

AINTREE VILLAGE PARISH COUNCIL

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

20 January 2009

There will be a meeting of the Parish Council on Monday 26 January 2009 at 7.00pm in the Assembly Room. I hope you will be able to attend but apologies may be given to me in writing or by telephone. There will be an open forum prior to the commencement of the formal business during which the public may petition the Parish Council.

Agenda

4778 Declarations of interest

4779 Apologies for absence

4780 Minutes of the meeting held on 12 January 2009

To:

1. receive the minutes as a correct record; *to be published after approval*
2. authorise the Chairman to sign the minutes
3. consider any progress reports arising from the minutes

4781 Disposal of business from the last meeting

	Details
1	Altside Business Village Partnership – to consider any projects/issues which the partnership might take forward

4782 Clerk's action

To note the following actions taken since the last meeting:

	Details
1	Wrote to Sefton Council regarding street lights out in Melling Road
2	Wrote to Sefton Council regarding damaged central reservation of Ormskirk Road

4783 Park and safety issues

To consider the following:

	Details
1	To note that the Park Committee will be meeting on 27 January 2009 at 9.30am

4784 Financial matters

To consider

- 1) the Internal Auditor's report; please see attached marked 4784 (1)
- 2) the budget monitoring report for April to December 2008; please see attached marked 4784 (2)
- 3) annual review of the membership of the Altside Business Partnership
- 4) the following invoices for payment:

	Payee	Details	Amount £-p	Cheque no/ Payment method
1	Euphony	December 2008 telephone calls	5.79	DD
2	R G Harris	65% telephone rental/calls	35.99	5106
3	T Baldwin	Mileage	30.23	5107
4	NatWest	Bank charges December 2008	27.71	DD
5	BT	Line rental/calls	71.04	DD

6	NatWest	Bank charges January 2009	21.07	DD
7	Scottish Power	Electricity	242.16	5108
8	R Atherton	Contribution to Harrogate Conference expenses	100.00	5109
9	Sandy Lane Nurseries	Trees and bulbs	1,527.50	5110

4785 Budget and precept for 2009/2010

To determine the budget and precept for 2009/2010

4786 Risk Management Plan

To carry out the annual review of the risk management plan; please see attached marked 4786

4787 Correspondence

To consider the following:

	Details
1	Councillor Mrs M Duggan – notification of resignation with effect from 28 April 2009
2	Mr J Thick of Aintree Racecourse – to consider request to close the footpath across the racecourse from midnight on Monday 30 March 2009 until midnight on Monday 6 April 2009
3	Resident regarding the Ain Tree/white beam proposal
4	Resident regarding proposal for a new Ain Tree
5	Councillor G Howe regarding litter bins
6	CPRE Conference on 28 January 2009: “Implementing the Regional Spatial Strategy and influencing local development frameworks in the north west”

4788 General matters

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

	Details
1	Vacancies for a cheque signatory, press officer and representative on the Merseyside Association of Local Councils (Clerk)
2	Area Committee outcomes (Councillor Baldwin)
3	Neighbourhood Watch AGM and latest crime statistics (Councillor Baldwin)
4	Review of the model agenda (Clerk)

4789 Vacancies for two Parish Councillors

To consider co-option

4788 Planning matters

To consider the following:

	<u>Application Number</u>	Details
1	0937	Approval for conservatory and replacement of flat roof with pitched roof

4789 Chairman’s communications

4790 Any other business

4791 Press relations

4792 Dates of next meetings

To consider the following proposed timetable of meetings for 2009, all to commence at 7.00pm:

9 February 2009
23 February 2009

9 March 2009

27 April 2009 Annual Parish Meeting to be followed by a Parish Council meeting

11 May 2009 Annual General Meeting

22 June 2009

27 July 2009

24 August 2009

28 September 2009

26 October 2009

23 November 2009

14 December 2009

Report of the Internal Auditor

Report presented to the meeting: 26 January 2009

Findings:

Having received the books from the RFO on 4 January 2009 I checked the maintenance of the cashbook and the bank reconciliation which are only up to date for November 2008 and not yet for December 2008.

I checked the balance of books for October and November 2008 and have no comment to make concerning the arithmetic. However, in the October records for uniform cost I found that the figure of £337.07 was still plainly visible when it had been replaced by the figure £347.07. I have taken the liberty of pencilling this out for clarity.

I also have to make a plea for consistency in relation to the record for the cost to Kirkby Skips. In previous records the dates have been clearly written as 22 September. In this case for October and November they are written 22.9, 13.10 and 24.10; each of which could be misread as cash figures. I would ask the responsible finance officer be requested to maintain the records for dates as e.g. 22 September.

The VAT is identified.

I checked a number of invoices against the appropriate entry and for the necessary two signatures. Invoices 137 to 145 in October and invoices 152 to 157 in November were checked and all had the required two signatures.

I checked the cheque book for two signatures and 005044 – 005070 and 005071 – 005087 all had the required two signatures.

I was pleased to note that the RFO has noted the reduction in VAT from 17.5% to 15%.

I checked cheques number 5076, 5078, 5081 and 5083 against the bank statement and found them to balance. I also checked paying in slip 101194 against the bank statement and this too was accurate. However, I do have some concerns that some of the paying in slips do not include a bank stamp. I would ask the responsible finance officer to ensure that future payments into the bank include a bank stamp or the quick pay slip appropriate to the payment.

In making a check of the payroll file I noted the letter from the HM Revenue and Customs concerning the taxi payments made to Mr Gordon which I raised as an issue in a previous report. I note that they believe that this payment should be subject to National Insurance and Tax and yet in checking the October figures I found a payment to Mr Gordon for £36.50 which was not reflected for Tax and NI in the corresponding payroll file. I would be grateful if I could be updated on the action taken to implement the recommendations of HM Revenue and Customs.

Proposal:

In consequence I would propose that the item's highlighted above should be noted and appropriate action taken by the Council to ensure compliance with Financial Standing Orders and external audit requirements.

Aintree Village Parish Council

December 2008 budget monitoring report

<u>Budget head</u>	2008/2009 budget £	Nine monthly budget £	9 months expenditure £
1. Wages	70,000	52,500	48,279
2. Heat, light & telephone	2,500	1,875	1,205
3. Water	2,000	1,500	735
4. Repairs & renewals *	10,000	7,500	12,889
5. Bank charges	500	375	222
6. Loan repayments	14,200	10,650	7,099
7. Sundries	15,000	11,250	6,697
8. Purchases	20,000	15,000	14,485
9. Mileage	500	375	442
10. Section 137	2,000	1,500	700
11. Altside Business Village membership	2,500	1,875	2,500
Capital expenditure not in budget	-	-	2,500
Totals	£139,200	£104,400	£97,753

* Mainly park expenses and includes RA's budget of £8,150

* Fencing of £1307 included in this total (Repairs/renewals)

Breakdowns

Sundries

	2008/2009 budget £	Nine monthly budget £	9 months expenditure £
12. Audit fees (internal/external)	1,600	1,200	850
13. Charity Dinner tickets	800	600	20
14. Chairman's allowance	500	375	500
15. Civic Service awards	500	375	120
16. Civic Service refreshments	1,200	900	448
17. Clerk's expenses	1,000	750	25
18. Conference/training fees/advice	1,200	900	834
19. Membership fees	1,400	1,050	750
20. Mileage	1,200	900	73
21. Parish Councillors' expenses	1,700	1,275	74
22. Refreshments	1,200	900	0
23. RFO expenses	800	600	27
24. Stamps/refreshments/stationery	700	525	314
25. Web site	1,200	900	218
Totals	£15,000	£11,250	4,253

General park expenses

	2008/2009 budget £	Nine monthly budget £	9 months expenditure £
26. Alarm maintenance	1,000	750	111
27. Cleaning materials	200	150	87
28. Fire equipment inspection	300	225	0
29. Fuel for machinery	350	263	279
30. Health and safety inspections	300	225	1,003
31. Professional fees	500	375	225
32. Repairs/materials for repairs	5,000	3,750	2,511
33. ROSPA play equipment inspection	300	225	300
34. Sefton Security	120	90	662
35. Taxis	320	240	423
36. Zurich Insurance	7,300	5,475	8,117
Totals	£15,690	£11,768	£13,718

Park maintenance

	2008/2009 budget £	Nine monthly budget £	9 months expenditure £
37. Fertiliser	2,000	1,500	648
38. Ground treatments/sundries	1,500	1,125	2,455
39. Hedge/tree cutting/line marker	2,000	1,500	295
40. Lawnmower repairs	1,200	900	216
41. Lawnmower service	1,000	750	500
42. Paint...petty cash	500	375	202
43. Plants/flowers.dog litter bins	1,000	750	244
44. R Atherton budget/fencing/concrete			6,011
45. Skip hire	1,500	1,125	1,285
46. Tractor repair	800	600	0
47. Tractor service	810	608	0
48. Work wear	500	375	337
49. Equipment hire/parts/oils	1,500	1,125	359
Totals	£14,310	10,733	£12,552

Income

	2008/2009 budget £	Nine monthly income £	9 months income £
50. Bowls	500	375	354

51. Donations	150	113	16
52. Football	600	450	536
53. Golf	0	0	0
54. Tennis	0	0	0
55. Sefton Council Double Rating	11,000	8,250	13,457
56. Precept	125,000	93,750	125,000
57. Vat collected from receipts	187	140	156
58. Vat refunded	4,500	3,375	2,174
Totals	£141,937	£106,453	£141,692

As at 31 December 2008, the Parish Council had cash in hand of £144,144 in:

- £32,484– current account
- £111,620 – capital reserve account
- £40 – petty cash

Repairs/renewals and purchases are broken down as Park General Expenses/Maintenance Expenses Green to give an overall total of £30,000.

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

Aintree Village Parish Council

Risk Management Plan

Potential risk	Action to be taken
<p>1) Failure to agree a precept which, with reserves, would cover the Parish Council's known expenditure</p> <p>Likelihood – low Impact – high</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>Likelihood – low Impact – high</p>	<p>Chairman to immediately suspend all non-essential expenditure as he/she deems 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 Chairman 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>Likelihood – medium Impact – medium</p>	<p>Chairman be authorised 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. The RFO will offer all possible assistance.</p> <p>If the Chairman deems it appropriate, he/she will contact other Parish Councils, perhaps through the Sefton Parish Council Partnership or the LALC, seeking urgent and temporary assistance with clerking matters.</p> <p>Sefton Council to be informed.</p> <p>Sub group to be formed by the Chairman 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>Likelihood – medium Impact – medium</p>	<p>Chairman be authorised to appoint a Parish Councillor (which could be himself/herself but preferably a Parish Councillor with financial experience) as Acting RFO to the Parish Council. The Clerk will offer all possible assistance.</p> <p>If the Chairman deems it appropriate, he/she 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 Chairman 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>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</p>

<p>Likelihood – medium Impact – medium</p>	<p>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>Likelihood – low Impact – low</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>Likelihood – low Impact – low</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>Likelihood – medium Impact – high</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"> 1) report the matter to the Parish Council's internal and external auditors, the Chief Executive of Sefton Council and LALC 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 3) inform the police, depending on the circumstances. <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 will 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 the <u>Standards Board</u>.</p> <p>Should the Clerk be charged with fraud or corruption, the Chairman of the Parish Council 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</p>

	liquid assets.
9) Outsourcing of services Likelihood – not applicable Impact – not applicable	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.
10) Activities being outside legal powers (the Parish Council acting “ultra vires” i.e. acting beyond its powers) Likelihood – low Impact – high	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. Clerk and/or RFO as appropriate be authorised to seek legal advice on the issue at the Parish Council's expense.
11) Electors’ rights not being followed Likelihood – low Impact – medium	The Clerk will prepare the Notice of Appointment of Date for the Exercise of Electors’ Rights <u>and will present a copy to the Chairman and Vice Chairman who will jointly check the notice has been accurately prepared and it has been correctly published and kept published during the requisite dates.</u> Upon receipt of notification of audit, the RFO will report accordingly to the next meeting of the Parish Council.
12) Improper expenditure under S137 Likelihood – low Impact – medium	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, <u>such advice to be recorded in the minutes.</u> Should either the Clerk or RFO, or both, advise that a payment is not in accordance with legislation, such advice should <u>again</u> 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 again be recorded in the minutes.
13) Loss of a significant number of Parish Councillors leaving the Parish Council inquorate Likelihood – medium Impact – high	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. 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.