SUN-01	Screwfix		In house	08/11/18 PK0086	Completed	
31	Replacement of Damaged Swing Basket	£451.20	£112.80	Cost code PEX-10	Active Garden Caledonian Play Onlineplaygro unds	Cheapest	In house	17/12/18 6866 (Parish Council)	Completed 6/3/19	Ordered February 2019



AINTREE VILLAGE PARISH COUNCIL

Scheme of Delegation including Terms of Reference

Amended 17th December 2018

Minutes 6866

Reviewed 16th May 2019

Minutes 6952

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1. Finance and General Purposes Committee	Annex A
2. Park and Amenities Committee	Annex B

(Note: In this document references to the masculine shall impute the feminine and vice versa)

1.0 Introduction

1.1 This document sets out the manner in which Aintree Village Parish Council will delegate its powers under the new structure, which comes into effect on 1st April 2019. Understanding of this is essential for anyone who wishes to know who is legally able to give a decision on any matter. This document is currently one of the three major ways in which the Parish Council will regulate its affairs; the others are its Standing Orders, and Financial Regulations.

1.2 The basic principle used has been to delegate to Committees powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can **resolve** and thereafter action can normally be taken by the Council Manager and Parish Clerk. However certain matters, such as issuing a precept for a rate, cannot legally be delegated and others, such as deciding major policy, are reserved by the Council to itself. On such matters, committees can only **recommend** a course of action and, in these cases, the Council Manager and Parish Clerk cannot normally carry out the instructions of the Committees until the recommendation has been approved by the Council.

1.3 The intention of the delegation scheme is, therefore, to enable the Parish Council to be more effective and efficient by allowing it to act with all reasonable speed, and by enabling decisions to be taken at the most suitable level. Thus the Council Manager and Parish Clerk is given power over the day to day administration of the Council, Committees to decide matters within their Terms of Reference, and matters of major policy should be **recommended** to the full Council

1.4 It should be noted that wherever reference is made to the Council Manager and Parish Clerk in this document, it shall be understood that other staff employed by the Parish Council can deputise for the Council Manager and Parish Clerk both in his absence and to enable the efficient and effective running of the Parish Council.

1.5 Whilst the Parish Council, through its Scheme of Delegation is determined to become more professional in its conduct of the Parish Council's affairs, it is important to note that it is also striving to be open and accessible to all, including the press, the public, and the community that it serves.

1.6 Under the new Scheme of Delegation the Council Manager and Parish Clerk will report all major decisions taken under delegated powers to the appropriate Committee, the agenda of which will sent to all Members. Should Members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate Committee Chairman or the Council Manager and Parish Clerk, and if necessary the matter can be raised subsequently at Committee.

1.7 In addition, where Members have a disagreement with the Council Manager and Parish Clerk about their agenda item they then have the choice of either consulting with the Chairman of the Parish Council, or the Committee Chairman, if the item relates to a particular Committee and requesting them to speak to the Council Manager and Parish Clerk to review his decision not to include the item on the Agenda or getting a written agreement of four other Members.

1.8 The Parish Council at its meeting on 17th September 2018 (Minute 6824 (1)) reiterated its position that as a matter of policy and for the avoidance any doubt it should be noted and accepted by all Members that the final responsibility for the Agenda rests with the Council Manager and Parish Clerk alone,

2.0 Committee Attendance

2.1 Members are entitled to attend all Committees and sub-Committees for which they are sent an agenda, whether or not they are members of the Committee.

2.2 However, they may not vote and may not take part in any discussions without the consent of the Chairman of that Committee.

3.0 Delegation

3.1 Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub Committees, officers, or other authorities.

3.2 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:-

Local Government Act 1972

'S. 101 Arrangements for discharge of function by local authorities

- (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:-
 - (a) by a Committee, a sub-Committee or an officer of the authority, or
 - (b) by any other local authority
- (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
- (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
- (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- (5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority'.

NB The operation of this section is subject to any rights of third parties acquired as a result of action taken on a delegated matter. However, in so far as legally binding action had not been taken on a delegated matter, the Council can still act itself regarding that matter. It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or sub-Committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned

4.0 Parish Council

4.1 Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:-

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (within one month of receipt).
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence (when relevant)
- Determination and review of the Bank Mandate
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- The making, amending or revoking of bye-laws
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- The overall review of rents and charges

- The dismissal of staff
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the Annual Budget.
- Approval of Final Accounts.

5.0 Proper Officer

5.1 The Council Manager and Parish Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post. In his absence the Parish Council may nominate another member of staff to undertake the work of the Proper Officer. The Council Manager and Parish Clerk may delegate to other staff members if appropriate, to undertake functions delegated to the Proper Officer. Delegated actions of the Council Manager and Parish Clerk or other officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

5.2 The Clerk is specifically authorised to:-

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest.
- To receive and record notices of disclosing interests at meetings
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with Sefton Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Convene a meeting of the Parish Council if a casual vacancy occurs in the office of the Chairman
- Keep proper records for all Council meetings
- Sign notices or other documents on behalf of the Parish Council
- Receive and hold copies of byelaws made by a principal local authority which affect the Parish Council's area
- Receive and retain plans, notices and documents
- Certify copies of byelaws made by the Parish Council
- Compile and hold a register of Members' interest in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
- hold acceptance of office forms from councillors

5.3 The Proper Officer shall:-

- Include on the agenda all motions in the order received unless the Member has given written notice at least **10 days** before the meeting confirming he intends to move at the same meeting or that he withdraws it.

5.4 At least **3 clear days** before a meeting of the Council, a Committee or a sub-Committee the Proper Officer shall:-

- serve on Members by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email) (Standing Order 60), and
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them),
- Record the names of the members who voted on any question so as to show whether the voted for or against it. If so requested by a Member before moving on the next business.

5.5 In addition, the Council Manager and Parish Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Parish Council or any Committee or sub-Committee as necessary, having consulted with the appropriate Chairman, except those called by the Chairman or Members.
- In conjunction with the Parish Council's Press Officer (Chairman) issuing press releases and statements to the press on the Parish Council's known policies (Minute 6811, Parish Council meeting on 20th August 2018)
- Updating and managing the content on the Parish Council's website
- Making arrangements for the maintenance of the IT system.
- Keep record of every planning application notified to the Parish Council
- Arrange for legal deeds to be executed
- Disposal of Parish Council records according to legal restrictions and an agreed retention and disposal policy
- Handling and responding to requests for information under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018.
- In the first instance, acknowledging and handling all complaints regarding the Parish Council (except where the complaint relates to the Council Manager and Parish Clerk)
- Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- Making arrangements for the routine maintenance of the Parish Council buildings
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Parish Council premises (subject to the Parish Council's Standing Orders and Financial Regulations.)

- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or Committee Chairman as appropriate to the circumstances)
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the Council and has the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements in conjunction with the RFO to pay salaries/wages and expenses to all employees of the Council (subject to the Parish Council's Financial Regulations);
- Preparing the Parish Directory and Year Book for publication (where appropriate).
- Facilitating arrangements for Christmas events, in conjunction with relevant Working Groups.
- Dealing with day to day matters in relation to the Parish Council functions.
- Emergency/necessary expenditure up to £200 whether or not there is budgetary provision for the expenditure (Financial Regs 4.5)

6.0 Responsible Financial Officer (RFO)

6.1 The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post.

7.0. General Arrangements for Delegation of powers

7.1 This is applicable to all Committees of the Council

(a) The Council has delegated to every Committee of the Council full powers to act in all matters covered by the Committee's Terms of Reference subject to:-

- (i) the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council.
- (ii) prior Council approval of annual capital and revenue estimates
- (iii) any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured.
- (iv) when matters of major policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees and sub-Committees may consider the matter and make recommendations to the Council.

Major policy will arise either:-

- (a) on matters of major importance which have not previously been before the Council; or

- (b) matters which have arisen in other Committees or Sub-Committees but which cannot be resolved by them in the absence of settled Council policy; or
- (c) in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or sub-Committee, or in their absence the appropriate vice-Chairman may, before a decision is taken by the Committee or sub-Committee, state that a matter of major policy is involved.
- (v) prior Council approval to recommendations for the allocation of duties, powers and guidelines to Committees.
- (b) the exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any Committee decision.
- (c) every Committee shall have power to authorise the Council Manager and Parish Clerk, after consultation with the Chairman of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.
- (d) notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary, and may disband any or both Committees, or any sub-Committees or Working Groups at any time.

8.0 Committees

8.1 The Parish Council resolved (20th August 2018 Minutes 6806) to establish two Committees, namely the Finance and General Purposes Committee, and Park and Amenities Committee.

8.2 Committee Members will be appointed at the Annual Meeting, previous Committee Members may be reappointed. The Parish Council may make further appointments at any time it feels appropriate.

8.3 The Committees are authorised to:-

- Elect a Chairman and a vice-Chairman from the membership of the Committee who will hold office for that Parish Council year. . Previous Chairman and Vice Chairman may be re-elected. In the absence of the Chairman or Vice Chairman (as appropriate) at a meeting the Committee will elect one of its members to take the Chair.
- Approve the Minutes of the last meeting of the Committee
- Spend money from budget headings under the Committee's remit up to the limit of the budget and/or named reserve, in accordance with Standing Orders and Financial Regulations.
- Make recommendations on the budget requirement for the Committee for the coming Financial Year
- Unless the Council determines otherwise, a Committee may appoint a sub-Committee whose terms of reference and Members shall be determined by the Committee.
- The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Parish Council

- Unless the Council determines otherwise, all the members of an advisory committee and a subcommittee of the advisory Committee may be non-Councillors.

8.4 Decisions taken by Committees on delegated matters will not require ratification by the Parish Council as they have been delegated to Committees but minutes (draft minutes) detailing decisions taken must be submitted to the Parish Council for inclusion in the minutes of the Parish Council. The Parish Council can make decisions on matters delegated to the Committee when it deems necessary.

8.5 Both Committees, including any sub-Committees must adhere to the protocols for public attendance, minute taking and notice of meetings that apply to the Parish Council.

COMMITTEE TERMS OF REFERENCE

Finance and General Purposes Committee

1. Membership and frequency of meetings

The Finance and General Purposes Committee shall consist of 6 Members, the quorum to be half, i.e. 3 Members. It will meet every two months.

2. Terms of Reference

- i) To co-ordinate, in consultation with the Chairman of the Park and Amenities Committee, the Chairman of the Council, the vice-Chairman of the Council, the Council Manager and Parish Clerk and the RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- ii) To monitor expenditure and ensure that the Council receives reports at each of its meetings on the progress of actual expenditure compared with budget.
- iii) To be responsible for overseeing the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
- iv) To conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures.
- v) To arrange for annual review of the Council's insurance policies and to oversee the procedure for risk assessment of all the Council's activities.
- vi) To advise the Council on all aspects of finance and financial policy, including the investment of both operating and capital balances and any transfers into and out of the capital fund.
- vii) To review from time to time the Council's banking arrangements and make recommendations to the Council, when necessary.
- viii) To approve, on behalf of the Council, the transfer of funds from and to particular budget items where the Chairman of the Committee is satisfied that the transfer of funds must take place before the next meeting of the Council. Such urgent transfers of funds must be agreed by the Chairman or Vice Chairman of the Committee affected by the transfer and by the Chairman or Vice Chairman of Council.
- ix) To review the Council's Financial Regulations annually
- x) To deal on behalf of the Council and as instructed by it, with any matters of policy which do not fall clearly within the responsibilities of the other Committees or where there is any conflict between them
- xi) To ensure that appropriate records are kept of all assets and that they are adequately controlled.

- xii) To examine and make recommendations to the Council on all major planning applications; and on national and regional planning policy and the Local Development Framework. A major planning application shall be defined as one which has a significant effect on the Parish as a whole, whether in terms of the environment, infrastructure, the local economy, traffic, or transport.
- xiii) To examine and deal with on behalf of the Council, all other planning applications/tree preservation order matters/footpath creation orders.
- xiv) To examine and make recommendations to the Council on all traffic issues, and new highway facilities, which affect the Parish.
- xv) To consider and make observations on any proposals for the future development of the parish.
- xvi) To receive minutes and reports from sub-committees, working parties and panels established by the Committee
- xvii) To work with residents and local businesses to improve the look and feel of Aintree Village.
- xviii) This committee shall initially deal with matters relating to any issues concerning the employees of the Council. Such issues shall include, inter alia, appointments, disciplinary matters, staffing structures, annual salary reviews etc. The committee will then make recommendations to the Council.
- xix) Review of administration equipment and running of Parish Council
- xx) Review of the Council's and/or staff subscriptions to other bodies
- xxi) Review of the Council's complaints procedure
- xxii) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018
- xxiii) To act as a focal point for facilitating and engaging with local community groups, including Aintree Community Centre, local schools, Churches, youth and senior citizen clubs to develop plans and policies for recommendations to the Parish Council that would enhance the facilities and wellbeing of local residents that are outside the boundary of the Park.
- xxiv) To draw up and periodically review a procedure for the making of grants and donations, including Section 137 and to consider and make decisions on such requests made to the Council, in accordance with that policy.
- xxv) Progress staff recruitment when required and confirm individual contracts of employment and all terms and conditions
- xxvi) To consider and approve financial budgetary reports, including the monthly payments (routine and non-contentious) presented at its meetings. (Added on 19th November 2018, minute 6851)

Delegation to the Council Manager and Parish Clerk

1. The Council Manager and Parish Clerk is given delegated authority to report minor issues such as street lighting and road repairs between meetings subject to any significant issues being reported to the following Parish Council meeting. (28th July 2008 Minute 5078)

Park and Amenities Committee

1 Membership and frequency of meetings

The Park and Amenities Committee shall consist of 6 Members, the quorum to be half, i.e. 3 Members. It will meet every two months.

2 Terms of Reference

Subject to any Parish Council policy and available budget, the committee is authorised and delegated to make decisions on behalf of the Parish Council on the management of the Park, and facilities contained within it in such matters as the following:-

- i) To work with the Chairman of the Finance and General Purposes Committee, the Chairman of the Council, the Council Manager and Parish Clerk and the RFO, in developing the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- ii) To receive minutes and reports from sub-committees, working parties and panels established by the Committee
- iii) Security of the Park and buildings
- iv) Health and Safety of Park users, service providers and staff
- v) Purchase of equipment, supplies and contracts within the approved budget below £5,000 (single item).
- vi) Playground equipment maintenance
- vii) General park maintenance
- viii) Groundwork maintenance
- ix) Consideration of applications and annual allocation of football pitches
- x) Consideration of applications and annual allocation of bowling green
- xi) Preparation of the proposed plan of improvements and refurbishment for budget/precept
- xii) Review of inventory of land and assets including buildings
- xiii) In conjunction with the Parish Clerk Task & priority setting for Park staff
- xiv) Consideration of applications and allocation of any other relevant activities within the Park

- xv) Encouraging supporting Christmas festivals and activities within and outside the Park, including consideration of financial support requests
- xvi) To act as a focal point for facilitating and engaging with local community groups, including Aintree Community Centre, local schools, Churches, youth and senior citizen clubs, and other public and private organisations to develop plans and policies for recommendations to the Parish Council that would enhance the facilities and wellbeing of local residents that are within the boundary of the Park.
- xvii) Proactively developing and supporting activities that would encourage greater use of the Park through sport and non-sport events, café/eatery, shows including Fun Fairs, Farmers Markets, and Antique Markets.
- xviii) To market and promote the Park and its facilities
- xix) To consider and develop plans and costings for consideration by the Finance and General Purposes Committee for enhanced utilisation of Parish Council buildings.
- xx) To ensure the implementation of the Flag Flying Policy (16th July 2018 Minute 6763)
- xxi) To consider and develop bids for external funding for recommendation to the Parish Council

Delegation to the Council Manager and Parish Clerk

1. The Council Manager and Clerk is authorised to use his/her judgement to consider and decide on requests for any football matches requested outside the specified dates as detailed in paragraph 15 of the use of football pitch conditions.
2. Under the Flag Flying Policy (Minutes 6792) Flags will not be flown during severe weather. The final decision on what is considered to be severe weather is delegated to the Council Manager and Parish Clerk.

FOOTBALL MATCH APPLICATION FORM

AINTREE VILLAGE PARISH COUNCIL

Application to hire a football pitch for the 2018/19 season
at Parish Council's playing fields in Harrow Drive, Aintree Village

Name of football club:- Oldy Athletic
Name and address of applicant:- Jack Maher, 31 Ashbourne Avenue, Netherton, L30 3SE
email address:- jack_maher_1997@hotmail.co.uk
Telephone number(s):- 07718243406
Position in club:- Chairman and Secretary
Name and address of another person in the club:- Connor Yorke, 72 Altway, L10 2LQ
email address:- Connor-yorke@outlook.com
Telephone number(s):- 07756611735
Position in club:-
League in which team will be playing:- Liverpool Business Houses
Name and address of league secretary:- Committee, meetings held in Gyro.
email address:-
Telephone number(s):- 07792385528
Days and times on which football pitch is required:- Sunday 11/12 K.O times
I, hereby declare that to the best of my knowledge the information I have provided is true and accurate and I have read and accept the Parish Council's terms and conditions.
Name:- Connor Yorke. Signed:-
Date:- 25 th May 2019

Please return this form and one copy of the signed terms & conditions (attached) to:

Mo Kundi - Council Manager and Parish Clerk
Aintree Village Parish Council
C/O 4 Meldreth Close, Formby, L37 2YY
Aintreevillageparishcouncil@hotmail.co.uk