



**Aintree Village Parish Council**  
**Minutes of Finance and General Purposes**  
**Committee meeting held on Monday 21<sup>st</sup>**  
**October 2019 at 7.00pm**

	Present	Cllrs. Honeyman (Chairman), Carter, Owens, Bennett, Gill and Moore
	In attendance	Cllr. Toner M Kundi (Council Manager and Parish Clerk) K Ellis (RFO)
FGP0024	Apologies for absence	None
FGP0025	Declarations of interest	Cllr. Gill on item number FGP0031 relating to Aintree Community Trust and Christmas Activities.
FGP0026	Public participation	None
FGP0027	Minutes of previous Committee meeting	Approved as a correct record on 21 <sup>st</sup> October 2019, and duly authorise the Chairman to sign the previous minutes of Finance & General Purposes Committee meeting held on 19 <sup>th</sup> August 2019.
FGP0028	Matters arising from the Action List	None
FGP0029	Clerk's reports  Christmas Related Activities  External Funding	<ol style="list-style-type: none"> <li>1. Members considered the report which highlighted the request for financial assistance for the Christmas related activities and Members agreed to <b>RECOMMEND to the Parish Council that</b> financial contribution of £1,000.00 be made to Aintree Community Trust towards Christmas related activities for 2019.</li> <li>2. Members considered the report highlighting the success in attracting external funding from 'Awards for All' Big Lottery and Sefton Council and agreed to <b>RECOMMEND to the Parish Council that:-</b> <ol style="list-style-type: none"> <li>a). The Parish Council accept the external funding letters from the Big Lottery for Community</li> </ol> </li> </ol>

	Outcome of External Audit 2018/19	<p>Gardens and Orchard scheme (£9411), and Sefton Council for the Dedicated Temporary Dog Area (£2,000),</p> <p>b). Request the 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,</p> <p>c). An informal meeting of all Members of the Parish Council be convened prior to the Finance &amp; General Purposes Committee meeting on 16<sup>th</sup> December 2019, preferably starting at 5.00pm to develop an Action Plan, which will set out the Parish Council's priorities over the next 5 years and which will then form the basis for seeking external funding, and setting budgets.</p> <p>3. Members agreed to withdraw this report as the matter falls outside of its Terms of Reference and to report the issue directly to the Parish Council at its next meeting.</p>
FGP0030	Reports from external meetings	None
FGP0031	Financial matters	<p>Members considered the various financial reports and:-</p> <ol style="list-style-type: none"> <li>1. <b>AGREED</b> to defer the Monthly budget monitoring report to enable the RFO and Council Manager and Parish Clerk to address arithmetical errors,</li> <li>2. Resolved to <b>APPROVE</b> the Payments for authorisation schedule by means of using cheques and not by BACS due to the Bank not approving the changed mandate. (attached as Annex FGP0019(B))</li> <li>3. Resolved to <b>APPROVE</b> the Bank reconciliation schedule (attached as Annex FGP0019 (C)),</li> <li>4. Resolved to <b>APPROVE</b> the updated amended payments schedule (attached as Annex FGP0019 (D))</li> <li>5. Cllr. Gill provided a verbal update on the Banking situation indicating that the NatWest bank keeps rejecting all the paperwork submitted to date relating new signatories. He also indicated that he has written to the CEO of NatWest complaining about the lack of proper service. The said CEO has replied stating that the situation is being investigated, and that he will respond once the investigations have been concluded. Members expressed disappointment at the on-going problems caused by the bank's inability to resolve the matter.</li> </ol>

FGP0032	Correspondence	None		
FGP0033	Planning matters	Members NOTED the content of the two spreadsheets showing the current and recently decided applications.		
FGP00034	Dates of next meetings	<b>F &amp; GP Committee</b>	<b>P &amp; A Committee</b>	<b>Parish Council</b>
		<ul style="list-style-type: none"> <li>• 16<sup>th</sup> December 2019</li> <li>• 17<sup>th</sup> February 2020</li> <li>• 20<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 16<sup>th</sup> December 2019</li> <li>• 3<sup>rd</sup> February 2020</li> <li>• 6<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 18<sup>th</sup> November 2019</li> <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 meeting)</li> </ul>
<p>The meeting having started at 8.40pm on the conclusion of the special Parish Council meeting and closed at 9.40pm</p> <p>Minutes FGP0024 to FGP0034 received as a correct record on 16<sup>th</sup> December 2019</p> <p>.....</p> <p style="text-align: center;">Chairman Cllr. Honeyman</p>				

**PAYMENT FOR AUTHORISATION**

Period Covered 14 September-14 October 2019

<b>Accounts payable – 14 October 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 September 2019	6.02	LGA 1972s111	LRP-01
2.Direct Debit	Talk Talk Business	Line rental and Broadband September 2019	36.54	LGA 1972s111	SUN-19
3.Standing Order	Sefton Council	Contract to Open and Close the Park- Standing order not set up at present.	613.20	LGA 1972s111	PEX-02
4.BACS	Greener Grounds Ltd	Monthly services as part of contract October 2019 £1,596 each month	1,596.00	LGA 1972s111	PEX-03
5.Direct Debit	Talk Talk	Monthly Charge for Broadband and Line Rental	34.20	LGA 1972s111	UTI-04
6.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	10.00	LGA 1972s111	UTI-02
7.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	28.00	LGA 1972s111	UTI-02
		<b>Total</b>	<b>£2,322.62</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					

9.BACS	WCS Group	Monthly Hygiene Contract September 2019	72.00	LGA 1972s111	PEX-07
10.BACS	HMRC	Tax/Ni September 2019	1,348.36	LGA 1972s111	PRL-00
11.Direct Debit	B & C E Pensions	September 2019 Pension charge	325.47	LGA 1972s111	PRL-00
12.BACS	Natwest	Monthly Payroll 06 October 2019	4,062.21	LGA 1972s111	PRL-00
		<b>Total</b>	<b>5,808.04</b>		
	<b>Invoices for payment (VARIABLE)</b>				
13.BACS	Darren Hinton	Mileage on behalf of Aintree Village Parish Council Jul-Sept 2019 £19.80/Mower fuel £12.53/Mobile phone for line testing £6.99	39.32	LGA 1972s111	MIL-01/PEX-12/UTI-04
14.BACS	K Ellis	Files £3.99/Milk £0.79/Stamps £7.32/Water £2.00	14.10	LGA 1972s111	SUN-01
15.BACS	B Honeyman	Mileage September 2019	6.75	LGA 1972s111	MIL-01
16.BACS	Sefton Council	Call out to alarm 10.September 2019	114.00	LGA 1972s111	PEX-04
17.BACS	Huws Gray Ltd	Sawn timber	45.96	LGA 1972s111	PEX-14
18.BACS	Jenkinsons Ltd	Ink cartridges/Paper – <b>Have you any more details?</b>	624.79	LGA 1972s111	SUN-01
19. Direct Debit	NatWest	Autopay charges September 2019	25.69	LGA 1972s111	BNK-01
20.BACS	Sue Harrison	Catering for Civic Service 2019	315.00	LGA 1972s111	SUN-19
21.Standing Order	Sefton MBC	Resuming standing order payments for open/close park	766.50	LGA 1972s111	PEX-02

<b>22.Bacs</b>	Jenkinsons	Ink cartridges and storage boxes for archiving	46.68	LGA 1972s111	SUN-02
<b>23.Bacs</b>	Sefton Council	Wetpour repairs	366.00	LGA 1972s111	PEX-10
		<b>Total</b>	<b>£2,364.82</b>		
<b>For information only - Contractual/Statutory payments (FIXED)</b>			£2,322.62		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>			£5,808.04		
<b>Invoices for payment (VARIABLE)</b>			£2,364.82		
<b>Total for 14 October 2019</b>			<b>£ 10,495.48</b>		

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

<b><u>CURRENT ACCOUNT - Bank reconciliation – as at 30 September 2019</u></b>				
	<b>Cheque No.</b>	<b>£ (-)</b>	<b>£ (+)</b>	<b>£ Balance</b>
<b>Balance brought Forward 31 August 2019</b>				<b>48,963.35</b>
Add receipts			13,952.82	<b>62,916.17</b>
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	<b>62,916.17</b>
Payments		-36,104.32		<b>26,811.85</b>
<b>Balance Carried Forward</b>				<b>26,811.85</b>
Payments written back /unpresented cheques			957.20	<b>27,769.05</b>
<b>Balance agreed to statement (831) 30.09.2019 Total</b>				<b>27,769.05</b>
<b><u>RESERVE ACCOUNT - Bank reconciliation – as at 30 September 2019</u></b>				
<b>Balance brought Forward</b>				<b>122,708.35</b>
Add Interest received August 2019			22.19	<b>0</b>
Transfer To Current Account		0.00		

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Transfer From Current Account			0.00	
<b>Balance Carried Forward</b>				<b>122,730.54</b>
<b>SUMMARY OF BALANCES AS AT 30 September 2019</b>				
<b>Current Account</b> (after deducting unpresented cheques)				<b>26,811.85</b>
<b>Reserve Account</b>				<b>0</b>
<b><u>Total cash available (30 September 2019)</u></b>				<b><u>149,542.39</u></b>



**PAYMENTS FOR AUTHORISATION-Amended 10.10.19**

**Period Covered 20 August-13 September 2019**

<b>Accounts payable – 13 September 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.DDR	Public Works Loan Board	Half yearly loan repayment	7,099.26	LGA 1972s111	LRP-01
2.BACS	P Gill	Lettering for Chairperson's board	4.74	LGA 1972s111	SUN-19
3.BACS	Sefton Council	Contract to Open and Close the Park- Standing order not set up at present.	613.20	LGA 1972s111	PEX-02
4.BACS	Greener Grounds Ltd	Monthly services as part of contract September 2019 £1,596 each month	1,596.00	LGA 1972s111	PEX-03
5.Direct Debit	Talk Talk	Monthly Charge for Broadband and Line Rental	34.20	LGA 1972s111	UTI-04
		<b>Total</b>	<b>£9,347.40</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					
6.BACS	NatWest Autopay	Monthly payroll paid 06 August 2019	3,296.21	LGA 1972s111	PRL-00
7.BACS	HMRC	Tax/Ni July 2019	1,034.63	LGA 1972s111	PRL-00
8.Direct Debit	B & C E Pensions	August 2019 Pension charge	257.35	LGA 1972s111	PRL-00
		<b>Total</b>	<b>£4,588.19</b>		

	Invoices for payment(VARIABLE)				
9.BACS	D Hinton	Fuel for mower	12.69	LGA 1972s111	PEX-18
10.BACS	M Kundi	Mileage (£27.00) & expenses (stamps, mobile phone, Civic Trophies) £130.94	157.94	LGA 1972s111	SUN -01 & MIL-01
11.BACS	K Ellis	Insect Zapper£29.99/Refreshments £1.50/Name Badges £25.61/Bench engraving £59.95	117.05	LGA 1972s111	SUN-19/SUN 01
12.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	10.00	LGA 1972s111	UTI-02
13.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	28.00	LGA 1972s111	UTI-02
14.Direct Debit	EDF Energy	Monthly payment plan-Changing Rooms- Account in credit refund due	01.00	LGA 1972s111	UTI-02
15.BACS	Spaldings	Bulldog Trench Fork	26.40	LGA 1972s111	PEX-18
16.BACS	Sefton Council	Annual key holding duties 02 August 2019 to 01 August 2020	207.56	LGA 1972s111	PEX-05
17.BACS	NatWest Autopay	Autopay Fee August 2019	33.63	LGA 1972s111	BNK-01
18.BACS	Grainger Fire & Security	Maintenance of Alarm System	87.00	LGA 1972s111	PEX-09
19 BACS	Sefton Council	Call out to re-set alarm 08 August 2019	48.00	LGA 1972s111	PEX-06
20.BACS	Jenkinsons	Black ink cartridges for RFO	27.70	LGA 1972s111	SUN-01
21.BACS	Thomas Fattorini Ltd	Past Chairman Badge x 5	594.66	LGA 1972s111	SUN-19
22.BACS	PKLF Littlejohn	Annual audit review 2018-19	480.00	LGA 1972s111	PEX-09
23.BACS	The Play Inspection Co	Outdoor Annual Inspection	120.00		

24.DDR	Screwfix Direct	Blades/Traps/Fly spray/Saw	33.47	LGA 1972s111	PEX-09
25.BACS	WCS Group	Monthly hygiene Visit	72.00	LGA 1972s111	
26.DDR	Hive Telecom	Calls only August 2019	6.02	LGA 1972s111	
27.BACS	K Ellis	Park Expenses	40.61	LGA 1972s111	
28Direct Debit	Epica	Health and Safety monthly contract payment	60.00	LGA 1972s111	
29.Direct Debit	NatWest	Bank charges September 2019	5.00	LGA 1972s111	
30.Cheque No.?	Unity Bank	Deposit of funds	20,000.00		
		<b>Total</b>	<b>£22,168.73</b>		
<b><u>BACSSUMMARY</u></b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>			£9,347.40		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>			£4,588.19		
<b>Invoices for payment (VARIABLE)</b>			£22,168.73		
<b>Total for 16 September 2019</b>			<b>£36,104.32</b>		

