

AINTREE VILLAGE PARISH COUNCIL

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

3 February 2009

There will be a meeting of the Parish Council on Monday 9 February 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

4795 Declarations of interest

4796 Apologies for absence

4797 Minutes of the meeting held on 26 January 2009

To:

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

4798 Disposal of business from the last meeting

	Details
1	Area Committee allocation for 2009/2010 of £3,860; to consider suggestions as to how the allocation could be spent in the Parish
2	Sefton Council's 2009/2010 highway maintenance schedule; to consider any defective highways which could be considered for a higher rating in the schedule

4799 Clerk's action

To note the following actions taken since the last meeting:

	Details
1	Wrote to Sefton Council regarding letter from resident about dog fouling

4800 Park and safety issues

To consider the following:

	Details
1	Minutes of the Park Committee of 27 January 2009; please see attached marked 4800 (1)
2	Replacement grass cutting equipment estimated at £10,000 and other proposed projects over £250; please see Head Groundsperson/Park Manager's report marked 4800 (2)
3	Atholl Crescent resident: hedge cutting/ownership issue

4801 Financial matters

To consider

- 1) the following invoices for payment:

	Payee	Details	Amount £-p	Cheque no/ Payment method
1	K Ellis	Stamps/stationery/refreshments	17.78	5111
2	Cash	Park petty cash	34.01	5112
3	HMR&C	Tax/NI February 2009	1153.35	5113
4	Natwest Autopay	Wages February 2009	3897.12	DD
5	G Payne	Mileage/petrol	28.90	5114
6	L Green	Mileage	5.86	5115

7	Scottish Power	Electricity Bowls Pavilion estimate	34.40	DD
8	Campaign To Protect Rural England	Annual Membership from 12 February 2009	29.00	5116
9	Netsolva	Monthly website charge	45.00	DD
10	L Ferrie	Hedge Cutting	100.00	5117

2) the following likely outturn statement for 2008/2009:

BUDGET HEAD	9 MONTHS £	PROJECTED SPEND TO 31 MARCH 2009 £
1. WAGES, SALARIES AND ON COSTS	48,279	69,279
2. HEAT LIGHT TELEPHONE	1,205	1,355
3. WATER	735	900
4. REPAIRS AND RENEWALS	12,889	13,500
5. BANK CHARGES	222	300
6. LOAN REPAYMENTS	7,099	14,200
7. SUNDRIES	6,697	7,100
8. PURCHASES	14,485	16,000
9. MILEAGE	442	550
10. SECTION 137	700	900
11. ALTSIDE BUSINESS VILLAGE	2,500	2,500
CAPITAL EXP NOT IN BUDGET	0	2,500
	£95,253	£129,084

3) the proposed expenditure and income budgets for 2009/2010; please see attached marked 4801 (3)

4802 Risk Management Plan

To carry out the annual review of the risk management plan; please see attached marked 4802

4803 Asset and Investment Register

To carry out the annual review of the asset and investment register; please see attached marked 4803

4804 Correspondence

To consider the following:

	Details
1	Mayor of Sefton: Annual Charity Ball on 13 March 2009
2	Sefton Council: the Parish Council's request to expand the keep clear zone at the junction of Aintree Lane/Mostyn Avenue
3	Sefton Council: the Parish Council's request to review pedestrian safety at the junction of Ormskirk Road/Park Lane
4	Sefton Council: status of litter bins bought by Parish Councils
5	Mr J Thick, Aintree Racecourse Company: update on footpath improvements
6	Sefton Council: Community Payback orders
7	Sefton Council: CCTV repairs
8	Atholl Crescent resident: hedge cutting issue
9	Monmouth Drive resident: dog fouling
10	Sefton Council: Core strategy sustainability appraisal scoping report – Sustainable Sefton
11	The Standards Board for England: satisfaction with advice and guidance research 2009

4805 General matters

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

	Details
1	Youth Centre report (Councillor Payne)
2	Review of footpath sweeping (Councillor Payne)
3	Road traffic accident statistics (Councillor Carlton)
4	Web site (Clerk) To note that in January 2009: 1) 155 people accessed the web site; 110 from the UK, 10 from the USA, 2 from Canada and 33 unknown 2) they visited the site 166 times and viewed 1,160 pages

4806 Vacancies for three Parish Councillors

To consider co-option

4807 Planning matters

To consider the following:

	<u>Application Number</u>	Details
1	0040	Application to convert into two dwellings – 97 Sherwoods Lane
2	0949	Approval for extension – 14 Sandown Park Road

4808 Chairman's communications

4809 Any other business

4810 Press relations

4811 Dates of next meetings

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

23 February 2009

16 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

4812 Confidential item

To consider a confidential item after requesting the press and public to leave the meeting

AINTREE VILLAGE PARISH COUNCIL

Meetings of Park Committee meeting held on Tuesday 27 January 2009 at 9.30am at Harrow Drive Council Chamber

PRESENT: Cllr Carole Mitchell (**CM**) – Chair, Cllr Terry Baldwin (**TB**) – Vice Chair, Cllr Fred Forrest (**FF**), Mr Robin Atherton (**RA**).

APOLOGIES: Cllr Len Green

MINUTES from meeting held 30 October 2008; approved as a correct record

MATTERS ARISING: There were no matters arising

UPDATE OF RECENT WORK: **RA** listed jobs carried out since November:

- Tree and shrub planting, planting of 500 spring bulbs, shrubs moved from bowling green area to be part of the planting scheme on woodland walk.
- Painted fascia boards on garage
- Painted bollards yellow
- Painted bins
- Edging on grass borders trimmed
- Pavilion painted and rotten floor repaired and recovered
- Sink repair in meeting room kitchen
- Attempted to trim trees behind residents' property in Atholl Crescent; our scaffolding is not high enough and we would need to hire an industrial chain saw
- Blocked drain at corner of meeting room; **RA** has tried to clear this but needs drain rods. He was authorised to seek quotes for hire or purchase

The committee authorised **RA** to get quotes for hire of scaffolding and necessary equipment for Atholl Crescent trees.

ISSUES BROUGHT FROM STAFF: **RA** asked for clarification regarding the use of the Order Book; he was told all goods and services must be recorded in the order book, apart from minor items bought with petty cash. Items £250 or less must first be authorised by this committee. Above that amount **RA** must ensure the goods/services are an agenda item for consideration by the Parish Council. All other staff members are enjoying their work and have no issues to bring to the committee at this time.

FUTURE PLANS/BUDGET: **RA** stressed the need to replace the tractor with a new grass cutter. The tractor has needed several repairs to it and the gang mowers are passed their best and very heavy for the staff to move prompting H & S concerns. He was instructed to prepare a report for the Parish Council to be an agenda item at the next meeting.

RA is currently preparing his budget for 2009/10; he has no major items planned. **CM** reminded him to have his budget ready for insertion on the next meeting's agenda.

PICNIC TABLES: **CM** suggested we consider sites in the park where these can be located. It was also suggested we install new benches along the new woodland walk area. A tour around the park after the meeting would hopefully decide this.

CONFLICT OF PITCH USE TIMES: **CM** declared an interest in this item and vacated the chair and took no part in the discussion; **TB** in the chair. Further to Mr D Rooney's attendance at the Parish Council meeting the previous evening regarding earlier kick off times; he had complained about Davenhill United being able to play at 9.15am arguing that the Parish Council had changed the rules which was not the case. He also stated that his league rules would not allow his team to play before 10.30am.

After a frank discussion it was agreed that Mr Rooney's main concern was more to do with congestion in the car park which would always be a problem when two teams were playing. All present agreed that all the teams should compromise; the Clerk will be asked to write to all team managers to consider car

sharing/walking to the park which would benefit all teams, the environment and also alleviate the problem.

NOTE TO STAFF: Confidential minute and not for publication

PROGRESS OF SIX MONTH PLAN: All agreed overall the plan was up to date; hedges at back of bowling green still need to be trimmed; staff have been unable to access them due to waterlogged ground.

AOB: All present considered the weekly worksheets, **RA** stated were not much use as there isn't enough room on them to list all work carried out day to day. The committee suggested that the staff stop submitting weekly work schedules. Instead **RA** submit a report to each Park Committee meeting detailing all work carried out by himself and his staff. This system to be trialled for three months. **RA** stated that Buckleys (boiler service contractor) had still to visit the site. Agreed to ask the Clerk to pursue the matter.

Meeting closed at 10.20am.

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A tour of the park/outbuildings followed.

Agreed to site two benches along new woodland walk area, two Tri-Tables within under 12 play area and three Tri-Tables on flagged area behind meeting room. This will necessitate removal of old brick flower bed (since filled in with concrete), ground will need tarmacing. **RA** to get quotes for ground work.

**RA** had several items for consideration this year;

- Make new five-a-side goals from old steel goal posts, bed them in on the field either behind hard play area or top by bowling green for an extra football area for smaller children.
- Build a practice wall for goal practice (goal painted on the brickwork), **RA** to get quotes for this work.
- Build high fence in front of under 12 play area in line with current fencing in hard play area to protect children and parents from stray balls coming in from field.
- Replace guttering on pavilion.

**RA** will also be repairing the soil erosion/reseeding in under 12 play area (annual job)

Inspection of staff room showed an improvement on previous standards though **CM** stated those standards could be improved further. Disabled toilet was in full working order (alarm cord since repaired by **RA**) and in a clean condition. Changing rooms in an acceptable condition; the question was asked if the Parish Council's cleaner was contracted to clean the toilets & sinks in changing rooms; **CM** to seek clarification from the Clerk.

The newly tree planted trees, shrubs and spring bulbs area is beginning to thrive and is a credit to the staff. Overall the park is showing all the evidence of the continued care it receives from our staff.

Cllrs Baldwin, Forrest & Mitchell

Aintree Village Parish Council

Report of the Head Groundsperson/Park Manager to the Parish Council  
on proposed projects costing over the Park Committee's delegated limit of £250

**New Equipment**

During my visit to the trade show at Harrogate I priced mowers purpose built for large areas to replace our current machinery. This issue was discussed in brief with the Park Committee last year due to the continual breakdowns of existing equipment and the weight/difficulty of moving existing mowers and was again discussed on 27 January 2009.

Councillor Green suggested at the earlier meeting time pricing up replacement machinery but it was agreed to leave it until the "off" season/winter. Having spoken to sales managers from several main machinery dealers including Toro, Ransomes and Kubota, the only machine with a good service record, age, mowing height range and suitability for our park was a John Deere wide area mower (WAM).

I have used John Deere machinery before in previous employments and I can happily recommend them as I found their machinery to be well built, reliable and their after sales service excellent. After ringing round the various agents to get quotes for a new WAM (generally about £34,000) Turner Groundscare offered a second hand machine for £14,000 less £3,500 trade in of the tractor and gang equipment; I asked for an early and free demonstration for Parish Councillors for the following reasons:

1. there might be a need for an early decision as it could be sold at anytime
2. golf courses/sports grounds are looking now to buy machinery for the new season
3. we could wait all year for quotes for three comparable second hand machines to become available which was unlikely to happen
4. sports grounds/councils do not usually part exchange mid season unless existing is broken/unreliable

Below is a list of reasons to support the purchase of a WAM:

Time/Operational Savings

5. field mowing would take approximately 1.5 hours compared to all day
6. the height adjustment done once a year rather than one hour a week before use
7. it can cut up to the hedge and top gate rather than using a walk behind mower
8. saving time and cost of replacing walk behind rotaries as often
9. if field is not mown for two weeks due to staff illness/holidays/weather/breakdown, the WAM would have the grass back to height in 1.5 hours rather than 5/6 days it takes now
10. field could be mown and finished before the park gets busy in the summer which has caused problems in the past

Health and Safety

11. dragging the gang mowers around to hitch up to the tractor could cause a serious back injury as they are very heavy
12. due to the weight they are meant to be left attached on the grass with a cover so the tractor can reverse up to them but obviously we cannot do this
13. youths in the past have tried to jump on the gang mowers or thrown stones/ branches into them. You cannot see them as the mowers are behind you
14. new mowers have various safety sensors for operator/public safety

Other cost savings

15. over the last two years, the Parish Council has spent over £2,000 repairing the gang mowers when they are only worth £500 and there have also been large repair bills for the tractor

16. wages saved due to time saved on mowing  
Quality

17. a rotary mower cuts well in wet weather or heavy dews which the gangs do not  
18. due to the gangs being rear mounted, the tractor wheels flatten the grass  
before it is mowed producing a poor quality cut

### **Sports Wall**

19. This is a simple idea I have seen in other parks and is a double skin block wall, painted with targets on which could be best positioned on the field just behind the basketball hoops
20. children like to play 'spot' kicking the ball against the buildings which can cause an accident or damage to buildings
21. building this would give them an area to play this popular game
22. cricket wickets, goals etc could be painted on them to give a wider variety of play
23. I have had two estimates for the works for a 10metre long, 2.5 metre high wall: S Saunders Brickwork at £2,200 and PBW Brickwork & Building Contractors at £2,082 both inclusive of materials; both come recommended to me.

### **Flagged Area**

24. only one contractor quoted for the resurfacing of this area and the company comes highly recommended to me
25. the two options are printed concrete or tarmac
26. the quote I have received is for pattern imprinted concrete which I think would look superb with the proposed benches. The tarmac companies I have contacted have simply not turned up at the agreed time or contacted me even though I gave them my personal mobile number
27. the benches could be easily anchored to the concrete due to its thickness unlike tarmac which would have to have footings dug etc
28. the flags obviously need replacing as they are very uneven and present a trip hazard
29. the quote for this work is £4,980 and the contractor is PBW Building Contractors

Robin Atherton  
Head Groundsperson/Park Manager  
2 February 2009

## Proposed expenditure and income budgets for 2009/2010

## Expenditure budget for 2009/2010

|                                                                     | AMOUNT<br>£   |
|---------------------------------------------------------------------|---------------|
| <b>BANK CHARGES</b>                                                 | <b>350</b>    |
| <b>BOWLING GREEN; approx 20% invoices (80% in Park Maintenance)</b> | <b>1,770</b>  |
| Feed                                                                |               |
| Fertiliser                                                          |               |
| Seed                                                                |               |
| Lawnmower repairs/servicing                                         |               |
| <b>CAPITAL EXPENDITURE</b>                                          | <b>10,000</b> |
| <b>LOAN REPAYMENTS</b>                                              | <b>14,200</b> |
| <b>MILEAGE</b>                                                      | <b>600</b>    |
| Parish Councillors                                                  |               |
| Head Groundsman                                                     |               |
| Clerk/RFO                                                           |               |
| <b>SUNDRY EXPENSES</b>                                              | <b>17,000</b> |
| Chair's Allowance                                                   |               |
| Charity Dinner tickets and travel                                   |               |
| Civic Service expenses                                              |               |
| Conference and training fees                                        |               |
| Membership fees                                                     |               |
| Refreshments                                                        |               |
| Postage                                                             |               |
| Website                                                             |               |
| Stationery                                                          |               |
| Internal and external auditors' fees                                |               |
| Insurance                                                           |               |
| Altside Business Village Partnership membership fee                 |               |
| <b>GENERAL PARK EXPENSES; (80% of invoice total)</b>                | <b>7,080</b>  |
| Alarm maintenance                                                   |               |
| Cleaning materials                                                  |               |
| Health & safety inspection reports                                  |               |
| Professional fees                                                   |               |

|                                                     |                 |
|-----------------------------------------------------|-----------------|
| Play equipment inspection fees                      |                 |
| Fire equipment inspection                           |                 |
| <b>MAINTENANCE EXPENSES PARK</b>                    | <b>11,000</b>   |
| Fertiliser/seed                                     |                 |
| Hedge/tree cutting                                  |                 |
| Fuel for park machinery                             |                 |
| Equipment repairs/servicing                         |                 |
| Plants/flowers                                      |                 |
| Tractor repair/servicing                            |                 |
| Work wear                                           |                 |
| Drainage/outside contractor repairs and maintenance |                 |
| Skip hire                                           |                 |
| <b>SECTION 137 GRANTS</b>                           | <b>1,000</b>    |
| <b>UTILITIES</b>                                    | <b>1,400</b>    |
| Gas/electric/telephone/water                        |                 |
| <b>WAGES/SALARIES/NI</b>                            | <b>75,000</b>   |
| <b>Total</b>                                        | <b>£139,200</b> |

#### Income budget for 2009/2010

|                              | AMOUNT<br>£     |
|------------------------------|-----------------|
| Bank interest                | 200             |
| Bowls                        | 500             |
| Donations                    | 20              |
| Football                     | 600             |
| Golf                         | 0               |
| Tennis                       | 0               |
| Sefton Council Double Rating | 13,450          |
| Precept                      | 125,000         |
| Vat collected from receipts  | -               |
| Vat refunded                 | -               |
| <b>Total</b>                 | <b>£139,770</b> |

## Risk Management Plan

| <u>Potential risk</u>                                                                                                                                                 | <u>Action to be taken</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1) Failure to agree a precept which, with reserves, would cover the Parish Council's known expenditure</p> <p><b>Likelihood – low</b><br/><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 <b>LALC</b> 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><br/><b>Impact – high</b></p>                                                               | <p><b>Chairman</b> 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><b>Likelihood – medium</b><br/><b>Impact – medium</b></p>                                                        | <p><b>Chairman</b> 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 <b>Chairman</b> 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 <b>Chairman</b> 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><br/><b>Impact – medium</b></p>                                                                         | <p><b>Chairman</b> 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 <b>Chairman</b> 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 <b>Chairman</b> 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Likelihood – medium</b><br/><b>Impact – medium</b></p>                                      | <p>appropriate, a reputable playground equipment supplier which carries out inspections.<br/>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><br/><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><br/><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><br/><b>Impact – high</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 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 <b><u>Standards Board</u></b>.</p> <p>Should the Clerk be charged with fraud or corruption, the <b><u>Chairman</u></b> of the Parish Council will carry out this procedure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                                                                                                                                                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9) Outsourcing of services<br><br><b>Likelihood – not applicable</b><br><b>Impact – not applicable</b>                                                                   | 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)<br><br><b>Likelihood – low</b><br><b>Impact – high</b> | 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.<br><br>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<br><br><b>Likelihood – low</b><br><b>Impact – medium</b>                                                                         | The Clerk will prepare the Notice of Appointment of Date for the Exercise of Electors' Rights <b><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></b><br><br>Upon receipt of notification of audit, the RFO will report accordingly to the next meeting of the Parish Council.                                                                                                                                          |
| 12) Improper expenditure under S137<br><br><b>Likelihood – low</b><br><b>Impact – medium</b>                                                                             | 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, <b><u>such advice to be recorded in the minutes.</u></b><br><br>Should either the Clerk or RFO, or both, advise that a payment is not in accordance with legislation, such advice should <b><u>again</u></b> 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<br><br><b>Likelihood – low</b><br><b>Impact – high</b>                       | 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.<br><br>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.                         |

### Road traffic statistics

| DATE       | TYPE OF COLLISION | LOCATION OF COLLISION            |
|------------|-------------------|----------------------------------|
| 21/01/2008 | DAMAGE ONLY       | COPY LANE                        |
| 13/01/2008 | DAMAGE ONLY       | M57 AINTREE                      |
| 13/01/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 14/02/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 19/01/2008 | DAMAGE ONLY       | RACE COURSE RETAIL PARK          |
| 08/02/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 18/02/2008 | DAMAGE ONLY       | ORIEL DRIVE                      |
| 09/03/2008 | DAMAGE ONLY       | WANGO LANE                       |
| 13/03/2008 | DAMAGE ONLY       | COPY LANE                        |
| 21/03/2008 | DAMAGE ONLY       | SCHOOL LANE                      |
| 27/03/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 03/04/2008 | DAMAGE ONLY       | COPY LANE                        |
| 12/04/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 18/04/2008 | DAMAGE ONLY       | MELLING ROAD/SEEDS LANE          |
| 18/04/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 30/04/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 01/05/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 25/04/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 06/05/2008 | DAMAGE ONLY       | M57 AINTREE                      |
| 06/05/2008 | DAMAGE ONLY       | TAUNTON DRIVE                    |
| 28/05/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 12/06/2008 | DAMAGE ONLY       | COPY LANE                        |
| 21/06/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 29/06/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 04/07/2008 | DAMAGE ONLY       | MELLING ROAD                     |
| 18/07/2008 | DAMAGE ONLY       | WANGO LANE                       |
| 17/07/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 28/07/2008 | DAMAGE ONLY       | CANTERBURY CLOSE                 |
| 01/08/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 06/08/2008 | DAMAGE ONLY       | ALTWAY                           |
| 08/08/2008 | DAMAGE ONLY       | ALTWAY                           |
| 09/08/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 27/07/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 15/08/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 17/08/2008 | DAMAGE ONLY       | COPY LANE                        |
| 18/08/2008 | DAMAGE ONLY       | ALTWAY COURT                     |
| 22/08/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 27/08/2008 | DAMAGE ONLY       | ORMSKIRK ROAD/AINTREE RACECOURSE |
| 31/08/2008 | DAMAGE ONLY       | ATHOLL CRESCENT                  |
| 04/09/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 05/09/2008 | DAMAGE ONLY       | ORMSKIRK ROAD/AINTREE RACECOURSE |
| 05/09/2008 | DAMAGE ONLY       | COPY LANE                        |
| 17/09/2008 | DAMAGE ONLY       | ALTWAY                           |
| 26/09/2008 | DAMAGE ONLY       | ALTWAY                           |
| 27/09/2008 | DAMAGE ONLY       | ORMSKIRK ROAD                    |
| 01/10/2008 | DAMAGE ONLY       | BECHERS DRIVE                    |
| 02/10/2008 | DAMAGE ONLY       | MELLING ROAD                     |
| 10/10/2008 | DAMAGE ONLY       | WICKES-ORMSKIRK ROAD             |
| 13/10/2008 | DAMAGE ONLY       | B&Q - ORMSKIRK ROAD              |

|            |             |                                  |
|------------|-------------|----------------------------------|
| 22/10/2008 | DAMAGE ONLY | PIZZA HUT - TOPHAM DRIVE         |
| 22/10/2008 | DAMAGE ONLY | MELLING ROAD                     |
| 28/10/2008 | DAMAGE ONLY | ALTWAY                           |
| 29/10/2008 | DAMAGE ONLY | ORMSKIRK ROAD                    |
| 03/11/2008 | DAMAGE ONLY | ALTWAY                           |
| 04/11/2008 | DAMAGE ONLY | AINTREE LANE/LANCING DRIVE       |
| 08/11/2008 | DAMAGE ONLY | ORMSKIRK ROAD/AINTREE RACECOURSE |
| 12/11/2008 | DAMAGE ONLY | AINTREE LANE                     |
| 16/11/2008 | DAMAGE ONLY | MELLING ROAD/SEED LANE           |
| 16/11/2008 | DAMAGE ONLY | ELLESMERE DRIVE                  |
| 02/10/2008 | DAMAGE ONLY | LYTHAM CLOSE                     |
| 02/12/2008 | DAMAGE ONLY | ORMSKIRK ROAD                    |
| 03/12/2008 | DAMAGE ONLY | M57 AINTREE                      |
| 13/12/2008 | DAMAGE ONLY | ORMSKIRK ROAD                    |
| 19/12/2008 | DAMAGE ONLY | B&Q - ORMSKIRK ROAD              |
| 20/12/2008 | DAMAGE ONLY | SPENCER LANE                     |
| 21/12/2008 | DAMAGE ONLY | WICKES-ORMSKIRK ROAD             |
| 20/12/2008 | DAMAGE ONLY | COPY LANE                        |

| DATE       | TYPE OF COLLISION | LOCATION OF COLLISION   |
|------------|-------------------|-------------------------|
| 13/01/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 22/01/2008 | MINOR INJURY      | M57 AINTREE             |
| 22/01/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 17/03/2008 | MINOR INJURY      | AINTREE LANE            |
| 03/04/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 15/04/2008 | MINOR INJURY      | ALTWAY                  |
| 25/04/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 01/06/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 14/06/2008 | MINOR INJURY      | M57 AINTREE             |
| 24/06/2008 | MINOR INJURY      | COPY LANE               |
| 13/07/2008 | MINOR INJURY      | MELLING ROAD            |
| 22/07/2008 | MINOR INJURY      | SEEDS LANE/MELLING ROAD |
| 17/08/2008 | MINOR INJURY      | CHARTERHOUSE DRIVE      |
| 19/09/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 23/09/2008 | MINOR INJURY      | COPY LANE               |
| 24/09/2008 | MINOR INJURY      | TONBRIDGE DRIVE         |
| 25/10/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 25/10/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 07/11/2008 | MINOR INJURY      | M57 AINTREE             |
| 15/11/2008 | MINOR INJURY      | PARK LANE               |
| 04/12/2008 | MINOR INJURY      | AINTREE WAY             |
| 18/12/2008 | MINOR INJURY      | ORMSKIRK ROAD           |
| 08/12/2008 | MINOR INJURY      | MELLING ROAD/SEEDS LANE |
|            |                   | AINTREE LANE            |

| DATE       | TYPE OF COLLISION | LOCATION OF COLLISION   |
|------------|-------------------|-------------------------|
| 02/06/2008 | SERIOUS INJURY    | MELLING ROAD            |
| 14/03/2008 | SERIOUS INJURY    | MELLING ROAD            |
| 21/08/2008 | SERIOUS INJURY    | PARK LANE               |
| 29/12/2008 | SERIOUS INJURY    | MELLING ROAD/SEEDS LANE |

