

AINTREE VILLAGE PARISH COUNCIL

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

19 January 2010

There will be a meeting of the Parish Council on Monday 25 January 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.

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

Agenda

5000 Declarations of interest

5001 Apologies for absence

5002 Minutes of the meeting held on 14 December 2009

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

5003 Park and safety issues

To consider the following:

	Details
1	Park closure due to bad weather
2	Assembly Room damage caused by burst
3	Playbuilder grant

5004 Financial matters

To consider

- 1) the budget monitoring report for December 2009; please see attached numbered 5004 (1) on buff paper
- 2) the internal auditor's report; please see attached numbered 5004 (2) on white paper
- 3) the following invoices for payment:

	Payee	Details	Amount £-p	Cheque no/ payment method
		December 2009 payments not authorised in December 2009		
1	NatWest	Monthly bank charges	29.21	DD
2	NatWest	Monthly Autopay charges	5.50	DD
3	United Utilities	Water charges August/November 2009	57.61	DD
4	Scottish Power	Electricity; playing fields	27.96	DD
5	Euphony	Telephone calls – November 2009	5.20	DD
6	Netsolva	Monthly website maintenance	45.00	SO
7	Scottish Power	Electricity; Bowls Pavilion	15.44	DD
		January 2010 payments		
8	Kirkby Skip Hire	Skip hire; 2 December 2009	138.00	5265
9	Aitkens	Balance owing from last payment	10.02	5266

10	T J Baldwin	Mileage	11.10	5267
11	NatWest Autopay	Wages 6 January 2010	3,884.83	DD
12	HMR&C	Tax/NI January 2010	1,069.22	5268
13	GLM Operations *	Bowling green renovation September 2009	661.25	5269
14	Mayor's Charity Dinner *	Tickets for charity dinner	320.00	5270
15	Scottish Power	Electricity; changing rooms	176.23	DD
16	NatWest	Monthly bank charges	17.92	DD
17	Sefton Council	Alarm repair; 24 November 2009	63.25	5271
18	C Mitchell	Transport deposit Liverpool One £30/Christmas buffet £36.25	66.25	5272
19	Cancelled cheque	Cancelled cheque	-	5273
20	Asda	Fuel; December 2009	20.83	DD
21	J Gordon	Cheque reissued for taxis to replace cheque 5190 now cancelled	29.30	5274
22	BT	Line rental/calls	74.49	DD
23	Arco	Shears/Saws./Blades	87.36	5275
24	Netsolva	Monthly website maintenance	45.00	SO
25	NatWest	Monthly Autopay charges	5.50	DD
26	Liverpool One Travel	Balance of bill for travel to Mayor's charity dinner	128.50	5276
27	Cottrell Electrical Services	Fixed wire and portable appliance testing	631.50	5277
28	R G Harris	65 % telephone rental and call charges refund for October/November/December 2009, laser cartridge and stamp	92.33	5278
29	Euphony	Telephone calls; December 2009	5.08	DD
30	Lancashire County Training Partnership	Finance workshop; Councillor Baldwin	25.00	5279

* Authorised by the Clerk

5005 Budget and precept for 2010/11

To consider the report of the Budget Sub Group; please see attached numbered 5005 on green paper

5006 Correspondence

To consider the following:

	Details
1	QUATRO Public Relations; Racecourse Retail Park
2	Sefton Council; advertising sign for Domino's
3	Sefton Council; whole council elections
4	LALC; Finance workshop, Wednesday 3 February 2010
5	LALC; Chairmanship workshop, Wednesday 3 March 2010
6	LALC; new operating centre for heavy goods
7	NALC; Local Council Awards 2010
8	NALC; National Training Strategy (NTS) review
9	Councillor A Robertson; police staffing of Maghull neighbourhood
10	Department of Health; Walk In Centre
11	Sefton Council; Grants to Voluntary Organisations Fund

5007 General matters

To consider the following general matters raised by Parish Councillors and the Clerk:

	Details
1	Area Committee of 21 January 2010; outcomes (Councillor Baldwin)
2	Altside Business Village; update on activities (Councillor Payne)
3	Potholes/broken tarmac; action plan (Councillor Payne)
4	Sweeping of footpath; Aintree Lane/Mostyn Avenue (Councillor Payne)
5	Rubbish in private car park by Handcock's Bridge (Clerk)
6	Web site (Clerk) In December 2009: 1) 146 people accessed the web site; 81 from the UK, 36 from the USA, 2 from Canada, 1 from Australia and 1 from Turkey with 23 unknown 2) they visited the site 157 times and viewed 757 pages

5008 Parish Plan

To consider update

5009 Vacancies for two parish councillors

To consider co-option

5010 Planning matters

To consider the following:

	<u>Application Number</u>	Details
1	S/2009/0620	Aintree Davenhill Primary School; approval for the erection of a single storey infill extension, plus covered outdoor play area, linking the main entrance wing to the junior assembly hall wing, single storey extension to the side of the existing kitchen, new entrance canopy to the front and fenced play areas to the school field fronting Aintree Lane
2	S/2009/0848	Land adjacent to McDonald's Racecourse Retail Park, Ormskirk Road; application for the erection of a single storey class A3 unit (restaurants and cafés) including an external terrace area
3	S/2009/0964	Aintree Health Centre 243 Oriel Drive; approval for a non-material amendment to application S/2008/0816 approved 12/12/2008 to exchange position of car parking space 14 and planter and erection of a new 1.8m. high mesh fence with double car gate and pedestrian gate to the leased boundary
4	S/2009/1042	37 Charterhouse Drive; application and approval for the erection of a two storey extension to the side with accommodation in the roof space, alterations to the roof to form a gable together with a rear dormer, installation of a porch to the front and a single storey extension to the rear of the dwelling house
5	S/2009/0997	39 Aintree Lane; application and approval for the erection of a single-storey extension incorporating a porch at the front of the dwelling house
6	S/2009/1088	97 Ormskirk Road; application and refusal for the retention of a free standing non-illuminated hoarding sign in the car park facing Ormskirk Road
7	S/2009/1168	9A Altway, Aintree; application for change of use from bakery to A3 restaurant to be used as extension to existing restaurant at 9 Altway
8	S/2010/0009	Unit 5 Aintree Racecourse Retail Park, Topham Drive; application for the extension of planning permission for the replacement of the existing unit frontage pursuant to planning application S/2006/1164 granted on 13 February 2007

5011 Chairman's communications

5012 Any other business

5013 Press relations

5014 Dates of meetings in 2010

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

22 February

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
December 2009 budget monitoring report
Expenditure

<u>Budget head</u>	2009/10 budget £	Nine months' expenditure £	Balance £
1. Altside Business Village	2,500	2,500	0
2. Bank charges	500	254	246
3. Capital expenditure	59,560	55,975	3,585
4. Loan repayments	14,200	7,099	7,101
5. Mileage	500	375	125
6. Sundry expenses	15,400	11,453	3,947
7. General park expenses	7,020	3,868	3,152
8. Maintenance expenses park	10,000	7,726	2,274
9. Section 137 grants	1,000	725	275
10. Utilities	3,000	2,421	579
11. Salaries/wages	68,000	51,349	16,651
Totals	£181,680	143,745	37,935

Income

	2009/10 income £	Nine 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	+£12,781

After taking account of un-presented cheques of £99.78, the Parish Council had cash in hand at 31 December 2009 of £111,443 as follows:

- £19,269 – current account
- £92,074 – capital reserve account
- £100 – petty cash

However, the effective balance is £107,843 due to provision being made for the committed section 137 grant of £3,600. The effective balance reduces further to £69,908 should the Parish Council spend exactly the remaining expenditure balance of £37,935.

Pence figures do not appear for ease of reading so totals will not necessarily balance.

5004 (2)

Internal auditor's report presented to Aintree Village Parish Council on 25 January 2010

Findings

1. Having received the books from the Responsible Finance Officer, I checked the addition of the books for the months of September/October/November 2009 and the arithmetic was correct for the total down and across the page. I checked the maintenance of the cashbook and they are up to date for November but not for December. There appears to be some doubt concerning the monthly title as December 2009 seems to follow October 2009. This should be clarified by the RFO.
2. I checked the reconciliation and note that there is no authorising signature for June or July 2009. I also note that the signatures for September and October 2009 are not dated as the others are reflecting the same lack of consistency raised in my report of May 2009.
3. I checked twenty invoices for the necessary two signatures and have to report that Invoice 121 has only one signatory. I noted with concern that invoice 154 appears to have been authorised by the Councillor for whom the invoice applies. If this is allowable at present then I propose a change to the Financial Standing Orders to stop this practice.
4. I was also concerned that invoice 155 had receipts attached to it for the sum of £124.48 and yet the reimbursement for this invoice was for £70.48.
5. I further checked the above invoices for VAT payments and I would raise the following concerns:
 - invoice 129 includes a VAT element that is not recorded in the cashbook and as a consequence will not have been reclaimed. A second receipt on the same invoice from sage pay should in my opinion, have a VAT element but the claim was paid on an unofficial record of the purchase, rather than an official receipt. I would suggest that such payments only be made on the basis of an official receipt that includes the VAT contribution as appropriate
 - invoice 148 has recorded in the cashbook an incorrect figure for VAT at £1.50 when the invoice shows VAT to be £1.59
 - invoice 155, I am concerned that I cannot justify the VAT claim in the cashbook for £9.19; my total is £6.78.
6. I checked cheques 005191 to 005250 for the obligatory two initials and found no anomalies
7. I checked the bank balance for November 2009 against the reconciliation. I also checked the RFO's process for highlighting cheques that are yet to be presented. This appears to work although I am unclear if the RFO or some other Council Officer makes contact with the companies and individuals who have not cashed a cheque in a reasonable period of time asking that they present the cheque as soon as possible. This is particularly important at the financial year end.
8. I checked the receipts and found that November and December 2009 had not been updated. If there are no receipts for these months I would propose that the cashbook reflect this fact.
9. I checked the payroll arithmetic for Month 9 (29.11.09) and am concerned that the record for J Gordon is unclear. Two figures for similar amounts are recorded only one of which is used in the page total. The change reflected a change in the calculation undertaken by the RFO and may be compliant with good payroll practice but it is confusing and needs to be clarified concerning the figure paid. The arithmetic is otherwise correct.

Proposal

10. In consequence I would propose that the items highlighted above should be noted and

appropriate action taken by the Parish Council to ensure compliance with Financial Standing Orders and external audit requirements.

5006

Aintree Village Parish Council

Report of the Budget Sub Group comprising Councillors Mitchell and Payne, the Clerk and the RFO

Commentary

1. The Parish Council's intention to reduce its 2008/09 balances succeeded; however, there was a £6,080 underspend and additional income of £4,305 which increased balances by £10,385.
2. The sub group believes that the estimated balance to be carried forward from 2009/10 into 2010/11 will be £62,540.
3. Depending on an individual Parish Council's circumstances, the guideline for balances to be carried forward/held should be no more than 50% of the budget; £62,540 is 48.3% of the proposed budget of £129,100.
4. Allowing for the two key assumptions that the Parish Council will accept the sub group's recommendations that the 2010/11 budget should be £129,100 as shown below and that the precept should remain at £125,000, then the likely balance at 31 March 2011 should be £58,350.
5. Another key assumption is that the Parish Council will ask the Area Committee to allocate its 2010/11 Aintree Village budget element to defray the park's running costs, not on external projects, and that the Area Committee will so agree.
6. In view of the general financial situation and the need/perception for reduced public spending, the proposed capital budget of £10,000 should only be used to finance any improvements/underinsuring of the Council Chamber and pavilion following the recent flood damage and not spent on other projects unless there are severe extenuating circumstances.

Recommendations

1. The expenditure budget for 2010/11 be £129,100 as shown on the attached with an estimated income of £146,865.
2. The precept for 2010/11 be £125,000 i.e. no change.
3. The Area Committee be requested to allocate its 2010/11 Aintree Village budget element to defray the park's running costs.
4. The proposed capital budget of £10,000 should only be used to finance any improvements/underinsuring of the Council Chamber and pavilion following the recent flood damage and not spent on other projects unless there are severe extenuating circumstances.

Expenditure

<u>Budget head</u>	2009/10 budget	Estimated outturn	Recommended budget for 2010/11
	£	£	£
18. Altside Business Village	2,500	2,500	2,500
19. Bank charges	500	255	400
20. Capital expenditure	59,560	55,975	10,000
21. Loan repayments	14,200	14,200	14,200
22. Mileage	500	500	500
23. Sundry expenses	15,400	11,455	13,500
24. General park expenses	7,020	5,160	5,500
25. Maintenance expenses park	10,000	10,000	10,000
26. Section 137 grants	1,000	4,325	1,000
27. Utilities	3,000	3,230	3,500
28. Salaries/wages	68,000	68,000	68,000
Totals	£181,680	175,600	£129,100

Income

<u>Income head</u>	2009/10 income	Estimated outturn	Likely income for 2010/11
	£	£	£
12. Bank interest	200	70	70
13. Bowls	400	520	520
14. Donations/Refunds	20	40	40
15. Football	600	870	600
16. Sefton Council Double Rating	13,450	16,775	16,775
17. Precept	125,000	125,000	125,000
18. VAT collected from receipts	-	-	-
19. VAT refunded	-	-	-
20. Area Committee contribution and sundry receipts	3,860	4,460	3,860
Totals	£143,430	147,735	146,865

Aintree Village Parish Council

At a meeting of the Parish Council held on 14 December 2009 at 7.00pm
the following Parish Councillors were present:

Councillor C Mitchell (Chairman)

T J Baldwin, R Barber, G Downey, M Duggan, F Forrest, L Green, G Payne and G Povey

4985 Declarations of interest

The Chairman reminded Parish Councillors that they should declare any interests they may have.

4986 Apologies for absence

An apology for absence was received from Councillor M Carroll.

4987 P Carlton; resignation from the Parish Council

The Parish Council formally received Councillor P Carlton's resignation with effect from 29 November 2009 and noted that the Clerk had advertised the vacancy.

4988 Minutes of the meeting held on 23 November 2009

The Parish Council agreed that the minutes be received as a correct record and the Chairman be authorised to sign them. There were no matters arising.

4989 Park and safety issues

The Parish Council considered the following items and agreed the decisions shown:

	Details	Decision
1	Playbuilder grant; outcome of meeting with prospective contractor on 30 November 2009	Noted that 1) contractor had not submitted the plans as yet but they would be available for the next meeting 2) consultation letters had been sent to residents surrounding the park and to children 8-11 via primary schools; the secondary schools had not replied to the

		<p>Clerk re the 11-13 age group.</p> <p>Agreed that</p> <ol style="list-style-type: none"> 1) that the Chairman be requested to organise a collection of the responses from residents 2) the applications form for the Playbuilder grant be completed as a matter of urgency.
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4990 Financial matters

The Parish Council agreed

- 1) that Councillors Mitchell and Payne, the Clerk and the RFO be requested to review the 2009/10 expenditure and the likely balances at 31 March 2010 and to submit a proposed budget and precept for 2010/11 to the next meeting for the Parish Council's consideration
- 2) the following amendment to the Clerk's delegated powers and the Parish Council's financial regulations due to the change to monthly meetings:

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- the Clerk be delegated the power to authorise the payment of any invoice which the RFO deems should be paid between meetings to comply with conditions agreed with the Parish Council's creditors, or for such reasons as being acutely outstanding; any such payments must still appear in the list of payments at the following meeting
- 3) that the following payments were lawfully payable under the General Powers of the Parish Council and Open Space legislation and consequently that the following payments be made:

	Payee	Details	Amount £-p	Cheque no/ payment method
1	Aitkens	Fungicide/fertiliser/line marker	342.55	5260
2	HMR & C	Tax/NI, December 2009	1,233.65	5261
3	NatWest Autopay	Salaries/wages, December 2009	4,257.13	DD
4	Plymol (RBS Finance)	New Parish Council flag	371.45	5262
5	Asda	Fuel, November 2009	21.14	DD
6	K Ellis	Refreshments/stamps	9.86	5263
7	R G Harris	Staff gifts/refreshments/stamps/copy paper	102.61	5264

- 4) considered and noted the following budget statement for November 2009; in doing so, the Parish Council noted that the effective balance was £106,328 due to provision being made for the committed section 137 grant of £3,600 and that the effective balance would reduce further to £61,980 should the Parish Council spend exactly the remaining expenditure balance of £44,348; further, that pence figures did not appear for ease of reading so totals would not necessarily balance:

Expenditure

	2009/2010 budget	Eight	Balance
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<u>Budget head</u>	£	months' expenditure £	£
29. Altside Business Village	2,500	2,500	0
30. Bank charges	500	219	281
31. Capital expenditure	59,560	55,975	3,585
32. Loan repayments	14,200	7,099	7,101
33. Mileage	500	375	125
34. Sundry expenses	15,400	11,308	4,092
35. General park expenses	7,020	3,868	3,152
36. Maintenance expenses park	10,000	7,087	2,913
37. Section 137 grants	1,000	725	275
38. Utilities	3,000	2,318	682
39. Salaries/wages	68,000	45,858	22,142
Totals	£181,680	137,332	44,348

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Income

	2009/2010 income £	Eight months' income £	Balance £
40. Bank interest	200	0	-200
41. Bowls	400	522	+122
42. Donations/refunds	20	26	+6
43. Football	600	739	+139
44. Sefton Council double rating	13,450	16,774	+3,324
45. Precept	125,000	125,000	0
18. VAT collected from receipts	-	271	+271
19. VAT refunded	-	716	+716
20. Area Committee contribution and sundry receipts	3,860	4,441	+581
Totals	£143,530	£148,489	+£4,959

After taking account of un-presented cheques of £1,984, the Parish Council had cash in hand at 30 November 2009 of £109,928 as follows:

- £17,754 – current account
- £92,074 – capital reserve account
- £100 – petty cash

4991 Correspondence

The Parish Council considered the following item of correspondence and agreed the decision shown:

	Details	Decision
1	Chief Superintendent I Pilling; Parish	Noted that the Clerk had been unable to make

	Council's letter passed to Chief Inspector Ellison	contact; agreed that Parish Councillors on the Aintree Village Neighbourhood Watch and/or the Area Committee be requested to take up the issue of manning levels at their respective meetings in January 2010
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4992 General matters

The Parish Council considered the following general matters and agreed the decisions shown:

	Details	Decision
1	Village Inn; outcome of application for extension of hours	Councillor Baldwin briefed the Parish Council on the outcome which was essentially that the management had been given the extension of hours requested; the police had not submitted an objection and there was a right of review if problems occurred. Councillor Baldwin was thanked for representing the residents and the Parish Council

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2	Web site In November 2009: 1) 179 people accessed the web site; 100 from the UK, 30 from the USA, 4 from Ireland, 2 from France, 2 from Australia and 1 from New Zealand with 40 unknown 2) they visited the site 187 times and viewed 921 pages	Noted
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4993 Planning matters

The Parish Council considered and noted the following planning matters:

	Application number	Details
1	S/2009/0878	191 Altway, Aintree; advertisement consent for the display of a non-illuminated shopping centre sign at the first floor level
2	S/2009/0964	Aintree Health Centre, 243 Oriel Drive; non-material amendment to application S/2008/0816 approved on 12 December 2009 to exchange car parking space 14 with planter and a new 1.8 metre high mesh fence with double car gate and pedestrian gate to the leased boundary
3	S/2009/0988	2 Oriel Drive; application for the erection of a conservatory to the rear
4	S/2009/0917	Unit 9B Topham Drive; advertisement consent for the display of one non-illuminated fascia sign on the front elevation and one internally illuminated fascia sign on the rear elevation of the premises
5	S/2009/0997	39 Aintree Lane; application for the erection of a single storey extension incorporating a porch at the front

4994 Parish Plan

The Parish Council considered and noted the minutes of the Parish Plan Sub Group's meeting held on 30 November 2009.

4995 Vacancy for a Parish Councillor

No nominations were made.

4996 Chairman's communications

4997 Any other business

1. The Clerk reported that the Mayor's Charity Evening would be held on 12 February 2010 and that the Parish Council's policy was that the Chair and Vice Chair and their partners should be requested to represent the Parish Council and that single tickets be purchased for other Parish Councillors, the Clerk and the RFO should they wish to attend; further that joint transport be hired for the evening. The Chairman, Vice Chairman, Councillors Duggan, Forrest and Payne and the Clerk indicated that they would be attending.
2. Sweeping of footpath – Aintree Lane/Mostyn Avenue
3. Rubbish in private car park by Handcock's Bridge.

4998 Press relations

No issues were raised.

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4999 Dates of next meetings

The Parish Council noted the following schedule of meetings for 2010, all to commence at 7.00pm:

- 25 January
- 22 February
- 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

The meeting closed at 7.45 pm

Minutes 4985 to 4999 received as a correct record on 25 January 2010

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Chairman