



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 March 2022 in the Council Chamber, Aintree Village following the conclusion of the Annual Parish meeting, which starts at 7.00pm**

Mo Kundi

Council Manager and Parish Clerk

AGENDA

7296	To receive apologies for absence			
7297	To receive declarations of interest			
7298	Public participation			
7299	Minutes	To consider and approve the minutes of the Special Parish Council meeting held on 2 nd March 2022		
7300	Outstanding issues from the attached Action List			
7301	Clerk's reports	1. To consider the report on potential funding from the ASDA Foundation 2. To consider the report on Parish Council Policies 3. To consider the report on the purchase of material 4. To consider the report on Pay Award Agreement for 2021/22 by NALC (Confidential). 5. To consider the report on Staffing Issues (Confidential)		
7302	Reports from external meetings and Chairman's reports.			
7303	Financial Matters	1. To consider and approve March 2022 Budget monitoring report 2. To consider and approve Payments for authorisation for the period 22 nd February to 21 st March 2022, 3. To consider and approve amended Payments for authorisation for the period 18 th January 2022 to 21 st February 2022, 4. To consider and approve February 2022 Bank reconciliation report, 5. To report progress on obtaining Parish Council Debit Card and any other financial and banking issues (verbal report)		
7304	Correspondence	Lydia Keenan - Request to play football in the Park (to be attached)		
7305	Planning Matters	To consider current Planning applications and to note recently approved applications		
7306	Queens Jubilee	To consider allowing the use of the Park and Facilities this year for holding events relating to Queen's Jubilee	Cllr. Honeyman	
7307	Holy Rosary Social Club	To determine if the Holy Rosary Social Club is coming on the market and if so to consider if the Parish Council would be interested in purchasing it for the benefit of the wider community.	Cllr. Honeyman	
7308		Parish Council	F & GP Committee	P & A Committee

	Dates of next meetings	• 16th May 2022 (Annual Meeting of the Parish Council) • 18th July 2022 • 19th September 2022 • 21st November 2022 • 16th January 2023 • 20th March 2023 (also Annual Parish Meeting) • 15th May 2023 (Annual Meeting of the Parish Council)	• 18th April 2022 • 20th June 2022 • 15th August 2022 • 17th October 2022 • 19th December 2022 • 20th February 2023 • 17th April 2023 • 19th June 2023	• 4th April 2022 • 6th June 2022 • 1st August 2022 • 3rd October 2022 • 5th December 2022 • 6th February 2023 • 3rd April 2023 • 5th June 2023
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OUTSTANDING ISSUES FROM THE ACTION LIST

Item No.	Subject	Action	Action By	Target Completion Date	Progress
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
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
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.	Parish Clerk		On going
7200	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.	Parish Clerk		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
7206	Disabled Swing	A number of Members then touched on the implications and the cost of:- (1) providing a dedicated disabled new swing, (2) permanently converting one of the existing swing seat for use by the disabled, and (3) being able to attach the disabled seat to one of the existing swing as and when required.	Parish Clerk		Work starts on 21st March 2022
7210	Risk Management Plan, Risk Management Policy Statement, and Asset Register	Council Manager and Parish Clerk to make the necessary changes and to report back to the Parish Council in due course.	Parish Clerk		
7216	Picnic Benches	Council Manager to explore the cost of installing three picnic benches.	Parish Clerk		Work starts on 21st March 2022
7276	Experimental Flood Reducing Scheme	A budget of £200.00 (Cost Code PRM-09) be delegated to the Council Manager and Parish Clerk to purchase all necessary equipment and material to facilitate the implementation of the experimental scheme.	Parish Clerk		Equipment Ordered

Aintree Village Parish Council

Report on Potential Funding from ASDA

1.0 Purpose of report

- 1.1 The purpose of this report is to inform Members of the potential funding opportunities available from ASDA.

2.0 Introduction

- 2.1 The Council Manager and Parish Clerk recently attended a site meeting arranged by Cllr. Honeyman with Jennifer Cottrell, who is the Community Champion at ASDA. The purpose of the meeting was to explore potential funding opportunities made available through ASDA Foundation

- 2.2 Jennifer Cottrell was very complimentary about the condition of the Park and the range of facilities available for children and park users. She indicated that she would be very interested in supporting any application for funding from the Parish Council, and would be happy to discuss any proposals put forward.

- 2.3 The Council Manager and Parish Clerk has had the opportunity to explore the types of grants available and the criteria. According to ASDA Foundation website (<https://www.asdafoundation.org/foundation-grants>), there are two main categories.

The Empowering Local Communities Grant and the U18 Better Starts Grant. The one that is more relevant to the Parish Council is the Empowering Local Communities Grant (£500-£1,500 grant), which is designed to support a broad range of activities helping to transform communities and improve lives.

- 2.4 To be eligible for this grant, the group applying, which includes Government Entity must meet all the following criteria:-

- Group must have a presence in and benefit the local community
- Any equipment funded is the property of the group and is not for individual use
- End beneficiaries must be community groups of people
- Must be not for profit
- There is no minimum timescale for how long the group has been in existence

- 2.5 There are four grant options under the Empowering Local Communities Grant:-

1. Building Resilient Communities

Supporting community groups with the equipment, essentials and facilities to enable activity to take place. This might be enhancing what is already available, providing core items or enabling an activity to continue.

2. Active Lives

Supporting participation in group physical activities. Whether low or high impact, regardless of age or ability, encouraging people to lead more active lifestyles and for everyone to feel able to participate.

3. Seasonal Celebrations & Festivals

Enabling communities to celebrate what matters to them. Helping to bring people together to share experiences & encouraging everyone within the community to be together. E.g. Easter, Holi, Passover, Platinum Jubilee, community garden party etc.

4. Leading Healthier Lives

From cooking and education classes to enabling positive mental health. We are committed to supporting health in body, mind and soul in our communities.

2.6 How much can I apply for and when?

- Groups may apply for one Empowering Local Communities grant per year to a maximum value of £1500 and minimum value of £500.
- Applications must be submitted to your local Community Champion between 14th February-15th April as per the table below and activities must start/take place before 5th June 2022.
- Applications should be submitted at least 6 weeks before your activity to give enough processing time.

Grant Round	Grant Opens	Groups submit applications to Community Champion from	Grant submission window closes	Event / Activity Window	Grant Value Min - Max
Grant Round 1	3 rd February	14 th February	15 th April	Activities before 5 th June	£500-£1500

Funding Option 1

Building Resilient Communities – What we fund:-

- Tables & chairs
- Redecorating items: paint, curtains etc.
- Items for the group activity: sewing machine, colouring pencils, gardening equipment etc.
- Computers (must be for service users, not office/admin use)
- Practical items to support the group activities and purpose

Funding Option 2

Celebrations and Festivals – What we fund:-

- Food for the get together
- This might include:
 - A supermarket shop & food prepped
 - Afternoon tea delivered
 - Buffet bought in
- Meal element £12.50pp maximum
- Decorations £50 maximum
- Entertainment £125 per application
- One off venue hire

Funding Option 3

Active Lives Grant – What we fund:-

- Equipment for activities
- Kit for game day or training
- Venue rental for activity (max £500)
- Combination of kit and equipment

Funding Option 4

Leading Healthier Lives – What we fund:-

- Equipment
- Food
- One off cost for specialist support (see general criteria for guidance)
- Venue hire (max £500)

2.7 It should be noted that above guidance only applies to Empowering Local Communities Grant only. The other grants that mentioned on the website include:-

- **Under 18 Better Start Grant** (£500 - £1,500) - Giving children the best start in life, tackling poverty, inclusion and wellbeing.
- **Green Token Giving** (£300 - £500) - Aimed at small community projects. The funds can be used for whatever will benefit their group most.
- **Investing in Spaces and Places** (£5,000 -£25,000) - Funds can be used to transform, renovate or create a safe and inclusive space and place for the community to be together.

2.8 Unfortunately there is currently no further information available on the Investing in Space and Places Grant, which would be very relevant to some of the projects being considered for the Park.

3.0 Comments

3.1 The ASDA Foundation provides a potential source of funding for implementing schemes in the Park. Whilst further information needs to be obtained for the Investing in Space and Places grant Members may wish to take the opportunity of submitting an application for funding under the Building Resilient Communities for which a grant of up to £1,500 is available if the application is successful. The application needs to be submitted before grant submission window closes on 15th April 2022.

3.2 Members at their meeting on 17th January 2022 agreed to Cllr. Colbert's proposal for planting a single tree and installing a bench in the Park in recognition of all veterans be they military or civilian.

3.3 The Park and Amenities Committee at its meeting on 7th February 2022 requested the Council Manager and Parish Clerk:-

- a) To explore the merits of planting either a Cherry Blossom or a Willow tree,
- b) To consider the suitability of having a bench made from recycled material,
- c) The wordings to be inscribed on the plaque, and
- d) The suitability of the site for the planting and installation of the bench near the former sub-station building

3.4 Members may wish to consider submitting an application that includes:-

Bench and a Plaque



Oxford Teak Garden Bench - 8ft long,
Plaque – Solid Bronze 8” x 2”
Plaque Wording – ‘Thank you to all Veterans’
Anchor Kit
Teak Sealer
Total Cost = £1,061.00

Weeping Willow Tree



The Golden Weeping Willow Tree is a lovely tree with gracefully sweeping branches trailing leaves of glorious gold. Slender fronds of delicate green-gold appear early in spring and remain on the tree until late in the year. Often planted next to water, its cascades of leaves gives a beautiful reflection. Likely cost purchasing this tree is £100.00

4.0 Legal Implications

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

5.0 Financial Implications

5.1 Should the bid be successful the cost of purchasing the bench and the tree will be met by the grant from ASDA. However, there will be ongoing maintenance costs associated with this, which will have to be met by the Parish Council.

6.0 Recommendations

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

6.1 Consider submitting a funding application to ASDA for the bench and the Willow tree as outlined in the report, and

6.2 Request the Council Manager and Parish Clerk to seek further information on Investing in Spaces and Places grant and potential projects that the Parish Council could consider seeking funding for.

Aintree Village Parish Council

Report on Review of Policies

1.0 Purpose of report

1.1 The purpose of this report is for Members to consider and agree changes to existing approved Parish Council Policies.

2.0 Introduction

2.1 Members at their Parish Council meeting on 17th January 2022 considered a report setting out the outcome of the review undertaken by the Council Manager and Parish Clerk of Council approved policies. Members having considered the report **AGREED** that the following policies where there have been no significant changes be re-adopted:-

- Cash Handling Policy
- Payroll Policy
- Training and Development Policy
- Recruitment of ex-offenders Policy Statement
- Whistleblowing Policy
- Council Indemnity Policy
- Equality and Diversity Policy
- Co-option Procedure Policy
- Lone Working Policy
- Member/Officer Protocol (Attached as Annex B to the report)

2.2 Members were also informed that the following policies required more detailed review and will be brought back to the Parish Council for consideration and approval:-

- GDPR Policy
- Procurement Policy
- Reserve Policy
- Statement of Internal Control
- CCTV Policy
- Flag Policy

2.3 The Council Manager and Parish Clerk has now had the opportunity to review the above outstanding policies and any proposed changes are outlined below for each policy.

3.0 Flag Policy

3.1 The updated Flag Policy is attached as Annex A to this report. The only changes made are the removal of the reference to Duke of Edinburgh's Birthday, and The Queen's Wedding Anniversary.

4.0 CCTV Policy

4.1 The updated CCTV Policy is attached as Annex B to this report. There are no proposed changes other than the reference to 'Assistant' Park Officer, whose title has now changed to Park Officer

5.0 Statement of Internal Control

5.1 The updated Statement of Internal Control is attached as Annex C to this report. Some changes to the Statement has been made to reflect the current situation including the need to appoint a new Internal Auditor and the appointment of the new RFO.

6.0 Reserve Policy

6.1 The updated Reserve Policy is attached as Annex D. Some minor changes have made to reflect the current position.

7.0 Procurement Policy

7.1 The updated Procurement Policy is attached as Annex E to this report. Following the UK's exit from the EU, the UK government is looking into an overhaul of public procurement policies and practices. Their aim is currently, to create an updated and simplified framework for public procurement.

7.2 The UK is no longer subject to EU regulations and now follows UK domestic legislation. From the 1st of January 2021, the UK were no longer subject to EU procurement regulations and therefore no longer follow rules outlined for OJEU tenders. Tenders will now be published on a new e-tendering portal, called Find a Tender Service (FTS) instead of on OJEU.

7.3 In terms of public procurement, the UK is now a member of the World Trade Organisation's (WTO) Government Procurement Agreement (GPA). If contract spend is over the current WTO GPA threshold, tenders legally need to be posted on Find a Tender.

7.4 As the procurements rules can be quite complex the National Association of Local Council published a guidance document entitled 'NALC Legal Topic Note 87', which sets out the procedure to follow when undertaking any procurement. Reference is made to this NALC Topic Note 87 in the revised Procurement Policy and a copy of the NALC Topic Note 87 will be provided to Members separate to the Agenda reports.

8.0 GDPR Policy

8.1 On 1st January 2021 the UK formally left the European Union, and as a result the EU-GDPR no longer applies to the UK. The general data protection regime under UK law has been modified to address the EU-GDPR's removal from domestic applicability. The Government has amended the Data Protection Act (DPA) 2018 and merged it with the EU GDPR requirements to form a new, UK-specific data protection regime that works in a UK context after Brexit.

8.2 As the above changes impact on a number of documents under the banner of the Parish Council's GDPR Policy, the Council Manager and Parish Clerk needs to go through them carefully and will report back in the near future.

9.0 Legal Implication

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

10.0 Financial Implications

10.1 There are no financial implications as result of this report

11.0 Recommendations

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

11.1 Approve the following policies:-

- Procurement Policy
- Reserve Policy
- Statement of Internal Control
- CCTV Policy
- Flag Policy

11.2 Request the Council Manager and Parish Council to report back on any changes to the GDPR policy as a result of UK withdrawing from the EU.



AINTREE VILLAGE PARISH COUNCIL

FLAG FLYING
POLICY

Adopted 16th July 2018
(Minute 6792)

AINTREE VILLAGE PARISH COUNCIL

Flag Flying Policy

- 1.1 Flags are traditionally flown by the Parish Council for a variety of reasons to show allegiance, support, respect or to celebrate.
- 1.2 The Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes. Although it is free to fly the Union Flag at its discretion, it will as far as is appropriate follow national guidance.
- 1.3 The Union Flag will be flown on the following days except for St George's Day when the Flag of St George will be flown:-

Date 2022	Date 2023	Event
6 th February	6 th February	Her Majesty's Accession
14 th March	13 th March	Commonwealth Day
21 st April	21 st April	Her Majesty the Queen's Birthday
23 rd April	23 rd April	St George's Day
2 nd June – 5 th June	4 th May	Coronation Day/ Coronation Day/ The Queen's Platinum Jubilee Central Weekend
25 th June	24 th June	Armed Forces Day
21 st October	21 st October	Trafalgar Day
Second Sunday in November	Second Sunday in November	Remembrance Sunday
14 th November	13 th November	Prince of Wales' Birthday

- 1.4 In addition the Union Flag will also be flown on the following days:

- the day on which the Queen celebrates her Official Birthday
- on the days in May when the Mayor of Sefton and the Chairman of the Parish Council are elected to office
- the Parish Council's Civic Service

- 1.5 The Union Flag will be flown at half-mast on the death of the following:

- a Royal Personage
- a member of the Parish Council
- an ex-Chairman of the Parish Council
- an ex-Mayor of the Borough Council

- a Member of Parliament for the district
- any other distinguished person at the discretion of the Chairman.

1.6 Guidelines relating to the use of the Parish flag / flag pole will be fully complied with.

1.7 Only flags that fully conform with the “Plain English Guide to Flying Flags” issued by the Department for Communities and Local Government shall be flown.

1.8 Should an individual or organisation wish a flag(s) associated with them to be flown / displayed on the Parish Council flag pole, a written application outlining full details of their flag(s) involved, the reason(s) behind their request and the period they wish their flag(s) to be flown / displayed for should be submitted to the Council Manager and Parish Clerk. .

1.9 Any such request will be duly considered by the parish council at their next meeting, the parish council’s decision shall be final with no right of appeal by the applicant.

1.10 Any costs associated with the flying of flags for individuals and/or organisations shall be fully met by such individuals or organisations.

1.11 The flag shall only be flown at “Half Mast” to reflect significant national or local events, the decision as to whether the flag should be flown at half-mast shall be taken by the chairman (in his/her absence the vice-chairman) and two other councillors.

1.12 Following a decision being made to fly the flag at half-mast, the reasoning behind the decision shall be reported at the next parish council meeting.

1.13 Flags will not be flown during severe weather. The final decision on what is considered to be severe weather is delegated to the Council Manager and Parish Clerk.

1.14 Flags may only be hoisted by persons authorised by the Parish Council.

1.15 These guidelines will be reviewed bi-annually by the Parish Council



AINTREE VILLAGE PARISH COUNCIL

CCTV Policy

20th January 2020
Minutes 7023

AINTREE VILLAGE PARISH COUNCIL

CCTV Policy

1.0 Introduction

- 1.1** The aim of this policy is to control the management, operation, use and confidentiality of the CCTV system located in Council Chamber, Harrow Drive, Aintree Village. The site is owned and managed by Aintree Village Parish Council.
- 1.2** The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the **General Data Protection Regulations 2018**. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.
- 1.3** The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: **ZA249520**.
- 1.4** Aintree Village Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:
- a) fairly and lawfully processed;
 - b) processed for limited purposes and not in any manner incompatible with those purposes;
 - c) adequate, relevant and not excessive;
 - d) accurate;
 - e) not kept for longer than is necessary;
 - f) processed in accordance with individuals' rights;
 - g) secure;
 - h) not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

2.0 Statement of Purpose

2.1 To provide a safe and secure environment for the benefit of those who might visit, play, work in the Park. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using facilities in the Park, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being

- monitored;
- to assist all “emergency services” to carry out their lawful duties.

3.0 Changes to the Purpose or Policy

3.1 The CCTV Policy may be discussed at meetings of the Park and Amenities Committee. However, any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Parish Council meeting.

4.0 Responsibilities of the Owner of the Scheme

4.1 Aintree Village Parish Council retains overall responsibility for the scheme.

CCTV Code of Practice

1.0 Management of the System

- Day to day operational responsibility rests with the Council Manager and Parish Clerk to the Council and Chair of the Park and Amenities Committee. Breaches of this policy will be investigated by the Council Manager and Parish Clerk to the Council and reported to the Parish Council. A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender.
- Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

2.0 Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators:

- a) Trained operators, which will include the two Park Officers must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) The position of cameras and monitors have been agreed with SeftonArc, which is owned by Sefton Council.
- c) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Council Manager and Parish Clerk to the Council or the Parish Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Park to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.
- d) Operators should regularly check the accuracy of the date/time displayed.

- e) Storage and Retention of Images - Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 31 days.
- f) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Council Manager and Parish Clerk would inform the Chairman of the Parish Council of any such emergency.
- g) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
- h) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers if appropriate, and the Parish Council notified at the next available opportunity.
- i) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Council Manager and Parish Clerk then to and then to the Parish Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- j) Subject Access Requests - Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form. Forms are available by contacting the Council Manager and Parish Clerk to the Council or can be downloaded from the Parish Council website and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee

3. Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs. The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

Access Log Book

Date/time	Who had access?	Why access granted/required?	Result of access – viewing details	Any other comments
e.g. 1 st February 2020 at 10.30am	Frank Boyle	Complaint received regarding verbal abuse near the Tuck Shop	Data viewed- confirmed incident – perpetrator could be identified from images – reported to the police	Informed the Council Manager and Parish Clerk



AINTREE VILLAGE PARISH COUNCIL

**Statement of Internal Control
for the Year Ending 31st March 2019**

15th April 2019
Minutes 6933

AINTREE VILLAGE PARISH COUNCIL

Statement of Internal Control for the Year Ending 31st March 2022

1.0 SCOPE OF RESPONSIBILITY

- 1.1 Aintree Village Parish Council is a local authority funded largely by public money, and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2 In discharging this overall responsibility, Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2.0 The Purpose of the System of Internal Control

- 2.2 It is not possible to eliminate all risks. The system of internal control is, therefore designed to manage risk; reducing it to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives.
- 2.3 It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3.0 The Internal Controls

A). Parish Council

3.1 The Parish Council is required to ensure it has a sound system of internal control that:-

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- b) Ensures that the financial and operational management is effective; and
- c) Includes effective arrangements for the management of risk.

To meet these conditions, the Parish Council is required to:-

- Carry out an annual review of the effectiveness of Internal Audit
- Consider the findings of this review
- Carry out an annual review of the systems of internal control
- Consider the findings of this review

3.2 Aintree Village Parish Council has been reviewing and updating all its policies and procedures, including Financial Regulation, Standing Orders, and Scheme of Delegation. In September 2021 it undertook a mid-year financial review of its budget, and in January 2022 it set its budget and precept for 2022/23. The Council meets every other month at which budget monitoring report, Payments Authorisation and Bank reconciliation schedules are considered and approved.

3.3 The Finance and General Purposes Committee meets every other month to consider and approve amongst other delegated matters the Budget Monitoring report, Payments Authorisation and Bank reconciliation schedules. The aim of the Finance

and General Purposes Committee is to provide a greater oversight and control over financial matters, and to undertake regular reviews of its internal controls, systems and procedures.

B). Responsible Finance Officer/ Parish Clerk

- 3.4 All Parish Councils are required to appoint an officer (RFO) to be responsible for the financial administration of the authority in accordance with Section 151 LGA 1972. Parish Councils need to be satisfied (via regular checks, monitoring, internal audit, and external audit) that its RFO has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015.
- 3.5 The RFO puts in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return (AGAR) need to agree to the underlying records.
- 3.6 The RFO and the Council Manager and Parish Clerk attends the Parish Council's and Finance and General Purposes' meetings and advise Members on its procedures, control systems and that policies are adhered to as well financial matters and ensuring compliance with the law.

C). Control over Money

- 3.7 Section 150(5) LGA 1972 requires cheques or orders for payment to be signed by two elected Members. Whilst this requirement has been repealed however Aintree Village Parish Council still operate this system of control when cheques are issued. With the introduction of BACS payment system, bank statements are checked by the approved Member.
- 3.8 The Parish Council approves every bank mandate, the list of authorised signatures for each account, the limit of authority for each account signature and amendments to mandates.
- 3.9 Authorised signatories examines each cheque against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques.
- 3.10 The Parish Council has robust payroll arrangements which covers accuracy and legitimacy of payment of salaries and wages, and associated liabilities. Remuneration payable to all staff are approved in advance by the Parish Council.
- 3.11 The Parish Council has a Cash Handling Policy which set out strict procedures to be followed when handling any cash received from its leisure based activities, which includes issuing and signing of receipts, safe storage, and banking arrangements.

D). Contracts

- 3.12 In addition to Financial Regulations relating to contracts, Aintree Village Parish Council in January 2019 adopted a detailed Procurement Policy which sets out the tender or quotation requirements for contracts of differing amounts.

E). Asset Register and Risk Assessment

3.13 As a minimum an annual report on the Asset Register is presented the Parish Council for consideration and approval. Usually at the same Parish Council meeting a comprehensive report is presented setting out the risk assessments undertaken and their implications. This allows members to review existing systems and controls and where required take necessary action.

F). Insurance

3.14 Following the review of the Asset Register and the Risk Assessment the Parish Council's insurance cover is reviewed in November of each year. Adjustments are made to take in account any additional assets and risks, including public liability, employers liability and Fidelity Guarantee Insurance.

G). Internal Audit

3.15 The Parish Council is currently seeking to appoint an Internal Auditor who will undertake on a quarterly basis an independent review and advices (including any actions to be taken) on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management, and
- Any specific areas of concern

H). External Audit

3.16 The Parish Council's external auditors, PKF Littlejohn LLP, submit an annual certificate of audit which is presented to the Council, together with any actions to be taken.

4.0 Significant Internal Control Issues

4.1 One significant internal control issues arose during the 2019/20 financial year. This related to difference of opinion between the Parish Council and its bank involving the number of signatories required to complete any banking transaction. Lack of timely progress on this matter led to the Parish Council having to seek early payment of its precept from the principle authority, without which the Parish Council would have been in a very serious financial difficulty.

4.2 In October 2021 the Parish Council appointed a new RFO. Due to a number of reasons including the COVID 19 pandemic it took a significant amount time and effort to persuade the Parish Council's bank NatWest to transfer banking account details to the new RFO.

4.3 Clearly the Council needs to avoid getting into a similar situation in the future by undertaking regular monitoring and reviewing of the system it has designed for internal control.

Chairman Councillor Bill Bennett.....

RFO K. Newton



AINTREE VILLAGE PARISH COUNCIL

Reserves Policy

15th March 2019
Minutes 6933

Aintree Village Parish Council

Reserves Policy

1.0 Purpose

- 1.1 Aintree Village Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.3 According to 'The Good Councillor's Guide to Finance and Transparency (2018)' 'local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. **A council should typically hold between 3 and 12 months expenditure as a general reserve.** If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community. Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept'.

2.0 Types of reserves

2.1 Reserves can be categorised as general or earmarked.

2.2 **Earmarked reserves** can be held for several reasons:-

- **Renewals** – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- **Carry forward of underspend** - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- **Insurance reserve** to enable the Council to meet the excesses of claims not covered by insurance.
- **Other earmarked reserves** may be set up from time to time to meet known or predicted liabilities

2.3 **General reserves** are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

2.4 **Statutory Reserves** - Councils can also hold reserves that arise out of the interaction of legislation and proper accounting practices. For example these could be Developers Contribution Reserves, which holds the proceeds from the acceptance of Open Space from developers, and can only be used for the maintenance for these areas such as wages and equipment.

3.0 Earmarked reserves

3.1 Earmarked Reserves represents amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year, The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

3.2 Any decision to set up a reserve must be given by the Council.

3.3 Expenditure from reserves can only be authorised by the Council.

3.4 Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.5 All earmarked reserves must be recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

3.6 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

4.0 General Reserves

4.1 The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council

must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

- 4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.
- 4.4 Even at times when extreme pressure is put on the council's finances the council must keep a minimum balance sufficient to pay one month's salaries to staff in general reserves at all times.

5.0 Opportunity cost of holding reserves

- 5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.
- 5.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.
- 5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6.0 Current level of financial reserves

- 6.1 The level of financial reserves held by the council will be agreed by the Finance and General Purposes Committee during the discussions held regarding the setting of the budget for the next financial year, and then submitted to the Parish Council for approval. It will need to take into account for example, paragraph 1.3 above, the financial implication of the maintaining the Park to a decent standard, and the RoSPA report.
- 6.2 The Parish Council at its meeting on 17th January 2022 agreed as part of its budget and precept consideration to this year's level of general reserves to cover approximately four months of revenue expenditure.
- 6.3 The council does not currently have any level of earmarked reserves.



AINTREE VILLAGE PARISH COUNCIL

PROCUREMENT POLICY

14th January 2019

Minutes 6891

1.0 INTRODUCTION

1.1 Aintree Village Parish Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services. The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for all procurement.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Parish Council should select the lowest quotation.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible.
- Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local SME sector.
- The Council will look favourably to organisations that pay the Living Wage as set by the Living Wage Foundation.

2.0 THRESHOLDS & PROCEDURES

Estimated Contract Value	Contract Requirements
£500 - £20,000 (excluding VAT)	• The Council Manager and Parish Clerk / RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply
£20,000 – £24,999 (excluding VAT)	• A formal tender process shall be followed • A contract shall be advertised on the Parish Council website and/or other public advertisement as determined by the Parish Council. • The contract shall be advertised as an invitation to tender on the Government's Contracts Finder Website. • Where specialist trades or materials are required or there is likely to be an insufficient response to advertisement, in consultation with the RFO, it may be agreed to approach suppliers (preferably local) on an ad hoc basis. When inviting expressions of interest, 3 written quotes shall be sought. This does not change any requirement to advertise on Contract Finder
Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic	

Note 87 regarding the advertising of contracts and the use of the 'contract finder' website	
• Over £25,000 (net of VAT) but below the threshold below	• The council's standing orders required by s.135 of the 1972 Act (and financial regulations) • The Contracts Finder/ find a tender website and other light touch rules in the 2015 Regulations • Use of the Contracts Finder/ find a tender website (see NALC Topic Note 87, paragraph 11 to 16)
Public service or supply contract over £189,330 or public works contract over £4,733,252	• The council's standing orders required by s.135 of the 1972 Act (and financial regulations) • Complex requirements in the 2015 Regulations (See NALC Topic Note 87, paragraphs 17-21)

3.0 FORMAL PROCESS FOR CONTRACTS EXCEEDING £20,000

3.1 Subject to additional requirements in the financial regulations of the Parish Council, the tender process for contracts valued at over £20,000 for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

1. A specification for the goods, materials, services or the execution of works shall be drawn up;
2. An invitation to tender shall be drawn up to confirm (i) the Parish 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;
3. The invitation to tender shall be advertised for all contracts over £20,000 on the Parish Council Website, and Contract Finder along with any other manner that is appropriate including local news circulation;
4. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Council Manager and Parish Clerk;
5. Tenders shall be opened by the Council Manager and Parish Clerk in the presence of at least one Councillor after the deadline for submission of tenders has passed;
6. Tenders are to be reported to and considered by the appropriate meeting of the Parish Council or the relevant Committee with delegated responsibility. Decisions on contracts awarded over £20,000 must be made by the full Parish Council.
7. Neither the Council, nor the Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Aintree Village Parish Council

Report on Purchase of Equipment to Reduce Flooding

1.0 Purpose of report

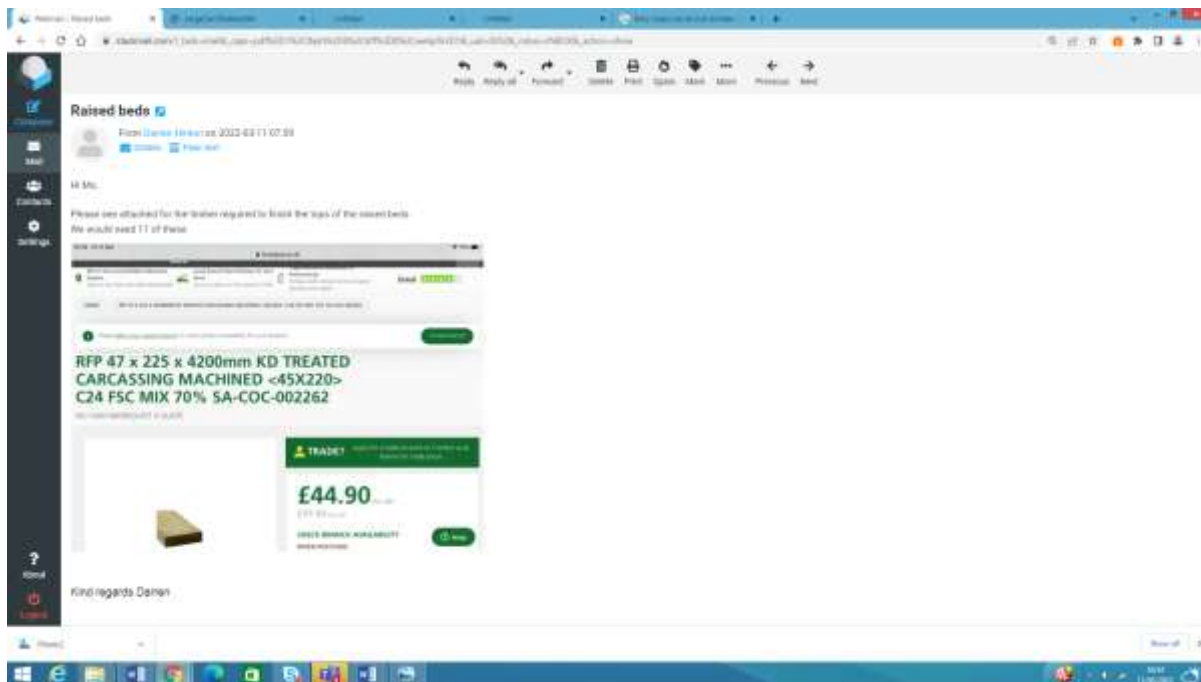
1.1 The purpose of this report is for Members to consider the purchase of timber to finish the construction of raised beds adjacent to the Toddlers Play area.

2.0 Background

2.1 Last year Members agreed to the construction of raised beds adjacent to the Toddlers Play area. The two photos below show the work done to date:-



2.2 In order to complete the work there is a need to purchase some more timber. This timber planks will go on top of the timber walls to protect it, and to also create additional seating for Park users. The 47mm by 225mm by 4200mm treated planks cost £44.90 each, and 11 are needed. The total cost would be £493.90.



3.0 Legal Implications

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

4.0 Financial Implications

4.1 The cost of purchasing the 11 planks is £493.90 and can be met from Budget line PEX-13

5.0 Recommendation

5.1 Members are requested to agree to the purchase of 11 timber planks at a cost of £493.90 in order to finish the construction of the raised beds adjacent to the Toddlers Play area.

MONTHLY BUDGET MONITORING REPORT

To Follow

PAYMENTS FOR AUTHORISATIONPeriod Covered to 22nd February 2022 to 21st March 2022

<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	£264.00		UTI-02	22/02/2022
		Total	£264.00	£0.00		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
02. BACS	HMRC	Tax/Ni	£1522.24	0.00	PRL-03/ 05/07	
03.DD	B & C E Pensions	Pension charge	£1104.45	0.00	PRL-04/06	
04 BACS	NatWest Auto pay	Monthly Payroll	£3864.79	0.00	PRL-01	05/03/2022
		Total	£6491.48			
<i>For information only- Invoices for payment (VARIABLE)</i>						
05. BACS	Karen Newton	INK Mar 22 x 2	53.32	10.66	SUN-01	02/03/2022
06. BACS	Yates Playground	Replacement Chains, fixings, shackles	500.00	100.00	PEX-11	02/03/2022
07. BACS	Sue Harrison	Litter Pick	200.00		PEX-06	07/03/2022
08. BACS	Sefton Council	CCTV Call Out	127.00	25.40	PEX-03	07/03/2022
09. BACS	Huws Gray	Green Treated Sleeper/Plywood	615.21	123.04	PEX-13	07/03/2022
10. BACS	CCS Security	Monthly Charge Feb 22	450.00	90.00	PEX-13	07/03/2022
11. DD	HIVE Telecom	Telephone Charge	5.02	1.00	UTI-04	21/02/2022

12. DD	Auto Pay	Monthly Charge Feb 22	18.85		BNK-01	23/02/2022
13.CHG	NatWest	Bank Charge Feb 22	10.85		BNK-01	23/02/2022
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£264.00	£0.00		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£6491.48	£0.00		
For information only- Invoices for payment (VARIABLE)			£2029.10	£358.87		
<i>Payments to be approved 21st Mar 2022 (including VAT)</i>			£9143.45			

AMENDED PAYMENTS FOR AUTHORISATION
Period Covered 18th January 2022 to 21st February 2022

<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	268.00		UTI-02	24/01/2022
		Total	£268.00	£0.0		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
02. BACS	HMRC	Tax/Ni Feb 22	1522.44	0.00	PRL-03/ 05/07	04/02/2022
03.DD	B & C E Pensions	Pension charge Jan 22/Feb22	1104.45 1104.45	0.00	PRL-04/06	17/01/2022 17/02/2022
04 BACS	NatWest Auto pay	Monthly Payroll Feb 22	3864.59	0.00	PRL-01	05/01/2022
		Total	£7595.93	£0.0		
<i>For information only- Invoices for payment (VARIABLE)</i>						
06.DD	Hive Telecom	Telephone Charges	5.02	1.00	UTI-04	21/01/2022
07.DD	Auto pay	Charge	21.65	0.00	BNK-01	24/01/2022
08.DD	The Right Fuel	Petrol	12.93	2.59	PEX-13	24/01/2022
09. BACS	PKF Little John	AGAR 2021	400.00	80.00	SUN-05	17/01/2022
10. BACS	The British Legion	Grant 2021	100.00	0.00	COM-03	17/01/2022
11. BACS	CSS Security Ltd	Park Gates	450.00	90.00	PEX-02	17/01/2022
12. BACS	Karen Newton	USB/INK	131.80	4.93	SUN-01/PEX-13	17/01/2022

13. BACS	Mo Kundi	Mobile Telephone/Postage	35.90	0.00	SUN-01	24/01/2022
14 BACS	Karen Newton	First Aid Course – Frank Boyle	160.00	32.00	SUN-13	24/01/2022
15 BACS	Wychavon Trailers	Trailer	633.33	126.67	PEX-14	24/01/2022
16 BACS	Attic Displays	4 x Dog Signs	80.00	16.00	PRM-04	24/01/2022
17.BACS	Cllr. Peter Gill	Refund - Stickers	5.05	1.01	SUN-01	27/01/2022
18.BACS	Legionella	Legionella Control Course D Hinton	550.00	110.00	SUN-13	28/01/2022
19.BACS	Karen Newton	Refund (Vidax – Drill)	39.16	7.83	PRM-09	04/02/2022
20.BACS	CCS Security	Park Gates Jan 22	450.00	90.00	PEX-02	04/02/2022
21.BACS	Sue Harrison	Litter Pick	250.00	0.00	PEX-06	04/02/2022
22.BACS	Sandy Lane Nurseries	Trees and Manure	121.95	0.00	PRM-04	04/02/2022
23.BACS	Darren Hinton	Travel Expenses Sept to Feb 22	135.00	0.00	SUN-15	10/02/2022
24.BACS	Karen Newton	Refund (123 Sheets for VAT)	23.40	0.00	SUN-12	10/02/2022
25.BACS	Huws Gray LTD	Green Treated Sleepers /Top Soil	867.96	0.00	PEX-13	10/02/2022
26.BACS	Wicksteed Leisure	Playground Equipment March 2021	611.94	122.39	PEX-11	10/02/2022
27.BACS	Karen Newton	Refund (Amazon Lamp/Horn)	20.47	0.00	PEX-11	15/02/2022
28.BACS	Talk Talk	Telephone Charge Jan 22	36.95	7.39	UTI-04	27/01/2022
29.CHG	NatWest	Bank Charges	5.95		BNK-01	31/01/2022
30.DD	Screw Fix	No Invoice	24.05	24.05	PEX-11	01/02/2022
31.BACS	Karen Newton	Stamps Oct 21 to Mar 22	18.48		SUN-01	04/02/2022
32.DD	Talk Talk	Telephone Charges Feb 22	36.95	7.39	UTI-04	08/02/2022
33.DD	British Gas	Gas Charge Feb 22	10.80	0.54	UTI-01	10/02/2022
34.DD	Right Fuel	Petrol Feb 22	1.50	0.30	PEX-13	14/02/2022
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£268.00	£0.0		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£7595.93	£0.0		
For information only- Invoices for payment (VARIABLE)			£5240.24	£724.06		
<i>Payments to be approved 21st Mar 2022 (including VAT)</i>			£13828.23			

Agenda 7303

<u>CURRENT ACCOUNT - Bank reconciliation – as at 28 Feb 2022</u>				
		£ (-)	£ (+)	£ Balance
Balance brought forward 29/01/2022 (Agreed to bank statement (881)				65,700.87
Add receipts			150.00	
Transfer To Reserve Account		0.00		
Transfer From Reserve Account			0.00	
Payments		9700.81		
Add back unrepresented				
Balance Carried Forward				
DIFFERENCE TO STATEMENT BALANCE B/FWD			0.00	
Balance 29 Jan 22-(Agreed to bank statement)				56,000.06
<u>RESERVE ACCOUNT- AS AT 28 Feb 22</u>				
Balance brought Forward 29 Jan 2022				12,914.47
Add Interest received			0.21	12,914.68
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward 28 Feb 2022				12914.68
Unity Bank Account –Bank Reconciliation – as at 29 Jan 22				
Balance brought forward 29 Jan 22	Not had sight of this statement			70,055.28
Add interest received	DEC/JAN/FEB			
Balance Carried Forward 28 Feb 2022				70,055.28
<u>SUMMARY OF BALANCES AS AT 28 Feb 2022</u>				
Current Account (after deducting unrepresented cheques)				56,000.06
Reserve Account				2,914.68
Unity Bank Account				70,055.28
<u>Total cash available (28 Feb2022)</u>				138,970.02

Correspondence

1. Lydia Keenan

Re: Junior Football Team - Request to Play in the Park

From [lydia keenan](#) on 2022-02-03 13:44

[Details Plain text](#)

Hi Mo

Thanks for your patience. I apologise for the delay. I have attached the form for consideration at the next appropriate meeting.

Best Wishes

Lydia Baxter

Sent from my iPhone

Name and address of another person in the club	
GARY DOUGLAS	
email address aintreevillafc@yahoo.com	
Telephone number (s)	
07980 399660	
Position in club TEAM MANAGER	
League in which team will be playing NORTH LIVERPOOL JFL	
Name and address of league secretary	
BOB DOHERTY	
email address northliverpooljfl@outlook.com	
Telephone number (s)	
Days and times on which football pitch is required	
THURSDAY 6-7 PM	
Please return this form to:	
Mo Kundi	
Council Manager and Clerk to the Council	
Aintree Village Parish Council	
C/O 4 Meldreth Close, Formby	
L37 2YY	
Clerk: Aintreevillageparishcouncil.gov.uk	

Agenda 7305

<u>Address</u>	<u>Planning Application</u>	<u>Description</u>	<u>Date</u>	<u>Status</u>
1 Bradfield Avenue Aintree Liverpool L10 3JH	DC/2022/00361	Erection of a two storey front and side extension, a part two storey/part single storey to the rear including conversion of the existing garage into habitable space.	Thu 03 Mar 2022 Registered	
19 School Lane Aintree Liverpool L10 8JA	DC/2022/00339	Erection of a single storey extension to the rear and porch extension to the front, including garage conversion into living space and installation of 1 No. window to the side of the dwellinghouse	Mon 28 Feb 2022	Registered
31 Charterhouse Drive Aintree Liverpool L10 8JY	DC/2022/00338	Erection of a two storey side extension, single storey extensions to the front and rear, a dormer to the rear and alterations to the roof from hipped end to gable end and insertion of roof lights to the front following the demolition of the existing single storey extension to the rear of the dwellinghouse	Wed 23 Feb 2022	Registered
45 Taunton Drive Aintree Liverpool L10 8JL	DC/2022/00341	Erection of a 4 metre fence and artificial conifers following removal of existing 4 metre fence (retrospective)	Tue 22 Feb 2022	Registered
17 Greenside Avenue Aintree Liverpool L10 8JE	DC/2022/00259	Erection of a dormer extension to the rear of the dwellinghouse.	Fri 18 Feb 2022	Registered
95 Sherwoods Lane Aintree Liverpool L10 1NB	DC/2022/00124	Erection of a part single storey/part two storey extension to the front and side of the dwellinghouse.	Mon 21 Feb 2022	Registered

Approved Planning Applications			
Address	Planning Application	Description	Date Decided
245 Altway Aintree Liverpool L10 6LE	DC/2021/02966	Variation of condition 2 pursuant to planning permission DC/2019/01409 approved 22/10/2019	Wed 23 Feb 2022

