



Notice of Meeting

Aintree Village Parish Council

To all Members of Aintree Village Parish Council

You are hereby summoned to the **Annual Meeting of the Parish Council** to be held on **Monday 16th May 2022** in the Council Chamber, Aintree Village at 7.00pm

Mo Kundi

Council Manager and Parish Clerk

AGENDA

7309	Election of Chairman of Parish Council for 2022/23:- a). To elect the Chairman of the Parish Council for the forthcoming year. b). The Chairman to sign the Declaration of Acceptance of Office Form	
7310	Election of Vice-chairman of Parish Council for 2022/23:- a). To elect the Vice-chairman of the Parish Council for the forthcoming year. b). The Vice-chairman to sign the Declaration of Acceptance of Office Form.	
7311	To receive apologies for absence	
7312	To receive declarations of interest	
7313	Public participation	
7314	Minutes	1). To consider and approve the minutes of the Parish Council meeting held on 21 st March 2022, 2). To note and approve where required the minutes of the Park and Amenities Committee meeting held on 4 th April 2022, and 3). To note and approve where required the minutes of the Finance and General Purposes Committee meeting held on 18 th April 2022
7315	Outstanding issues from the attached Action List	
7316	Finance and General Purposes Committee for 2022/23 – to appoint:- a). Six Parish Councillors to the Committee	
7317	Park and Amenities Committee for 2022/23 - to appoint:- a). Six Parish Councillors to the Committee	
7318	To appoint to, or represent at the following outside bodies:- a) Merseyside Association of Local Councils (MALC) (3 No.) – currently Cllr. Harris b) The Campaign for the Protection of Rural England (CPRE) – currently Cllr. Honeyman c) Sefton Council's Audit and Governance Standards Sub-Committees - currently Cllr. Gill	
7319	Appointment of Members and Officers to the following:- a) Press Officer – Previously the Parish Council agreed to the Chairman of the Parish Council as the Press Officer and to work jointly with the Council Manager and Parish Clerk on any press releases. Cllr. Colbert to provide any support required to facilitate the placement of press articles in the newspapers.	
7320	Clerk's reports	1. To consider the report on the Civic Event 2022 2. To consider the report on the Purchase of Equipment 3. To consider the report on Disciplinary and Grievance Policy 4. To consider the report on ASDA Foundation Grant

		5. To consider the report on Parish Council meeting in September 2022 (Confidential) 6. To consider the report on Staffing issues (Confidential)		
7321	Reports from external meetings and Chairman's reports.			
7322	Financial Matters	1. To consider and approve May 2022 Budget monitoring report 2. To consider and approve Payments for authorisation for the period 19 th April 2022 to 16 th May 2022, 3. To consider and approve amended Payments for authorisation for the period 22 nd March 2022 to 18 th April 2022, 4. To consider and approve April 2022 Bank reconciliation report, 5. To provide a verbal update on any outstanding Financial, Banking or AGAR related issues.		
7323	Correspondence	Flt. Lt. Ian Taylor -2348 Maghull Sqn. ATC Annual Presentation Evening		
7324	Planning Matters	To consider current Planning applications and to note recently approved applications		
7325	Dates of next meetings	Parish Council	F & GP Committee	P & A Committee
		• 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)	• 20th June 2022 • 15th August 2022 • 17th October 2022 • 19th December 2022 • 20th February 2023 • 17th April 2023 • 19th June 2023	• 6th June 2022 • 1st August 2022 • 3rd October 2022 • 5th December 2022 • 6th February 2023 • 3rd April 2023 • 5th June 2023

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		
7301	ASDA Funding	Council Manager and Parish Clerk to seek further information on the funding category 'Investing in Space and Places' and identify potential Parish Council projects that would be eligible under this funding criteria	Parish Clerk		On the Agenda
	Policies	Council Manager and Parish Clerk to report back on any changes to the GDPR policy as a result of UK withdrawing from the EU, and to develop a Disciplinary Policy	Parish Clerk		Disciplinary Policy on the Agenda

Aintree Village Parish Council

Report on Civic Event for 2022

1.0 Purpose of report

1.1 The purpose of this report is to inform Members of the proposed Civic Event for 2022.

2.0 Introduction

2.1 Members at their meeting on 19th July 2021 considered the report on the proposal to hold the Civic Event 2021 on Sunday 31st October. Whilst Member noted the desire to hold the Event this year they were also mindful of the rising cases of Coronavirus affected people and the uncertainty of further national restrictions and lockdown this year. Members **AGREED** to refer the matter to the next meeting of the Finance and General Purposes Committee due to be held on 16th August 2021.

2.2 The Finance and General Purposes Committee Members at their meeting on 16th August 2021 considered the report on the proposed Civic Event for 2021 and **AGREED** that:-

- a). The Civic Event for 2021 should proceed and be held at Hope Community Church, starting at 2.00pm and finishing at 5.00pm
- b). Nominations for Civic Awards for different award categories as per the attached nomination form in Annex A of the said report be actively encouraged,
- c). Invites be sent to named individuals and organisations as per the previous agreed list and any other names and/or organisations put forward by Members,
- d) Inscription on each trophy should read:-
 - Aintree Village Parish Council (crest)
 - Name of the winner (individual or organisation)
 - Winner of Civic Award or Community Involvement Award or Community Environment Award or Community Sport Award or Young Person Award
 - Year Awarded
- e). Arrangements be made for the purchase of flowers by the Parish Council for presenting to the Mayor of Sefton when attending the Civic Event, and for the purchase of one large trophy (2019 cost was £59.99) and four smaller trophies (2019 cost was £13.99 each) from Timpson catalogue and for the subsequent engraving (2019 cost was £80.00),
- f). Sue Harrison from the Park Café be formally requested to provide the catering for the Event, and
- g). The Council Manager and Parish Clerk be given delegated budget of £650.00 (Cost Code SUN-19 and COM-01) and be requested to arrange the Civic Event for 2021

2.3 Members at their meeting on 15th November 2021 considered the report detailing the outcome of the Civic Event held on Sunday 31st October 2031. Members complimented on the success of the Event and **AGREED** to:-

- a) Acknowledge and thank the Council Manager and Parish Clerk, the two Park Officers and Sue Harrison for their hard work in organising and managing the Event,
- b) Accept that the approved budget had exceed by some £259.94 due the number of people attending and,
- c) Approve that the Civic Event for 2022 will take place on Sunday 30th October 2022 at Holy Rosary RC Church with Old Roan Methodist Church being a substitute venue, and that for the ensuing years the venue will be at:-

Year	Main Venue	Substitute Venue
2023	Old Roan Methodist Church	St Giles Church of England
2024	St Giles Church of England	Hope Community Centre
2025	Hope Community Centre	Holy Rosary RC Church

3.0 Comments

- 3.1 The Council Manager and Parish Clerk has started the process of organising the Civic Event for 2022. He has been in contact with Sue Harrison who did the catering last year and unfortunately she is on holiday on Sunday 30th October 2022, when the Civic event is scheduled to take place. The Council Manager and Parish Clerk on the suggestion by the Park Officer Frank Boyle has been in touch with Scrummies Catering, based in the Conservative Club in Aintree Village and they have provisionally indicated that they will be able to undertake the catering for the Civic Event.
- 3.2 On 5th May 2022 Kevin Pheysey from Scrummies Catering sent an email highlighting the kind of food they provide as part of their catering service, together with some costing. Kevin Phesey stated that 'as an idea on cost, cold only starts at £7.95 per person, hot and cold £9.95 or hot/cold and dessert £11.95. This includes a full set up, all plates/bowls/cutlery and napkins so nothing for you to worry about'. A copy of the Menu is attached as Annex B to this report.
- 3.3 It should be noted that catering costs are likely to be significantly more than previous years. This is clearly dependent on the number of people attending the Civic Event and the chosen food type.
- 3.4 The Council Manager and Parish Council has also spoken with Father Philip Inch at Holy Rosary RC Church and he was been informed that the Church no longer has a Hall for facilitating the Award Ceremony after the Service. Father Philip Inch stated that he was happy for an alternative Church to be used as the venue. The Council Manager and Parish Clerk then contacted Rev. Neil Stubbens at Old Roan Methodist Church which is the substitute venue for this year, and it would appear that Rev. Neil Stubbens is currently on a sabbatical leave until the beginning of August. In his absence the Council Manager

and Parish Clerk has been in contact with Ian Roxburgh, who has confirmed that the Old Roan Methodist Church is available.

4.0 Legal Implications

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

5.0 Financial Implications

5.1 Based on the cost of undertaking last year's Civic Event and the general increases in prices due to inflation and catering it is estimated that the likely cost of undertaking the Civic Event this year is likely to be in the region of £1,000.00.

6.0 Recommendations

It is recommended that Members agree that:-

- a). In the absence of Holy Rosary RC Church not being available then the Old Roan Methodist Church be used as a the venue to hold the Civic Event on Sunday 30th October 2022, with the Civic Event starting at 2.00pm and finishing at 5.00pm
- b). Nominations for Civic Awards for different award categories as per the attached nomination form in Annex A of the report be actively encouraged, and the closing date for the receipt of nominations be set as 5pm, Friday 30th September 2022,
- c). Invites be sent to named individuals and organisations as per the previous agreed list and any other names and/or organisations put forward by Members,
- d) Inscription on each trophy should read:-
 - Aintree Village Parish Council (crest)
 - Name of the winner (individual or organisation)
 - Winner of Civic Award or Community Involvement Award or Community Environment Award or Community Sport Award or Young Person Award
 - Year Awarded
- e). Arrangements be made for the purchase of flowers by the Parish Council for presenting to the Mayor of Sefton when attending the Civic Event, and for the purchase of one large trophy and four smaller trophies from Timpson catalogue and for the subsequent engraving,
- f). In the absence of Sue Harrison not be able to undertake the catering this year then the local firm Scrummies Catering based in the Conservative Club in Aintree Village be engaged, and consideration be given as to which type of food should be served at the Civic Event i.e. cold only starts at £7.95 per person, hot and cold £9.95 or hot/cold and dessert £11.95,
- g). The Council Manager and Parish Clerk be given delegated budget of £1,000.00 (Cost Code SUN-19 and COM-01) and be requested to take all necessary actions to organise and manage the Civic Event for 2022.



Aintree Village Parish Council

CIVIC AWARD NOMINATION FORM

CATEGORY OF CIVIC AWARD NOMINATED FOR (please tick):

	Civic Award - This award recognises an individual's exceptional and continued commitment, and outstanding contribution, to the life of the community of Aintree Village over a considerable period of time, typically for a period exceeding ten years. The award recognises individuals who support the community and make a difference time and time again, with a real commitment to others who live, work or learn in Aintree Village and includes volunteering, community work, helping neighbours or carrying out exceptional deeds, though not through paid employment.
	Community Involvement Award - This award recognises individuals or community and voluntary groups based in Aintree Village who have made a positive contribution to the local community – people or a group who make an extra effort to bring the community together or those who go out of their way to help others or run a charity in their own time. This award is for those who make an outstanding contribution to the community; whether it's popping in on a neighbour every day, organising or supporting
	Community Environment Award - This award is for those who have made a significant difference to the conservation and protection of Aintree Village. This award highlights those people who work to celebrate or protect the environment we live in. It could be someone who champions recycling, is passionate about protecting and conserving the environment or involved with an environmental project in Aintree Village, though not through paid employment

	Community Sport Award - This category recognises sporting endeavour, whether it's playing, organising or contributing to local sports development or coaching. This award is for those who have achieved in any sport and recognises achievements for performances and representing their sport at local, national or international level. They may have overcome adversity such as illness or disability to achieve a personal goal. It is also to celebrate and thank those who give their time for working 'behind the scenes' for teams, clubs and groups.
	Young Person Award – This award recognises a young person or group of young people, aged 18 and under, who have made a positive contribution to the local community and demonstrated exceptional community spirit and civic responsibility. Nominations can be for excellence displayed in a number of fields, including success in subjects that are not normally recognised or awarded in other ways, for acts of bravery, kindness in helping others, outstanding commitment for caring for others or improving their community.

I nominate the following person / organisation for a Civic Award:

Surname:	
Forename:	
Title:	
Organisation Name:	
Address:	
Post Code:	
Age if under 18 years old	
Telephone No:	

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution within their nominated category, whether it is in the public, private or voluntary sectors.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others.

Please state in no more than 200 words details for which you consider that the nominee or organisation should receive a Civic Award.

Please describe in no more than 200 words the benefits resulting from the nominee's service to a particular field, area, group or community.

LETTERS OF SUPPORT

Please obtain one or more letters which endorse the nominee's contribution from people who are familiar with his or her services. These should be attached to this nomination form. Please note that it should not be a member of the family.

Supporter's name	Role in which the supporter has known the nominee (for example: colleague, friend).

DETAILS OF THE PERSON MAKING THE NOMINATION

Surname:	
Forename:	
Title:	
Address:	
Post Code:	
Telephone No:	
Email address:	
Relationship to nominee:	
Signature:	
Date:	

Please send this form and letters of support by 5pm, Friday 30th September 2022 to:-

Mo Kundi
Council Manager and Parish Clerk
C/O 4 Meldreth Close,
Formby
L37 2YY

Or email to: Clerk@Aintreevillageparishcouncil.gov.uk

FOR OFFICIAL USE ONLY:

Date form received:	
Date form acknowledged:	

Scrummiës Catering

The Pavilion, Maghull Town Hall, Hall Lane, Maghull L317BB

Telephone - 0151 345 6209

The menu items below are the most popular selections our customers make. We can suggest other options or if you have something specific in mind, we can usually accommodate most requests. We usually suggest 6/7 items for a cold menu as this makes a nice selection.

Hot Food Options

Chicken Tikka Masala and Rice.

- Scouse served with crusty bread - beetroot and red cabbage.
- Lasagne.
- Chilli and Rice.
- Hot Pot.
- Thai Green Curry and Rice.
- BBQ Spare Ribs.
- Salt and Pepper Spare ribs.
- Gammon Joint - cooked in Coca Cola - served with hot buttered new potatoes and served with salad choices.

Cold Options -

- Sandwiches - traditional fillings - Egg Mayo, Cheese and Spring onion - Ham Salad, Chicken and Bacon (other options available to suit)
- Wraps - more modern fillings - Coronation Chicken salad, Chicken and Bacon Filling, Chicken Tikka (other options available to suit)
- Mini Quiche (V) Cheese and Chive, Tomato and Basil, Broccoli and Stilton and Mushroom and Cheddar Cheese.
- Chicken Goujons.
- Mini Melton Mowbray pork pies/mini pies chicken and bacon and beef and ale
- Indian Platter - Vegetable Samosas, Onion Bhaji, Vegetable Pakora.
- Homemade Sausage Rolls.
- Pasta Salad, either Chicken or Tuna.
- Satay Sticks.
- Dressed Salmon (additional separate charge)
- Canapes (various options)
- Mozzarella sticks
- Jalapeno and cream cheese bites
- Crisps.

Desserts

- Homemade Scone Tower or Brownie Tower (or mix)
- Selection of Cakes/Gateaux.
- Fresh Fruit Platter.
- Cheeseboard or cheese and anti pasti board
- Petit Four Selection.
- Homemade Oreo Brownies.

Aintree Village Parish Council

Report on Purchase of Equipment

1.0 Purpose of report

1.1 The purpose of this report is for Members to consider the purchase of equipment.

2.0 Background

Laptop and Printer

2.1 The new RFO has indicated that her current laptop computer is no longer fit for purpose and needs a replacement. She has been in contact with her colleagues at Halewood Town Council who have some understanding of IT equipment and he has suggested the purchase of Levano Laptop computer at a cost of £349 plus a LaserJet printer scanner from Argos that is compatible at a cost of £250.

2.2 Furthermore she has been informed that when she purchase the laptop she will be advised about the cost of purchasing Outlook and Security protection at that point, which will work out cheaper. As a guide she has been informed that it usually cost around £74 per year, and possibly cheaper if purchased for a period of 3 years. The total estimated cost is approximately £700.

Mulching Mower

2.3 The Park Officer has indicated that there is need to purchase a Mulching Mower for use on the Bolwing Green. Mulching is a method of cutting the lawn, without collecting the grass cuttings, and allowing the cuttings to be mulched back into the lawn. The benefits of mulching are the mulched grass clippings are forced back into the lawn and not collected, this saves time, is more environmentally friendly and as the grass decomposes it releases nitrogen and other nutrients into the soil, organically fertilising the lawn. Also, as grass is 80% water, the decomposed grass adds moisture into your lawn. As a result, a mulched lawn is healthier, greener, thicker and requires less watering.

2.4 The Park Officer has looked at three potential suppliers for the Honda HRS 536 VK Mulching Mower and the quotes from these are shown in the table below.

Honda HRS 536 VK	mowersonline.co.uk	£665.00	inc	free	£665.00	
Honda HRS 536 VK	justhonda.co.uk	£629.00	inc	free	£629.00	
Honda HRS 536 VK	mowersplus.co.uk	£595.00	inc	free	£595.00	Cheapest quote

2.5 The £595 including VAT and Delivery cost of purchasing the Honda HRS 536 VK Mulching Mower can be met from budget line Grounds Maintenance PEX-07

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 Levano Laptop computer (£349), and LaserJet printer scanner (£250), together with Outlook and Security protection packages is estimated at £700 and this can be met from budget line - Postage/Stationery/Computer/Printer costs SUN-01
- 4.2 The cost of purchasing the Honda HRS 536 VK Mulching Mower at £595.00 including VAT and delivery can be met from budget line - Grounds Maintenance PEX-07

5.0 Recommendations

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

- 5.1 Levano Laptop computer (£349), and LaserJet printer scanner (£250), together with Outlook and Security protection packages at an estimated cost of £700.00 and
- 5.2 Honda HRS 536 VK Mulching Mower at accost of £595.00 including VAT and delivery

Aintree Village Parish Council

Report on Disciplinary and Grievance Policy

1.0 Purpose of report

1.1 The purpose of this report is for Members to consider the Disciplinary and Grievance Policy.

2.0 Introduction

2.1 At the Parish Council meeting dated 21st March 2022, Members considered a report on Review of Parish Council policies and **AGREED** amongst other things to **REQUESTED** the Council Manager and Parish Clerk to report back on any changes to the GDPR policy as a result of UK withdrawing from the EU, and to develop a Disciplinary Policy.

2.2 The Council Manager and Parish Clerk has now had the opportunity to develop the Disciplinary and Grievance for the Parish Council, a draft copy of which is attached as Annex A for Members' consideration.

2.3 Also attached as Annex B to this report is the list of approved policies together with dates of next review.

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 Recommendation

Members are requested to:-

- 5.1 Consider the draft Disciplinary and Grievance Policy attached as Annex A, and subject to any amendments to approve it, and
- 5.2 Note the future dates for the review of approved Policies as shown in Annex B.



AINTREE VILLAGE PARISH COUNCIL

Disciplinary and Grievance Policy

1.0 DISCIPLINARY PROCEDURE

1.1 Introduction

This policy is based on and complies with the 2015 ACAS Code of Practice and the model has been published in association with the National Association of Local Councils (NALC). It also takes account of the ACAS guide on discipline and grievances at work.

The policy is designed to help Aintree Village Parish Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2.0 This policy confirms:-

- a) informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance;
- b) the Council will fully investigate the facts of each case;
- c) the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective;
- d) employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case;
- e) employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing;
- f) employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case;
- g) the Council will give employees reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions;
- h) if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date;
- i) any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council;
- j) information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance

- with the General Data Protection Regulation (GDPR);
- k) audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition;
 - l) employees have the right to appeal against any disciplinary decision. The appeal decision is final if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure;
 - m) disciplinary action taken by the Council can include a written warning, final written warning or dismissal;
 - n) this procedure may be implemented at any stage if the employee's alleged misconduct warrants this;
 - o) except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct;
 - p) if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it; and
 - q) the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

2.1 Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (this list is not exhaustive):-

- a) unauthorised absence;
- b) poor timekeeping;
- c) misuse of the Council's resources and facilities including telephone, email and internet;
- d) inappropriate behaviour;
- e) refusal to follow reasonable instructions; and
- f) breach of health and safety rules.

2.2 Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (this list is not exhaustive):-

- a) bullying, discrimination and harassment;
- b) incapacity at work because of alcohol or drugs;
- c) violent behaviour;
- d) fraud or theft;
- e) gross negligence;
- f) gross insubordination;

- g) serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology;
- h) serious and deliberate damage to property;
- i) use of the internet or email to access pornographic, obscene or offensive material; and
- j) disclosure of confidential information.

2.3 Suspension

If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor. The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

2.4 Examples of unsatisfactory work performance

The following list contains some examples of unsatisfactory work performance (this list is not exhaustive):-

- a) inadequate application of management instructions/office procedures;
- b) inadequate IT skills;
- c) unsatisfactory management of staff; and
- d) unsatisfactory communication skills.

2.5 The Procedure

Preliminary enquiries: The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

Informal Procedures: Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

2.6 Disciplinary investigation

A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

The Council will decide if a formal disciplinary investigation is required and will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a

Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council through the help of the Sefton Council. The Council may also agree to delegate the matter to the Finance and General Purposes Committee and may also agree that the HR Sub-Committee can consider the matter for onward recommendations to be made to either the Council or Finance and General Purposes Committee.

The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:-

- a) the allegations or events that the investigation is required to examine;
- b) whether a recommendation is required;
- c) how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report; and
- d) who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (paragraph 2.7).

The employee will be notified in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet the Investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

Employees may be accompanied or represented by a workplace colleague, a trade union representative, or a trade union official at any investigatory meeting. If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends whether or not disciplinary action should be considered under the policy.

The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:-

- a) the employee has no case to answer and there should be no further action under the Council's disciplinary procedure;
- b) the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally; or

c) the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

The Investigator will submit the report which will recommend whether further action will be taken. If the Council/Finance & General Purposes Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

2.7 The disciplinary meeting

If the Council/Finance & General Purposes Committee decides that there is a case to answer, it will agree for the HR Sub-Committee to formally hear the allegations. The Sub-Committee will appoint a Chairman from one of its members. The Investigator shall not sit on the Sub-Committee.

No Councillor with direct involvement in the matter shall be appointed to the Sub-Committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Sub-Committee's letter will confirm the following:-

- a) the names of its Chairman and other members;
- b) details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting;
- c) a copy of the information provided to the Sub-Committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure;
- d) the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it;
- e) that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting; and
- f) that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:-

- a) the Chairman will introduce the members of the Sub-Committee to the employee and explain the arrangements for the hearing;
- b) the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation);
- c) the Chairman will invite the employee to present their account;
- d) the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements);
- e) any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness; and
- f) the employee (or companion) will have the opportunity to sum up.

The Chairman will provide the employee with the Sub-Committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Sub-Committee.

2.8 Disciplinary action

If the Sub-Committee decides that there should be disciplinary action, it may be any of the following:

i). First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:-

- a) the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- b) that further misconduct/failure to improve will result in more serious disciplinary action
- c) the employee's right of appeal
- d) that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

ii). Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the period of a prior warning, the employee will be given a final written warning. A final written warning will set out:-

- a) the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- b) that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- c) the employee's right of appeal
- d) that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

iii). Dismissal

The Council may dismiss:-

- a) for gross misconduct;
- b) if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning; or
- c) if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If it is decided to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

2.9 The appeal

An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal. The grounds for appeal include:-

- a) a failure by the Council to follow its disciplinary policy;
- b) the Sub-Committee's disciplinary decision was not supported by the evidence;
- c) the disciplinary action was too severe in the circumstances of the case; and
- d) new evidence has come to light since the disciplinary meeting.

Where possible, the appeal will be heard by a panel of at least three members of the Council who have not previously been involved in the case. This includes the Investigator. The appeal panel will appoint a Chairman from one of its members.

The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative, or a trade union official.

At the appeal meeting, the Chairman will:-

- a) introduce the panel members to the employee;
- b) explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision; and
- c) explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds for appeal. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing. The appeal panel may decide to uphold the disciplinary decision of the HR Sub-Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved. The appeal panel's decision is final.

3.0 GRIEVANCE PROCEDURE

3.1 Introduction

This policy is based on and complies with the 2015 ACAS Code of Practice and the model has been published in association with the National Association of Local Councils (NALC). It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

This policy confirms:-

- a) employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative, or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider, or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for the grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case;
- b) the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date;
- c) any changes to specified time limits must be agreed by the employee and the Council;
- d) an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final;
- e) information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR);
- f) audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition;
- g) if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure;
- h) if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith;
- i) the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties;

- j) Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a Councillor. Employees can use the informal stage of the Council's grievance procedure to deal with all grievance issues, including a complaint about a Councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a Councillor. If the complaint about the Councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of Sefton Council who will inform the employee whether or not the complaint can be dealt with under the Code of Conduct. If it does not concern the Code of Conduct, the employee can make a formal complaint under the Council's grievance procedure;
- k) If the grievance is a Code of Conduct complaint against a Councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and Councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination; and
- l) If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a Councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

3.2 Informal grievance procedure

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the HR Sub-Committee or, if appropriate, another member of the HR Sub-Committee. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

3.3 Formal grievance procedure

If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a Code of Conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council and the Council will hear the grievance.

3.4 Investigation

If the Council decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an Investigator to carry out an investigation before the grievance meeting to establish the facts of the case, as in paragraph 2.6 above. The Council may also agree to delegate the matter to the Finance and General Purposes Committee and may also agree that the HR Sub-Committee considers the matter with onward recommendations being made to either the Council or Finance and General Purposes Committee. The Investigation may include interviews (e.g. the employee submitting the grievance, other

employees, Councillors or members of the public). The Investigator will summarise their findings (usually within an investigation report) and present their findings.

3.5 Notification

Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:-

- a) the names of its Chairman and other members;
- b) the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance;
- c) the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official;
- d) a copy of the Council's grievance policy;
- e) confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting;
- f) confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice;
- g) findings of the investigation if there has been an investigation; and
- h) an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

3.6 The grievance meeting

At the grievance meeting:-

- a) the Chairman will introduce members to the employee;
- b) the employee (or companion) will set out the grievance and present the evidence;
- c) the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take;
- d) any member and the employee (or the companion) may question any witness;
- e) the employee (or companion) will have the opportunity to sum up the case;
- f) a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee; and
- g) The Chairman will provide the employee with the decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

3.7 The appeal

If an employee decides that his/her grievance has not been satisfactorily resolved, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the decision and must specify the grounds of appeal.

Appeals may be raised on a number of grounds such as:-

- a) a failure by the Council to follow its grievance policy;
- b) the decision was not supported by the evidence;
- c) the action proposed was inadequate/inappropriate; and
- d) new evidence has come to light since the grievance meeting.

The appeal will be heard by a panel of at least three members of the Council who have not previously been involved in the case. This includes the Investigator. The appeal panel will appoint a Chairman from one of its members. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal.

The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative, or a trade union official.

At the appeal meeting, the Chairman will:-

- a) introduce the panel members to the employee;
- b) explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the previous decision; and
- c) explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds of appeal. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision. The decision of the appeal panel is final.

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Parish Council Policies

As on April 2022

Policies completed						Policies pending completion
No.	Core Documents	Date Policy approved	Review date	Reviewed on	Next Review	Core Documents
1	Safe Guarding Policy	August 2018	August 2020	17 th January 2022	2024	Tree Policy
2	GDPR Policy	May 2018	May 2020	Pending		Complaints Policy
3	Standing Orders	17 th December 2018, 16 th May 2019	May 2020	21 st June 2021	2022	Health & Safety Policy
4	Financial Regulations	17 th December 2018, 16 th May 2019, 20 th January 2020	December 2019	21 st June 2021	2022	H and S Policy – DSE Policy
5	Code of Conduct	July 2018, 16 th May 2019	May 2020	17 th May 2021	2023	Parish Plan
6	Lone Working Policy	17 th December 2018	December 2020	17 th January 2022	2024	Pension Policy
7	Grant Awarding Policy	August 2018	August 2020	20 th September 2021	2024	Dignity at Work Policy
8	Procurement Policy	21 st January 2019	January 2020	21 st March 2022	2024	Flexible Working Policy
9	Scheme of Delegation	17 th September 2018, 17 th December 2018, 16 th May 2019	May 2020	21 st June 2021	2024	Openness and Transparency Policy
10	a) Risk Management, b) Statement Policy, c) Risk Register	19 th November 2018, Reviewed 18 th November 2019	November 2020	21 st June 2021	2022	Recruitment and Management Policy
11	Asset Register	19 th November 2018 Reviewed 18 th November 2019	November 2020	21 st June 2021	2022	Alcohol and Drug Policy
12	Flag Policy	July 2018	July 2020	21 st March 2022	2024	Volunteer Policy
13	Cash Handling Policy	19 th November 2018	November 2020	17 th January 2022	2025	Sickness Absence Policy
14	Co-option Procedure Policy	15 th April 2019	April 2020	17 th January 2022	2024	Anti-fraud and Corruption Policy
15	Reserve Policy	15 th April 2019	April 2020	21 st March 2022	2025	Policy on Recording of Decisions Made By Officers
16	Statement of Internal Control - ending 31 st March 2019	15 th April 2019	April 2020	21 st March 2022	2023	Employee Handbook

17	Payroll Policy	15 th April 2019	April 2020	17 th January 2022	2024	Allowances, Expenses and Reimbursement Policy
18	Training and Development Policy	16 th May 2019	May 2021	17 th January 2022	2025	
19	Recruitment of ex-offenders Policy Statement	15 th July 2019	July 2021	17 th January 2022	2025	
20	Whistleblowing Policy	20 th January 2020	January 2022	17 th January 2022	2025	
21	CCTV Policy	20 th January 2020	January 2021	21 st March 2022	2025	
22	Member/Officer Protocol	20 th January 2020	January 2022	17 th January 2022	2024	
23	Council Indemnity Policy	3 rd August 2020	August 2022	17 th January 2022	2024	
24	Equality and Diversity Policy	19 th March 2021	March 2022	17 th January 2022	2024	
25	Grievance and Disciplinary Procedures	On the Agenda				

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 grant available from ASDA Foundation Investing in Space and Places.

2.0 Introduction

Current Funding Application

- 2.1 At the Parish Council meeting on 21st March 2022 Members considered the report highlighting in detail the various types of categories for which ASDA Foundation is making grants available to community based organisations. These grants range from £300 to £25,000 depending on its intended purpose. Members having considered the report:-
- a). **AGREED** that a funding application be submitted to ASDA Foundation for a Bench and a Willow tree in recognition of the services provided by the Veterans, and
 - b). **REQUEST** the Council Manager and Parish Clerk to seek further information on the funding category 'Investing in Space and Places' and identify potential Parish Council projects that would be eligible under this funding criteria,
- 2.2 The Park and Amenities Committee at its meeting on 4th April 2022 were informed that Jenny Cottrell from ASDA foundation had been in touch with the Council Manager and Parish Clerk to say that ASDA Foundation would not fund a Bench for the Veterans. Members having considered the matter **AGREED** that a revised funding application form be submitted to ASDA based on improving the ambiance of the Park by planting flowers and shrubs in the raised beds, and that instead of installing metal benches for the Veterans, the Council Manager and Parish Clerk be **REQUESTED** to explore benches made from recycled plastic.
- 2.3 The closing date for the submission of the funding application was 15th April 2022 and at the time of writing this report no further information was available as to whether the Parish Council's application for £1,500 of funding request was successful.

2.4 Investing in Spaces and Places grant –Information Currently Available

- 2.4.1 Investing in Spaces and Places is a new higher value ASDA Foundation grant for local groups aimed at improving community spaces and places where local people can be together and thrive. The first round of Investing in Spaces and Places Grants launch in October 2021 and will be awarded in June 2022.

2.5 Criteria

- 2.5.1 ASDA Foundation supports local, grass roots, community led organisations that are making a positive difference in their local area and improving the lives of people living within the ASDA community.

2.5.2 Groups can be considered for an Investing in Spaces and Places Grant if they meet the criteria below.

2.6 Key Criteria

1. Groups applying must be not for profit
2. The end beneficiaries must be people within the local community
3. Group must have a presence in the local community around ASDA stores and its work must benefit that local community
4. The space and/or place requiring funding is used by multiple groups, regularly
5. Groups must have an existing relationship with their local ASDA store

2.7 Finances

Group Accounts:-

- For stage 1, groups need to confirm they have an annual income of under £250,000
- For stage 1, groups need to confirm they have no more than £100,000 in total in unrestricted reserves (in addition to contingent running costs if applicable)
- All groups must have a bank account in their group name
- For groups that make it through to the final stage, we'll need to see recent group accounts but will work with groups directly at that point to obtain the required documentation

2.8 Funding the project:-

- ASDA Foundation will only part-fund a project, we're not able to fully fund a project
- Groups must raise at least 50% of the total project cost from other sources
- We will not support applications which include loans to cover remaining project costs
- Groups may apply for funding between £5,000 and £25,000

2.9 Building/Space Status:-

Groups must either:-

- Own and have full responsibility for the upkeep and maintenance of the building/space
- Or
- Lease and have full responsibility for upkeep and maintenance with at least 10 years remaining (exceptions to this time period must be discussed between Community Champion and the ASDA Foundation team before proceeding with Stage 1 Questionnaire).

2.10 Undertaking the work:-

- All work that ASDA Foundation is funding must be completed by 31st May 2023. Any awarded money not spent by this date may be recovered and reinvested in future ASDA Foundation grants

2.11 What can be applied for

This grant is aimed at improving community spaces and places where local people can be together and thrive.

The group needs to own or lease the land/premises and it must be located within the community that the group is based.

There are three options within this grant, groups can apply for one option or a mixture of all three:-

1. Building Repairs
2. Building Improvement/Development
3. Outdoor Improvement/Development

1. Building Repairs

This option is focused on spaces and places which already exist but are in disrepair and therefore limit the usability, safety or level of expectations for others to use the space. The repair may be external or internal and maybe due to age, vandalism, abandonment. It may also be more than one item/issue which needs repair.

Examples include, but aren't limited to:-

- Roof repairs
- Doors and windows repairs/replacement
- Central heating replacement
- Electrical wiring upgrade
- Plumbing repairs/replacement

Example:-

A community centre has a room which currently isn't being used by the community because there is a leak which has damaged the ceiling and made the electrics unsafe due to water damage. The project will repair the damaged section of the roof, rewire the electrics, repair and decorate the ceiling and replace the flooring which was damaged during the leak. Once complete the community centre will be able to use the room once again, it is anticipated the room will be used by a range of community groups including: rainbows, music and dance baby group, a mid-week coffee club and a painting class.

2. Building Improvement/Development

This option is focused on enhancing a space which is already in use, but the improvements will enable more people/groups the opportunity to use the space or it may enable new groups to use the space following the improvement completion.

Examples include, but aren't limited to:-

- New kitchen
- Improving toilet facilities
- Extension on a building
- New flooring
- Developing an unused internal space
- Improving disabled access and facilities
- Security features to keep the space and place secure
- Creating a tech hub and enhancing technological capabilities

Example:- A church has a community space which has been used as storage but could be used by the community as a space to meet with some modernisation. The space needs new flooring, complete redecoration, lighting, tables, chairs and storage cupboards for the groups to use. There is also space to create toilets and a small kitchen area to

provide running water and a fridge. Once complete, the church will use the space for church meetings and events but will also offer the space to local community groups who struggle locally to find somewhere to meet, the local sewing group and community counselling service have already expressed interest in using the space.

3. Outdoor Improvement/Development

This option is focused on developing outside space for the benefit of the community.

Evidence has suggested communities with access to green space have improved mental wellbeing and outdoor space can also improve socialisation and reduced isolation. Since the pandemic outdoor space has also adapted to become learning environments and conservation work to protect fauna and flora. We are looking for outdoor space which benefits everyone and can be accessed by large groups of people.

Examples include, but aren't limited to:-

- Play area development / upgrading safety features
- Community gardens
- Transforming wasteland into usable space
- Allotment space

Example:- The parish council has identified some wasteland for regeneration next to their village hall in an urban area. They want to build raised vegetable beds, install a greenhouse and add benches and tables for the local community to use. Plants and trees will also be planted to encourage birds, bees and wildlife and a water tap and power source will be installed. Once the works are complete, the local school will use the space to teach children about healthy eating and how to grow vegetables, the local walking group has expressed an interest in helping to maintain the space and a community kitchen will use the produce in their cooking classes. The space is open to all and everyone will be able to spend time in the garden.

For all three options, costs can include but aren't limited to:-

- Materials
- Tradespeople to undertake the work
- Equipment purchases and/or equipment rental

2.12 What we do not Fund

Please read this section carefully to avoid disappointment.

2.13 We do not accept nominations from groups which:-

- Benefit people/communities outside of the UK
- Where animals are the main beneficiaries
- Cannot demonstrate charitable work in the local community
- Have an annual income over £250,000
- Have unrestricted reserves above £100,000
- Are a Government Entity and funded solely by the Government

2.14 Grant money cannot be used for the following:-

- Projects which don't focus on a space and place to be together

- Insurance
- Utility bills
- Development costs, including architect, plans and scoping costs
- Building regulation checks/applications
- Ongoing running costs of the group
- Transport
- To develop a space or place not owned or leased by the group applying
- Purchase of building assets
- Space which has restricted access E.g. Behind a locked gate
- Space which is used infrequently or by a limited number of beneficiaries

2.15 We will not support:-

- Applications which involve loans or social finance to fund the project
- Applications which are only for the benefit of one individual person and/or one specific group.
- Work that has already taken place or has already started
- Work usually considered a statutory responsibility e.g. Council building
- Grant making organisations, the group must directly deliver to the community

2.16 How it works - application process

2.16.1 Each superstore has a Community Champion and their role is to support projects within the community and support bringing people together. They manage all nominations and applications for ASDA Foundation grants. The ASDA Foundation does not accept nominations or applications sent directly from community groups.

2.16.2 The application process is very different to other ASDA Foundation grant streams and activity as this is an ASDA Regions funding opportunity, rather than an individual store opportunity. The application process is in five stages (outlined below) and funding will be awarded based on an assessment of need across the region as a whole, rather than on a store-by-store basis.

2.16.2 The five stages are:-

- Stage 1 (October/November/December) – conversations between community colleagues and local groups about higher value needs/projects. Projects will be discussed as a region and Eligibility Questionnaires submitted by Community Champions by 09/01/2022.
- Stage 2 (January 2022) – ASDA Foundation will assess all nominations and create a shortlist.
- Stage 3 (February 2022) - Regional Team Meetings will be held to vote on the projects making it through to the final stage.
- Stage 4 (March-April 2022) – Final shortlisted groups invited to complete full application.
- Stage 5 (June 2022) – Successful groups notified, and grants sent.

	Stage Open:	Stage Closes:
Stage 1 Nominations Submitted	22 nd October	9 th January

Stage 2 ASDA Foundation assessment and shortlisting	10 th January	31 st January
Stage 3 Regional Shortlisting Meeting with Regional Colleagues and ASDA Foundation Dates throughout February/March		
Stage 4 Shortlisted groups invite to full application.	February	Following Regional Panel Meeting April 2022 (or 5 weeks from receiving invitation)
Groups successful after Stage 4 will be notified of the funding outcome by 3rd June 2022 and first payment of 80% will be made towards the end of June 2022.		

3.0 Comments

- 3.1 The first thing to note is that the above information relates to funding applications for the current year. It is assumed that for funding applications for next year would be similar. Unfortunately, that information is currently not available.
- 3.2 The Council Manager and Parish Clerk has examined the above ASDA Foundation finding criteria and it would appear at first glance that the Parish Council meets all the stipulated conditions, although the issue relating to not having unrestricted reserves above £100,000 would need to be determined if an application is submitted next year.
- 3.3 One potential project that Members may wish to consider would be the creation of a dedicated Dog Park, where dogs could walk off-lead on a land behind the bowling green. This project is likely to cost more than £25,000, and the issue relating to flooding in that area would also need to be addressed as part of the same project.

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

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

- 6.1 Consider if a funding application should be submitted next year to ASDA Foundation under the Investing in Spaces and Places category and,
- 6.2 Subject to 6.1 above Members are requested to suggest some potential projects.

Budget Monitoring Report - 01 April 2022-31 March 2023 For May 2022							
	Payments	-	Budget	April	May	Spend to date	Balance to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£9,250.00	£2,821.00	£0.00	£2,821.00	£6,429.00
2	PAYROLL {PRL-01 to PRL-07}		£84,188.00	£9,702.95	£7,114.73	£16,817.68	£67,370.32
3	PARK EXPENSES {PEX-01 to PEX-18}						
	External Contractors	Sefton Council - Waste Collection/Skips {PEX-01}	£1,500.00	£0.00	£0.00	£0.00	£1,500.00
		CCS Security-Opening/Closing Park Gates {PEX-02}	£6,000.00	£450.00	£0.00	£450.00	£5,550.00
		Sefton Council - CCTV/Annual Intruder Alarm Monitoring {PEX-03}	£914.00	£0.00	£0.00	£0.00	£914.00
		Sefton Council - Annual Key Holding {PEX-04}	£247.00	£0.00	£0.00	£0.00	£247.00
		Sefton Council - Call Outs {PEX -05}	£500.00	£0.00	£0.00	£0.00	£500.00
		Now Weekend Park Assistant (Costs added to Payroll){PEX-06}	£2,500.00	£0.00	£0.00	£0.00	£2,500.00
	Other Activities	{PEX-07 to PEX-18}	£23,310.00	£629.34	£148.51	£777.85	£22,532.15
		TOTAL	£34,971.00	£1,079.34	£148.51	£1,227.85	£33,743.15
4	SUNDRY EXPENSES {SUN-01 to SUN19}		£10,389.00	£1,149.66	£411.21	£1,560.87	£8,828.13
5	LOAN REPAYMENTS {PRP-01}		£14,200.00	£7,099.26	£0.00	£7,099.26	£7,100.74
7	UTILITIES {UTI-01 to UTI-05}		£5,370.00	£272.53	£5.02	£277.55	£5,092.45
6	COMMUNITY EVENTS {COM-01 to COM-03}		£5,000.00	£0.00	£0.00	£0.00	£5,000.00
8	INSURANCE {INS-01}		£4,000.00	£0.00	£0.00	£0.00	£4,000.00

9	GPC (PREVIOUSLY SECTION 137 GRANTS) {SEC-01}		£2,500.00	£0.00	£0.00	£0.00	£2,500.00
10	ELECTION COSTS {ELC-01}		£1,000.00	£0.00	£0.00	£0.00	£1,000.00
11	BANK CHARGES {BNK-01}		£300.00	£30.75	£0.00	£30.75	£269.25
12	MILEAGE {MIL-01}		£500.00	£0.00	£0.00	£0.00	£500.00
13	PROFESSIONAL FEES {PRO-01}		£1,000.00	£0.00	£0.00	£0.00	£1,000.00
14	CONTINGENCY {CON-01}		£0.00	£0.00	£0.00	£0.00	£0.00
15	VAT PAID {VAT-01}		£6,000.00	£222.12	£4,063.37	£4,285.49	£1,714.51
		TOTAL	£178,668.00	£22,377.61	£11,742.84	£34,120.45	£144,547.55
16	CAPITAL PROJECTS						
	Park Drainage						
		Parish Council Contribution	£20,000.00	£0.00	£20,058.09	£20,058.09	-£58.09
		External Grant	£0.00	£0.00	£0.00	£0.00	£0.00
		TOTAL	£198,668.00	£22,377.61	£31,800.93	£54,178.54	£144,489.46
	Receipts		Receipts	April	May	Total Receipts	Total to date
17	PRECEPT		£153,200.00	£80,250.00	£0.00	£80,250.00	£72,950.00
18	BOWLS		£420.00	£0.00	£200.00	£200.00	£220.00
19	FOOTBALL		£400.00	£0.00	£41.67	£41.67	£358.33
19	BANK INTEREST (Deposit acc)		£0.00	£0.00	£0.00	£0.00	£0.00
20	SUNDRY		£0.00	£0.00	£0.00	£0.00	£0.00
21	VAT COLLECTED		£6,000.00	£0.00	£8.33	£8.33	£5,991.67
22	VAT - HMRC		£3,000.00	£0.00	£0.00	£0.00	£3,000.00
			£163,020.00	£0.00	£0.00	£80,500.00	£82,520.00

PAYMENTS FOR AUTHORISATION
Period Covered to 19th April 2022 to 16th May 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	£		UTI-02	
		Total	£0.00	£0.00		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
02. BAC	HMRC	Tax/Ni	£1318.76	0.00	PRL-03/ 05/07	12/04/2022
03.DD	B & C E Pensions	Pension charge	£1729.46	0.00	PRL-04/06	19/04/2022
04 BAC	NatWest Auto pay	Monthly Payroll	£4497.53	0.00	PRL-01	06/04/2022
		Total	£7545.75			
05. BAC	Jenkinsons	Stationery Oct 21	60.36	12.07	SUN-01	25/04/2022
06. BAC	Samba	Super Concentrate	98.53		PEX-13	25/04/2022
07. DD	Auto Pay	Monthly Charge Mar 22	18.85		BNK-01	22/04/2022
08.DD	Hive	Telephone Charge Mar 22	5.02	1.00	UTI-04	22/04/2022
09.DD	NatWest	Bank Charges	5.60		BNK-01	29/04/2022
10.BAC	Darren Hinton	Expenses	12.00		SUN-15	03/05/2022
11.BAC	Allett	Cutter Belt/Drive Plate	127.27	25.46	PEX-13	04/05/2022
12.BAC	SLCC	MK Membership	294.00		SUN-08	09/05/2022
13.BAC	Viking	KN Stationery/INK	105.21	21.04	SUN-01	06/05/2022
14.DD	The Right Fuel	Fuel Apr 22	21.24	4.25	PEX-13	?
15.DD	Hive	Telephone Charge April 22	5.02	1.00	UTI-04	04/05/2022

16.BAC	Wicksteed Playgrounds	Concrete Base/Security Fence/Storage Hire Carriage	20058.09	4011.62	CAP-01	Waiting for a date when the outstanding work will be completed
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£0.00	£0.00		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£7545.75	£0.00		
For information only- Invoices for payment (VARIABLE)			£20811.19	£4075.64		
<i>Payments to be approved 16th May 2022 (including VAT)</i>			£32432.58			

Amended PAYMENTS FOR AUTHORISATION
Period Covered to 21st March 2022 to 18th April 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	£		UTI-02	
		Total	£0.00	£0.00		
<i>For information only - Contractual/Statutory payments (VARIABLE)</i>						
02. BAC	HMRC	Tax/Ni	£1889.78	0.00	PRL-03/ 05/07	12/04/2022
03.DD	B & C E Pensions	Pension charge	£	0.00	PRL-04/06	
04 BAC	NatWest Auto pay	Monthly Payroll	£6083.71	0.00	PRL-01	06/04/2022
		Total	£7973.49			
05. BAC	Maghull T Council	Fair Deal Campaign recharge	447.90	64.80	COM-01	23/03/2022
06. BAC	M Kundi	Telephone (2 months)	17.30		UTI-04	24/03/2022
07. BAC	M Kundi	Postage (2 months)	51.15		SUN-01	24/03/2022
08. BAC	CCS Security	Monthly Charge Mar 22	450.00	90.00	PEX-13	04/04/2022
09. DD	Auto Pay	Monthly Charge Mar 22	23.05		BNK-01	23/03/2022
10.BAC	LALC	Membership April 2022- March 23	991.86		SUN-08	04/04/2022
11.BAC	Grainger Fire Security	Fire alarm Maintenance/Panel Back Batteries	176.00	35.20	PEX-10	04/04/2022
12. BAC	James Curran	Toilets Aintree Playing Fields	2821.00		PRM-05	04/04/2022

13. BAC`	Karen Newton	Scanner/Gardening Equip	188.27	37.66	SUN-01/PEX-15	05/04/2022
14.DD	Hive	Telephone Charge Mar 22	5.02	1.00	UTI-04	23/03/2022
15.DD	NatWest	Bank Charges Mar 22	6.30		BNK-01	31/03/2022
16.DD	PWLB	Loan Mar 22	7099.26		LRP-01	01/04/2022
17.DD	Screwfix	Materials	262.48	36.88	PEX-11	01/04/2022
18.DD	Talk Talk	Monthly Charge	36.95	7.39	UTI-04	07/04/2022
19.DD	British Gas	Monthly Charge	8.12	1.62	UTI-01	11/04/2022
20.DD	The Right Fuel	Monthly Charge	1.50	0.90	PEX-13	11/04/2022
<i>For information only - Contractual/Statutory payments (FIXED)</i>			£0.00	£0.00		
<i>For information only -Contractual/Statutory payments (VARIABLE)</i>			£7973.49	£0.00		
For information only- Invoices for payment (VARIABLE)			£12586.16	£275.45		
<i>Payments to be approved 18th April 2022 (including VAT)</i>			£20835.10			

CURRENT ACCOUNT - Bank reconciliation – as at 31th March 2022

		£ (-)	£ (+)	£ Balance
Balance brought forward 28/02/2022 (Agreed to bank statement (895))				56,000.06
Add receipts			2,391.17	
Transfer To Reserve Account		0.00		
Transfer From Reserve Account			0.00	
Payments		10,113.50		
Add back unrepresented				
Balance Carried Forward				
DIFFERENCE TO STATEMENT BALANCE B/FWD				
Balance 28 Feb 22- (Agreed to bank statement)				48,277.73
<u>RESERVE ACCOUNT- AS AT 31 March 22</u>				
Balance brought Forward 28 Feb 2022				12,914.68
Add Interest received			0.11	
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward 31 Mar 2022				12,914.79
Unity Bank Account –Bank Reconciliation –as at 31 Mar 22				
Balance brought forward 28 Feb 22	Not had sight of this statement			70,055.28
Add interest received	Dec/Jan/Feb/Mar			
Balance Carried Forward 31 Mar 2022				70,055.28
SUMMARY OF BALANCES AS AT 31 Mar 2022				
Current Account (after deducting unrepresented cheques)				48,277.73
Reserve Account				12,914.79
Unity Bank Account				70,055.28
<u>Total cash available (31 March 2022)</u>				131,247.80

Correspondence

From: "Taylor, Ian Flt Lt (RAFAC-NORTH-MERSEYSIDE-2348-OC) "
<oc.2348@rafac.mod.gov.uk>
Date: 21 Apr 2022 22:47
Subject: 2348 MAGHULL SQN ATC ANNUAL PRESENTATION EVENING
To: "aintreevillageparishcouncil@hotmail.co.uk "
<aintreevillageparishcouncil@hotmail.co.uk>
Cc:

Good evening,

With apologies for the slightly late notice, please find attached an invitation for the Chair of Aintree Parish Council (Or a deputy) to our presentation evening to be held on 6th May 2022.

We would be delighted if the current Chair or a representative could attend this year.

PLEASE NOTE THE CHANGE OF VENUE

Kind Regards

Ian Taylor

Flight Lieutenant

Commanding officer

2348 (MAGHULL) SQN ATC

Agenda 7324

<u>Address</u>	<u>Planning Application</u>	<u>Description</u>	<u>Date</u>	<u>Status</u>
6 Keble Drive Aintree Liverpool L10 3LD	DC/2022/00595	Erection of a two storey extension to the front and a single storey to the rear of the dwellinghouse	Mon 04 Apr 2022	Registered

Approved Planning Applications

Address	Planning Application	Description	Date Decided
45 Shrewsbury Avenue Aintree Liverpool L10 2LD	DC/2022/00460	Certificate of lawfulness for the proposed erection of a dormer extension to the rear of the dwellinghouse and alterations to roof from hipped to gable.	Wed 04 May 2022

