



Aintree Village Parish Council
Minutes of Finance and General Purposes
Committee meeting held on Monday 16th
December 2019 at 7.00pm

	Present	Cllrs. Honeyman (Chairman), Carter, Owens, and Gill
	In attendance	M Kundi (Council Manager and Parish Clerk) K Ellis (RFO)
FGP0035	Apologies for absence	Cllrs. Moore and Bennett
FGP0036	Declarations of interest	Cllrs. Honeyman and Gill relating to agenda item FGP0043 involving the Community Event 2020
FGP0037	Public participation	None
FGP0038	Minutes of previous Committee meeting	Members considered the minutes of the Finance and General Purposes Committee meeting held on 21 st October 2019 and RESOLVED and authorised the Chairman to sign them as a correct record.
FGP0039	Matters arising from the Action List	None
FGP0040	Clerk's report Proposed Budget/Precept 2020/21	<p>1. Members considered the report which set out in detail the rationale for the proposed budget and precept for the financial year 2020/21 and agreed to RECOMMEND to the Parish Council that:-</p> <ul style="list-style-type: none"> a). The total expenditure budget be set at £207,196 of which £33,316 relates to capital works, b). The total precept be set at £153,196, c). The reserves be reduced to £50,000 d). There are no changes to the fees currently charged for Parish Council provided leisure activities, e). The Council Manager and Parish Clerk continues to work 30 hours per week, but also undertake the role of the Community Engagement post as outlined in the successful Lottery bid in order to deliver the Community Gardens and Orchard project, and

		f). The Park and Amenities Committee consider the implications of bringing in-house the Ground Maintenance Contract, particularly relating to the purchase of a new tractor/mower.		
FGP0041	Reports from external meetings	The Chairman attended the Maghull and District Lions Club event.		
FGP0042	Financial matters	Members considered the various financial reports and:- 1. Resolved to APPROVE the Monthly Budget Monitoring report (attached as Annex FGP0042 (A)) 2. Resolved to APPROVE the Payments for Authorisation schedule for the period 19 th November 2019 to 16 th December 2019 (attached as Annex FGP0042 (B)) 3. Resolved to APPROVE the Bank Reconciliation schedule (attached as Annex FGP0042 (C)), 4. Resolved to APPROVE the updated amended Payments schedule for the period 15 th October 2019 to 18 th November 2019 (attached as Annex FGP0042 (D))		
FGP0043	Correspondence	Members noted the request from the organisers of the Community Event 2020 and agreed to RECOMMEND to the Parish Council that the organisers be permitted to use the Council Chamber to facilitate the said Event and that St. John Ambulance be permitted to use the Bowling Green building during the Event.		
FGP0044	Planning matters	Members NOTED the content of the two spreadsheets showing the current and recently decided planning applications.		
FGP0045	Cllr. Harris	The Committee noted the matter raised by Cllr. Harris, however requested that in future any Member putting forward a substantial item for consideration should appear in person to enable the Committee to question and to fully appreciate the matter raised and the Committee to then respond accordingly.		
FGP00046	Dates of next meetings	F & GP Committee	P & A Committee	Parish Council
		<ul style="list-style-type: none"> • 17th February 2020 • 20th April 2020 	<ul style="list-style-type: none"> • 3rd February 2020 • 6th April 2020 	<ul style="list-style-type: none"> • 20th January 2020 (Budget/Precept) • 16th March 2020 • 11th May 2020 (Annual Parish meeting) • 18th May 2020 (Annual Parish Council meeting)

The meeting closed at 8.07pm
Minutes FGP0035 to FGP0046 received as a correct record on 17th February 2020

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Chairman
Cllr. Honeyman

Budget Monitoring Report - April 2019 - 2020

Payments	-	Original Budget	October	November	December	April-Dec
PARK REFURBISHMENTS {PRM-01 to PRM-10}		£13,000.00	£0.00	£0.00	£0.00	£1,134.13
PAYROLL {PRL-01 to PRL-06}		£44,000.00	£5,215.55	£5,677.79	£5,070.42	£44,501.85
PARK EXPENSES						
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
Total		£56,105.00	£1,842.90	£3,182.07	£2,135.00	£27,814.04
SUNDRY EXPENSES						
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
Total + COM-04		£12,424.00	£573.00	£1,259.57	£0.00	£2,978.45
LOAN REPAYMENTS		£14,200.00	£7,099.26	£0.00	£0.00	£21,297.78
UTILITIES						
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
Total		£4,870.00	£72.50	£158.24	£0.00	£2,326.14
INSURANCE		£4,000.00	£0.00	£0.00	£0.00	£0.00
(SECTION 137) - GRANTS		£2,500.00	£0.00	£0.00	£0.00	£0.00
ELECTION COSTS		£3,000.00	£0.00	£0.00	£0.00	£0.00
BANK CHARGES		£250.00	£32.62	£10.85	£35.00	£240.28
MILEAGE		£1,500.00	£19.80	£92.35	£60.00	£666.00
PROFESSIONAL FEES		£1,000.00	£0.00	£0.00	£0.00	£0.00
CONTINGENCY		£17,000.00	£0.00	£0.00	£0.00	£0.00
VAT PAID		£10,000.00	£502.20	£690.05	£400.00	£6,246.52
	TOTAL	£183,849.00	£8,258.57	£11,470.92	£7,700.42	£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

PAYMENTS FOR AUTHORISATION-16 December 2019

Period Covered 19 November to 16 December 2019

Accounts payable – 16 December 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
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
		Total	£1,737.56		
For information only - Contractual/Statutory payments (VARIABLE)					
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
		Total	£5,021.15		
	Invoices for payment (VARIABLE)				
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
20.Bacs	Maghull & District Lions	Grant application	300.00	LGA 1972s111	SEC-01
		Total	£2,355.06		
For information only - Contractual/Statutory payments (FIXED)			£1,737.56		
For information only -Contractual/Statutory payments (VARIABLE)			£5,021.15		
Invoices for payment (VARIABLE)			£2,355.06		
Total for 18 November 2019			£9,731.27		

Bank Reconciliation

Period Covered 01 to 30 November 2019

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

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

UPDATED PAYMENTS FOR AUTHORISATION-18 November 2019
Period Covered 15 October -18 November 2019

Accounts payable – 18 November 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
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
		Total	£1,677.56		
For information only - Contractual/Statutory payments (VARIABLE)					
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
		Total	£5,332.65		
	Invoices for payment (VARIABLE)				
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			
For information only - Contractual/Statutory payments (FIXED)			£1,677.56		
For information only -Contractual/Statutory payments (VARIABLE)			£5,332.65		
Invoices for payment (VARIABLE)			£3,899.77		
Total for 18 November 2019			£10,909.98		