



Aintree Village Parish Council
Minutes of Finance and General Purposes
Committee meeting held on Monday 17th
June 2019 at 7.00pm

	Present	Cllrs Honeyman (Chairman), Carter, Owens and Bennett
FGP0001	Apologies for absence	Cllrs. Gill and Moore
	In attendance	Cllr. Toner M Kundi (Council Manager and Parish Clerk) K Ellis (RFO)
FGP0002	Declarations of interest	None
FGP0003	Public participation	None
FGP0004	Committee's terms and references	Members considered the Committee's terms of references and agreed to review them on a regular basis to ensure that they are relevant and up to date.
FGP0005	<p style="margin-bottom: 10px;">Clerk's reports</p> <p style="margin-bottom: 10px;">Reserve Policy</p> <p style="margin-bottom: 10px;">Staff holiday arrangements</p>	<ol style="list-style-type: none"> 1. A verbal report was presented highlighting the need to develop a medium to long term budgetary plan which shows the Parish Council's key financial priorities. Members AGREED that the Council Manager and Parish Manager:- <ul style="list-style-type: none"> • Develop a draft list of schemes for consideration that Parish Council may need to deliver over the next three years. • Identify the ownership of vacant green land running parallel to Oriel Road (also known as 47 acres) using Land Registry if necessary, which will include some fees. 2. Members were verbally informed that the RFO was going on holiday from 1st July 2019 for some 10 days and that this may impact on her ability to prepare all financial reports, particularly relating to authorisation of Payments schedule for the next Parish Council meeting. Members NOTED the matter.

	<p>Work ordered under Financial Regulations</p> <p>Funding Opportunity</p> <p>Use of Laptops/Tablets</p>	<p>3. Members considered the report on potential trip hazards in the Park that were highlighted by an Officer from Sefton Council, which required urgent action. Members NOTED that the said work to be carried out by Sefton Council's contractors was ordered by the Council Manager and Parish Clerk in consultations with Chair of the Parish Council under paragraph 1.35 of Council's Financial Regulations at a cost of £305 plus VAT.</p> <p>4. Members considered the report on potential funding opportunity from Sefton Council, whereby up to £2,000 was being made available to those projects that made improvements to parks. Members AGREED that the Council Manager and Parish Clerk submit a bid for funding by 21st June 2019 for the temporary dedicated dog area scheme.</p> <p>5. Members were verbally informed of the time consuming task of photocopying agenda and reports using the old printer in the Council Chamber. Members REQUESED the Council Manager and Parish Clerk 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</p>
FGP0006	Reports from external meetings	None
FGP0007	Financial matters	<p>Members considered the various financial reports and resolved to APPROVE the following:-</p> <ol style="list-style-type: none"> 1. Monthly budget monitoring report (attached as Annex FGP0007(A)) 2. Updated Payments for authorisation schedule (attached as Annex FGP0007(B)) 3. Bank reconciliation schedule (attached as Annex FGP0007 (C)), 4. Payments for authorisation schedule for the period 17th May to 17th June 2019 (attached as Annex FGP0007(D)), and 5. Members were updated on the required actions in relation to Annual Governance and Accountability Return (AGAR), in particular the publication of information on Parish Council Notice Boards and the Website.
FGP0008	Correspondence	None
FGP0009	Planning matters	Members NOTED the content of the two spreadsheets show the current and recently decided applications.

		Page FGP0003		
FGP00010	Dog fouling	Deferred to Parish Council meeting on 15 th July 2019		
FGP00011	Dates of next meetings	F & GP Committee	P & A Committee	Parish Council
		<ul style="list-style-type: none"> • 19th August 2019 • 21st October 2019 • 16th December 2019 • 17th February 2020 • 20th April 2020 	<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"> • 15th July 2019 • 16th September 2019 • 18th November 2019 • 20th January 2020 (Budget/Precept) • 16th March 2020 • 18th May 2020 (Annual Parish Council)
<p>The meeting closed at 08.15pm Minutes FGP0001 to FGP0010 received as a correct record on 19th August 2019</p> <p>.....</p> <p style="text-align: center;">Chairman Cllr. Honeyman</p>				

	IT Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£2,200.00	£0.00	£0.00	£0.00	£0.00	£2,200.00
	Audit fees {SUN-05 to SUN-06}		£925.00	£0.00	£0.00	£0.00	£0.00	£925.00
	Subscriptions {SUN-07 to SUN-12}		£1,224.00	£36.00	£0.00	£0.00	£36.00	£1,188.00
	Training/others {SUN-13 and SUN-19}		£1,150.00	£129.00	£0.00	£0.00	£129.00	£1,021.00
	Advance on Chairman's Expenses {SUN-14}		£300.00	£0.00	£0.00	£0.00	£0.00	£300.00
	Others staff costs {SUN-15}		£1,000.00	£0.00	£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	£0.00	£2,700.00
	Total + COM-04		£12,424.00	£355.52	£168.49	£0.00	£524.01	£11,899.99
5	LOAN REPAYMENTS		£14,200.00	£7,099.26	£0.00	£0.00	£0.00	£14,200.00
6	UTILITIES							
	Gas {UTI-01}		£540.00	£0.00	£37.58	£0.00	£37.58	£502.42
	Electric {UTI-02}		£1,500.00	£162.51	£162.51	£0.00	£325.02	£1,174.98
	Water {UTI-03}		£1,900.00	£0.00	£0.00	£0.00	£0.00	£1,900.00
	Telephone {UTI-04}		£680.00	£209.64	£41.71	£0.00	£251.35	£428.65
	Others s {UTI-05}		£250.00	£0.00	£0.00	£0.00	£0.00	£250.00
	Total		£4,870.00	£372.15	£241.80	£0.00	£613.95	£4,256.05
7	INSURANCE		£4,000.00	£0.00	£0.00	£0.00	£0.00	£4,000.00
8	SECTION 137 GRANTS		£2,500.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
9	ELECTION COSTS		£3,000.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
10	BANK CHARGES		£250.00	£29.52	£34.36	£0.00	£63.88	£186.12
11	MILEAGE		£1,500.00	£164.50	£54.70	£0.00	£219.20	£1,280.80
12	PROFESSIONAL FEES		£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00

13	CONTINGENCY		£17,000.00	£0.00	£0.00	£0.00	£0.00	£17,000.00
14	VAT PAID		£10,000.00	£1,023.95	£538.38	£0.00	£1,562.33	£8,437.67
		TOTAL	£183,849.00	£17,680.19			£25,605.28	£130,917.96

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

UPDATED PAYMENTS LIST FOR AUTHORISATION**AMENDED 08.06.19****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/Any Comments
1.BACS	W C S Group	Monthly Hygiene Visit as part of a contract – April 2019	72.00	LGA 1972s111	
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	
		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-00
		Total	£4,012.40		

For approval - Invoice payments

7.BACS	British Gas	Usage actual reading April 2019	39.45	LGA 1972s111	
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

20. Direct Debit	Trade UK-Screwfix	Workwear £179.15/Wood treatment/Sprayer £37.97/Tarpaulin/Ear Defenders/Bungee cord £53.96	271.15	LGA 1972s111	
21. Direct Debit	Talk Talk	Monthly charge Broadband and Line rental	34.20	LGA 1972s111	UTI-04
22. Direct Debit	Hive Telecom	Line rental	5.05	LGA 1972s111	UTI-04
23. Cheque 6356	Brumfitt Builders	Replacement for cheque 6355 from March 2019	200.00	LGA 1972s111	
Total			2,860.66		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			745.20		
For information only -Contractual/Statutory payments (VARIABLE)			4,012.40		
Invoices for payment (Variable)			2,860.66		
Total for 16 May 2019			£7,618.26		

Bank Reconciliation
Period Covered 01 to 31 May 2019

<u>CURRENT ACCOUNT - Bank reconciliation – as at 31 May 2019</u>				
	Cheque No.	£ (-)	£ (+)	£ Balance
Balance brought Forward 30 April 2019				39,060.24
Add receipts			11,629.88	50,690.12
Transfer To Reserve Account		0		50,690.12
Transfer From Reserve Account			0	50,690.12
Payments		-7,618.26		43,071.86
Jenkinson payment not made			24.60	43,096.56
Balance Carried Forward				43,096.56
Add Unpresented Cheques and Direct Debits not collected			0	
Balance agreed to statement (823) 31.05.2019 Total				43,096.56
<u>RESERVE ACCOUNT - Bank reconciliation – as at 31 May 2019</u>				
Balance brought Forward				122,647.19

Add Interest received April/May			42.34	122,689.53
Transfer To Current Account		0.00		122,689.53
Transfer From Current Account			0.00	122,689.53
Balance Carried Forward				122,689.53
SUMMARY OF BALANCES AS AT 31 May 2019				
Current Account (after deducting unpresented cheques)				43,096.56
Reserve Account				122,689.53
<u>Total cash available (31 May 2019)</u>				<u>165,786.09</u>

PAYMENTS LIST FOR AUTHORISATION

AMENDED 08.06.19

Period Covered 17 May – 17 June 2019

Accounts payable – 17 June 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
1.BACS	W C S Group	Monthly Hygiene Visit as part of a contract – May 2019	72.00	LGA 1972s111	
2.BACS	Epica ltd	Monthly Health and Safety Support as part of a contract – June 2019	60.00	LGA 1972s111	PEX -07
3.Standing Order	Sefton Council	Contract to Open and Close the Park	613.20	LGA 1972s111	
4.BACS	Greener Grounds Ltd	Monthly services as part of contract April and May 2019 £1,596 each month	3,192.00	LGA 1972s111	
		Total	£3,937.20		
For information only - Contractual/Statutory payments (VARIABLE)					
5.BACS	Natwest Autopay	Monthly payroll paid 06 June 2019	3,110.69	LGA 1972s111	PRL-00
6.BACS	HMRC	Tax/Ni May 2019	966.30	LGA 1972s111	PRL-00
7.Direct Debit	B & C E Pensions	May 2019 Pension charge	257.35	LGA 1972s111	PRL-00

		Total	4,334.34		
	Invoices for payment(VARIABLE)				
8.BACS	D Hinton	Mileage May 2019 £3.60/Fuel for mower £12.37	15.97	LGA 1972s111	MIL-01
9.BACS	M Kundi	Postage £22.36/Mobile £8.29/Mileage May 19 £76.70.	107.85	LGA 1972s111	MIL-01 & SUN-01
10.BACS	K Ellis	Water May/June meetings	6.00	LGA 1972s111	SUN-01
11.Direct Debit	Water Plus	Standing charge and waste water charge 23 Nov 18-13 Feb 19	71.35	LGA 1972s111	
12.BACS	Aitkens Sportsturf Ltd	Line Marker x 2 12.5ltr tins	72.96	LGA 1972s111	
13.BACS	Jenkinsons	Ink Cartridges/Subject Dividers/Envelopes	61.18	LGA 1972s111	SUN-01
14.Direct Debit	Natwest	Autopay Charges – May 2019	15.89	LGA 1972s111	PRL-00
15.Direct Debit	Natwest	Bank charges – Current Account – 04-31 May 2019	5.60	LGA 1972s111	PRL-00
16. BACS	SLCC	Annual charge Membership and Joining Fee – Clerk	293.00	LGA 1972s111	
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	10.00	LGA 1972s111	UTI-02
19.Direct Debit	EDF Energy	Monthly payment plan-Changing Rooms	28.00	LGA 1972s111	UTI-02

20. Direct Debit	Trade UK-Screwfix	Workwear £179.15/Wood treatment/Sprayer £37.97/Tarpaulin/Ear Defenders/Bungee cord £53.96	271.08	LGA 1972s111	Invoice arrived after May meeting
21. Direct Debit	Talk Talk	Monthly charge Broadband and Line rental	34.20	LGA 1972s111	UTI-04
22. Cheque 6356	Brumfitt Builders	Replacement for cheque 6355 from March 2019	200.00	LGA 1972s111	Missed from May meeting
Total			£1,364.08		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			3,937.20		
For information only -Contractual/Statutory payments (VARIABLE)			4,334.34		
Invoices for payment (VARIABLE)			1,364.08		
Total for 17 June 2019			£7,635.62		