



Notice of Meeting

Aintree Village Parish Council

To all Members of Aintree Village Parish Council

You are hereby summoned to the Parish Council meeting to be held on **Monday 21st June 2021 in St. Giles Centre**, Aintree Lane, Aintree Village **starting at 7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

7204	To receive apologies for absence		
7205	To receive declarations of interest		
7206	Public participation	Caroline Holman – Disabled Play Equipment	
7207	1). To consider and approve the minutes of the Annual meeting of the Parish Council held on 17 th May 2021, and 2). To note the minutes of the Annual Parish meeting held on 17 th May 2021		5
7208	Outstanding issues from the attached Action List		5
7209	Emergency Committee	To consider appointment of Members to the Emergency Committee, and its proposed Terms of Reference (please note that resolution 7005 states that where an Emergency Committee needs to be convened its membership be amended to include Chairs and Vice-chairs of the two Committees)	5
7210	Clerk's reports	1. To consider the report on reporting incidents to the Police 2. To consider the report on Inventory of Equipment and Tools Purchased. 3. To consider the report on the Risk Management Plan, Risk Management Policy Statement, and Asset Register 4. To consider the report on Scheme of Delegation, including Terms of Reference. 5. To consider the report on Standing Orders 6. To consider the report on Financial Regulations 7. To consider an update verbal report on the erection of new fence around the children's play areas	20
7211	Reports from external meetings and Chairman's reports.		10
7212	Financial Matters	1. To consider and approve May 2021 Budget monitoring report, 2. To consider and approve Payments for authorisation schedule for the period 18 th May 2021 to 21 st June 2021, 3. To consider and approve amended Payments for authorisation schedule for the period, 20 th April 2021 to 17 th May 2021, 4. To consider and approve Bank reconciliation for May 2021, 5. To report progress on obtaining Parish Council Credit Card (verbal report)	15

7213	Correspondence	1. Joyce Kelley – Bowling Green 2. Andrew Duggan – Action Rehab 3. Angela McEvoy – Old Roan Pub			15
7214	Planning Matters	To consider current Planning applications and to note recently approved applications			5
7215	Relocation of Flag Pole	To consider the relocation of the Flag pole at the entrance to the Park	Cllr. Honeyman		5
7216	Picnic Benches	To consider the purchase of additional picnic benches and numbering of all benches to facilitate identification for the Café operator	Cllr. Honeyman		5
7217	Proposed Parliamentary boundary changes from 2023	To consider the main proposals affecting the area: 1) a new north Liverpool constituency of 'Norris Green' to be created which would contain Aintree and Melling and extend east to take two wards from Knowsley 2) Southport to extend north to parts of South Ribble 3) Ainsdale will be placed in Sefton Central	Cllr. Harris		5
7218	Dates of next meetings	Parish Council	F & GP Committee	P & A Committee	
		Subject to easing of all Covid 19 restrictions on 21st June 2021 and no further restrictions being imposed the time table for meetings is as follows and will take place in the Council Chamber			
		19 th July 2021 20 th September 2021 15 th November 2021 17 th January 2022 21 st March 2022 (also the Annual Parish Meeting) 16 th May 2022 (Annual Meeting of the Parish Council)	16 th August 2021 18 th October 2021 20 th December 2021 21 st February 2022 18 th April 2022	2 nd August 2021 4 th October 2021 6 th December 2021 7 th February 2022 4 th April 2022	

OUTSTANDING ISSUES FROM THE ACTION LIST

Item No.	Subject	Action	Action By	Target Completion Date	Progress
6707 6736	GDPR	To undertake all necessary steps to comply with GDPR	Parish Clerk		Progressing
6865	Safeguarding awareness Training	To consider the effectiveness of any training received, and its application in the Park	Parish Clerk		
7005	Risk Management Plan, Risk Management Policy Statement and Asset Register	1. An independent company be engaged in 2022 when main capital projects have been implemented to determine for insurance purposes the valuation of all items identified in the Asset Register at that time. 2. Additional items identified in paragraph 6.0 of the said report be included in the Asset Register and the Insurance Company be informed accordingly	Parish Clerk	2022 ASAP	On the Agenda
7011	Civic Awards' Board	Cllr. Gill agreed to contact the person who supplied the previous one to determine if the person is still able to provide a new one and at price.	Cllr. Gill		
7035	Agenda Items	Council Manager and Parish Clerk to explore the options of strengthening the Standing Orders in relations to the issues raised in the report.	Parish Clerk		
7037	Allowances, Expenses and Reimbursement	Members considered the report of the Internal Auditor on 'the two years' of the Chairman's expenses and the financial payments made to Parish Councillors and staff, and Members Noted the report 'in respect of the internal audit review; i.e. there are no findings to report'. However Members requested the Council Manager and Parish Clerk to develop a comprehensive policy on Allowances, Expenses and Reimbursement.	Parish Clerk		

7103	Park Entrance Sign	The Council Manager and Parish Clerk explore similar signs to those erected in Davenhill Primary School.	Cllr. Gill		Cllr. Gill in contact with Aintree Davenhill Primary School
7133	Greener Ground	Due to Covid 19 restrictions and the inclement weather scarification and seeding will now be completed in spring 2021 by Greener Grounds.	Parish Clerk	Spring 2021	Completed
	Tribute to Deceased Members	In recognition of the excellent work done by the late Cllr. Kelly, the orchard be called 'Neil Kelly Orchard and Gardens' in his Memory and should one of the raised beds be available, then individual plaques of deceased Members referred to above be erected on this raised bed.	Parish Clerk		Signs to be manufactured
7173	Review of Policies	Council Manager and Parish Clerk be delegated the task of reviewing and updating the approved policies and bringing only policies to the Parish Council for re-approval where there have been legal, financial or other significant changes	Parish Clerk		On the Agenda
7191	Play Area Surface & Zip Line	1. The Council Manager and Parish Clerk be requested to arrange for the said work to be undertaken by Groundwork & Leisure Services Ltd at a cost of £1,500+VAT for the play surface and £80+VAT for the Zip Line 2. The Financial Regulations (paragraph 10.3) relating to seeking three estimates be waived on the grounds that this potential trip hazard needs to be addressed as a matter of urgency and the quotes from Groundwork & Leisure Service Ltd. be accepted and that Council Manager and Parish Clerk be requested to facilitate the work as soon as possible, 3. For all future works that have potential health and safety implications, the requirements to seek three quotes up to the value of £5,000 be waived and that the Council Manager and Parish Clerk, in consultation with the Chairman arrange for such work to be undertaken, and 4. That Financial Regulations, Standing Orders, Procurement Policy and Scheme of Delegation be amended accordingly.	Parish Clerk		Work completed:- Play Surface – 30th May 2021 Zip Line – 3rd June 2021

7197	Park Flooding Scheme	The Council Manager and Parish Clerk be requested to arrange a meeting involving the Chair and Andrew Martin from Sefton Council			Two emails sent – awaiting response
	Notice Boards	The Council Manager and Parish Clerk be requested to obtain quotes for two notice boards for installing on front wall of the Council Chamber			
	Dog Free Enclosure	The Council Manager and Parish Clerk to take all necessary actions to facilitate the erection of the fence and in consultation with Park & Amenities Committee the purchase of appropriate signage from Sefton Council to make the new area dog free and PSPO compliant.			On the Agenda
	Additional 1100 lit Waste Bin	The Council Manager and Parish Clerk be authorised to enter into Contract with Sefton Council for an additional 1100 lit waste bin for the period April to September at a cost of £502.20+VAT			Delivered on 8th June 2021
7199	Credit Card	The Council Manager and Parish Clerk and the RFO to examine the options and the implications of Parish Council having a credit card.			On the Agenda
7200	Correspondence 1. Paul Davies – Football Tournament	1. Council Manger and Parish Clerk to arrange a meeting between Paul Davies and the Park and Amenities Committee to better understand what is being proposed and its implications.			Responded on 31st May 2021 to say that he does not wish to proceed this year
	2. Jennifer Banks – Memorial Bench	2. Council Manger and Parish Clerk to arrange a meeting involving Jennifer Banks and Jennifer Banks to determine the type of memorable bench, its likely costs and location in the Park.			Waiting for a response
	3. Leigh Banks – Disabled Play Equipment	3. The Council Manger and Parish Clerk to invite Leigh Rollinson to the next meeting of the Parish Council in order to better understand his proposal and fundraising idea.			Waiting for a response

Aintree Village Parish Council

Reporting Incidents to the Police

1.0 Purpose of report

1.1 The purpose of this report is to seek Members' views on reporting incidents to the Police

2.0 Introduction

2.1 Members may recall that there was an incident recently in the Park whereby three young teenagers had a BBQ on the newly laid surface on one of the children's play areas, which resulted in significant damage being done to the said surface. Whilst the damaged surface, which became a potential trip hazard, was repaired at a cost of £300 plus VAT, however the question of reporting the incident to Police was inconclusive.

2.2 The Council Manager and Parish Clerk has examined the files and documents on the Parish Council computer, and to date has been unable to find any policies or minutes that provides any directions as to reporting of such incidents in the Park to the police.

2.3 Councillor Harris, emailed to say that whilst there has been no written policy or Parish Council resolution, it has been the 'inherent policy for decades' to report all incidents to the Police.

2.4 The Council Manager and Parish Clerk has been in contact with both Maghull Town Council and Lydiat Parish Council to determine if they have any written policies on reporting incidents to the Police. Maghull Town Council has indicated that they report all incidents to the Police whilst Lydiat Parish Council has indicated that they only report those incidents that they wish to make claim against their insurance policy.

3.0 Comments

3.1 The issue of reporting incidents taking place in the Park can be difficult. On one hand it is important that all unlawful incidents, including damage to Parish Council assets, regardless of their severity should be report to the Police so that it becomes widely known that the Parish Council will not tolerate any untoward incidents in the Park thus this in itself is sufficient deterrence and at the same time reporting incidents to the Police means that the Police have sufficient resources to deal with incidents and do get the impression that there are no problems in the Park.

3.2 On the hand, the installation of CCTV cameras has made it much easier to identify those people that are involved in such incidents and therefore for the Police to take action against these individuals. Depending on the severity of the incident, actions taken by the Police could potentially lead to individuals having criminal records at a very young age. This has the potential to adversely affect the rest of their lives.

3.3 The Parish Council can therefore be in a bit of dilemma. However, not reporting the incident means individual involved in the incident are 'getting away' without any ramifications, with the Parish Council having to pick up the cost of any damage done, and the Police assuming that the Park is free of any incidents. It also means that the Parish Council's ability to claim against its insurance policy for any damage done to the Park would be very difficult.

4.0 Legal Implications

4.1 There are no legal implications as a result of this report.

5.0 Financial Implications

5.1 There are no financial implications as a result of this report

6.0 Recommendations

Members are requested to consider the content of this report and:-

- 6.1 Agree if all illegal incidents, including damage to Parish Council assets, should be reported to the Police and other relevant bodies, including the Insurance Company,
- 6.2 If Members are in favour of reporting incidents to the Police and other relevant bodies, including the Insurance Company, should this be for all cases regardless of the age of the individual(s) involved in the incident?
- 6.3 Subject to 6.2 above, agree if the Council Manager and Parish Clerk be given delegated powers to use his judgement to decide the merit of reporting incidents to the Police and other relevant bodies, including the Insurance Company.

Aintree Village Parish Council

Inventory of Equipment & Tools

1.0 Purpose of report

- 1.1 The purpose of this report is to inform Members' of non-consumable equipment and tools that has been purchased since April 2017.

2.0 Introduction

- 2.1 Members at their meeting on 19th October 2020 considered the list of equipment and tools purchased since April 2017 and **AGREED** to note the report.
- 2.3 Since the meeting on 19th October 2020 further equipment and tools have been purchased and these have been added to this list attached as Annex A to this report.

3.0 Legal Implications

- 3.1 There are no legal implications as a result of this report.

4.0 Financial Implications

- 4.1 There are no financial implications as a result of this report

5.0 Recommendations

- 5.1 It is recommended that Members note the content of the report.

No	Description	Qty
1	Husqvarna mower	1
2	Stihl Kombi engine	1
3	Stihl trimmer head attachment	1
4	Stihl brush cutter head attachment	1
5	Stihl hedge cutter attachment	1
6	Stihl lop saw attachment	1
7	Stihl hedge cutters	1
8	Stihl leaf blower	1
9	Stihl trimmer	1
10	Mountfield mower	1
11	Forest master wood chipper	1
12	Hyundai wood chipper	1
13	Mig welder	1
14	Socket set	1
15	Spanner set	1
16	Wood saw	1
17	chisel	1
18	File set	1
19	Spirit level set	1
20	Sash clamps	1
21	Grip pliers set	1
22	Long nose pliers	1
23	Pliers	1
24	Side cutting pliers	1
25	Screwdriver set	1
26	Funnel set	1
27	Cordless drill	1
28	Cordless angle grinder	1
29	SDS drill	1
30	SDS drill bit set	1
31	Lopers	1
32	Shovel	3
33	Fork	1
34	Hoe	1
35	Leaf rake	1
36	Brush	1
37	Dust pan and brush set	2
38	Garden rubbish bag	2
39	Various fuel cans	4
40	Knapsack sprayer	2
41	Sprayer	2
42	Stihl power washer	1
43	Wheel barrow	1
44	Edging shears	1
45	Edging blade	1

46	Large scraper	1
47	Scaffold tower	1
48	Trowel set	1
49	Greens mower	1
50	COSSH locker	1
51	Foot pump	1
52	Scraper set	1
53	Tape measure	1
54	Wire brush set	1
55	Security bit set	1
56	Grease gun	1
57	Drag brush	1
58	Heavy duty chain	1
59	Shackles	2
60	Roofers square	1
61	Extension cable 45m	1
62	Hose pipe and reel	1
63	Lawn sprayer for hose	1
64	Ride on mower	1
65	Combi ladder	1
66	Drain rodding set	1
67	Flexi tub	1
68	Secateurs	2
69	Pruning saw	1
70	Paint mixer	1
71	Small step ladder	1
72	Welding tools	1
73	Hex key set	1
74	Folding pruning saw	2
75	Hi Lift jack	1
76	Line marker	1
77	Shears	1
78	Tool set	1
79	Vice	1
80	Grease gun	1
81	Laptop	1
82	Printer	1
83	Laminator	1
84	Oil filled radiator	1
85	Union flag	1
86	Stihl chainsaw	1
87	2 x yellow tubs	1
88	100m layflat hose	1
89	Honda water pump	1
90	Garden hand fork	1
91	Hand rivet gun	1

AINTREE VILLAGE PARISH COUNCIL

Report on Risk Management Policy Statement, Risk Management Plan & Asset Register

1.0 Purpose of report

1.1 The purpose of this report is for Members to consider and agree the Risk Management Policy Statement, Risk Management Plan and the Asset Register.

2.0 Introduction

2.1 Members at their Parish Council meeting on 18th November 2019 considered the report on the Risk Management Plan, Risk Management Policy Statement, and Asset Register and:-

- **APPROVED** the Risk Management Policy Statement as attached to the said report,
- **APPROVED** the Risk Management Plan with the amendments that where an Emergency Committee needs to be convened its membership be amended to include Chairs and Vice-chairs of the two Committees,
- **AGREED** that an independent company be engaged in 2022 when main capital projects have been implemented to determine for insurance purposes the valuation of all items identified in the Asset Register at that time.
- **AGREED** that additional items identified in paragraph 6.0 of the said report be included in the Asset Register and the Insurance Company be informed accordingly, and
- **NOTED** the additional insurance premium charge that may arise as a result of including additional items on the Asset Register

3.0 Risk Management Policy Statement

3.1 The Risk Management Policy Statement is attached as Annex A to this report. The Council Manager and Parish Clerk has reviewed the Policy Statement and there are no further changes proposed at this stage.

4.0 Risk Management Plan

4.1 Attached to this report as Annex B is the current Risk Management Plan. The Risk Management is the process whereby the local council methodically address the risks associated with what it does and the services which it provides. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. The Risk Management Plan enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

4.2 The Risk Management Plan has been updated and now includes reference to the inclusion of Chairs and Vice-chairs of the two Committees in any Emergency Committee convened, and General Power of Competence. Whilst the number of main potential risks identified remains at 19, same as last year. However it is intended to review them in more detail

over the next few years as new projects have been implemented to make sure there are no other potential risks which have not been taken into consideration.

5.0 Asset Register

5.1 The Asset Register contains all the Parish Council's assets and is attached as Table 1 and Annex C to this report. Table 1 contains assets mainly purchased since the valuation exercise was carried out as outlined in paragraph 5.2 below.

5.2 SK Real Estate were instructed in November 2017 to inspect the five buildings at Harrow Park Drive and to provide an assessment of their reinstatement cost for insurance purposes. Members agreed at their meeting on 18th November 2019 that that an independent company be engaged in 2022 when main capital projects have been implemented to determine for insurance purposes the valuation of all items identified in the Asset Register at that time.

5.3 However, with the advent of Covid 19 restriction in March 2020 and most of the capital projects being delayed implementation it is proposed that the engagement of an independent company to determine for insurance purposes the valuation of all items identified in the Asset Register be delayed until 2025.

6.0 New Equipment

6.1 The Table 1 below shows the new equipment/asset that has been purchased since November 2017.

6.2 It is proposed that as new items are purchased these be formally reported to the Insurance Company for inclusion in the Asset Register. The inclusion of additional items may have some impact on the insurance premium cost.

Table 1

Asset purchases April 2017 to May 2021

No.	Purchase date	Supplier	Description	Net Amount	VAT Amount
<u>2017/18</u>					
1	Apr-17	Dowhigh Ltd	Tennis Court Surface Repair - Drainage	£7,195.77	£1,439.20
2	May-17	Yates Playgrounds Ltd	Wetpour Repair-Swing Area	£1,960.00	£392.00
3	Nov-17	Ace Computers	Laptop for RFO-plus 12 month guarantee	£250.00	£0.00
4	Jan-18	Notice boards Online	Notice Board	£215.05	£43.01
TOTAL				£9,620.82	£1,874.21
<u>2018/19</u>					
5	Jul-18	Hags Ltd	Swing seats and chains	£958.00	£191.60
6	Jul-18	Wicksteed Ltd	Roundabout repairs	£621.06	£103.51
7	Nov-18	Easy Flags Ltd	Replacement Flag	£104.33	£0.00
8	Nov-18	Online == Playgrounds Ltd	2x Litter Bins	£695.00	£139.00
9	Dec-18	Wicksteed Ltd	2x Button Seats / Parts & Fitting	£621.49	£124.30
10	Feb-19	Active Garden	Basketball Net - Swing	£470.00	£94.00
TOTAL				£3,469.88	£652.41
<u>2019/20</u>					
11	Apr-19	World of Power	Kombi Engine	£791.23	£158.25
12	May-19	Gemini Blinds	Bowls Pavilion Awning	£1,460.00	£292.00
13	Jul-19	Mano Mano	Wood chipper and shredder	416.66	83.33
14		Yates Playgrounds Ltd	Swings x 4	£556.80	£111.36
15	Sep-19	Notice boards Online	Notice Board	£645.79	£117.41
16		Thomas Fattorinni	Past chairman's badges	£594.66	£0.00
17		Sefton Council	Softpour	£305.00	£61.00

18	Dec-19	Stadia Sports	Replace all bent Tennis net posts	£597.60	
19	Sep-19	Memorial Benches on-line	Bench	£404.00	£80.82
20	Apr-19	Oliver king Foundation - Charity	Defibrillator	1,905	
21	Oct-19	Sefton Council	CCTV Cameras	£4,700	£940.00
22	Aug-19	Sefton Council	Alarm System - Separation	£341.00	£68.20
23	Nov-19	Sam Turner and Sons	Mower	£658.99	
24	Nov-19	Mowers to Go	Hedge Trimmer	£444.60	
25	Nov-19	Garden Machinery Direct	Brush Cutter Head	£106.99	
26	Nov-19	Ace Computers - Crosby	Laptop	£249.00	
27	Jan-20	Amazon	Welding Gloves	£5.50	
28	Jan-20	Amazon	Gasless Mig Welding Wire	£8.99	
29	Jan-20	Amazon	Mig Welder	£78.99	
30	Jan-20	Amazon	Welding Helmet	£22.99	
31	Mar-20	ARROWS UK	1 FOREST MASTER 6.5HP wood chipper	£849.00	Included
32	Mar-20	VSafety.co.uk	Four high visibility polo shirts	£58.36	
33	Mar-20	Spaldings	Chipping Hammer (£7.50)/Liner, Brushes/Tigris Weld Splatter Spray	£16.56	
TOTAL				£15,217.71	£1,912.37
<u>2020/21</u>					
34	Apr-20	Screwfix	Measuring jugs/Bracket and shelf Pliers	£32.50	
35	Apr-20		Battery for the Mower	£109	
36	May-20		Materials for Mower Maintenance	£138.90	
37	May-20	Broughton Lubricants	205 litre Drum Gas Oil	£210.95	
38	Jun-20	Screwfix	Material for Repairing locks and weed control spray	£304.97	
39	Jun-20	Spaldings	Engin Oil/Materials for tractor and machinery repairs	£349.20	

40	Jun-20	Screwfix	Combination Padlock for Pedestrian Gate	£34.99	
41	Jul-20	Spaldings	Materials for Ground and General Maintenance	£549.80	
42	Jul-20	Various contractors	Community Garden & Orchard Scheme	£10,000.00	Included
43	Jul-20	Envirolawn Ltd	Safety Schemes involving laying of new play area surfaces	£22,295.00	£4,459.00
44	Jul-20	Paddockspares.com	Paddocks Locks-high 60" Lift Jack	£106.80	
45	Jul-20	Amazon	Digital Thermometer	£38.98	
46	Jul-20	Spaldings	Materials for Mowwer Maintenance	£131.40	
47	Jul-20	ARROWS UK	Wood Chipper	£909.99	Included
48	Aug-20	SSP Direct	SSP No: 16638 Tri-Lobe Fence Security Fixing Key Wrench	£22.15	£4.43
49	Sep-20	Titan Locksmiths	30 Paddlocks and Keys	£388.00	
50	Sep-20	Mammothworkwear.com	2 No. Helly Hansen Waterproof jackets, trousers & fleeces	£622.18	
51	Sep-20	Screwfix	SDS Drill & Drill set	£138.98	
52	Oct-20	Ace Computers	Two laptops (Dell £249 and HP £239) For Members - Covid 19	£488.00	Included
	Nov-20	The Safe Shop	Locks and Keys for buildings	£207.46	£41.49
53	Nov-20	Spaldings	Knapsack for carrying spray equipment/Pruning Saw/Strimmer Line	£148.49	£29.70
54					
55	Dec-20	Sam Turner and Sons	STIHL 14' Chainsaw	£182.50	£36.50
56	Dec-20	Justlawnmowers.co.uk	Allett C-24 Scarifier Cassette	£995.00	Included
57	Dec-20	Justlawnmowers.co.uk	Allet C-24 Verticut Cassette	£1,149.00	Included
58	Dec-20	On Line	HP Colour Printer	£169.96	£32.15
59	Jan-21	Titan Locksmiths	30 Padlocks and Keys	£388.00	Included
60	Jan-21	Ace Computers	2No. Laptops for Members	£406.67	£81.33
61	Jan-21	Power Tools Direct	2" Layflat Hosepipe, Reinforced Hosepipe	£154.65	£30.93
62	Jan-21	Kelvin Power Tools	Water Pump	£297.99	£54.80
63	Feb-21	Wicksteed	Trolley Assembly for Wildcat Cableway	£371.00	£74.20
64	Feb-21	Wicksteed	Button Seat and Chain Assembly - cableway only	£193.00	£38.60

65	Mar-21	Oakleys Garden Machines	KB KM Bristle Brush	£108.33	£21.67
66	Mar-21		Defib store childrens pads £93.60 and	£91.00	£18.10
67	Mar-21		hose parts £15.58		
TOTAL				£41,734.84	£4,922.90

2021/22

68	May-21	Olliestrolleys.co.uk	Trolley	£198.00	Included
69	May-21	Groundwork & Leisure Services Ltd	Repairs to damaged play surface (Incident relating to BBQ)	£300.00	Included
70	May-21	Groundwork & Leisure Services Ltd	Wet pour repairs to Junior play surface & Zipline repair	£1,580.00	£316.00

7.0 Financial Implications

7.1 As a result of including additional items in the Asset Register there may be some increase in the insurance premium paid to the Insurance Company. The exact figure will not be known until the Insurance Company is informed about these additional items.

8.0 Legal Implications

8.1 Whilst there are no direct legal implications as a result of this report, it is however good practice for the Parish Council is to identify and consider annually all its assets and to ensure that adequate insurance protection is provided for buildings, equipment, users of the Park and Parish Council employees. In addition, the Parish Council should identify all potential risks arising from its activities, and take necessary mitigation measure to minimise them.

9.0 Recommendations

It is recommended that Members note the content of the report and:-

9.1 Approve the Risk Management Policy Statement attached as annex A to this report,

9.2 Approve the Risk Management Plan attached as annex B to this report,

9.3 Agree that an independent company be engaged in 2025 when main capital projects have been implemented to determine for insurance purposes the valuation of all items identified in the Asset Register at that time.

9.4 Agree that the Insurance Company be informed of the revisions to the Asset Register, and

9.5 Note the additional insurance premium charge that may arise as a result of including additional items on the Asset Register

AINTREE VILLAGE PARISH COUNCIL

Risk Management Policy Statement

1.0 Definition of Risk Management

- 1.1 Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies.
- 1.2 Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

2.0 Risk Policy Statement

- 2.1 Aintree Village Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its members, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.
- 2.2 The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

3.0 Approach to Risk Management

- 3.1 The Parish Council's approach to risk management requires that all risks should be systematically identified and managed in the most cost effective manner within overall resources available.
- 3.2 Each risk identified by the Parish Council is recorded in the Parish Council's risk assessment. The impact is assessed, appropriate control measures are put in place and the frequency with which the risk should be reviewed is determined.

4.0 Responsibility for Risk Management

- 4.1 The Parish Council recognises that it is the responsibility of all Councillors and the employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of the Parish Council's objectives and community needs.
- 4.2 This policy has the full support of the Parish Council which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community.
- 4.3 The co-operation and commitment of all members and employees is required to ensure that the Parish Council resources are not wasted as a result of uncontrolled risk. The Parish Council is responsible for ensuring that this procedure is adhered to.
- 4.4 This Policy and Risk Assessment is reviewed annually

Aintree Village Parish Council Risk Management Plan

Risk management is the process whereby a local council methodically address the risks associated with what it does and the services which it provides. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. This document below should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Potential risk	Existing Mitigation factors and control measures	Action to be taken
1) Failure to agree a precept which, with reserves, would cover the Parish Council's known expenditure Likelihood – low Impact – high	1. Training and literature available to guide Councillors as to their role & responsibilities.	1. Experienced Clerk & RFO to advise Councillors, 2. Clerk and RFO to express their concerns to the Parish Council which are to be recorded in the minutes. 3. 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
2) The Parish Council becoming insolvent Likelihood – low Impact – high	1. Experience Clerk & RFO to advise Councillors 2. Training and literature available to guide Councillors as to role & responsibilities. 3. Budget monitoring reports are received by the Parish Council each month showing the Council's financial position against budget and total reserves available. 4. Internal auditor's reports are received and reviewed by the Parish Council on a regular basis. 5. Review of reserve levels at budget/precept setting.	1. The Chairman and or the Clerk to call an emergency meeting of the Parish Council with a view to agreeing courses of action to solve the insolvency. 2. 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. 3. An Emergency Committee comprising the Chairman, Vice Chairman of the Parish Council and the two Committees will meet to

		immediately suspend all non-essential expenditure as they deem fit.
3) Sudden loss of the Clerk due to: (i) incapacity of the Clerk as a result of long-term illness, or (ii) sudden resignation <i>Likelihood – medium</i> <i>Impact – high</i>	1. Agreement with adjoining Parish Clerks to provide temporary cover.	2. Should the Clerk be either:- (i) incapacitated as a result of long-term illness, or, (ii) the Clerk suddenly resign, an Emergency Committee comprising the Chairman, Vice Chairman of the Parish Council and the two Committees 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 such time as the Clerk returns to duty or resigns. The vacancy can then be dealt with by the Parish Council; the RFO will offer all possible assistance. 3. If the committee deems it appropriate, it will contact other Parish Councils, perhaps through the Sefton Area Partnership of Local Councils, or the LALC, seeking urgent and temporary assistance with clerking matters. Sefton Council to be informed. 4. 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.

4) Sudden loss of the RFO due to (i) incapacity of the RFO as a result of long-term illness, or (ii) sudden resignation of the RFO <i>Likelihood – medium</i> <i>Impact – medium</i>	1. The Parish Clerk to take on the responsibility of the RFO for a very limited period of time.	2. Should the RFO be either (i) incapacitated as a result of long-term illness, or (ii) the RFO suddenly resign, an Emergency Committee comprising the Chairman, Vice Chairman of the Parish Council and the two Committees will meet to appoint a Parish Councillor, preferably one with financial experience, as Acting RFO to the Parish Council until such time as the RFO returns to duty or resigns. The vacancy can then be dealt with by the Parish Council; the Clerk will offer all possible assistance. 3. If the committee deems it appropriate, it will contact other Parish Councils in the area, perhaps through the Sefton Area Partnership of Local Councils, or the LALC, seeking urgent temporary assistance with financial matters. 4. 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.
--	--	--

5) Risks faced by Park employees <i>Likelihood – low</i> <i>Impact – medium</i>	1. Relevant training provided to Park employees. 2. Regular recording of any potential incidents.	3. The Park Officers will carry out a risk assessment of the tasks required of park employees (which will include himself/herself) and the action to be taken to eradicate/mitigate those risks. The Clerk will submit the assessments to the Parish Council for its consideration. 4. The Parish Council will continue, where appropriate to employ the services of a Health and Safety professional to undertake annual risk assessments of employee actions and to advise on its responsibilities in this area 5. The Parish Council will ensure that its employees are appropriately trained. 6. The Parish Council supply appropriate workwear and protective equipment and ensure that its employees know how and when to use them. 7. The Parish Council has a lone working policy which has been circulated to all employees. 8. Employers Liability Insurance in place.
---	--	---

6) Fraud and corruption <i>Likelihood – medium</i> <i>Impact – high</i>	1. Declaration of interest at each Parish Council meeting. 2. Parish Council's financial regulations set out the policies and procedures which the Parish Council has in place. 3. All cheques to be signed by a minimum of two Parish Councillors (Initialling Invoice & cheque stub) 4. Parish Council's asset register records the location and value of the Council's assets. 5. A comprehensive internal audit terms of reference to cover a broad spectrum of risks. Undertaken by an experienced auditor. 6. Internal Auditor's reports are received and reviewed by the Parish Council on a regular basis. 7. RFO ensures that at all times the Parish Council's Fidelity Guarantee covers the Parish Council's liquid assets. 8. RFO ensures that at all times the Parish Council's liquid assets are held in bank accounts with values no greater than is covered by the Financial Services Compensation Scheme (FSCS).	1. In the event of any fraud or corruption being discovered or reported – i) the Clerk will report the matter to the Parish Council's internal and external auditors, ii) the Chief Executive of Sefton Council and iii) the LALC. 2. Subsequently she will send copies of the investigation report and inform them of the Parish Council's conclusions, decisions made and any actions taken. This will be undertaken by the Chairman if the suspected fraud/ corruption is by the Clerk 3. The Clerk will 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. This will be undertaken by the Chairman if the suspected fraud/corruption is by the Clerk. 4. Inform the police, depending on the circumstances. 5. Should the Clerk or the RFO be suspected of 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. Should a Parish Councillor be involved then, depending on the circumstances, action should be taken under the Code of Conduct which will
---	--	--

		require reference to Sefton Council's monitoring officer.
7) Risks faced by users of the play equipment Likelihood – low Impact – medium	1. Appropriate warning signs erected 2. Public Liability Insurance cover in place at all times.	3. The Parish Council to continue to engage the services of qualified and experienced Playground Safety Inspection company to carry out an annual playground inspection and, if appropriate, a reputable playground equipment supplier which carries out inspections. 4. 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. 5. Park Officers will carry out a weekly inspection of the play equipment and will record that the inspection has been undertaken. The Park and Amenities Committee to ensure that the Park Officers' inspections are undertaken each quarter by checking all equipment with Park Officers. 6. Park Officers will report any defects that he/she considers to be significant to the Clerk in writing who will report accordingly to the Parish Council. The defects and action taken will be recorded in the minutes
8) Risks faced by users of the Park Likelihood – low Impact – low	1. Appropriate warning signs erected 2. Public Liability Insurance cover in place at all times.	Park Officers will carry out a weekly inspection of the Park and will record that the inspection has been undertaken. The Park and Amenities Committee to ensure that the inspections are undertaken each quarter by checking the park with the Park Officers.

		3. Park Officers will report any defects that he/she considers to be significant to the Clerk in writing who will report accordingly to the Parish Council. The defects and action taken will be recorded in the minutes.
9) Theft from and/or damage to the Parish Council's property Likelihood – medium Impact – high	1. CCTV in operation, monitored by Park Officers and Sefton Security 2. Intruder & fire alarm systems are in operation and are serviced regularly 3. Park gates are locked at night 4. Listing of assets & property maintained and evaluated 5. Regular inspection of assets to ensure possession & condition. 6. Insurance cover is in place	1. Park Officers and SeftonArc to record all incidents recorded on the CCTV and report to the Clerk, who will the report such incidents to the Parish Council 2. Park Officers to record and report to the Clerk any incidents of theft and/or damage to the Parish Council property, which in turn to be reported to Parish Council, with recommendation for appropriate actions to be taken.
10) The Parish Council has inadequate insurance cover Likelihood – low Impact – high	1. Regular review taken of all assets and independent valuation reports produced, which are then used to obtain the correct insurance cover.	1. Review of the Parish Council's insurance arrangements (at least) on an annual basis. 2. Experienced Insurance Brokers to tender advice. 3. Maintenance of the Parish Council's asset register which records the value which the asset should be insured for.

11) Risk of receiving a qualified audit Likelihood – Low Impact – high	1. Compliance with Parish Council's financial regulations, 2. Compliance with the requirements of the external auditor, 3. Internal & External auditor's reports, examined at Parish Council meetings throughout the year, 4. Parish Council review of budget monitoring reports on a monthly basis, 5. Experienced RFO and Clerk in post.	1. Both the RFO and the Parish Clerk to undertake regular and appropriate training, 2. Any irregular financial concerns to be report to the Parish Council at the earliest opportunity, with proposed course of remedial actions.
12) Outsourcing of services Likelihood – high Impact – medium/high	1. Contractors Safety/Disclaimer review form has been completed 2. Contractors Public Liability Insurance certificate obtained. 3. Contractor carries out health and safety risk assessment for its own staff, and report provided 4. Ad-hoc monitoring of the Contractor by Park Officers	1. Parish Clerk make regular reports to the Park and Amenities Committee and the Parish Council on the performance of the Contractor, and make recommendations.
13) Activities being outside legal powers (the Parish Council acting 'ultra vires' i.e. acting beyond its powers) Likelihood – low Impact – high	1. Compliance with Parish Council Standing Orders, and Financial Regulations, 2. Regular reporting of Parish Council's Code of Conduct	1. Clerk and/or RFO as appropriate to express their concerns to the Parish Council which are to be recorded in the minutes. 2. 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. 3. Clerk and/or RFO as appropriate be authorised to seek legal advice on the issue at the Parish Council's expense.

14) Electors' rights not being followed Likelihood – low Impact – medium	1. Agendas, Minutes, and other relevant information displayed on three local Notice Boards, 2. Same information on Parish Council website 3. Standing item 'Public Participation' on the Agenda for Parish Council, Finance & General Purposes Committee and Park and Amenities Committee at all times 4. Electors actively encouraged to attend and participate in Parish Council meetings.	1. 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, meetings and vacancies and in financial matters. 2. Should the Parish Council not so adhere, then the Clerk will 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.
15) Improper expenditure under:- (i) section 137, and (ii) General Power of Competence Likelihood – low Impact – medium	1. All requests for Section 137 grant considered by the Parish Clerk and report prepared for Members consideration at the Parish Council meeting, 2. Financial actions undertaken under the General Power of Competence to be considered by the Parish Council and in compliance with up to date guidance note from the Local Government Association	1. Before authorising a grant, the Parish Council will seek advice from both the Clerk and the RFO that the proposed grant is in accordance with legislation. 2. 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.
16) Loss of a significant number of Parish Councillors leaving the Parish Council inquorate Likelihood – medium Impact – high	1. Parish Clerk in regular contact with the Chairman, Vice- Chairman, Chairs of Committees and other Members, and keeps record of absence of Members at meetings.	1. 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. 2. Any remaining Parish Councillors will form a sub group and are hereby authorised to carry out minimal services on behalf of the Parish Council. 3. 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.
17) The Chairman/Parish Councillors/Clerk/RFO/internal auditor are unsure of respective roles/duties/responsibilities and as a consequence are unable to fulfil their duties effectively/efficiently Likelihood – low Impact – high	1. Parish Council's Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed on an annual basis. 2. Experienced Clerk and RFO in post and are able to advise the Parish Council. 3. Guidance available from LALC and NALC.	1. The provision of the requisite training to any Councillor and Officer to enable them to understand the duties and responsibilities of their particular role in order to fulfil that role effectively and efficiently.
18) The Parish Council receives reputational damage as the direct result of a Councillor/officer's direct action, and/or article in the press/public domain. Likelihood – medium Impact – high	1. The Parish Council observes its Standing Orders 2. Parish Councillors observe the Code of Conduct 3. the Parish Council has a policy of joint press officers 4. The Parish Council has suitable insurance cover for libel and slander.	1. The Clerk to inform the Chairman, with the aim of convening a special meeting of the Parish Council. 2. Sub group to be formed investigate the matter and report back to the Parish Council. 3. Insurance company to be informed.
19) Loss of Parish Council's physical records – hard and soft copy – through theft, damage or loss. Likelihood – medium Impact – high	1. Back-up copies of all electronic (soft) documentation are made and stored in a safe place 2. All deeds and/or important legal documentation are stored in a fire/flood-proof safe or are held in an established archive with archival controls, humidity, etc. 3. All financial documentation is stored in the safe provided by the Parish Council.	1. The Clerk and/or RFO to take all necessary actions to restore missing records.

Asset Register

									at Renew	at Renew	at Renew
Asset No	New Description	Community Asset	Date Purchased	Purchase Cost	Current Value	Valuation Exercise 2017	Update Insure Cat	Insured Category	Nov-16	Nov-17	Nov-18
Land & Building											
LB001	Park at Harrow Drive	Gift	N/A	N/A	£1.00		L&B				
LB002	Changing rooms, incorporating grounds person's room, referee's accommodation, tuck shop and disabled toilet	CA	1 April 2006	£235,146.00	£1.00	£180,000.00	L&B	Bdg	£590,009.41	£601,809.60	£625,881.98
LB003	Bowls pavilion	CA	01/05/2011	£18,350.00	£1.00	£31,000.00	L&B	Bdg	£29,431.70	£30,020.33	£31,221.15
LB004	Assembly Room incorporating the council chamber	CA	Not Known	Not Known	£1.00	£105,000.00	L&B	Bdg	£235,453.60	£240,162.67	£249,769.18
LB005	Former substation in Harrow Drive	CA	1 April 2000	£10,000.00	£1.00	£12,000.00	L&B	Bdg	£20,139.35	£20,542.14	£21,363.82
LB006	Garage	CA	Not Known	Not Known	£1.00	£26,000.00	L&B	Bdg	£82,408.75	£84,056.93	£87,419.20
LB007	Park gates and fencing to one side of the park	CA	Not Known	Not Known	£1.00		L&B	Gate & Fence	£11,660.83	£11,894.05	£12,369.81

LB008	Internal gates to right hand side of council chamber (community asset)	CA	April 2009	£2,020.00	Not Known		L&B				
						£354,000.00		LB-Total	£969,103.64	£988,485.72	£1,028,025.14
Play Equipment											
PE001	Playground - Field - Rope/Wooden Climb Rig 1	CA	April 2011	£39,702.00	£1.00	£1,850.00	Play	Play			
PE002	Playground - Field - Rope/Wooden Climb Rig 2					£2,300.00	Play				
PE003	Playground - Field - Swing Play Orange					£5,130.00	Play				
PE004	Playground - Field - Zip Wire					£6,690.00	Play				
PE005	Playground - Field - Swing Basket					£2,570.00	Play				
PE006	Playground - Field – Yellow & Blue Rote					£4,000.00	Play				
PE007	Playground 1 - Primary - Large Triangle Climb Net	CA	Not Known	Not Known	£1.00	£8,230.00	Play	Play			
PE008	Playground 1 - Primary - Large Multiple Play Centre					£15,330.00	Play				
PE009	Playground 2 - Toddler - Large Slide					£7,300.00	Play				

PE010	Playground 2 - Toddler - Small Slide					£2,145.00	Play				
PE011	Playground 2 - Toddler - Rocking Horse					£1,195.00	Play				
PE012	Playground 2 - Toddler - Rocking Pig		Jan 2017	£835.00		£945.00	Play				
PE013	Playground 2 - Toddler - Rocking Car		Jan 2017	£835.00		£945.00	Play				
PE014	Playground 2 - Toddler - Ability Roundabout		Jan 2017	£6,180.00		£5,580.00	Play				
PE015	Playground - Tarmac - 4 Chain Swing (Child)	CA	Not Known	Not Known	£1.00	£2,430.00	Play	Play			
PE016	Playground - Tarmac - 4 Chain Swing (Baby)					£2,445.00	Play				
PE017	Playground - Tarmac - Large Rocking Horse					£4,190.00	Play				
PE018	Playground - Tarmac - Steps & Balance Beam					£2,200.00	Play				
PE019	Playground - Gym - Cross Rider		1 April 2013	£0.00	£428.00	£1,575.00	Play	Play			
PE020	Playground - Gym - Body Twist		1 April 2013	£0.00	£472.00	£1,600.00	Play	Play			
PE021	Playground - Gym - Chest/Shoulder Press		1 April 2013	£0.00	£864.00	£1,975.00	Play	Play			
PE022	Playground - Gym - Stepper		1 April 2013	£0.00	£564.00	£1,515.00	Play	Play			
PE023	Playground - Gym - Air Walker		1 April 2013	£0.00	£558.00	£1,315.00	Play	Play			

						£83,455.00		PE-Total	£156,319.99	£159,446.39	£165,824.25
Park Fixtures											
PF001	Playground - Field - Football Bench 1					£4,700.00	Park				
PF002	Playground - Field - Football Bench 2					£4,700.00	Park				
PF003	Playground - Field - Bin (football benches)					£575.00	Park				
PF004	Playground - Field - Bin (near toddler)					£575.00	Park				
PF005	Playground - Field - Bin (far field)					£575.00	Park				
PF006	Playground - Field - Dog Bin (far entrance)					£373.00	Park				
PF007	Playground 1 - Primary - Picnic Table 1	CA	July 2010	£472.00	£1.00	£1,015.00	Park	Park			
PF008	Playground 1 - Primary - Picnic Table 2					£1,015.00	Park				
PF009	Playground 1 - Primary - Bench 1					£670.00	Park				
PF010	Playground 1 - Primary - Bench 2					£670.00	Park				
PF011	Playground 1 - Primary - Bin 1 (open)					£390.00	Park				
PF012	Playground 1 - Primary - Bin 1 (closed)					£575.00	Park				

PF013	Playground 2 - Toddler - Bench				£795.00	Park				
PF014	Playground - Tarmac - Youth Shelter				£4,900.00	Park				
PF015	Playground - Tarmac - Picnic Table				£1,015.00	Park				
PF016	Picnic Area - Picnic Table 1				£1,015.00	Park				
PF017	Picnic Area - Picnic Table 2				£1,015.00	Park				
PF018	Picnic Area - Picnic Table 3				£1,015.00	Park				
PF019	Picnic Area - Picnic Table 4				£1,015.00	Park				
PF020	Picnic Area - Picnic Table 5				£1,015.00	Park				
PF021	Picnic Area - Bin 1				£575.00	Park				
PF022	Picnic Area - Bin 2				£575.00	Park				
PF023	Other Areas - Red Bench1 (Car Park)				£670.00	Park				
PF024	Other Areas - Red Bench2(Car Park)				£670.00	Park				
PF025	Other Areas - Open Bin (Car Park)				£390.00	Park				
PF026	Other Areas - Dog Bin (Car Park)				£390.00	Park				
PF027	Other Areas - Dog Bin (Main Entrance))				£383.00	Park				
					£31,271.00		PK-Total			

Ground Surfaces											
GS001	Playground 1- Primary - Sponge Play Surface					£6,800.00	Surface				
GS002	Playground 2- Toddler - Sponge Play Surface					£9,500.00	Surface				
GS003	Playground - Tarmac - Sponge Play Surface (Large)					£5,000.00	Surface				
GS004	Playground - Tarmac - Sponge Play Surface (Small)					£5,000.00	Surface				
GS004a	Playground - Tarmac - Sponge Play Surface (Small) - Improvements		March-17	£1,960.00			Surface				
GS005	Playground - Tarmac - Tarmac surface						Surface				
GS005a	Playground - Tarmac - Tarmac surface - Improvements		March-17	£7,380.27			Surface				
						£26,300.00		Other Surface	£6,958.33	£7,097.50	£7,381.40
Sport Areas											
SA001	Tennis courts fencing	CA	01/04/2000	£60,000.00	£1.00		Sport	Sport			
	Tennis courts surface										
SA002	Multi-User Games Area (MUGA) - Fence only	CA	01/09/2009	£41,990.00	£1.00	£65,000.00	Sport	Sport			

	MUGA surface										
						£65,000.00		SA-Total	£120,069.57	£122,470.96	£127,369.80
Machinery & Equipment											
ME001	Wide area mower		09/02/2009	£10,500.00	£8,500.00		M&E	M&E			
ME002	Line marker		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME003	Bowling green mower		Not Know	Not Know	Not Know		M&E	M&M (asset12)			
ME004	Cylinder mower		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME005	Rotary mower		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME006	Airmaster Compressor		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME007	Two generators		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME008	Spreader/fertiliser		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME009	Petrol hedge cutter/trimmer		Not Known	Not Known	Not Known		M&E	M&M (asset12)			
ME010	Backpack leaf blower		20/03/2009	£381.22	£381.22		M&E	M&M (asset12)			

ME011	Scaffolding		Not Known	Not Known	Not Known		M&E				
ME012	Ladders		Feb 2017	£95.83			M&E				
								ME-Total	£52,981.03	£54,040.65	£56,202.28
Office Equipment											
OE001	Furniture in the council chamber		01/04/2010	£1,900.00	£1,900.00		Office	Office			
OE002	Photocopier		Not Known	Not Known	£1.00		Office	Office			
OE003	Inkjet colour printer		Not Known	Not Known	£200.00		Office	Office			
OE004	Samsung colour laser printer		1 March 2012	£135.00	£135.00		Office	Office			
OE005	Lenovo C460 computer		3 June 2014	£415.00	£415.00		Office	Office			
OE006	Safe, located in the RFO's home		Not Known	Not Known	£200.00		Office	Office			
OE007	Cannon P208 scanner		Jan 2017	£94.99			Office	Office			
								OE-Total		£0.00	
Other(General) Assets											
OA001	Chairman and Vice Chairman's pendants and the Chairman's chain of office Location: either in the council chamber or at the residence of the		Not Known	£2,727.00	£2,727.00		General	Gen			

	Chairman and/or Vice Chairman										
OA002	Flagpole (community asset)		01/12/1999	£1,687.00	£1.00		General	Gen			
OA003	Three flags: Parish Council, Union and St George (community asset)		Not Known	Not Known	£1.00		General	Gen			
								OA-Total	£16,047.49	£16,368.44	£17,023.18
Street Assets											
ST001	Two public noticeboards, one by the Altway shopping area and one by Molyneux Way Date		January 2012	£1,392.00	£1,392.00		Street				
								Street	£3,634.95	£3,707.65	£3,855.96
					£18,752.22	£560,026.00			£1,325,115.00	£1,351,617.31	£1,405,682.01
						£206,026.00		Check	£957,442.81	£976,591.67	£1,015,655.33
						£354,000.00		Check	£367,672.19	£375,025.63	£390,026.68
						£560,026.00		Check	£1,325,115.00	£1,351,617.30	£1,405,682.01
						£0.00		Check	£0.00	-£0.01	£0.00

New Items to be included:- PLEASE SEE TABLE I ABOVE

AINTREE VILLAGE PARISH COUNCIL

Report on Scheme of Delegation

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to review the attached Scheme of Delegation, together with Terms of Reference.

2.0 Background

2.1 Members at their meeting on 17th September 2018 considered the report setting out the Scheme of Delegation, including Terms of Reference under the new structure and AGREED that:-

- a) The Parish Council formally adopt the new Scheme of Delegation, including the Terms of Reference from 1st April 2019,
- b) Instruct the Parish clerk to:-
 - i) Review , and where necessary amend and submit to the Parish Council for its consideration the revised Standing Orders, and Financial Regulations, and if required the Internal Control Policy,
 - ii) Submit a report outlining the frequency and the sequences of Parish Council, Finance & General Purposes Committee, and Park & Amenities Committee meetings that would ensure that it meets the requirements of the new Parish Council structure,
 - iii) Submit a report outlining how monthly payments made can be approved within a specified period of time under the new structure
- c) As part of the budget consideration for the year 2019/2020 additional financial allocation be made against identified budget headings as highlighted in paragraph 3.0 of the said report
- d) A review of the Scheme of Delegation, including the Terms Reference be carried out after the first year of its implementation by the Parish Council, and
- e) Paragraph 5.3 of the new Scheme of Delegation relating to 'The Proper Officer shall include on the agenda all motions in the order received unless the Member has given written notice at least six days before the meeting confirming he intends to move at the same meeting or that he withdraws it' be deleted.

2.2 At the Parish Council meeting dated 15th October 2018 Members considered the report on the frequency and the timetable for meetings for the financial year 2019/2020 for the Parish Council and its two Committees, together with amendments to the Scheme of Delegation to facilitate timely approval of monthly payments. Members AGREED that a further report be presented at the next meeting that only includes meetings starting at no earlier than 7.00pm for Parish Council and the two proposed Committees

2.3 On 19th November 2018 Members considered the report that set out the frequency and the timetable for meetings for the financial year 2019/2020 for the Parish Council and its two Committees, together with amendments to the Scheme of Delegation to facilitate timely approval of monthly payments. Members, having considered the matter:-

- a) APPROVED the proposed timetable for meetings as shown in Annex A of the said report,
- b) AGREED that the Terms of Reference as contained in the Scheme of Delegation be amended to enable the Finance & General Purposes Committee to consider and approve financial budgetary reports, including the monthly payments (routine and non-contentious) presented at its meetings.

2.4 Members at their meeting 17th December 2018 considered the report on Standing Orders, Financial Regulations and Scheme of Delegation, and subject to some amendments AGREED to:-

- a) Adopt the updated Standing Orders and the Financial Regulations, and
- b) Readopt the amended new Scheme of Delegation, including the Terms of Reference from 1st April 2019

2.5 Members at their meeting on 16th May 2019 considered the policies that were contained in the Induction Pack and AGREED the following policies without any changes:-

- 1. Standing Orders, 2. Scheme of Delegation, 3. Financial Regulations, and 4. Code of Conduct

2.6 On 15th July 2019 Members considered the report on the delegation of budgets to Park & Amenities Committee and the Finance & General Purposes Committee and Members AGREED that:-

- a). Park & Amenities Committee and Finance & General Purposes Committee be given delegated powers for budgets as shown in the attached Annex A to the said report,
- b). Any virement between budget lines to be reported to the next Parish Council meeting and budgets adjusted accordingly as part of the mid-year budget review.

3.0 Comments

3.1 On 17th December 2018 Members had resolved to readopt the amended Scheme of Delegation, including the Terms of Reference from 1st April 2019, which was again reviewed and agreed by Members at their meeting on 16th May 2019. The next review should have taken place in May 2020, however due to Covid 19 restrictions this was not possible.

3.2 The Council Manager and Parish Clerk has reviewed the attached Scheme of Delegation document and with the exception and inclusion (paragraph 5.5 bullet point 21) of the decision taken by Member at their meeting on 17th May 2021, Minutes 7191 (Council Manager and Parish Clerk to arrange, in consultation with the Chairman, for potential health and safety work to be undertaken to the value of £5,000 without the requirement to seek three quotes), there are no other changes.

4.0 Financial Implications

4.1 There are no financial implications as a result of this report

5.0 Legal Implications

5.1 There are no legal implications as a result of this report.

5.0 Recommendations

It is recommended that Members note the content of the report and subject to any changes agree:-

5.1 The updated Scheme of Delegation, including Terms of Reference document attached as Annex A, and

5.2 The proposed delegated budget to the Park & Amenities Committee and to the Finance & General Purposes Committee attached as Annex B to this report



AINTREE VILLAGE PARISH COUNCIL

Scheme of Delegation including Terms of Reference

Last Reviewed on

16th May 2019

Minute 6952 (6)

Contents

Page No.

Introduction

Committee Attendance

Delegation

Parish Council

Proper Officer

Responsible Finance Officer (RFO)

General Arrangements for delegation of powers

Committees

Terms of Reference

1. Finance and General Purposes Committee
2. Park and Amenities Committee

(Note: In this document references to the masculine shall impute the feminine and vice versa)

1.0 Introduction

1.1 This document sets out the manner in which Aintree Village Parish Council will delegate its powers under the new structure, which comes into effect on 1st April 2019. Understanding of this is essential for anyone who wishes to know who is legally able to give a decision on any matter. This document is currently one of the three major ways in which the Parish Council will regulate its affairs; the others are its Standing Orders, and Financial Regulations.

1.2 The basic principle used has been to delegate to Committees powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can **resolve** and thereafter action can normally be taken by the Parish Clerk. However certain matters, such as issuing a precept for a rate, cannot legally be delegated and others, such as deciding major policy, are reserved by the Council to itself. On such matters, committees can only **recommend** a course of action and, in these cases, the Parish Clerk cannot normally carry out the instructions of the Committees until the recommendation has been approved by the Council.

1.3 The intention of the delegation scheme is, therefore, to enable the Parish Council to be more effective and efficient by allowing it to act with all reasonable speed, and by enabling decisions to be taken at the most suitable level. Thus the Parish Clerk is given power over the day to day administration of the Council, Committees to decide matters within their Terms of Reference, and matters of major policy should be **recommended** to the full Council

1.4 It should be noted that wherever reference is made to the Parish Clerk in this document, it shall be understood that other staff employed by the Parish Council can deputise for the Parish Clerk both in his absence and to enable the efficient and effective running of the Parish Council.

1.5 Whilst the Parish Council, through its Scheme of Delegation is determined to become more professional in its conduct of the Parish Council's affairs, it is important to note that it is also striving to be open and accessible to all, including the press, the public, and the community that it serves.

1.6 Under the new Scheme of Delegation the Parish Clerk will report all major decisions taken under delegated powers to the appropriate Committee, the agenda of which will sent to all Members. Should Members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate Committee Chairman or the Parish Clerk, and if necessary the matter can be raised subsequently at Committee.

1.7 In addition, where Members have a disagreement with the Parish Clerk about their agenda item they have the choice of either consulting with the Chairman of the Parish Council, or the Committee Chairman, if the item relates to a particular Committee and requesting them to speak to the Parish Clerk to review his decision not to include the item on the Agenda or getting a written agreement of four other Members.

1.8 The Parish Council at its meeting on 17th September 2018 (Minute 6824 (1)) reiterated its position that as a matter of policy and for the avoidance any doubt it should be noted and accepted by all Members that the final responsibility for the Agenda rests with the Parish Clerk alone,

2.0 Committee Attendance

2.1 Members are entitled to attend all Committees and sub-Committees for which they are sent an agenda, whether or not they are members of the Committee.

2.2 However, they may not vote and may not take part in any discussions without the consent of the Chairman of that Committee.

3.0 Delegation

3.1 Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub Committees, officers, or other authorities.

3.2 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:-

Local Government Act 1972

S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:-

(a) by a Committee, a sub-Committee or an officer of the authority, or

(b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

- (5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority'.

NB The operation of this section is subject to any rights of third parties acquired as a result of action taken on a delegated matter. However, in so far as legally binding action had not been taken on a delegated matter, the Council can still act itself regarding that matter. It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or sub-Committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned

4.0 Parish Council

4.1 Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:-

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (within one month of receipt).
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence (when relevant)
- Determination and review of the Bank Mandate
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- The making, amending or revoking of bye-laws
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.

- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- The overall review of rents and charges
- The dismissal of staff
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the Annual Budget.
- Approval of Final Accounts.

5.0 Proper Officer

5.1 The Parish Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post. In his absence the Parish Council may nominate another member of staff to undertake the work of the Proper Officer. The Parish Clerk may delegate to other staff members if appropriate, to undertake functions delegated to the Proper Officer. Delegated actions of the Parish Clerk or other officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

5.2 The Clerk is specifically authorised to:-

- Receive declarations of acceptance of office. (Standing Order 5)
- Receive and publish Members' Registers of Interest. (Standing Order 5)
- To receive and record notices of disclosing interests at meetings (Standing Order 5)
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with Sefton Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Convene a meeting of the Parish Council if a casual vacancy occurs in the office of the Chairman
- Keep proper records for all Council meetings (SO 5)
- Sign notices or other documents on behalf of the Parish Council (SO 5)

- Receive and hold copies of byelaws made by a principal local authority which affect the Parish Council's area (SO 5)
- Receive and retain plans, notices and documents (SO 5)
- Certify copies of byelaws made by the Parish Council (SO 5)
- Compile and hold a register of Members' interest in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute. (SO 60)
- hold acceptance of office forms from councillors

5.3 The Proper Officer shall:-

- Include on the agenda all motions in the order received unless the Member has given written notice at least six days before the meeting confirming he intends to move at the same meeting or that he withdraws it (SO 19)

5.4 At least three clear days before a meeting of the Council, a Committee or a sub-Committee the Proper Officer shall:-

- serve on Members by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email) (Standing Order 60), and
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them),
- Record the names of the members who voted on any question so as to show whether the voted for or against it. If so requested by a Member before moving on the next business.

5.5 In addition, the Parish Clerk is authorised to undertake the day to day administration of the Council, to include:

- Calling extra meetings of the Parish Council or any Committee or sub-Committee as necessary, having consulted with the appropriate Chairman, except those called by the Chairman or Members.
- In conjunction with the Parish Council's Press Officer (Chairman) issuing press releases and statements to the press on the Parish Council's known policies (Minute 7195, Parish Council meeting on 17th May 2021)
- Updating and managing the content on the Parish Council's website
- Making arrangements for the maintenance of the IT system.
- Keep record of every planning application notified to the Parish Council (SO 76)
- Arrange for legal deeds to be executed

- Disposal of Parish Council records according to legal restrictions and an agreed retention and disposal policy
- Handling and responding to requests for information under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018.
- In the first instance, acknowledging and handling all complaints regarding the Parish Council (except where the complaint relates to the Parish Clerk)
- Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- Making arrangements for the routine maintenance of the Parish Council buildings
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Parish Council premises (subject to the Parish Council's Standing Orders and Financial Regulations.)
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or Committee Chairman as appropriate to the circumstances)
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the Council and has the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements in conjunction with the RFO to pay salaries/wages and expenses to all employees of the Council (subject to the Parish Council's Financial Regulations);
- Preparing the Parish Directory and Year Book for publication (where appropriate).
- Facilitating arrangements for Christmas events, in conjunction with relevant Working Groups (where appropriate).
- Dealing with day to day matters in relation to the Parish Council functions.
- Emergency/necessary expenditure up to £200 whether or not there is budgetary provision for the expenditure (Financial Regs 4.5)
- **Arrange, in consultation with the Chairman, for potential health and safety work to be undertaken to the value of £5,000 without the requirement to seek three quotes. (Minute 7191, Parish Council meeting 17th May 2021)**

6.0 Responsible Financial Officer (RFO)

6.1 The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post.

7.0. General Arrangements for Delegation of powers

7.1 This is applicable to all Committees of the Council

(a) The Council has delegated to every Committee of the Council full powers to act in all matters covered by the Committee's Terms of Reference subject to:-

- (i) the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council.
- (ii) prior Council approval of annual capital and revenue estimates
- (iii) any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured.
- (iv) when matters of major policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees and sub-Committees may consider the matter and make recommendations to the Council.

Major policy will arise either:-

- (a) on matters of major importance which have not previously been before the Council; or
- (b) matters which have arisen in other Committees or Sub-Committees but which cannot be resolved by them in the absence of settled Council policy; or
- (c) in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or sub-Committee, or in their absence the appropriate vice-Chairman may, before a decision is taken by the Committee or sub-Committee, state that a matter of major policy is involved.
- (v) prior Council approval to recommendations for the allocation of duties, powers and guidelines to Committees.
- (b) the exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any Committee decision.
- (c) every Committee shall have power to authorise the Parish Clerk, after consultation with the Chairman of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.
- (d) notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary, and may disband any or both Committees, or any sub-Committees or Working Groups at any time.

8.0 Committees

8.1 The Parish Council has resolved (20th August 2018 Minutes 6806) to establish two Committees, namely the Finance and General Purposes Committee, and Park and Amenities Committee.

8.2 Committee Members will be appointed at the Annual Meeting, previous Committee Members may be reappointed. The Parish Council may make further appointments at any time it feels appropriate.

8.3 The Committees are authorised to:-

- Elect a Chairman and a vice-Chairman from the membership of the Committee who will hold office for that Parish Council year. Previous Chairman and Vice Chairman may be re-elected. In the absence of the Chairman or Vice Chairman (as appropriate) at a meeting the Committee will elect one of its members to take the Chair.
- Approve the Minutes of the last meeting of the Committee
- Spend money from budget headings under the Committee's remit up to the limit of the budget and/or named reserve, in accordance with Standing Orders and Financial Regulations.
- Make recommendations on the budget requirement for the Committee for the coming Financial Year
- Unless the Council determines otherwise, a Committee may appoint a sub-Committee whose terms of reference and Members shall be determined by the Committee.
- Delegate, if permitted their functions to the Parish Clerk
- The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Parish Council
- Unless the Council determines otherwise, all the members of an advisory committee and a subcommittee of the advisory Committee may be non-Councillors.

8.4 Decisions taken by Committees on delegated matters will not require ratification by the Parish Council as they have been delegated to Committees but minutes (draft minutes) detailing decisions taken must be submitted to the Parish Council for inclusion in the minutes of the Parish Council. The Parish Council can make decisions on matters delegated to the Committee when it deems necessary.

8.5 Both Committees, including any sub-Committees must adhere to the protocols for public attendance, minute taking and notice of meetings that apply to the Parish Council.

COMMITTEE TERMS OF REFERENCE

Finance and General Purposes Committee

1. Membership and frequency of meetings

The Finance and General Purposes Committee shall consist of 6 Members, the quorum to be half, i.e. 3 Members. It will meet every two months.

2. Terms of Reference

- i) To co-ordinate, in consultation with the Chairman of the Park and Amenities Committee, the Chairman of the Council, the vice-Chairman of the Council, the Parish Clerk and the RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- ii) To monitor expenditure and ensure that the Council receives reports at each of its meetings on the progress of actual expenditure compared with budget.
- iii) To prepare the accounts of the Council and arrange for their annual external audit.
- iv) To be responsible for overseeing the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
- v) To conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures.
- vi) To arrange for annual review of the Council's insurance policies and to oversee the procedure for risk assessment of all the Council's activities.
- vii) To advise the Council on all aspects of finance and financial policy, including the investment of both operating and capital balances and any transfers into and out of the capital fund.
- viii) To review from time to time the Council's banking arrangements and make recommendations to the Council, when necessary.
- ix) To approve, on behalf of the Council, the transfer of funds from and to particular budget items where the Chairman of the Committee is satisfied that the transfer of funds must take place before the next meeting of the Council. Such urgent transfers of funds must be agreed by the Chairman or Vice Chairman of the Committee affected by the transfer and by the Chairman or Vice Chairman of Council.
- x) To review the Council's Financial Regulations annually

- xi) To deal on behalf of the Council and as instructed by it, with any matters of policy which do not fall clearly within the responsibilities of the other Committees or where there is any conflict between them
- xii) To ensure that appropriate records are kept of all assets and that they are adequately controlled.
- xiii) To examine and make recommendations to the Council on all major planning applications; and on national and regional planning policy and the Local Development Framework. A major planning application shall be defined as one which has a significant effect on the Parish as a whole, whether in terms of the environment, infrastructure, the local economy, traffic, or transport.
- xiv) To examine and deal with on behalf of the Council, all other planning applications/tree preservation order matters/footpath creation orders.
- xv) To examine and make recommendations to the Council on all traffic issues, and new highway facilities, which affect the Parish.
- xvi) To consider and make observations on any proposals for the future development of the parish.
- xvii) To receive minutes and reports from sub-committees, working parties and panels established by the Committee
- xviii) To work with residents and local businesses to improve the look and feel of Aintree Village.
- xix) This committee shall initially deal with matters relating to any issues concerning the employees of the Council. Such issues shall include, inter alia, appointments, disciplinary matters, staffing structures, annual salary reviews etc. The committee will then make recommendations to the Council.
- xx) Review of administration equipment and running of Parish Council
- xxi) Review of the Council's and/or staff subscriptions to other bodies
- xxii) Review of the Council's complaints procedure
- xxiii) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018
- xxiv) To act as a focal point for facilitating and engaging with local community groups, including Aintree Community Centre, local schools, Churches,

youth and senior citizen clubs to develop plans and policies for recommendations to the Parish Council that would enhance the facilities and wellbeing of local residents that are outside the boundary of the Park.

- xxv) To draw up and periodically review a procedure for the making of grants and donations, including Section 137 and to consider and make decisions on such requests made to the Council, in accordance with that policy.
- xxvi) Progress staff recruitment when required and confirm individual contracts of employment and all terms and conditions
- xxvii) To consider and approve financial budgetary reports, including the monthly payments (routine and non-contentious) presented at its meetings. (Added on 19th November 2018, minute 6851)

Delegation to the Parish Clerk

1. Parish Clerk is given delegated authority to report minor issues such as street lighting and road repairs between meetings subject to any significant issues being reported to the following Parish Council meeting. (28th July 2008 Minute 5078)

Park and Amenities Committee

1 Membership and frequency of meetings

The Park and Amenities Committee shall consist of 6 Members, the quorum to be half, i.e. 3 Members. It will meet every two months.

2 Terms of Reference

Subject to any Parish Council policy and available budget, the committee is authorised and delegated to make decisions on behalf of the Parish Council on the management of the Park, and facilities contained within it in such matters as the following:-

- i) To work with the Chairman of the Finance and General Purposes Committee, the Chairman of the Council, the Parish Clerk and the RFO, in developing the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- ii) To receive minutes and reports from sub-committees, working parties and panels established by the Committee
- iii) Security of the Park and buildings
- iv) Health and Safety of Park users, service providers and staff
- v) Purchase of equipment, supplies and contracts within the approved budget below £5,000 (single item).
- vi) Playground equipment maintenance
- vii) General park maintenance
- viii) Groundwork maintenance
- ix) Consideration of applications and annual allocation of football pitches
- x) Consideration of applications and annual allocation of bowling green
- xi) Preparation of the proposed plan of improvements and refurbishment for budget/precept
- xii) Review of inventory of land and assets including buildings
- xiii) In conjunction with the Parish Clerk Task & priority setting for Park staff
- xiv) Consideration of applications and allocation of any other relevant activities within the Park
- xv) Encouraging supporting Christmas festivals and activities within and outside the Park, including consideration of financial support requests

- xvi) To act as a focal point for facilitating and engaging with local community groups, including Aintree Community Centre, local schools, Churches, youth and senior citizen clubs, and other public and private organisations to develop plans and policies for recommendations to the Parish Council that would enhance the facilities and wellbeing of local residents that are within the boundary of the Park.
- xvii) Proactively developing and supporting activities that would encourage greater use of the Park through sport and non-sport events, café/eatery, shows including Fun Fairs, Farmers Markets, and Antique Markets.
- xviii) To market and promote the Park and its facilities
- xix) To consider and develop plans and costings for consideration by the Finance and General Purposes Committee for enhanced utilisation of Parish Council buildings.
- xx) To ensure the implementation of the Flag Flying Policy (16th July 2018 Minute 6763)
- xxi) To consider and develop bids for external funding for recommendation to the Parish Council

Delegation to the Parish Clerk

1. Clerk is authorised to use his/her judgement to consider and decide on requests for any football matches outside the specified dates as detailed in paragraph 15 of the use of football pitch conditions. (i.e. games will not be allowed before 1 September 2017 or after 1st May 2018).
2. Under the Flag Flying Policy (Minutes 6792) Flags will not be flown during severe weather. The final decision on what is considered to be severe weather is delegated to the Parish Clerk.

Annex B

				Budget 2021/2022	Delegation of Budget to:-	
		Activities			Park & Amenities Committee	Finance & General Purposes Committee
				Payments		
1		PARK REFURBISHMENTS {PRM-01 to PRM-10}		£7,500.00	£7,500.00	
2		PAYROLL {PRL-01 to PRL-07}		£82,135.00		
	External Contractors					
		Sefton Council - Waste Collection/Skips {PEX-01}		£1,500.00	£1,500.00	
		Titan Locksmiths - Opening/Closing Park Gates {PEX-02}		£6,000.00	£6,000.00	
		Sefton Council - CTV/Annual Intruder Alarm Monitoring {PEX-03}		£914.00	£914.00	
		Sefton Council - Annual Key Holding {PEX-04}		£247.00	£247.00	
		Sefton Council - Call Outs {PEX -05}		£500.00	£500.00	
		Sue Harrison - Weekend Contract {PEX-06}		£2,500.00	£2,500.00	
	Other Activities	{PEX-07 to PEX-18}		£23,300.00	£23,300.00	
3		PARK EXPENSES {PEX-01 to PEX-18}		£34,961.00	£34,961.00	
4		SUNDRY EXPENSES {SUN-01 to SUN-19}		£9,284.00		£9,284.00
5		LOAN REPAYMENTS {LRP-10}		£14,200.00		
6		UTILITIES {UTI-01 to UTI-05}		£4,870.00		£4,870.00
7		COMMUNITY EVENTS {COM-01 to COM-03}		£2,200.00		£2,200.00
8		INSURANCE {INS-01}		£4,000.00		£4,000.00
9		GPC (SECTION 137 GRANTS) {SEC-01}		£2,500.00		
10		ELECTION COSTS {ELC-01}		£1,000.00		
11		BANK CHARGES {BNK-01}		£250.00		
12		MILEAGE {MIL-01}		£1,000.00		£1,000.00
13		PROFESSIONAL FEES {PRO-01}		£1,000.00		£1,000.00
14		CONTINGENCY {CON-01 to CON-02}		(£100.00)		
15		VAT {VAT-01}		£6,000.00		
		TOTAL COSTS		£170,900.00		

Aintree Village Parish Council

Report on Standing Orders

1.0 Purpose of report

1.1 The purpose of this report is for the Parish Council to review and agree the Standing Orders

2.0 Background

2.1 At the Annual meeting of the Parish Council on 16th May 2019, Members reviewed and agreed the following policies without any changes:-

1. Standing Orders
2. Scheme of Delegation
3. Financial Regulations
4. Code of Conduct

3.0 Comments

3.1 The main significant change that has taken place since the Standing Orders were last reviewed is the UK leaving the EU. The EU procurement Directives (2014/24/EU) has been transferred into UK law in the form of the Public Contracts Regulations 2015 and others. The Government has also stated that there will be no immediate changes to procurement policies for 2021. However, future changes may have an impact on the minimum timelines and processes for tenders, (e.g. advertising, response times etc.) and thresholds. These will be incorporated in the Standing Orders at the next review, which is likely to be in May/June 2022.

3.2 The above changes have been incorporated in the Standing Orders.

4.0 Legal Implications

4.0 There are no legal implications as a result of this report.

5.0 Financial Implications

5.1 There are no financial implications as a result of this report.

6.0 Recommendations

6.1 It is recommended that Members note the content of the report and subject to any changes agree the revised Standing Orders attached as Annex A.



AINTREE VILLAGE PARISH COUNCIL

CHAIRMANSHIP and STANDING ORDERS

Last Reviewed on
16th May 2019

PREFACE

This part of the document contains two major sections. Part I is intended as a guide for those presiding at meetings of the Parish Council and a source to refer to when there is a procedural difficulty during a meeting. Part II provides a set of Standing Orders incorporating various new requirements, such as those to be observed under the new Code of Conduct, and in the National Association of Local Councils' Model Standing Orders 2018 (England).

Standing orders are the written rules of the Parish Council. Standing orders are essential to regulate the proceedings of Parish Council meetings. The Parish Council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of the Parish Council are not the same as the policies of the Parish Council but standing orders may refer to them

Some of the standing orders are compulsory as they are laid down in Acts of Parliament. These are printed in bold type. These Standing Orders cannot be altered by the Parish Council.

It is, of course, recognised that local Councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate

INDEX

Part I: Chairmanship

Part II: Standing Orders for the Parish Council

Part I: Chairmanship

Section	Page No.	Section	Page No.
Basic principles		Relevance	
The authority of the chair		Reasonable dispatch	
Preliminary		Some procedural points	
Outside interference		Use of Chairman's votes	
A clear issue		Presence of the public and press	
Method of voting		Maladministration	
Completeness of information		Public participation	
Impartiality		Length of meetings	

PART I - CHAIRMANSHIP

(NOTE: In this part, the word 'Chairman' means the person actually presiding at a meeting and 'Council' includes 'committee,' where any function has been delegated. The Standing Orders in Part II may be applied or modified accordingly.)

BASIC PRINCIPLES

1. The officers and agents of the Council must act as the Council's executive and carry out its decisions. They cannot do this properly unless they have instructions that they can understand.
2. It is the primary, if not the only, function of the Council to frame instructions upon which people can act; even a decision to take no action, is such an instruction.
3. The Council's instructions are conveyed by resolutions and it is the purpose of the Council's proceedings to reach, without unreasonable delay, an intelligible and lawful decision for the right reasons. The whole duty of a Chairman is to ensure that this purpose is achieved and to this end he must:
 - (i) protect the Council against outside interference
 - (ii) ensure that everything to be discussed is lawful
 - (iii) ensure that the Council is invited to deal with clear issues
 - (iv) ensure that as far as possible information is complete
 - (v) permit every point of view to have a fair hearing
 - (vi) ensure that opinions expressed are relevant to the matter in hand
 - (vii) ensure that business is transacted with reasonable speed
 - (viii) ensure as far as possible that proceedings are friendly and free from personalities
 - (ix) co-operate with the officers and councillors.

THE AUTHORITY OF THE CHAIR

Origin

4. The office of Chairman of a local authority is created by statute (LGA 1972 Section 3), which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.

Nature and Limitations

5. Whether or not the Council has passed any standing orders, the Chairman's procedural authority is derived from the Council as a whole and an individual councillor must obey his rulings because they are the rulings of the Council itself. It follows from this, however, that the Chairman cannot overrule the Council and that a councillor who is dissatisfied by the Chairman's ruling may invite the Council to disagree with it. Such appeals against the chair ought to be very rare.

6. The authority of the Chairman, as such, is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that, while the Chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy above those possessed by other members.

PRELIMINARY

7. Before any meeting, the Chairman should study the items on the agenda with either the Clerk or any other officers, and should in effect ask in respect of each item the following questions:

What does it mean?

Is it lawful?

Do we know enough about it?

Has any member special knowledge of this problem?

Is there any member who may have a prejudicial interest?

OUTSIDE INTERFERENCE

Public Disturbances

8. No one is entitled to interrupt or obstruct the proceedings of the Council or its committees. In general it is best to stop an interruption at once before the habit spreads to the rest of the audience and, though he will naturally not wish to be rude, the Chairman should cut an interrupter short and if good humour and conciliation fail to produce silence, he may have to warn him that he will be turned out if he does it again. If the warning is ignored it should be resolved, without discussion, that the interrupter be excluded and if he fails to leave he should be removed by force by the police. Care should be taken to use no more force than necessary.
9. The Chairman should never argue or allow argument with an interrupter. If the public becomes disorderly it may eventually be necessary to close the meeting or to adjourn to a more private place. It is, however, illegal to decide to exclude the public from any future meeting. The press is in a privileged position inasmuch as its representatives must so far as possible be given facilities for taking their reports.

Personal and Prejudicial Interests

10. The law requires that where a member has a personal interest in any matter he must disclose the existence and nature of that interest. If the personal interest is also prejudicial (England) or requires withdrawal (Wales), the member should withdraw from the meeting and take no further part in the relevant proceedings or seek to influence those proceedings. The Chairman should before a meeting consider whether any member (including himself) may have any such interest, and may draw the individual member's attention to the possibility before it starts. However, ultimately, it is for the member to decide whether or not to disclose any

relevant interest. Failure to disclose an interest (personal or prejudicial) can lead to an investigation by the Standards Board (England) or the Commission (Wales).

IMPORTANT NOTE FOR MEMBERS

- Failure to declare or register a Disclosable Pecuniary Interest will be a criminal offence if this is done without a reasonable excuse. If you as Member knowingly or recklessly provide false or misleading information about a pecuniary interest, this will also be a criminal offence. This will also be considered to determine whether such a failure is a breach of the Member Code of Conduct.
- Failure to declare or register a personal interest will be considered to determine whether such a failure is a breach of the Member Code of Conduct.

Rulings on notices

11. The Chairman must be satisfied that the meeting is lawful. He does not need to have personal knowledge that the proper notices and summonses have been issued, but if complaints are made he must give a ruling based upon the essential justice of the matter. A meeting is not necessarily illegal because someone has not received a notice to which he is entitled, but where an irregularity appears to be intentional or important the meeting should be adjourned until it has been corrected.

Quorum

12. No business can be transacted if no quorum is present. This rule applies not only to cases of physical absence but to cases of disqualification by interest. A situation may, therefore, sometimes arise where the Council cannot act because it is impossible to obtain a disinterested quorum. In such a case the Chairman should adjourn the matter until it can be next dealt with. Those members with a prejudicial interest (England) or a personal interest requiring withdrawal (Wales) should consider making an application for dispensation to their standards committee where appropriate.

Ultra Vires Proposals

13. The Chairman should satisfy himself that any proposal involving expenditure is lawful and should rule any unlawful proposal or amendment out of order. Where there is any doubt, advice should be sought well before the meeting and in time to delete it, if necessary, from the agenda. The section 137 power (contained in the Local Government Act 1972) is not a 'long stop' in case of a mistake; expenditure under this heading requires a special resolution, related to the provisions of that section.

A CLEAR ISSUE

14. Every decision of the Council must be made by an affirmative vote of a majority of those present and voting (including, where necessary, the Chairman's second or casting vote). The members must, therefore, know exactly what they are being asked to decide and each proposition must be put to them in a form which can be answered by a simple 'Yes' or 'No'. From this there follow certain practical consequences:

- (a) All motions should be affirmative in form; it is never necessary to move that a resolution be rejected;
- (b) Where there is more than one solution to a problem each solution must be separately put to the vote.

The Affirmative Form

15. The most exact method of putting a question to the vote is by the use of the following formula:

'The resolution is as follows: -

(e.g.) 'That the Clerk's salary be raised to £5,000 a year.'

The motion is that this resolution be agreed to.'

(Note: A resolution is a proposal of the action intended to be taken: for example 'That the Council buy a mower'. A motion is the procedural formula by which the Council disposes of business: for example 'The motion is that the resolution be amended by ...' or 'The motion is that the Council do now adjourn'.)

Separating the Issues

16. In attempting to reach a decision a Council may from time to time be faced with alternative solutions. Some alternatives may be mutually exclusive; others may be matters of detail subsidiary to the principal issue.

17. Where the alternatives are mutually exclusive it may be desirable in the first instance to discuss the resolutions embodying them together until the general trend of opinion is apparent and then to put one of them in the form of an amendment to the other; for instance, if a Council considers that it can afford either a swimming pool or a new playing field but not both, a decision to provide the one in practice excludes the other. Therefore, the resolution on behalf of each should be discussed together and the issue at this stage may be informally stated thus:

'If the Council is to spend its money would it prefer a swimming pool or a playing field?'

In more formal language the issue is put to the vote by substantive resolution and amendment: -

'The resolution is that the swimming pool be provided. To this the following amendment has been moved: -

leave out the words 'swimming pool' and substitute the words 'new playing field.'

The motion is that this amendment be agreed to.'

18. A vote on an amendment does not end the matter: it merely decides what shall be discussed next. Thus, in the example, if the amendment is carried, all further discussion of the swimming pool becomes out of order, but the Council has yet to decide whether the major operation shall be carried out at all. This is done by putting the resolution as amended to the vote. (See also paragraph 35 below.)

METHOD OF VOTING

19. The rules on the manner in which decisions are taken are peremptory and admit no exceptions. Every decision must be reached by a majority of those voting. Appointments to employments must be decided in the same way as other questions.

COMPLETENESS OF INFORMATION

20. Sensible decisions cannot be reached without reasonably complete information, which it is usually the duty of the clerk to supply. The Chairman should before the meeting consider whether enough information is available or likely to be made available, and at the meeting he should make a point of asking a member with special knowledge to give his opinion. If it appears at the meeting that information is still insufficient he should move to adjourn consideration until more is known, and sometimes it may be desirable to frame questions and to instruct the clerk to obtain the answers by a specified date.

IMPARTIALITY

21. When differences of opinion develop in discussion it is the duty of the Chairman to give a fair hearing to all points of view including his own, if he has one. It is not his duty as Chairman to suppress neither his own convictions nor his privilege to impose his opinions. Experience has shown that the safest and least controversial course is for the Chairman to call upon speakers for and against a proposal to speak alternately and himself to avoid speaking first or last.
22. Some people are better at putting a case than others and the Chairman ought to allow reasonable latitude to the less eloquent. For this reason mechanical rules of debate limiting, for instance, the time allowed for a speech or the number of times a member may speak, are undesirable, and the Chairman should have some latitude in applying them, especially in a Council with a small membership.

RELEVANCE

General Rule

23. A speech must be directed to the point under discussion and nothing else. This rule is easy to state, but not always easy to apply fairly, because the relevance of what is being said may be understood by the speaker before it is grasped by the listener; whilst the rule should not be made a cover for 'barracking from the chair' it is probably true that if Chairmen enforced it more strictly, business would be much more quickly and efficiently conducted than is often the case, and many unnecessary arguments and even some quarrels would be avoided. Bad feeling originates in irrelevancies more often than in any other way. On the other hand, it is sometimes advantageous to allow irrelevance in order to 'clear the air'. Too harsh suppression can breed ill will and a sense of grievance.

Personalities

24. The Chairman should do his best to prevent observations in discussion; the custom whereby the speeches are in a form addressed to the Chairman, should only be observed because it forces members to employ an impersonal mode of expression. If a member makes an offensive personal observation, the Chairman should immediately intervene to seek immediate apology to an offended member.

Methods of Enforcement

25. Where a speech is obviously irrelevant the Chairman should stop the speaker and invite him to return to the point or sit down. Where the irrelevance is not quite so obvious the Chairman may often find it convenient to ask the speaker to explain how his remarks relate to the issue.

Revival of Decided Issues

26. The Chairman should not allow a matter that has been decided to be reopened at the same meeting. An attempt to 'hark back' to a previous agenda item should be firmly ruled out of order as irrelevant to the matter now under discussion, even if the member who raises it was not present when the item was considered.

Minutes

27. One of the commonest irrelevances is the practice of attempting to discuss the merits of what is contained in the minutes, on a motion for their signature as a correct record. On such a motion the only issue is whether the words of the minutes accurately record the events at the meeting of which they are a record.

Other Problems

28.

(a) If any substantial issue arises on a matter dealt with in the Minutes, it is better to have a separate agenda item than to discuss it under 'Matters Arising'. That heading should be used only for reports of progress and not for new or additional decisions.

(b) Letters received by the Council should not be read out verbatim: this provokes irrelevant discussion on wording and is liable to lead to misunderstanding by the

public. On the very rare occasions that the exact text is needed by every councillor the clerk should issue copies. Normally it is sufficient to report the main issue in the letter: for example 'Mrs Smith of has written asking the Council to get the pile of rubbish removed from outside 48 Lane'.

REASONABLE DESPATCH

Intervals

29. It is important that business should be transacted with reasonable speed. Long meetings bore the members and so reduce the level of attentiveness and public spirit, and long intervals between meetings lead to missed opportunities and lack of continuity. A Local Council cannot expect to be consulted regularly by other bodies such as the County or District Council if it does not answer letters reasonably promptly. For this reason it should meet at least once a month, and the Chairman ought not to hesitate to call special meetings in necessary cases; the greater the interval between regular meetings the more ready he should be to call them. The right of Local Councils to be notified of planning applications makes this especially important.

Obstruction at Meetings

30. Deliberate obstruction is rare, but must be firmly dealt with when it occurs. It is difficult to be directly obstructive for long without being irrelevant, and therefore deliberate obstruction sometimes takes the form of raising a succession of points of order. In dealing with this type of obstruction it is well to remember that a point is not necessarily a point of order because the person who makes it labels it as such. (For points of order see paragraph 33 below.)

Repetition

31. If it is evident that nothing new can be said on either side in a particular discussion, a Chairman is justified in putting the matter to the vote even though there are still members wishing to speak. Usually, however, the state of affairs is not so clear and in such cases the Chairman should ask leave of the Council to put the matter to the vote.

References

32. All deliberative bodies have a natural tendency to refer questions to someone else (e.g. an officer or a committee) for consideration or report. These are frequently unnecessary because they are often used only when a Council is unwilling to make a final decision.

SOME PROCEDURAL POINTS

Points of Order

33. Points of Order relate to procedure only and take precedence of all other business; it is the duty of the Chairman to deal with them. If a point relates to the

substance of a matter under discussion it is not a point of order and should be ruled out of order by the Chairman. The person raising the matter of substance in this way should be told to save it for his speech on the business. For instance, if the provision of a swimming pool is being discussed and someone interrupts the speaker by saying 'On a point of order, can we afford it?' the interruption should be ruled out of order because this is not a procedural question. It is part of the merits of the business and must therefore be decided by discussion. The person interrupted may of course answer the point when he continues his speech or ignore it as he thinks appropriate. If, however, the interruption had been 'On a point of order, have we power to do this?' the Chairman (in consultation with the clerk) must give a ruling because, if the answer is 'No', the Council has no power to act as proposed and the business ought not to be under discussion. (See Standing Order 31(i) below.)

Procedural Resolutions

34. Procedural resolutions should normally be put without discussion. The usual exceptions are resolutions to:
- (a) correct minutes
 - (b) alter the order of business
 - (c) refer to committee.

Closure Motions

35. The following are the respective effects of closure resolutions:
- (a) On the passing of a resolution to proceed to next business, proceedings on the business in hand come to a stop and no decision upon it can be taken.
 - (b) On the passing of a resolution that the question be now put, the mover is usually entitled to reply before the matter is put to the vote. By custom the chairman may refuse to accept such a resolution until he thinks that the matter has been sufficiently debated.
 - (c) A resolution to adjourn a discussion or a meeting stops the discussion at the moment it is passed and no decision is taken on the business; therefore the discussion may later be resumed at the point where it was interrupted.

Amendments

- 36.
- (a) An amendment, which in substance negates the principal resolution, should not be allowed because it is confusing and unnecessary.
 - (b) An amendment should always be put to the vote before the resolution that it seeks to amend. (See also paragraph 18 above.)

Any Other Business

37. The summons to a meeting of a Local Council must by law specify the business to be transacted; a Local Council cannot legally decide to take any action under the general heading of 'any other business' because these words do not specify any item of business. The rule prevents the Council deciding any business which will have either expenditure consequences or lead the Council into a legal situation: for example by making a contract. There is no practical objection to exchanges of information under 'AOB.' or the giving of a preliminary notification of important business for next time.

'Urgent' Business'

38. The law makes no provision for dealing with 'urgent' business. If it is 'urgent' only because it was not notified in time to appear on the agenda, it should be left till the next meeting. If it is genuinely 'urgent', that is it was too late for the agenda and it will be too late for action if left till the next ordinary meeting an additional meeting should be called or the Council should have a regular arrangement for the reference of such matters either to a committee or to the clerk for action. It is contrary to local government law for the Chairman or any other single member to take a decision binding the Council.

USE OF CHAIRMAN'S VOTES

39. Save on one occasion the Chairman has both an ordinary and a casting vote. There is no rule of law which requires him to give his ordinary vote at the same time as the other members are voting, and it is obviously undesirable and undignified for him to wait and then say 'the voting is 5 to 4 against; I therefore vote in favour which makes it even.'

40. Where there is an equality of votes a Chairman may be faced with an embarrassing problem. A resolution requires a majority and therefore, since an equality is not majority, he may declare the resolution not carried. This course is, however, sometimes regarded as irresponsible or lacking in courage; in such circumstances the Chairman ought to give a casting vote, if at all possible, in such a way that the matter can be considered again; for instance, on a motion to accept a particular tender a vote in favour will conclude the matter, but a vote against will leave the way open for further negotiations or reconsideration.

PRESENCE OF THE PUBLIC AND PRESS

41. In principle, the public (which includes the press) is entitled to be present at all meetings of the Council and its committees and ought to be admitted. The Council or a committee, however, may exclude the public for a particular item of business, if it is opinion that such exclusion is reasonable and in the public interest. Where the public and press have been excluded the decisions made in the closed session must be minuted: a record should be kept of who was present at the session: the press should be told of any decision. Business is 'confidential' if its discussion must be kept secret: it is 'special' and the reasons for secrecy must be stated in any case where the need for secrecy is not obvious.

MALADMINISTRATION

42. Parish and Community Councils are not subject to the jurisdiction of the Local Ombudsman. There is, therefore, no outside body that can adjudicate on complaints about the procedures of a Local Council if the law has not been broken. It is, however, important for the good name of the Council that complaints be handled properly and fairly. The National Association has therefore published Legal Topic Note 56 – Code of Practice in Handling Complaints, which recommends a standard and formal procedure to all Councils. In light of the Local Government Act 2000, Councils are recommended to agree, with their Standards Committee, a form of complaint procedure for matters falling outside the jurisdiction of the Standards Board.

PUBLIC PARTICIPATION

43. The public cannot, of course, take part in the proceedings of the Council, but an increasing number of Councils have created and sustained public interest in their work by arranging for a short period in meetings (say 20 to 30 minutes) when members of the public are permitted to put questions to the Council or to make observations. Such periods can be either during the meeting (by adjournment) or at its end.

LENGTH OF MEETINGS

44. Meetings of the Parish Council will last no longer than two hours, such time to commence after the open forum during which time the Parish Council can be petitioned.

Part II: Standing Orders for the Parish Council

Section	Section	Section	Section
Rules of debate at meetings	1	Code of conduct complaints	14
Disorderly conduct at meetings	2	Proper Officer	15
Meetings generally	3	Responsible finance Officer	16
Committees and sub-committees	4	Accounts and Accounting Statements	17
Ordinary council meetings	5	Financial Controls and Procurement	18
Extraordinary meetings of the council, committees and sub-committees	6	Handling staff matters	19
Previous resolutions	7	Responsibilities to provide information	20
Voting on appointments	8	Responsibilities under Data Protection Legislation	21
Motions at a meeting that require written notice to be given to the Proper Officer	9	Relations with the Press/Media	22
Motions at a meeting that do not require written notice	10	Execution and sealing of legal deeds	23
Management of information	11	Communicating with District and County or Unitary Councillors	24
Draft Minutes	12	Restriction on Councillor activities	25
Code of conduct and dispensations	13	Standing orders generally	26

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **5** minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting

may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **30** minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than **5** minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

● p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting

rights;

- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a

- committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 7 working days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **10** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **10** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final. The Parish Council at its meeting 17th September 2018 further reinforced this statement by reiterating its position 'that as a matter of policy and for the avoidance of any doubt it should be noted and accepted by all Members that the final responsibility for the Agenda rests with the Parish Clerk alone' and set out the following procedure in the event of a disagreement:-

Step 1 – Member requests the Parish Clerk to put his item on the Agenda

Step 2 - The Parish Clerk considers the item in question and if there are no issues of concern the item goes on the Agenda

Step 3 - If however the Parish Clerk is of the opinion that there are some issues of concern, then the Parish Clerk brings it to the attention of the said Member

Step 4 – If after taking into account the Parish Clerk's opinion and still feels that it should go on the agenda, then that Member has the option of **either**,

Step 5 – Consulting with the Chairman (or Chairman of the Park & Amenities Committee/Finance & General Purposes if the item relates to either of these two

Committees) and gets his agreement to ask the Parish Clerk to review his/her earlier decision not to include the item on the Agenda **or**

Step 6 – Gets the written agreement of four other Members for the said item to go on

- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 -
 -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council on 16th July 2018 (Minutes 6792).
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **10** days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the Finance and General purposes Committee

within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR Finance and General Purposes committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and

payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (The EU procurement Directives (2014/24/EU) has been transferred into UK law in the form of the Public Contracts Regulations 2015 and others. The Government has also stated that there will be no immediate changes to procurement policies for 2021**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Finance and General Purposes committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance and General Purposes committee, if he is not available, the vice-chairman of the Finance and General Purposes committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance and General Purposes committee at its next meeting.
- c. The chairman of the Finance and General Purposes committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of member of staff's job title, annual salary reviews, staffing structures, etc. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance and General Purposes committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Finance and General Purposes committee OR in his absence, the vice-chairman of the Finance and General Purposes committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by

resolution of the Finance and General Purposes committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Council Manager and Parish Clerk relates to the chairman or vice-chairman of the Finance and General Purposes committee, this shall be communicated to another member of the Finance and General Purposes committee, which shall be reported back and progressed by resolution of the Finance and General Purposes committee
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

24. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Aintree Village Parish Council

Report on Financial Regulations

1.0 Purpose of report

- 1.1 The purpose of this report is for the Parish Council to review and agree the Financial Regulations.

2.0 Background

- 2.1 Members at their Parish Council meeting dated 20th January 2020 considered the report entitled Financial Regulations 2019, which referred to the National Association of Local Councils' (NALC) revised Model Financial Regulations 2019 for England. The said report highlighted the changes.
- 2.2 After some deliberations and subject to some amendments Members AGREED to approve the report. The Parish Council's Financial Regulations were accordingly updated in keeping with good practice.

3.0 Comments

- 3.1 The main significant change that has taken place since the Financial Regulations were last reviewed is the UK leaving the EU. The EU procurement Directives (2014/24/EU) has been transferred into UK law in the form of the Public Contracts Regulations 2015 and others. The Government has also stated that there will be no immediate changes to procurement policies for 2021. However, future changes may have an impact on the minimum timelines and processes for tenders, (e.g. advertising, response times etc.) and thresholds. These will be incorporated in the Financial Regulations at the next review, which is likely to be in May/June 2022.
- 3.2 Members at their meeting on 17th May 2021 agreed that in the event of a health and safety situation in the Park, the requirements to seek three or more quotes be waived and that the Council Manager and Parish Clerk, in consultation with the Chairman arrange for remedial work to be undertaken as soon as possible to the value of £5,000.

- 3.3 The above changes have been incorporated in the Financial Regulations.

4.0 Legal Implications

- 4.0 There are no legal implications as a result of this report.

5.0 Financial Implications

- 5.1 There are no financial implications as a result of this report.

6.0 Recommendations

- 6.1 It is recommended that Members note the content of the report and subject to any changes agree the revised Financial Regulations attached as Annex A.



AINTREE VILLAGE PARISH COUNCIL

Financial Regulations

Last reviewed on

20th January 2020

Minutes 7023

AINTREE VILLAGE PARISH COUNCIL

Financial Regulations

INDEX

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. [Payments under contracts for building or other construction works]	17
13. [Stores and equipment]	17
14. Assets, properties and estates	17
15. Insurance	18
16. [Charities]	18
17. Risk management	19
18. Suspension and revision of Financial Regulations	19

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
 - 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
 - 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
 - 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
 - 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
 - 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
 - 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
 - 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
 - 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1 Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)**
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and

expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. The Finance & General Purposes Committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Council Manager and Parish Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Council Manager and Parish Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Council Manager and Parish Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Council Manager and Parish Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council and the Finance and General Purposes Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council and the Finance and General Purposes Committee. The council and the Finance and General Purposes Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or the Finance and General Purposes Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The Council Manager and Parish Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and the General Purposes Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.
- 5.6. For each financial year the Council Manager and Parish Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or the Finance and General Purposes Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or the Finance and General Purposes Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee (Finance and General Purposes Committee) shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee (the Finance and General Purposes Committee) or, if so delegated, the Council Manager and Parish Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee (the Finance and General Purposes Committee).
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or the Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any

circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee (the Finance and General Purposes Committee).
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or the Finance and General Purposes Committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or the Finance and General Purposes Committee. Transactions and purchases made will be reported to the council and the Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the Council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee (the Finance and General Purposes Committee).

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Council Manager and Parish Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Council Manager and Parish Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining **three or more quotations or estimates from appropriate suppliers**, subject to any de minimis provisions in Regulation 11.1 below.

(Member at their meeting on 17th May 2021, Minutes 7191 agreed that the Council Manager and Parish Clerk to arrange, in consultation with the Chairman, for potential health and safety work to be undertaken to the value of £5,000 without the requirement to seek three quotes).

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in **Public Contracts Regulations 2015 and others (The Government transferred the EU procurement Directives (2014/24/EU) into UK law in the form of the Public Contracts Regulations 2015 and others)** (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Council Manager and Parish Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Council Manager and Parish Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Council Manager and Parish Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 14 and 18, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Council Manager and Parish Clerk or RFO **shall obtain 3 quotations** (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

3 Thresholds currently applicable are:

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and the Council Manager and Parish Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- [13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Council Manager and Parish Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Council Manager and Parish Clerk].
- 15.2. The Council Manager and Parish Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee (the Finance and General Purposes Committee).

16. [Charities]

- [16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Council Manager and Parish Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Council Manager and Parish Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Agenda 7212

<u>Budget Monitoring Report - April 2019 - 2020</u>						
	Payments	-	Budget	May	Spend to date	Balance to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£7,500.00	£0.00	£0.00	£7,500.00
2	PAYROLL {PRL-01 to PRL-07}		£82,135.00	£7,230.64	£14,558.85	£67,576.15
3	PARK EXPENSES {PEX-01 to PEX-18}					
	External Contractors	Sefton Council - Waste Collection/Skips {PEX-01}	£1,500.00	£0.00	£0.00	£1,500.00
		Titan Locksmiths - Opening/Closing Park Gates {PEX-02}	£6,000.00	£900.00	£1,350.00	£4,650.00
		Sefton Council - CTV/Annual Intruder Alarm Monitoring {PEX-03}	£914.00	£0.00	£0.00	£914.00
		Sefton Council - Annual Key Holding {PEX-04}	£247.00	£0.00	£0.00	£247.00
		Sefton Council - Call Outs {PEX -05}	£500.00	£0.00	£195.00	£305.00
		Sue Harrison - Weekend Contract {PEX-06}	£2,500.00	£160.00	£320.00	£2,180.00
	Other Activities	{PEX-07 to PEX-18}	£23,300.00	£660.75	£774.66	£22,525.34
		TOTAL	£34,961.00	£1,720.75	£2,639.66	£32,321.34
4	SUNDRY EXPENSES {SUN-01 to SUN19}		£9,284.00	£444.53	£557.20	£8,726.80
5	LOAN REPAYMENTS {PRP-01}		£14,200.00	£0.00	£0.00	£14,200.00
7	UTILITIES {UTI-01 to UTI-05}		£4,870.00	£142.07	£289.29	£4,580.71
6	COMMUNITY EVENTS {COM-01 to COM-03}		£2,200.00	£0.00	£0.00	£2,200.00
8	INSURANCE {INS-01}		£4,000.00	£0.00	£0.00	£4,000.00
9	GPC (PREVIOUSLY SECTION 137 GRANTS) {SEC-01}		£2,500.00	£0.00	£0.00	£2,500.00

10	ELECTION COSTS {ELC-01}		£1,000.00	£0.00	£0.00	£1,000.00
11	BANK CHARGES {BNK-01}		£250.00	£23.75	£42.95	£207.05
12	MILEAGE {MIL-01}		£1,000.00	£0.00	£0.00	£1,000.00
13	PROFESSIONAL FEES {PRO-01}		£1,000.00	£0.00	£0.00	£1,000.00
14	CONTINGENCY {CON-01}		£0.00	£0.00	£0.00	£0.00
15	VAT PAID {VAT-01}		£6,000.00	£161.81	£238.92	£5,761.08
		TOTAL	£170,900.00	£9,723.55	£18,326.87	£152,573.13
16	CAPITAL PROJECTS					
	Park Drainage					
		Parish Council Contribution	£20,000.00			
		External Grant	£0.00			
		TOTAL				
	Receipts		Receipts	May	Total Receipts	Balance to date
17	PRECEPT		£153,200.00	£0.00	£76,600.00	£76,600.00
18	BOWLS		£420.00	£0.00	£0.00	£420.00
19	FOOTBALL		£400.00	£0.00	£0.00	£400.00
19	BANK INTEREST (Deposit acc)		£0.00	£0.00	£0.00	£0.00
20	SUNDRY		£0.00	£0.00	£0.00	£0.00
21	VAT COLLECTED		£6,000.00	£0.00	£0.00	£6,000.00
22	VAT - HMRC		£0.00	£0.00	£722.03	-£722.03
			£160,020.00	£0.00	£77,322.03	£82,697.97

AMENDED PAYMENTS FOR AUTHORISATION**Period Covered 18 May to 21 June 2021**

<i>For information only - Contractual/Statutory payments (FIXED)</i>						
<i>Method of payment</i>	<i>Payee</i>	<i>Details relating to payment</i>	<i>Amount £ (without VAT)</i>	<i>VAT</i>	<i>Cost Code</i>	<i>Date Paid</i>
1.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms/Bowls Pavilion and Playing Fields	94.29	4.71	UTI-02	
		Total	£94.29	4.71		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
2. Bacs	HMRC	Tax/Ni 06 June 2021	1,255.36	0.00	PRL-00	
3.Direct Debit	B & C E Pensions	June2021 Pension charge	1,231.25	0.00	PRL-00	
4 BACS	NatWest Autopay	Monthly Payroll 06 June 2021	4,384.29	0.00	PRL-00	
		Total	£6,870.90	£0.00		
5.DDR	Talk Talk	Line rental and Broadband May 2021	34.95	6.99	UTI-04	
6.DDR	Hive Telecom	Telephone Calls May 2021	5.02	1.00	UTI-04	
7.BACS	Titan Locksmiths	Opening / Closing of the Park Apr 2021	450.00	0.00	PEX-10	

8.BACS	S Harrison	Weekend litter collection	260.00	0.00	PEX-18	
9.BACS	K Ellis-1	Chemicals and Grass seed from Amazon	96.65	8.33	PEX-12	
10.DDR	British Gas	Monthly contract amount	7.08	1.41	UTI-01	
11.Bacs	D Hinton	Mileage Jan-May 21	8.10	0.00	MIL-01	
12.Bacs	M Kundi	Postage £61.97/Telephone £51.06	104.70	8.33	SUN-01	
13.Bacs	St Giles Centre	Hire of hall for June meeting	50.00	0.00	SUN-19	
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£94.29	£4.71		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£6,870.90	£0.00		
For information only- Invoices for payment (VARIABLE)			£1,016.59	£24.83		
<i>Total Payments to be approved 21 June 2021 (including VAT)</i>			£8,011.32			

AMENDED PAYMENTS FOR AUTHORISATION

Period Covered 20 April to 17 May 2021

<i>For information only - Contractual/Statutory payments (FIXED)</i>						
<i>Method of payment</i>	<i>Payee</i>	<i>Details relating to payment</i>	<i>Amount £ (without VAT)</i>	<i>VAT</i>	<i>Cost Code</i>	<i>Date Paid</i>
1.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms/Bowls Pavilion and Playing Fields	94.29	4.71	UTI-02	24.05.21
		Total	£94.29	4.71		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
2. Bacs	HMRC	Tax/Ni 06 May 2021	1,217.39	0.00	PRL-00	20.05.21
3.Direct Debit	B & C E Pensions	May 2021 Pension charge	1,159.69	0.00	PRL-00	17.05.21
4 BACS	NatWest Autopay	Monthly Payroll 06 May 2021	4,213.97	0.00	PRL-00	06.05,21
		Total	£6,591.05	£0.00		
<i>Invoices for payment (VARIABLE)</i>						
5.DDR	Talk Talk	Line rental and Broadband May 2021	34.95	6.99	UTI-04	10.05.21
6.DDR	Hive Telecom	Telephone Calls April 2021	5.02	1.00	UTI-04	21.05.21
7.BACS	Titan Locksmiths	Opening / Closing of the Park April 2021	450.00	0.00	PEX-10	06.05.21
8.BACS	S Harrison	Weekend litter collection	160.00	0.00	PEX-18	04.05.21

9.BACS	K Ellis-1	Workwear £46.11/Paper& Stamps £46.51/Stationery & Water £33,98	107.53	19.07	SUN-01	21.05.21
10.DDR	British Gas	Monthly contract amount	7.08	1.41	UTI-01	11.05.21
11.Bacs	Aintree Plumbing	Repair leaking pipe in loft	160.00	0.00	PEX-16	20.05.21
12.Bacs	SLCC	Annual membership	289.00	0.00	SUN-08	20.05.21
13.Bacs	Clerks and Councils Direct	Annual membership	12.00	0.00	SUN-09	21.05.21
14.Bacs	Spaldings	Workboots	19.50	3.90	SUN-13	21.05.21
15.DDR	Natwest	Monthly charge	5.25	0.00	BNK-01	28.05.21
16.Bacs	Groundwork & Leisure Services Ltd	Sports surfacing patch repair	300.00	60.00	PEX-15	21.05.21
17.Bacs	CPRE	Campaign for Protection of Rural England annual membership	36.00	0.00	SUN-10	21.05.21
18.Bacs	St Giles	Hire of hall for April and May meetings	100.00	0.00	SUN-19	11.06.21
19.Bacs	Ollies Trollies	Large trolley for Grounds maintenance	181.25	36.25	PEX-13	21.05.21
20.Bacs	K Ellis-2	Seed and Chemicals for Grounds	100.41	8.67	PEX-12	11.06.21
21.DDR	Screwfix Direct	Maintenance materials	85.45	17.09	PEX-11	04.05.21
22.DDR	The Fuelcard	May 2021	1.00	0.20	PEX-13	
23.DDR	Natwest	Autopay monthly charge	18.50	0.00	BNK-01	30.05.21
24.Bacs	Titan Locksmiths	Opening/Closing Park-May 2021	450.00	0.00	PEX-10	11.06.21
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£94.29	£4.71		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£6,591.05	£0.00		
For information only- Invoices for payment (VARIABLE)			£2,535.40	£157.10		
<i>Amended Total Payments to be approved 17 May 2021 (including VAT)</i>			£9,382.55			

Bank Reconciliation May 2021

<u>CURRENT ACCOUNT - Bank reconciliation – as at 31 May 2021</u>				
		£ (-)	£ (+)	£ Balance
Balance brought forward 30 April 2021				89,316.33
Add receipts			15,370.00	
Transfer To Reserve Account		0.00		
Transfer From Reserve Account			0.00	104,686.33
Payments		9,382.75		95,303.58
Add back unpresented £1,634.58 B & CE £778.58 HMRC £450 TITAN LOCKS APR/MAY			3,131.16	
Balance Carried Forward				98,434.74
Less bank difference		6.78		
Balance 31 May 2021- Agreed to bank statement 867				98,441.52
<u>RESERVE ACCOUNT- Bank Reconciliation – as at 31 May 2021</u>				
Balance brought Forward				12,913.60
Add Interest received			0.10	12,913.70
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward 31 May 2021				12,913.70
Unity Bank Account –Bank Reconciliation –as at 31 May 2021				
Balance brought forward 31 May 2021				70,055.28
Add interest received			0.00	
Balance Carried Forward 31 May 2021				70,055.28
SUMMARY OF BALANCES AS AT 31 May 2021				
Current Account (after deducting unpresented cheques)				95,303.58
Reserve Account				12,913.70
Unity Bank Account				70,055.28
<u>Total cash available (31 May 2021)</u>				178,272.56

Correspondence (1)

From [Joyce Kelley](#) on 2021-06-01 15:10

[Details Plain text](#)

Hi Mo,

In response to the form , I am unable to complete it for a number of reasons. Unfortunately due to Covid there are no league matches this Summer, only friendly games and so we have chosen to play amongst ourselves each week. We have lost 3 team members and so only have 5 playing members, a number who just like to come along for the afternoon and about 4 new ladies coming to play in the hope they enjoy bowls and will join for next season. In view of this we have not collected any subs and cannot commit to the charges. We are using the green each week and it is lovely, better than it has been for years. We are hoping that we can continue to do this as a community facility available in our local park , just like other facilities available there. We do have about 12 people attending each week and enjoying the exercise and social aspect of the bowls. I have spoken to Bill Honeyman and he suggested I contact you to explain our position financially and our predicament. His wife Carol is one of the ladies coming along to try out the bowling experience. Please ask the committee to consider this small but hopefully expanding group of local ladies, continuing the opportunity to play each week with all the social and physical benefits the bowls provides. Thankyou once again to the park officers and yourself for your support.

Kind regards Joyce

Correspondence (2)

From [Andrew Duggan](#) on 2021-06-02 13:39

[Details Plain text](#)

To protect your privacy remote resources have been blocked. [Allow](#)

Hi Mo,

I'm the Manager of Action-Rehab, a local drug and alcohol support helpline in Wallasey. We're contacting you today because we're trying to help our local community across Merseyside. We've seen that this year due to the pandemic alcohol deaths have reached an all time high, so as the local bars and restaurants begin to open, it's more important than ever to ensure people can get the help and advice that they need now.

We're therefore asking our local organisations to help advertise the free helpline which is run by former addicts themselves. With our service, those suffering can see that a change from addiction is possible by speaking to those who have conquered addiction themselves.

Our helpline not only gives them free guidance on their next steps but will also put them in the right direction to consider other services such as rehabilitation.

We would really appreciate if you could include these details on your website so that the residents of Aintree can get the help they need if they ever need it. We have provided the below excerpt for your ease of use if you choose to use it.

Action Rehab

Action Rehab are a specialist Rehabilitation and addiction service helping those with mental health issues, substance addictions and behavioural addictions get the help they need. They're a locally based service in Merseyside and they help people to take the next steps in their journey of overcoming addiction and mental health. They are also able to put you in the right direction in

terms of attaining rehabilitation programs too, with their multitude of contacts in the industry they can ensure that you get the right treatment specific to your needs.

Helpline: 0151 268 6992

Web: <https://action-rehab.com/>

Email: andrew@action-rehab.co.uk

Web: <https://action-rehab.com/>

Correspondence (3)

From: Angela McEvoy

[REDACTED]

Subject: Old Roan Pub.

Message Body:

I'm appalled at the condition of the Old Roan Pub, a local Landmark which has been allowed to rot. We pay same Council tax as Maghull, Crosby & Formby, yet the only service we receive is refuse collection. I have not seen any building on the main thoroughfare from Liverpool in such a disgusting condition.

I have been in contact with Sefton Council who advised that there was no problem with Environmental Health and that a change of use Planning Application had been received.

Surely the owner should take responsibility for the upkeep of premises whilst Planning Application is Pending. If not, would it be possible to ask local community volunteers to do a basic cleanup, remove weeds etc. I have been in contact with Bill ESTERSON, his Parliamentary Secretary said she would pass it to her

Support to contact Sefton Council and she will reply with a resolution in due course.

Time for action, please do something.

--

This e-mail was sent from Aintree Village Parish Council
(<https://aintreevillageparishcouncil.gov.uk/>)

PLANNING MATTERS - Planning Applications – Submitted

Address	Planning Application	Description	Date	Status
13 Sandown Park Road Aintree Liverpool L10 6NQ	DC/2021/01447	Erection of a two storey extension to the side and a single storey extension to the rear of the dwellinghouse	Tue 08 Jun 2021	Registered
51 Lincoln Drive Aintree Liverpool L10 3LJ	DC/2021/01260	Erection of a two storey extension to the side of the dwellinghouse and a porch to the front, following the demolition of the existing side extension	04 Jun 2021	Registered
9 Tonbridge Drive Aintree Liverpool L10 6LR	DC/2021/01253	Erection of a single storey extension to the rear of the dwellinghouse	Fri 21 May 2021	Registered
2 Oakham Drive Aintree Liverpool L10 8LR	DC/2021/01105	Erection of a single storey extension to the front and first floor extension to the side of the dwellinghouse.	Tue 27 Apr 2021	Registered

Approved Planning Applications				
Address	Planning Application	Description	Date Decided	
13 Sefton Drive Aintree Liverpool L10 8JB	DC/2021/00681	Erection of single storey extensions to the side and rear of the dwellinghouse	Thu 08 Apr 2021	
47 Mostyn Avenue Aintree Liverpool L10 2JF	DC/2021/00950	Erection of a single storey extension and dormer to the rear of the dwellinghouse and alterations to roof from hip to gable end, following the demolition of existing outrigger.	Mon 12 Apr 2021	
2 Oakham Drive Aintree Liverpool L10 8LR	DC/2021/01105	Erection of a single storey extension to the front and first floor extension to the side of the dwellinghouse	Tue 27 Apr 2021	
195A Altway Aintree Liverpool L10 6LB	DC/2021/00878	Change of use of the first floor only from flat to an educational tutoring facility (D1).	Thu 29 Apr 2021	

