

## AINTREE VILLAGE PARISH COUNCIL

From: The Clerk (526 8866)  
To: Parish Councillors

16 February 2010

There will be a meeting of the Parish Council on Monday 22 February 2010 at 7.00pm in Aintree Conservative Club. I hope you will be able to attend but apologies may be given to me in writing or by telephone. I will be at the front door from 6.55pm to 7.00pm so could you please let me know if you envisage being late. The room the Parish Council used last time is not available so the club's secretary has approved the Parish Council's use of the concert room, though there will be another user in there until 7.00pm.

There will be an open forum prior to the commencement of the formal business during which the public may petition the Parish Council.

### Agenda

#### **5015 Declarations of interest**

#### **5016 Apologies for absence**

#### **5017 Minutes of the meeting held on 25 January 2010**

To:

1. receive the minutes as a correct record; please see attached on green paper
2. authorise the Chairman to sign the minutes
3. consider any progress reports arising from the minutes

#### **5018 Park and safety issues**

To consider the following:

	Details
1	Assembly Room damage; update
2	Playbuilder grant; update

#### **5019 Financial matters**

To consider

- 1) changing the wording of line 1 of the budget approved under minute 5004 (3) from 'Altside Business Village' to 'Altside Business Village; section 137 grant'
- 2) the budget monitoring report for January 2010; please see attached numbered 5019 (2) on buff paper
- 3) the following invoices for payment:

	Payee	Details	Amount £-p	Cheque no/ payment method
1	NatWest	Wages 6 February 2010	4,111.95	DD
2	HMR&C	Tax/NI February 2010	1,162.61	5280
3	Netsolva	Monthly website maintenance	45.00	SO
4	Natwest	Autopay charges	5.50	DD
5	Cottrell	VAT element missed from invoice 55835 part paid at the last meeting	110.51	5281
6	G Povey	Mileage	27.65	5282
7	R G Harris	Refreshments for last Parish Council meeting (£15), insurance excess for the Parish Council's insurance claim (£250), copy paper (£15.29) and stamps (£0.69)	280.98	5283

### **5020 Risk Management Plan**

To carry out the annual review of the risk management plan; please see attached marked 5020 on white paper

### **5021 Asset and Investment Register**

To carry out the annual review of the asset and investment register; please see attached marked 5021 on green paper

### **5022 Correspondence**

To consider the following:

	Details
1	Aintree Racecourse Company; request to close the footpath around the racecourse from midnight on Monday 5 April 2010 until midnight on Monday 12 April 2010
2	LALC; Buckingham Palace Garden Party, 21 April 2010
3	LALC; 2010 Best Kept Village Competition
4	LALC; Morecambe Bay Walk, 5/6 June 2010
5	NALC; 2010 Leadership Academies; 29 March/1 April 2010, 13/16 July 2010 and 16/19 November 2010, £799.50 plus VAT
6	Society of Local Council Clerks; Regional Conference, 11 March 2010
7	LALC; model standing orders
8	NSPCC; helpline awareness campaign
9	Liverpool City Council; local development framework
10	Councillor A Robertson; rebuild of Aintree Davenhill School
11	Councillor A Robertson; flooding Aintree Lane and School Lane

### **5023 General matters**

To consider the following general matters raised by the Clerk:

	Details
1	Salary and wages review 2010 (Clerk); the National Employers have informed the local government trade unions that they are unable to offer any increase in pay for 2010/11, this in response to the unions' claim for 2.5% or £500 a year whichever is the greater
2	Mayor's Charity Dinner (Clerk); to note that those who attended will now be making their own arrangements and that accordingly, minutes 4997 (1) and 5041 (1) (14) and (26) should be rescinded
3	Web site (Clerk) In February 2010: 1) 245 people accessed the web site; 143 from the UK, 33 from the USA, 3 from Australia, 2 from Switzerland, 1 from Bulgaria, 1 from Ireland, 1 from Germany with 61 unknown 2) they visited the site 269 times and viewed 1,715 pages

### **5024 Parish Plan**

To consider update

### **5025 Vacancies for two parish councillors**

To consider co-option

### **5026 Planning matters**

To consider the following:

	<u>Application Number</u>	Details
1	S/2009/1168	9A Altway; approval to change of use from bakery to A3 restaurant to be used as an extension to the existing restaurant at 9 Altway

2	S/2010/0025	2 Lincoln Drive; application for a two storey extension to the side after demolition of the existing extensions together with a single storey extension to the front of the house incorporating a porch
3	S/2010/0062	Land adjacent McDonald's, Racecourse Retail Park; advertisement consent for the display of four internally illuminated fascia signs, one to each elevation together with two awnings to the front and one to the side of the premise
4	S/2010/0009	Unit 5 Topham Drive Aintree Racecourse Retail Park; approval for extension of planning permission for the replacement of the existing unit frontage pursuant to planning application S/2006/1164 granted 13 February 2007
5	S/2010/0104	Holy Rosary School; application for the erection of two metre high fence and gates at the front of the school
6	S/2010/0091	Unit 2 Racecourse Retail Park; application for alterations to elevations involving the layout of a car park area to the rear of the premises
7	S/2010/0128	Land adjacent McDonald's Racecourse Retail Park; advertisement consent for the display of one free standing internally illuminated totem pole advertisement to the rear of the premises
8	S/2010/0129	Land adjacent McDonald's Racecourse Retail Park; advertisement consent for the display of one internally illuminated totem pole advertisement to the rear of the premises

**5027 Chairman's communications**

**5028 Any other business**

**5029 Press relations**

**5030 Dates of meetings in 2010**

To note the following meetings, all to commence at 7.00pm:

- 29 March
- 26 April Annual Parish Meeting followed by a Parish Council meeting
- 17 May Annual Meeting
- 21 June
- 26 July
- 23 August
- 27 September
- 25 October
- 22 November
- 13 December

## Aintree Village Parish Council

## January 2010 Budget monitoring report

**Expenditure**

<u>Budget head</u>	2009/10 budget £	Ten months' expenditure £	Balance £
1. Altside Business Village	2,500	2,500	0
2. Bank charges	500	277	223
3. Capital expenditure	59,560	55,975	3,585
4. Loan repayments	14,200	7,099	7,101
5. Mileage	500	386	114
6. Sundry expenses	15,400	12,118	3,282
7. General park expenses	7,020	4,026	2,994
8. Maintenance expenses park	10,000	9,080	920
9. Section 137 grants	1,000	725	275
10. Utilities	3,000	2,657	343
11. Salaries/wages	68,000	56,303	11,697
Totals	£181,680	151,146	30,534

**Income**

	2009/10 income £	Ten months' income £	Balance £
12. Bank interest	200	0	-200
13. Bowls	400	522	+122
14. Donations/refunds	20	40	+20
15. Football	600	870	+270
16. Sefton Council double rating	13,450	16,774	+3,324
17. Precept	125,000	125,000	0
18. VAT collected from receipts	-	293	+293
19. VAT refunded	-	8,354	+8,354
20. Area Committee contribution and sundry receipts	3,860	4,458	+598
Totals	£143,430	£156,311	+£1,2781

As at 31 January 2010, the Parish Council had cash in hand of £103,780 after adjusting for unpresented cheques of £2,954.

Broken down as follows:

- £11,606 – current account
- £92,074 – capital reserve account
- £100 – petty cash

Pence figures did not appear so totals will not necessarily balance

## Aintree Village Parish Council

Annual review of the Parish Council's Risk Management Plan, 22 February 2010

<u>Potential risk</u>	Action to be taken
<p>1) Failure to agree a precept which, with reserves, would cover the Parish Council's known expenditure</p> <p><b>Likelihood – low</b> <b>Impact – high</b></p>	<p>Clerk and RFO to express their concerns to the Parish Council which are to be recorded in the minutes. Clerk and RFO, either singly or jointly, to express their concerns to the LALC, Sefton Council and the Secretary of State for Communities and Local Government.</p>
<p>2) The Parish Council becoming insolvent</p> <p><b>Likelihood – low</b> <b>Impact – high</b></p>	<p>An Emergency Committee comprising the Chairman and Vice Chairman will meet to immediately suspend all non-essential expenditure as they deem fit.</p> <p>The Clerk and/or RFO to notify Sefton Council and seek immediate advice from LALC as to what action could be taken which could include an emergency bank loan.</p> <p>The Clerk to call an emergency meeting of the Parish Council with a view to agreeing courses of action to solve the insolvency.</p>
<p>3) Sudden loss of the Clerk to the Council</p> <p><b>Likelihood – medium</b> <b>Impact – medium</b></p>	<p>An Emergency Committee comprising the Chairman and Vice Chairman will meet to appoint a Parish Councillor (which could be himself/herself but preferably a Parish Councillor with administrative experience) as Acting Clerk to the Parish Council until the vacancy can be dealt with by the Parish Council; the RFO will offer all possible assistance.</p> <p>If the committee deems it appropriate, it will contact other Parish Councils, perhaps through the Sefton Parish Council Partnership or the LALC, seeking urgent and temporary assistance with clerking matters. Sefton Council to be informed.</p> <p>Sub group to be formed by the Emergency Committee with authority to agree advertisement, job description, salary, application form, conditions of service, contract of employment and short list. Sub group to also act as interviewing panel and to recommend an appointment to the Parish Council.</p>
<p>4) Sudden loss of the RFO</p> <p><b>Likelihood – medium</b> <b>Impact – medium</b></p>	<p>An Emergency Committee comprising the Chairman and Vice Chairman will meet to appoint a Parish Councillor, preferably one with financial experience, as Acting RFO to the Parish Council until the vacancy can be dealt with by the Parish Council; the Clerk will offer all possible assistance.</p> <p>If the committee deems it appropriate, it will contact other Parish Councils in the area, perhaps through the Sefton Parish Council Partnership or the LALC, seeking urgent temporary assistance with financial matters.</p> <p>Sub group to be formed by the Emergency Committee with authority to agree advertisement, job description, salary, application form, conditions of service, contract of employment and short list. Sub group to also act as interviewing panel and to recommend an appointment to the Parish Council.</p>

<p>5) Risks faced by users of the play equipment</p> <p><b>Likelihood – medium *</b> <b>Impact – medium</b></p> <p><b>* Suggest reducing to low</b></p>	<p>The Parish Council to continue to engage the services of ROSPA to carry out an annual inspection playground inspection and if appropriate, a reputable playground equipment supplier which carries out inspections.</p> <p>The Clerk will ensure the reports are submitted to the Parish Council which will then give immediate instructions for the rectifying of high and medium risks identified in the reports. All action taken will be recorded in the minutes.</p> <p>The Head Groundsperson/Park Manager will carry out a weekly inspection of the play equipment and will record that the inspection has been undertaken.</p> <p>The Head Groundsperson/Park Manager will report any defects that he/she considers to be significant to the Clerk who will report accordingly to the Parish Council. The defects and action taken will be recorded in the minutes.</p>
<p>6) Risks faced by users of the park</p> <p><b>Likelihood – low</b> <b>Impact – low</b></p>	<p>The Head Groundsperson/Park Manager will carry out a weekly inspection of the park and will record that the inspection has been undertaken.</p> <p>The Head Groundsperson/Park Manager will report any defects that he/she considers to be significant to the Clerk who will report accordingly to the Parish Council. The defects and action taken will be recorded in the minutes.</p>
<p>7) Risks faced by park employees</p> <p><b>Likelihood – low</b> <b>Impact – low</b></p>	<p>The Head Groundsperson/Park Manager will carry out a risk assessment of the tasks required of the park employees (which will include himself/herself) and the action to be taken to eradicate those risks. The Clerk will submit the assessment to the Parish Council for its consideration.</p> <p>The Parish Council will continue to employ the services of a Health and Safety professional to advise the Parish Council on its responsibilities in this area and to professionally train its employees.</p>
<p>8) Fraud and corruption</p> <p><b>Likelihood – medium *</b> <b>Impact – high</b></p> <p><b>* Suggest reducing to low</b></p>	<p>In the event of any fraud or corruption being discovered or reported to the Parish Council, the Clerk will</p> <ol style="list-style-type: none"> <li>1) report the matter to the Parish Council's internal and external auditors, the Chief Executive of Sefton Council and LALC</li> <li>2) carry out an investigation and submit a written report to an emergency meeting of the Parish Council to be held within seven days of the corruption being discovered or reported to the Parish Council, or as soon as practicable in the light of the circumstances</li> <li>3) inform the police, depending on the circumstances.</li> </ol> <p>The Clerk will send copies of the report to the Parish Council's internal and external auditors, the Chief Executive of Sefton Council and the LALC and inform them of the Parish Council's decision.</p> <p>Should the Clerk or the RFO be charged with fraud or corruption, the Chairman of the Parish Council will immediately suspend them from service on full pay until such time as an investigation has been completed.</p>

	<p>Should a Parish Councillor be involved then depending on the circumstances, action should be taken under the Code of Conduct which might require reference to Sefton Council for consideration by the Standards Committee.</p> <p>Should the Clerk be charged with fraud or corruption, and Emergency Committee comprising the Chairman and Vice Chairman will carry out this procedure.</p> <p>To reduce the impact of fraud, the RFO will ensure that at all times the Parish Council's Fidelity Guarantee covers the Parish Council's liquid assets.</p>
<p>9) Outsourcing of services</p> <p><b>Likelihood – not applicable</b> <b>Impact – not applicable</b></p>	<p>The Parish Council does not outsource any of its services and should it do so, it will carry out a risk assessment for this issue.</p>
<p>10) Activities being outside legal powers (the Parish Council acting 'ultra vires' i.e. acting beyond its powers)</p> <p><b>Likelihood – low</b> <b>Impact – high</b></p>	<p>Clerk and/or RFO as appropriate to express their concerns to the Parish Council which are to be recorded in the minutes. Clerk and/or RFO, to express their concerns to the LALC, the Chief Executive of Sefton Council and the Secretary of State for Communities and Local Government.</p> <p>Clerk and/or RFO as appropriate be authorised to seek legal advice on the issue at the Parish Council's expense.</p>
<p>11) Electors' rights not being followed</p> <p><b>Likelihood – low</b> <b>Impact – medium</b></p>	<p>The Clerk will ensure that Electors' Rights in all spheres of the Parish Council's activities are adhered to, particularly in respect of notices of audit, meeting and vacancies and in financial matters; should the Parish Council not so adhere, then the Clerk will to express record his concerns in the minutes and express them to the LALC, the Chief Executive of Sefton Council and the Secretary of State for Communities and Local Government.</p>
<p>12) Improper expenditure under S137</p> <p><b>Likelihood – low</b> <b>Impact – medium</b></p>	<p>Before authorising a S137 grant, the Parish Council will seek advice from both the Clerk and the RFO that the proposed grant is in accordance with legislation.</p> <p>Should either the Clerk or RFO, or both, advise that a payment is not in accordance with legislation, such advice should be recorded in the minutes. In such circumstances, the Parish Council will not authorise that payment until further advice has been obtained from the LALC, such advice to be recorded in the minutes.</p>
<p>13) Loss of a significant number of Parish Councillors leaving the Parish Council inquorate</p> <p><b>Likelihood – medium</b> <b>Impact – high</b></p>	<p>The Clerk will notify the LALC and request the Chief Executive of Sefton Council to urgently carry out the procedure for the advertising of the vacancies and seek assistance from the Borough Council in paying the Parish Council's creditors.</p> <p>Any remaining Parish Councillors will form a sub group and are hereby authorised to carry out minimal services on behalf of the Parish Council. In the event that no Parish Councillors remain, the Clerk and/or RFO are hereby authorised to carry out minimal services on behalf of the Parish Council.</p>

Aintree Village Parish Council

Asset Register

For review by the Parish Council on 22 February 2010

**Item**

Office contents  
General contents  
Street furniture  
Mowers and Machinery  
Other sports surfaces  
Total property sum Insured

Land  
Groundsperson's room \*  
Bowls pavilion  
Assembly Room  
Building in Harrow Drive (former  
substation)  
Garage  
Total buildings sum insured

**Values taken from insurance schedule September 2009**

\* Includes changing and referee accommodation and tuck shop