



## Notice of Meeting

### **Aintree Village Parish Council**

You are hereby summoned to the Parish Council's Finance and General Purposes Committee to be held on **Monday 16<sup>th</sup> December 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi  
Council Manager and Parish Clerk

## AGENDA

FGP0035	To receive apologies for absence	
FGP0036	To receive declarations of interest	
FGP0037	Public participation	
FGP0038	To consider and approve minutes of previous Finance and General Purposes Committee meeting held on 21 <sup>st</sup> October 2019 (sent separately)	
FGP0039	Matters arising from the action list (attached)	
FGP0040	Clerk's reports	1. To consider the report on Proposed Budget/Precept for 2020/21 (attached)
FGP0041	Reports from external meetings	
FGP0042	Financial Matters	<ol style="list-style-type: none"> <li>1. Budget monitoring report for the period (attached as FGP0042 (A))</li> <li>2. Payments list for authorisation for the period 19<sup>th</sup> November 2019 to 16<sup>th</sup> December 2019 (attached as FGP0042 (B))</li> <li>3. Bank reconciliation (attached as FGP0042 (C))</li> <li>4. Updated Payments list for authorisation for the period 15<sup>th</sup> October 2019 to 18<sup>th</sup> November 2019 (attached as FGP0042 (D))</li> <li>5. To provide an update on any outstanding Banking issues and the names of bank signatories (verbal report)</li> </ol>
FGP0043	Correspondence	<ul style="list-style-type: none"> <li>• Community Event 2020 – request to use Council buildings for St. John Ambulance</li> </ul>
FGP0044	Planning Matters	Planning Applications (attached)
FGP0045	Cllr. Harris	To note Councillor Harris's concern that the Committee is still not doing what the Parish Council has asked it to in its

		terms of reference. For example, the updated Financial Regulations which were issued in July		
FGP0046	Dates of next meetings	<b>F &amp; GP Committee</b>	<b>Parish Council</b>	<b>P &amp; A Committee</b>
		<ul style="list-style-type: none"> <li>• 17<sup>th</sup> February 2020</li> <li>• 20<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 20<sup>th</sup> January 2020 (Budget/Precept)</li> <li>• 16<sup>th</sup> March 2020</li> <li>• 11<sup>th</sup> May 2020 (Annual Parish meeting)</li> <li>• 18<sup>th</sup> May 2020 (Annual Parish Council)</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> February 2020</li> <li>• 6<sup>th</sup> April 2020</li> </ul>

Agenda FGP0039

Finance and General Purposes Committee –16<sup>th</sup> December 2019

**MATTERS ARISING FROM THE ACTION LIST**

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Approved Cost £
FGP0005	Reserve Policy	1. Council Manager and Parish Manager to:- <ul style="list-style-type: none"> <li>• Develop a draft list of schemes for consideration that Parish Council may need to deliver over the next three years.</li> <li>• Identify the ownership of vacant green land running parallel to Oriel Road (also known as 41 acres) using Land Registry if necessary, which will include some fees.</li> </ul>	Parish Clerk	<b>On the Agenda</b>		
	Funding Opportunity	2. Council Manager and Parish Clerk to submit a bid for funding by 21 <sup>st</sup> June 2019 for the temporary dedicated dog area scheme.	Parish Clerk	<b>Completed 20<sup>th</sup> June 2019</b>	<b>Successful. Notified on 8<sup>th</sup> August 2019</b>	
	Use of Laptops/Tablets	3. Council Manager and Parish Clerk to determine for consideration the implications and cost/benefits of issuing all Members with Laptops/Tablets in order to minimise printing and posting of hard copies of agendas	Parish Clerk	Progressing		

FGP0017	Civic Event	1. Instruct the Council Manager and Parish Clerk to commence the process of organising and managing the event, including sending out invitations in line with last year's amended invites list, and any new names that Members may wish to put forward	Parish Clerk	<b>Completed 27<sup>th</sup> October 2019</b>		
	Joint Bid' with Lydiate PC	2. The submission of a 'joint' bid with Lydiate Parish Council for funding for a Lawn Mower/Tractor to the Premier League and The FA Facilities Fund, and draft agreement being drawn up, if the bid is successful, between the two Parish Councils to facilitate partnership working in relation to this bid, and the said agreement be submitted for approval by the Parish Council		<b>On going</b>		
	47 Acres site off Oriel Drive	3. Council Manager and Parish Clerk to determine the ownership of the site and the opportunity to lodge an application to Sefton Council under the 'Community Right to Bid' scheme.				
	Laptops/Tablets for Members	4. Council Manager and Parish Clerk to undertake further cost/benefit analysis and to report back to the Parish Council.		<b>On going</b>		
	Notice Board	5. Council Manager to order a new Notice Board at a cost of £636 +VAT + delivery,		<b>Completed</b>		

		which includes anti- graffiti paint and guarantee.				
FGP0019	Internal Audit	Council Manager and Parish Clerk and the RFO to report back on the potential cost of undertaking such an audit work.	Parish Clerk/RFO	<b>Completed Reported at PC meeting 18<sup>th</sup> November 2019</b>		
FGP0022	Staffing Issues/Ground Maintenance Contract	<ul style="list-style-type: none"> <li>Recruit New member of staff to start work from 1<sup>st</sup> April 2020</li> <li>Extend the Ground Maintenance Contract to end of September 2020</li> </ul>	Parish Clerk	<b>Progressing  Completed</b>		
FGP0029	Orchard	Council Manager and Parish Clerk to undertake consultation exercise in conjunction with the Park and Amenities Committee with residents backing on to the area which will form the Orchard				

**Aintree Village Parish Council**  
**Finance and General Purposes Committee**  
**Report on Draft Budget for 2020/21**

**1.0 Purpose of report**

1.1 The purpose of this report is for the Parish Council to consider a draft budget based on the current estimated spend to end of March 2020, and the likely precept for the financial year 2020/21.

**2.0 Background**

2.1 At the Parish Council meeting on 14<sup>th</sup> January 2019 Members considered a report on the draft budget and precept proposals for the financial year 2019/20, and the following motions were considered and voted on:-

a) To retain two Football Benches (PRM-01) in the budget:-

For:- Cllrs Bennett, Grosart, Kelly, Colbert, Honeyman, Wykes, Preston, Carter and Downey

Against:- Cllr. Harris

Abstained:- Cllr. Gent

b) To reduce the budget allocation for Maintenance – Buildings (General) (PEX-14) from £10,000 to £8,000:-

For:- Cllrs Bennett, Grosart, Kelly, Colbert, Honeyman, Wykes, Preston, Carter, Harris, Gent and Downey

Cllr. Grosart left the meeting

c) To retain the status quo, i.e. not to increase the precept for 2019/20:-

For:- Cllrs. Harris and Gent

Against:- Cllrs. Bennett, Kelly, Colbert, Honeyman, Wykes, Preston, Carter and Downey

d) To increase the precept by 1% for 2019/20:-

For:- Cllrs Bennett, Kelly, Colbert, Honeyman, Wykes, Preston, and carter

Against:- Cllrs. Harris and Gent

Abstained:- Cllr. Downey

e) Members INSTRUCTED the Council Manager and Parish Clerk and the RFO to resubmit at the Parish Council meeting on 21<sup>st</sup> January 2019 the proposed budget with the agreed amendments, which would result in an increase in precept of 1% for the financial year 2019/20

f) Members REQUESTED the Council Manager and Parish Clerk and the RFO to develop a Financial Reserve Policy for the financial year 2020/21 for consideration and approval

2.2 At the Parish Council meeting on 21<sup>st</sup> January 2019 Members considered the report on the proposed budget and precept for the financial year 2019/20, and AGREED to:-

- a) Approve the budget of £183,849.00 for the financial year 2019/20 as set out in Annex A and B of the said report.
- b) Approve the proposed precept of £114,100 for the financial year 2019/20, and
- c) Instruct the Council Manager and Parish Clerk to inform Sefton Council of the proposed precept for 2019/20.

### **Reserve Policy**

2.3 At the Parish Council meeting on 15<sup>th</sup> April 2019 Members considered the report on the development of a Reserve Policy and agreed to the attached policy statement that the level of financial reserves held by the council will be agreed by the Finance and General Purposes committee during the discussions held regarding the setting of the budget for the next financial year, and then submitted to the Parish Council for approval. It will need to take into account for example, paragraph 1.3 of the Policy statement (which states that a Council should typically hold between 3 and 12 months expenditure as a general reserve), the financial implication of the intention of the Parish Council to bring in-house the ground maintenance contract, and the need to replace play equipment.

### **Fees and Charges**

2.4 At the Parish Council meeting on 18<sup>th</sup> February 2019 Members considered the report on the Annual Review of fees and charges for 2019/20 and agreed to retain the current levels as follows:-

- a) Senior football match = £41.70 plus VAT = £50.00
- b) Junior football match = £10.00 plus VAT = £12.00
- c) Bowling Green match = £23.30 plus VAT = £28.00

### **Park and Amenities Committee meeting – 2<sup>nd</sup> December 2019 meeting**

2.5 At the Park and Amenities Committee meeting on 2<sup>nd</sup> December 2019, Members considered the report on the outcome of a meeting with the contractor EnviroLawn Ltd, and having satisfied themselves with the reasons for delaying the identified safety works RECOMMENDED to the Finance and General Purposes Committee and the Parish Council that as part of the budget consideration for 2020/21 a sum of £16,360 plus VAT be included in the next year's budget for delayed safety works, together with provision for undertaking the balance of identified safety works that were earmarked for being undertaken in 2020/21, including the net Climber at £1,350 plus VAT.

2.6 At the same meeting the Park and Amenities Committee Members considered the report on staffing matters and agreed to RECOMMEND to:-

- a) The Parish Council the proposal to enter into an agreement with Lydiate Parish Council to buy in the service for the Community Support Officer's post for the Community Garden and Orchard project,
- b) The Parish Council the proposal to enter into a 12 month agreement from April 2020 with the Park Café operator to undertake weekend work currently being undertaken by the Assistant Park Officer.
- c) The Finance and General Purposes Committee, and the Parish Council as part of it budget consideration make provision for increased staffing costs for 2020/21

### 3.0 Introduction

3.1 Members may be aware that by the end of January 2020, the principal authority needs to be informed of the scale of the precept that the Parish Council wishes levy so that this figure could be included in Sefton Council's overall budget calculation..

3.2 The Table 1 below shows the scale of precept set by the Parish Council over the last 7 years.

**Table 1**

Year	Precept/Receipt	% Change
2013-14	£90,000.00	-
2014-15	£90,000.00	0
2015-16	£105,000.00	16.6
2016-17	£110,000.00	4.76
2017-18	£60,000.00	-45.45
2018-19	£113,000.00	46.90
2019-20	£114,100.00	0.97

3.3 It should be noted that for the 2019/20 financial year the Parish Council increased its precept by 0.97 percent, which when taking into account the prevailing inflation rate in January 2019 of 2.5% RPI (Retail Price Index) or 1.8% CPI (Consumer Price Index) was actually a reduction in real terms.

3.4 Table 2 below shows the comparison with other Parish/Town Councils in Sefton for Council Tax Band D for the financial year 2019/20 for the actual precept levied, the amount raised, together with a relationship between total expenditure and staff costs. The latter is only published for those Parish/Town Councils which raise over £140,000 through precepts.

**Table 2**

Parish/Town Council	Population (2011 census)	Precept for Band D for 2019/20	Total amount raised through precept	Total budget	Staff costs	Staff costs as %age of total Budget
Aintree Village	6,689	£55.20	£114,100	£183,849	£61,223	33.30
Maghull	20,444	£98.23	£652,974	£717,752	£365,919	50.98
Formby	22,419	£9.96	£91,032			
Melling	3,493	£34.70	£35,000			
Lydiate	6,308	£75.83	£156,606	£236,139	£130,450	55.24

3.5 Table 3 below show the number of properties in the various Tax Bands together with the Band D equivalent properties, together with Parish Council precept for Band equivalent for the financial year 2019/20.



**Table 3**

<b>Tax Band</b>	<b>Number of Properties</b>	<b>Band D Equivalent</b>
@	n/a	0.4
A	200	66.8
B	260	153.4
C	1850	1,375.8
D	556	482.3
E	15	13.5
F	8	11.5
G	0	0.0
H	0	0.0
<b>Sub-Total</b>	<b>2,889</b>	<b>2,103</b>
Collection Rate 98.5%		-36.8
Approved Tax Base		2,066.9
<b>Parish Council precept for Band D equivalent</b>		<b>= £55.20</b>

3.5 In developing the budget for 2020/21 the following factors have been taken into consideration:-

- Increased staff costs – additional weekend member of staff, increased hours and new pay grades, although Council Manager and Parish Clerk’s paid hours have been projected to be reduced from 30 to 25 hours/week.
- Agreed Capital projects – Phase 1 of identified safety works, and Community Gardens & Orchard
- Reserves – These have been reduced to £50,000, which equates to approximately 26.5 percent of the proposed expenditure, not including the capital works. This is just over 3 months of expenditure.
- No changes to current fees and charges for leisure based activities provided by the Parish Council

3.6 The attached Annex A shows the main summary of proposed budget for 2020/21. Hard copies of the proposed main detailed budget on A3 size paper will be made available at the meeting.

#### **4.0 Comments**

4.1 Members may be aware that a significant amount of safety works was identified in the last Annual Playground Equipment Safety report. In response to this report the Parish Council has recently appointed EnviroLawn Ltd. to undertake this work. The work in question is as follows:-

Phase 1 - £16,360 plus VAT. Total = £20,945

Phase 2 - £5,935 plus VAT. Total = £7,122

Net Climber - £1,350 plus VAT. Total = £1,620

4.1 Phase 1 has already been approved for implementation this year. However due to condition of the ground this has been delayed until spring with work starting, ground conditions permitting, in April 2020. Phase 2, together with the Net Climber is still to be approved and is subject to resources available.

- 4.2 The safety (resurfacing) work that is still outstanding, because of the need to get estimates for replacing some play equipment, particularly in the Toddlers' Play Area comes to some £13,045 plus VAT = £15,654 for which no provision has been made. In addition the cost of replacing some of the play equipment in Toddlers' Play Area is still unknown.
- 4.3 The cost of replacing or refreshing some of the other Park equipment, such as benches, covered seating areas, etc. have not been quantified yet, although the need is now getting more pressing.
- 4.4 Over the last few years there has been a marked increase in the frequency and the scale of flooding taking place in the Park. This was particularly noticeable this year when most of the Park was under water on a number of occasions. The process of trying to find a permanent solution to this problem requires the engagement of qualified and experienced groundwater drainage engineers who can identify what the problem is and advise how much it would cost to address it.
- 4.5 Whilst there may be opportunities to attract external funding, however until a possible solution is costed it is difficult to quantify it at the moment. It should also be noted that most external grants require match funding, which will have to come from Parish Council's own budget.
- 4.6 Members have indicated the desire to bring in-house the Ground Maintenance contract in September 2020. Whilst in the long term this would be more cost effective and efficient use of resources, however this is likely to require the purchase of some heavy machinery such as a mower. For which a sum of only £5,000 has been made in the budget.
- 4.7 The above identified work stems from either the Safety Report or the ground conditions. It does not include any proactive long term ambitions that members may have for the Park, its buildings and the local community.
- 4.8 A quick look at the figures would show that there is a significant call on Parish Council resources for the next few years. The current practice where expenditure exceeds income, and reserves are used to back fill is not sustainable. Already reserves have fallen significantly and with the proposed implementation of identified safety works, the reserves are likely to fall to an unacceptable level at the end of next financial year.
- 4.9 Finally, it should be noted that no provision has been made in the contingency budget line for 2020/21, which in itself is not a good practice.

## **5.0 Financial Implications**

- 5.1 There are no financial implications as a result of this report.

## **6.0 Legal Implications**

- 6.1 In accordance with the Local Government Finance Act 1992 the Parish Council is required to set a budget and precept for 2019/20.

## **7.0 Recommendations**

It is recommended that the Finance and General Purposes Committee:-

- 7.1 Take into account the issues raised in the report consider the draft budget as shown in Annex A of this report and:-

- Suggest any changes to the activities and budgets allocated,
- Suggest any additional activities to be included in the budget, together with budget allocation,
- Suggest any capital projects for implementation next year, together with budgets,
- Suggest any changes to fees and charges for leisure based activities provided by the Parish Council
- Agree on the use of any reserves and the amount,

7.2 Subject to 7.1 recommend to the Parish Council the budget for the financial year 2020/21 and the amount to be raised through precept

<b>Annex A</b>				
<b>Activities</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Projected Spend to March 2020</b>	<b>Proposed Budget/Precept for 2020/2021</b>
	<b><u>Budget/Precept</u></b>	<b><u>Budget/Precept</u></b>		<b><u>Budget/Precept</u></b>
	<b>Payments</b>	<b>Payments</b>	<b>Payments</b>	<b>Payments</b>
Bench Replacement/Improvements	£3,000.00	£3,000.00	£1,000.00	£1,000.00
New Park Equipment - Suggested Table Tennis Table	£1,000.00	£1,000.00	£0.00	£100.00
Community Participation Garden with Vegetable beds (start-up)	£1,500.00	£1,000.00	£1,000.00	£2,500.00
Improvements to Chambers Buildings (inc Disability Access)	£5,000.00	£4,000.00	£1,616.52	£2,500.00
Water Table & Drainage Issues	£10,000.00	£4,000.00	£2,730.00	£2,000.00
<b>PARK REFURBISHMENTS</b>	<b>£20,500.00</b>	<b>£13,000.00</b>	<b>£6,346.52</b>	<b>£8,100.00</b>
<b>PAYROLL</b>	<b>£38,000.00</b>	<b>£44,000.00</b>	<b>£61,223.43</b>	<b>£72,000.00</b>
Waste Collection	£930.00	£1,400.00	£1,400.00	£1,400.00
Park Open/Close	£5,315.00	£5,480.00	£6,132.00	£6,000.00
Grounds Maintenance Contract	£13,800.00	£20,000.00	£18,290.00	£20,000.00
Intruder Alarm	£1,065.00	£1,119.00	£1,228.83	£1,311.00
H&S	£2,035.00	£2,656.00	£1,722.50	£2,170.00
Maintenance - Play & Park Equipment	£2,500.00	£16,950.00	£4,442.28	£12,000.00
Maintenance-Buildings	£2,000.00	£8,000.00	£4,346.86	£5,000.00
Community Participation Garden (on-going)	£500.00	£500.00	£500.00	£500.00
<b>PARK EXPENSES</b>	<b>£28,145.00</b>	<b>£56,105.00</b>	<b>£38,062.47</b>	<b>£48,381.00</b>
Postage/Stationery/Computer	£775.00	£2,925.00	£1,800.19	£2,650.00
Data Protection	£910.00	£200.00	£160.00	£200.00
Audit Fees	£850.00	£925.00	£480.00	£900.00
Subscriptions	£1,165.00	£1,224.00	£1,150.00	£1,329.00
Training	£1,000.00	£1,150.00	£1,951.38	£1,500.00
Advance on Chairman's Expenses	£300.00	£300.00	£0.00	£300.00
Newsletter	£600.00	£600.00	£600.00	£600.00
Christmas Decorations	£1,500.00	£2,100.00	£2,604.26	£2,100.00
Website - Improvement & on-going	£3,200.00	£2,000.00	£293.40	£1,000.00
Other Staff Cost	£50.00	£1,000.00	£1,000.00	£0.00
<b>SUNDRY EXPENSES</b>	<b>£10,350.00</b>	<b>£12,424.00</b>	<b>£10,039.23</b>	<b>£10,579.00</b>
<b>LOAN REPAYMENTS</b>	<b>£14,200.00</b>	<b>£14,200.00</b>	<b>£14,198.52</b>	<b>£14,200.00</b>
<b>UTILITIES</b>	<b>£4,620.00</b>	<b>£4,870.00</b>	<b>£3,783.26</b>	<b>£4,870.00</b>
<b>INSURANCE</b>	<b>£3,500.00</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£4,000.00</b>
<b>SECTION 137 GRANTS</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£2,500.00</b>
<b>ELECTION COSTS</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£0.00</b>	<b>£1,000.00</b>
<b>BANK CHARGES</b>	<b>£250.00</b>	<b>£250.00</b>	<b>£194.43</b>	<b>£250.00</b>

MILEAGE	£250.00	£1,500.00		£540.20	£1,000.00
PROFESSIONAL FEES	£1,000.00	£1,000.00		£0.00	£1,000.00
CONTINGENCY	£15,000.00	£17,000.00		£0.00	£0.00
VAT	£1,000.00	£10,000.00		£5,156.47	£6,000.00
<b>TOTAL COSTS</b>	<b>£142,315.00</b>	<b>£183,849.00</b>		<b>£139,544.53</b>	<b>£173,880.00</b>
	Receipts				
PRECEPT INCOME	£113,000.00				
<b>Current Year Deficit</b>	<b>-£29,315.00</b>				
Estimated Bal B/F at 1.4.18	£83,106.00				
less Payments as above	-£142,315.00				
plus Receipts as above	£113,000.00				
less Reserves of ongoing costs approx. 4 months	-£33,205.00				
less Reserves Mower replacement	-£20,000.00				
Excess Funds	£586.00				
Excess Funds - check	-£0.62				
<b>Calculating Precept for 2019/20</b>				<b>Calculating Precept for 2020/21</b>	
<b>Add</b>					
<b>Total proposed expenditure for 2019/2020 (no contingency included) =</b>		<b>£183,849.00</b>			<b>£173,880.00</b>
<b>Plus any other capital projects</b>	=	<b>£0.00</b>		Safety Works Phase 1 (£20,945)& Gardens & Orchard (£12,371)	<b>£33,316.00</b>
<b>Total expenditure</b>		<b>£183,849.00</b>			<b>£207,196.00</b>
<b>Minus</b>					
<b>Estimated Balance B/F (currently) =</b>		<b>£31,599.45</b>		Includes Lottery (£9411), Sefton (£2,000)	<b>£104,000.00</b>
<b>Reserves B/F</b>		<b>£122,567.00</b>			
<b>Income</b>		<b>£7,499.66</b>			

<b>Total 'Income' =</b>		<b>£161,666.11</b>		<b>£104,000.00</b>
<b>Difference</b>		<b>£22,182.89</b>		<b>£103,196.00</b>
<b>6 months reserves of total expenditure =</b>		<b>£91,924.50</b>		<b>£50,000.00</b>
<b>Proposed Precept for 2019/2020 rounded to nearest 100 =</b>		<b>£114,100.00</b>		<b>£153,196.00</b>
		<b>Amount Raised</b>	<b>Total Raised</b>	<b>Shortfall</b>
<b>Total Shortfall</b>				<b>£39,096.00</b>

**To meet the proposed expenditure of £153,196 for 2020/21 would require an increase in the precept from the current £55.20 level to £74.12, which is an increase of 36.4p per week.**

### Potential options to reduce shortfall and implications

<b>Option</b>	<b>Activity</b>	<b>Savings</b>	<b>Implications</b>
1	Not undertake any Phase 1 safety works	£20,945	This work has been identified in the Annual Playground Safety Inspection report. Failure to undertake this work may leave the Parish Council to potential insurance claims and legal challenges
2	Take out allocations for a lawnmower	£5,000	Failure to replace the lawnmower will impact on the Parish Council's ability to bring in-house the ground maintenance contract.
3	Limit the increase in working hours of the Assistant Park Officer from 24 to 18 hours until such time as the ground maintenance contract is brought in-house	£3,100	This will impact on the ability to maintain the Park in a good condition.
4	Not appoint a weekend staff	£2,100	Weekend staff is necessary to ensure the cleanliness of Park, removal of any dangerous debris, and to assist with the opening/closing of changing rooms.
5	Reduce the proposed £50,000 reserve budget		The suggested advisory amount of reserves required is between 3 to 12 months. The 3 months reserves for the proposed expenditure of £173,880 comes to approximately £43,470

**Budget Monitoring Report - April 2019 - 2020**

Payments	-	Original Budget	October	November	December	April-Dec
<b>PARK REFURBISHMENTS {PRM-01 to PRM-10}</b>		£13,000.00	£0.00	£0.00	£0.00	£1,134.13
<b>PAYROLL {PRL-01 to PRL-06}</b>		£44,000.00	£5,215.55	£5,677.79	£5,070.42	£44,501.85
<b>PARK EXPENSES</b>						
Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,400.00	£0.00	£0.00	£0.00	£0.00
Sefton Council-Park open/close {PEX-02}		£5,480.00	£0.00	£638.75	£755.00	£4,459.75
Maghull TC- Grounds maintenance {PEX-03}		£20,000.00	£1,330.00	£1,330.00	£1,330.00	£14,300.00
Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,119.00	£95.00	£381.00	£0.00	£1,462.83
Health/Safety {PEX-07 to PEX-09 and PEX-15 to PEX-17 }		£946.00	£50.00	£180.00	£50.00	£1,150.00
Maintenance-Play Equipment {PEX-10}		£12,000.00	£305.00	£61.62	£0.00	£1,586.34
Maintenance-Buildings {PEX-14 and PEX-18}		£14,160.00	£101.07	£62.90	£0.00	£3,282.06
Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£1,000.00	£0.00	£590.70	£0.00	£1,674.13
<b>Total</b>		£56,105.00	£1,842.90	£3,182.07	£2,135.00	£27,814.04
<b>SUNDRY EXPENSES</b>						
Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£2,775.00	£573.00	£255.52	£0.00	£1,301.02
Refreshments/Cleaning Materials {SUN-03}		£150.00	£0.00	£0.00	£0.00	£6.00
I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£2,200.00	£0.00	£0.00	£0.00	£80.00
Audit fees {SUN-05 to SUN-06}		£925.00	£0.00	£0.00	£0.00	£0.00
Subscriptions {SUN-07 to SUN-12}		£1,224.00	£0.00	£0.00	£0.00	£36.00
Training/others {SUN-13 and SUN-19}		£1,150.00	£0.00	£4.05	£0.00	£555.43
Advance on Chairman's Expenses {SUN-14}		£300.00	£0.00	£0.00	£0.00	£0.00
Others staff costs {SUN-15}		£1,000.00	£0.00	£0.00	£0.00	£0.00

Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to COM-03}		£2,700.00	£0.00	£1,000.00	£0.00	£1,000.00
<b>Total + COM-04</b>		£12,424.00	<b>£573.00</b>	<b>£1,259.57</b>	<b>£0.00</b>	£2,978.45
<b>LOAN REPAYMENTS</b>		£14,200.00	<b>£7,099.26</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£21,297.78</b>
<b>UTILITIES</b>						
Gas {UTI-01}		£540.00	£0.00	£52.17	£0.00	£207.21
Electric {UTI-02}		£1,500.00	£37.03	£53.58	£0.00	£725.77
Water {UTI-03}		£1,900.00	£0.00	£0.00	£0.00	£904.39
Telephone {UTI-04}		£680.00	£35.47	£52.49	£0.00	£488.77
Others s {UTI-05}		£250.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>		£4,870.00	<b>£72.50</b>	<b>£158.24</b>	<b>£0.00</b>	<b>£2,326.14</b>
<b>INSURANCE</b>		£4,000.00	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	£0.00
<b>(SECTION 137) - GRANTS</b>		£2,500.00	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	£0.00
<b>ELECTION COSTS</b>		£3,000.00	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	£0.00
<b>BANK CHARGES</b>		£250.00	<b>£32.62</b>	<b>£10.85</b>	<b>£35.00</b>	£240.28
<b>MILEAGE</b>		£1,500.00	<b>£19.80</b>	<b>£92.35</b>	<b>£60.00</b>	£666.00
<b>PROFESSIONAL FEES</b>		£1,000.00	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	£0.00
<b>CONTINGENCY</b>		£17,000.00	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	£0.00
<b>VAT PAID</b>		£10,000.00	<b>£502.20</b>	<b>£690.05</b>	<b>£400.00</b>	£6,246.52
	<b>TOTAL</b>	<b>£183,849.00</b>	<b>£8,258.57</b>	<b>£11,470.92</b>	<b>£7,700.42</b>	£100,580.84

Receipts	Budget	October	November	December	April-Dec
PRECEPT	£114,100.00	£0.00	£0.00	£0.00	£85,575.00
BOWLS	£420.00	£256.74	£0.00	£0.00	£256.74
FOOTBALL	£400.00	£0.00	£0.00	£0.00	£200.01
BANK INTEREST (Deposit acc)	£30.00	£0.00	£0.00	£0.00	£0.00
SUNDRY	£250.00	£9,511.00	£2,022.21	£0.00	£11,894.86



VAT COLLECTED	£35.00	£150.00	£0.00	£0.00	£150.00
VAT - HMRC	£10,000.00	£0.00	£1.11	£0.00	£4,481.66
	£125,235.00	£9,917.74	£2,023.32	£0.00	£102,558.27

**PAYMENT FOR AUTHORISATION-16 December 2019**  
**Period Covered 19 November to 16 December 2019**

<b>Accounts payable – 16 December 2019</b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>					
<b>Method of payment</b>	<b>Payee</b>	<b>Details relating to payment</b>	<b>Amount £</b>	<b>Statutory Provision</b>	<b>Any comments</b>
1.Direct Debit	Hive Telecom	Telephone Calls November 2019	6.02	LGA 1972s111	UTI-04
2.Direct Debit	Talk Talk Business	Line rental and Broadband November 2019	36.54	LGA 1972s111	UTI-04
3.Bacs	Greener Grounds Ltd	Monthly services as part of contract	1596.00	LGA 1972s111	PEX-03
4.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms	61.00	LGA 1972s111	UTI-02
5.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	15.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	23.00	LGA 1972s111	UTI-02
		<b>Total</b>	<b>£1,737.56</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					
7.Bacs	WCS Group	Monthly Hygiene Contract November 2019	72.00	LGA 1972s111	PEX-16

8. Bacs	HMRC	Tax/Ni November 2019	1,146.92	LGA 1972s111	PRL-00
9. Direct Debit	B & C E Pensions	November 2019 Pension charge	325.47	LGA 1972s111	PRL-00
10. BACS	NatWest Autopay	Monthly Payroll 06 December 2019	3,476.76	LGA 1972s111	PRL-00
		<b>Total</b>	<b>£5,021.15</b>		
	<b>Invoices for payment (VARIABLE)</b>				
11. Bacs	Darren Hinton	Fuel purchase for equipment	19.06	LGA 1972s111	PEX-12
12. Bacs	K Ellis	Stamps £8.40/Garden Machinery purchase of attachment for grass cutter £112.49/Stationery £11.25/Milk £0.80	132.94	LGA 1972s111	SUN-01/PEX
13. Direct Debit	NatWest	Current account bank charges November 2019	8.40	LGA 1972s111	BNK-01
14. Bacs	Lancashire Association of Local Councils	Annual subscription to NALC £380.96 and LALC £403.00, Local Council review copies £146.50 and contribution to Area secretary £15.00	947.55	LGA 1972s111	SUBS-08
15. Bacs	ICS Ltd	Cleaning materials	34.31	LGA 1972s111	PEX-06
16. Bacs	Jenkinsons	Printing paper and notepads	39.10	LGA 1972s111	SUND
17. Standing order	Sefton Council	Contract for opening and closing park	766.50	LGA 1972s111	PEX-02
18. DDR	NatWest	Autopay online charges	16.75	LGA 1972s111	BNK-01
19. DDR	Waterplus	Wastewater charges 29.5.19 to 13.8.19	90.45	LGA 1972s111	UTI-03

<b>20.Bacs</b>	Maghull & District Lions	Grant application	300.00	LGA 1972s111	SEC-01
		<b>Total</b>	<b>£2,355.06</b>		
<b>For information only - Contractual/Statutory payments (FIXED)</b>			£1,737.56		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>			£5,021.15		
<b>Invoices for payment (VARIABLE)</b>			£2,355.06		
<b>Total for 18 November 2019</b>			<b>£9,731.27</b>		

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

<b><u>CURRENT ACCOUNT - Bank reconciliation – as at 30 November 2019</u></b>				
	<b>Cheque No.</b>	<b>£ (-)</b>	<b>£ (+)</b>	<b>£ Balance</b>
<b>Balance brought Forward 31 October 2019</b>				<b>28,525.98</b>
Add receipts			2,023.32	<b>30,549.30</b>
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	<b>36,729.59</b>
Payments		-10,909.98		<b>19,639.32</b>
<b>Balance Carried Forward</b>				<b>19,639.32</b>
Add unpresented cheques 6365 £6.75 6373 SDFB £350			356.75	<b>19,996.07</b>
Balance agreed to statement (835) 30.11.19				
<b><u>RESERVE ACCOUNT - Bank reconciliation – as at 30 November 2019</u></b>				
<b>Balance brought Forward</b>				<b>122,,771.56</b>
Add Interest received			20.85	<b>122,792.41</b>
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	

<b>Balance Carried Forward</b>				<b>122,792.41</b>
<b>SUMMARY OF BALANCES AS AT 30 November 2019</b>				
<b>Current Account</b> (after deducting unpresented cheques)				<b>19,639.32</b>
<b>Reserve Account</b> (after deducting cheque to Unity Bank £20,000.00)				<b>122,771.56</b>
<b>Unity Bank Account</b>				<b>20,000.00</b>
<b>Total cash available (30 November 2019)</b>				<b>162,410.88</b>

**UPDATED PAYMENT FOR AUTHORISATION-18 November 2019**

Period Covered 15 October -18 November 2019

<b>Accounts payable – 18 November 2019</b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>					
<b>Method of payment</b>	<b>Payee</b>	<b>Details relating to payment</b>	<b>Amount £</b>	<b>Statutory Provision</b>	<b>Any comments</b>
1.Direct Debit	Hive Telecom	Telephone Calls October 2019	6.02	LGA 1972s111	UTI-04
2.Direct Debit	Talk Talk Business	Line rental and Broadband October 2019	36.54	LGA 1972s111	UTI-04
3.Bacs	Greener Grounds Ltd	Monthly services as part of contract	1596.00	LGA 1972s111	PEX-03
4.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms	1.00	LGA 1972s111	UTI-02
5.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	10.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	28.00	LGA 1972s111	UTI-02
		<b>Total</b>	<b>£1,677.56</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					
7.Bacs	WCS Group	Monthly Hygiene Contract July, Sept, October 2019	216.00	LGA 1972s111	PEX-16
8. Bacs	HMRC	Tax/NI October 2019	1,198.02	LGA 1972s111	PRL-00
9.Direct Debit	B & C E Pensions	October 2019 Pension charge	325.47	LGA 1972s111	PRL-00

10.BACS	NatWest Autopay	Monthly Payroll 06 November 2019	3,593.16	LGA 1972s111	PRL-00
		<b>Total</b>	<b>£5,332.65</b>		
	<b>Invoices for payment (VARIABLE)</b>				
11.Bacs	Darren Hinton	Fuel £19.86/Mileage October 19 £11.80	31.66	LGA 1972s111	MIL-01/PEX-12
12.Bacs	M Kundi	Mileage Sept/Oct £80.55/Telephone £17.02/Postage £48.02/Wreath £20.00	165.59	LGA 1972s111	MIL 01/UTI-04 SUN-19/SUN 01
13.Bacs	K Ellis	Flowers for Mayoress £30.00	30.00	LGA 1972s111	SUN-01
14.Direct Debit	Natwest	Current account bank charges October 2019	10.85	LGA 1972s111	BNK-01
15.Bacs	British Gas	Gas useage 17 July to 27 October 2019	54.44	LGA 1972s111	UTI-01
16. Bacs	Sefton Council	Intruder alarm call out/Repair17.10.19 £409.20 Call out 04.10.19 £48.00	457.20	LGA 1972s111	PEX-06
17.Direct Debit	Epica	Health and Safety Support CANCELLED	0.00	LGA 1972s111	PEX-07
18. Standing order	Sefton Council	Contract for opening and closing park	766.50	LGA 1972s111	PEX-02
19.Direct debit	Screwfix Direct	Knives/Protective clothing	73.94	LGA 1972s111	PEX-10
20.Bacs	P Gill	Lettering for Chair's board	4.86	LGA 1972s111	SUN-19
21.Direct debit	EDF	Annual statement review balance	16.75	LGA 1972s111	UTI-02
22.Chq 6372	Aintree Community Trust	Contribution to Christmas Decorations	1,000.00	LGA 1972s111	COM-02



23.Bacs	Ace Computers	Laptop for Grounds-person's office	249.00	LGA 1972s111	SUN-01
24.Bacs	Sam Turner & Sons Ltd	Lawnmower	688.98	LGA 1972s111	PEX-12
25.Chq 6373	Slow Down for Bobby	Contribution to posters etc. for school railings	350.00	LGA 1972s111	COM-01
		Total			
<b>For information only - Contractual/Statutory payments (FIXED)</b>			£1,677.56		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>			£5,332.65		
<b>Invoices for payment (VARIABLE)</b>			£3,899.77		
<b>Total for 18 November 2019</b>			<b>£10,909.98</b>		

**Community Event 2020 – Request to use Council Buildings**

mrsravs <mrsravs@blueyonder.co.uk>  
Tue 26/11/2019 13:53 - You; Ian Roxburgh; Joan Harkins  
□  
SJA 757968.pdf  
267 KB  
Hi Mo,

As discussed would it be possible for St John's ambulance to utilise the council office as treatment facility on the day of the festival please?

Kind regards

Claire Ravenscroft

Sent from Samsung Mobile on O2

----- Original message -----

From: North-Events <North-Events@sj.a.org.uk>  
Date: 20/11/2019 16:29 (GMT+00:00)  
To: "mrsravs@blueyonder.co.uk" <mrsravs@blueyonder.co.uk>  
Subject: St John Ambulance | Aintree Village Festival | 757968

Dear Clair,

Thank you for your recent enquiry into first aid cover with St. John Ambulance.

Please find attached a quotation for us to attend your event.

Please will you confirm that all the event details are correct and that you are happy to accept the price by signing and returning the attached form **within seven days?**

Please note that without your signed acceptance your booking cannot be confirmed.

**Please note, we require the following:**

- A private space for volunteers to use as a treatment facility in the event of casualties. This can either be a room in a building or a tent (with sides), with tables and chairs. We can provide treatment units however they are subject to availability and come at an additional cost.
- An event plan and risk assessment. We can use this information to create our own event medical plan which you may have sight of.

If you wish to discuss this quotation, please do not hesitate to contact us.

Kind regards, Sarah North Region Events Team,  
St John Ambulance North Region, Lumley Close, Thirsk Industrial Park, Thirsk YO7 3TD

T 0303 003 0102

**Out of office hours (emergency on call number) 0330 053 5095.**

**PLANNING MATTERS****Planning Applications – Submitted**

Address	Planning Application	Description	Date	Status
20 Felsted Drive Aintree Liverpool L10 8JR	DC/2019/02203	Erection of a two storey extension to the side, part single/ part two storey extension to the rear and a porch to the front of the dwellinghouse, following the demolition of the existing garage and outrigger (alternative to DC/2017/01353) (retrospective).	Tue 26 Nov 2019	Registered
55 Keble Drive Aintree Liverpool L10 3LB	DC/2019/02178	Prior approval submission for a proposed rear conservatory projecting 5.7 metres from the rear wall of the original dwellinghouse with a height of 2.6 metres at the eaves and a maximum height of 3.5 metres.	Fri 22 Nov 2019	Registered
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW	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)	Wed 19 Aug 2015	Registered

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

Address	Planning Application	Description	Date Decided	Status
Asda Ormskirk Road Aintree Liverpool L10 3LN	DC/2019/01995	Installation of hand car wash	Tue 22 Oct 2019	Decided
Asda Ormskirk Road Aintree Liverpool L10 3LN	DC/2019/01996	Advertisement consent for the display of 4 non-illuminated fascias and 4 non-illuminated hoardings and a non-illuminated sign on the side elevation	Tue 22 Oct 2019	Decided
28 Oriel Drive Aintree Liverpool L10 3JL	DC/2019/01955	Erection of a single storey detached outbuilding in the rear garden of the dwellinghouse.	Wed 16 Oct 2019	Decided

