

MELLING PARISH COUNCIL

To: The Chairman and Members of Melling Parish Council

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held on Tuesday 14th January 2020 at 7.30 pm in Melling Primary School for the following purposes:

AGENDA

1. **Apologies for Absence.**
2. **To consider and approve the Minutes of the Ordinary Meeting held on 10th December 2019.**
3. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
4. **To adjourn the meeting to receive public comments.**
5. **Financial Regulations and Scheme of Delegation**
Members are asked to consider the amendments to the financial regulations and the proposed scheme of delegation.
6. **Development of Parish Council App**
Members are asked to approve the electronic payment of £500 to the App Store in respect of the development of the parish council app and the ongoing payment of £36 per month to be made by direct debit.
7. **Christmas tree**
Members will receive a report from the clerk regarding the condition of the Christmas tree and are asked to consider requesting a replacement tree from Sefton.
8. **To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
9. **Correspondence**
Members are asked to consider any correspondence which may have been received and respond.
10. **Planning Applications**
 1. Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.
 2. Members are asked to consider whether they wish to make any modifications to comments submitted in respect of planning application ref

DC/2018/00844 and to confirm whether they wish to attend the appeal hearing.

3. Members are asked to consider what comments they wish to be made by Councillor Baker to Sefton's planning committee in respect of applications DC/2017/01528 and DC/2017/01532.

11. Accounts paid and for payment

Members are asked to agree the payments set out in the schedule of payments circulated.

J Farrar

Miss J Farrar
Clerk to Melling Parish Council

MELLING PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF
MELLING PARISH COUNCIL
HELD ON 10th DECEMBER 2019 AT MELLING PRIMARY SCHOOL**

Present: Cllrs: Baker (in the chair), Baines, Carr, Harrison, Hope, S.Kyle and Todd.

2648: Apologies for Absence

Cllrs A.Kyle, Rigby and Rogers.

2649: Minutes of the Ordinary Meeting held 12th November 2019

RESOLVED that the Minutes of the Ordinary meeting held on 12th November 2019 be approved as a correct record.

2650: Declarations of Interest - Members are requested to give notice of any interest relating to any item on the agenda.

Cllr Carr declared a non-pecuniary interest as a Ward Councillor.

2651: Public Participation

None.

2652: Melling Road Signage

RESOLVED that the amended schedule of works be agreed and the costs agreed in the total sum of £1283.64.

2653: Parish Council App

RESOLVED that:

1. The schedule of features be agreed;
2. Councillor Hope would engage with the App Store to commission the app in accordance with the agreed schedule of features and the approved costs;
3. Councillor Hope and the clerk would prepare a schedule of social media outlets and set up accounts directing residents to the app;
4. A working group would be set up to consider matters arising relating to the app and to put together a list of events taking place within the Parish;
5. The working group would consist of Cllrs Baker, Carr, Hope, S.Kyle and Todd;
6. The working group would meet at the Scout Hut on 18th February at 7pm subject to the availability of the hall.

2654: Reports of Meetings

Cllr Harrison reported on the meeting at Ashworth Hospital and also on the LALC AGM. Cllr Hope reported on the opening ceremony at the Bootle Arms following the completion of its refurbishments.

The clerk reported on the meeting with Sefton Cleansing regarding the need for additional litter bins.

The reports were noted.

2655: Correspondence

The clerk reported on correspondence from a resident regarding the condition of the christmas tree.

Correspondence received was noted.

2656: Planning Applications

Members considered the planning applications set out in the schedule of planning applications circulated and also available on Sefton MBCs website.

RESOLVED that:

1. The clerk would liaise with Cllr Carr to submit comments objecting to the proposed traffic management plan within the application for Land East of Maghull on the basis that the plan proposes sending site traffic through Melling rather than directly onto the site from the motorway junction;
2. A petition would be submitted to Sefton enabling Councillor Baker to speak at planning committee in respect of the proposed traffic management plan;
3. The remaining applications be noted.

2657: Accounts paid and for payment.

Members were asked to agree the payments set out in the schedule of payments circulated.

RESOLVED that the amounts listed on the schedule be paid.


Miss J Farrar – Clerk to the Council.

Date and time of next meeting: Tuesday 14th January 2020

Deadline for Agenda Items: Tuesday 7th January 2020

14th January 2020

Planning Applications

- [Approval of details reserved by condition 22 and 23 attached to planning permission DC/2017/02359 approved 31.07.2018](#) 


Land East Of Waddicar Lane North Of Footpath Melling No 3 Waddicar Lane Melling

Ref. No: DC/2019/02350 | Validated: Fri 13 Dec 2019 | Status: Registered

- [Non-material amendment to planning permission DC/2017/01439 granted on 13/10/2017 to change the position of the openings / wooden gates on the east & west elevations to the south elevation. Brick up and timber clad openings on the east & west elevations and install timber personnel door on west elevation and remove one timber gate from the North elevation.](#)

Fox Bridge Farm 83 Spencers Lane Melling L31 1HD

Ref. No: DC/2019/02303 | Validated: Tue 17 Dec 2019 | Status: Decided

- [Outline planning application for the erection of a Low Secure Mental Health Inpatient Facility with some matters reserved. Access applied for at this stage, \(layout, scale, appearance and landscaping reserved for future consideration\)](#) 

Land To The East Of Villas Road Maghull L31 1AU

Ref. No: DC/2019/02285 | Validated: Wed 18 Dec 2019 | Status: Registered



Melling Parish Council

**Financial Regulations
for Melling Parish Council**

Revised Edition published in 2020

1. General

1.1. These regulations govern how the council conducts its financial affairs. They set out how all money matters are dealt with and should be complied with at all times. They are approved by full council and can only be amended by full council as an agenda item with proper notice.

1.2. They form part of the arrangements by which the council discharges its responsibility under the Accounts and Audit Regulations 2015 to ensure: a) that the financial management of the council is adequate and effective and that it has a sound system of internal control, and b) that its accounts comply with proper practices as set out in Sections 1 and 2 of "Governance and Accountability for Smaller Authorities in England".

1.3. The regulations should be reviewed annually as part of the council's assessment of its internal control arrangements and amended where necessary to ensure that they remain effective and up to date.

2. The Budgetary Process

2.1. Each year, before work begins on the budget, the Council will meet to consider the main issues that it wants to address and agree its objectives for the next year and for the medium term. It will review what has happened so far in the current year and identify any problem areas that need to be tackled and any changes that it wants to make during the planning period.

2.2. At the beginning of the budget process the council will consider any capital projects that are in progress or which are planned. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the council's approved budget.

2.3. By the end of December draft spending plans and income proposals for the forthcoming year should be submitted to council.

2.4. The council will consider the detailed budget **no later than January** for approval. It shall review the resources available to it, including grants and reserves, and set the precept for the next year.

3. Budgetary Control

3.1 Expenditure on revenue items may be incurred up to the amounts approved in the budget.

3.2 Where essential spending would otherwise exceed the approved budget, amounts can be transferred ("vired") from other budget heads or from reserves with the approval of council.

3.3 The RFO shall report regularly to Council on actual spending and income against budget, highlighting significant variances. Unspent balances at the year end will be transferred to the general reserve.

3.4 Urgent expenditure of up to £1,000 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to Council as soon as possible and the budget should be amended accordingly.

4. Accounting and Audit

4.1. Accounting procedures and financial records shall be determined by the RFO, who shall issue such accounting instructions as are considered necessary.

4.2. The RFO shall be responsible for preparing the council's financial statements and completing the relevant section of the Annual Return required by proper practices, and submitting to the Council in accordance with the statutory time limits.

4.3. The Clerk shall ensure that all statutory requirements to publish accounting statements and facilitate public access and inspection are complied with and that the requirements of the External Auditor are met.

4.4. Batten Hughes Accountants shall be appointed by the council, unless it is resolved to appoint some other suitably competent and independent party, as its internal auditor, to undertake an annual review of the council's internal control systems and report thereon to the Council. The appointed person should complete the relevant section of the Annual Return.

- 4.5. All reports by the Internal or External Auditor shall be considered by council. Any recommendations should be implemented or reasons why they are not, recorded in the minutes.
- 4.6. The council should review the effectiveness of its internal audit arrangements on a regular basis.
- 4.7. Members and officers shall co-operate with auditors and provide such information and records as they or the RFO requires.

5. Safeguarding Money

- 5.1. The council shall ensure that one of its officers has responsibility for the proper administration of its financial affairs, the RFO. In the absence of the RFO, the person designated by him/her shall act as the RFO. If no such person has been designated, the council shall appoint a deputy. The RFO should be familiar with the statutory duties for financial administration as they apply to the council. The duties of the RFO include advising the council on its corporate financial position, key financial controls and treasury (cash and investments) management.
- 5.2. The RFO is responsible for setting up banking arrangements but these and any changes to them, must be approved by the council. Any arrangements to automatically transfer money between accounts must also be approved by the council.
- 5.3. The use of any form of corporate credit card is not permitted.
- 5.4. Each bank mandate, list of authorised signatures, limits of authority and amendments to any of these, must be approved by the council.
- 5.5. Monies received should be banked on a regular basis by the RFO. Cash should be banked, intact, at the earliest opportunity. All people responsible for financial should receive appropriate training.
- 5.6. The council will review the arrangements for handling money and its associated risks at least annually. Bank reconciliations should be presented to ordinary meetings of the council at regular intervals.
- 5.7. Invoices for payment should be checked by the Clerk and entered onto a schedule for approval by council. Payments should be made by cheques signed by two authorised members. Where electronic banking is used, arrangements, approved by council, must ensure that at least two people authorise any transaction, one of whom should be a member. **The clerk is appointed as the Primary User for internet banking services.** Urgent payments may, exceptionally, be made by the clerk. These should be reported to the next meeting, with appropriate explanations.
- 5.8. Once approved, signed cheques should be issued or other forms of payment initiated promptly by the RFO.
- 5.9. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

6. Loans and Investments

- 6.1. Surplus revenue balances should be invested in a bank deposit account as arranged by the RFO and approved by Council. Longer term investments where advisable should be invested in line with current statutory guidelines and advice and be approved by council.
- 6.2. No long term borrowing should be undertaken without appropriate borrowing approval, the nature and terms of which shall be approved by council. Overdraft arrangements for short term cash flow purposes shall be on such terms as negotiated by the RFO and approved by council.

7. Income

- 7.1. Income from fees, charges, grants etc., should be regularly reviewed to ensure that full advantage is taken of opportunities to raise additional resources.
- 7.2. The RFO should issue invoices promptly and institute efficient collection arrangements. Irrecoverable amounts should be written off by the council, following a report from the RFO.

7.3. VAT claims and returns should be completed promptly by the RFO in accordance with current HMRC rules.

8. Orders for Goods and Services

8.1. Before placing an order or making a purchase steps should be taken to ensure that the council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from up to 3 sources. **Where the cost of the goods or service is expected to be below £500 it will not be necessary to obtain 3 quotes. Where the estimated cost exceeds £5,000, formal written quotes should be sought.**

8.2. Longer term contracts for the supply of services such as gas, electricity, water and telephones should be regularly reviewed to ensure that the best terms are being obtained with regard to tariffs and supplier. Other ongoing arrangements such as with professional advisers, banks, insurance providers, maintenance contractors etc., should be reviewed at least every three years and a report prepared for council on how best to ensure continuing value for money. Everyone involved with the council should be aware of the need to achieve value and increase efficiency and should bring relevant issues to the attention of the clerk and the council.

8.3. Orders should be placed by the RFO or other officer approved by him/her as the appropriate budget holder. Before committing the council the responsible person should check that funds are available within the budget and that the council has the necessary power to incur the expenditure.

8.4. Orders should only be placed for goods and services that will be used by the council for its own purposes.

8.5. Where the expected value of a contract opportunity exceeds £25,000 and either the council's standing orders require the contract opportunity to be advertised, or the council decides to advertise the contract opportunity, the contract opportunity must be advertised on the government's Contracts Finder website, in addition to any other method of advertising. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

9. Assets

9.1. Items of equipment should be recorded on an inventory list, which should be checked periodically by the RFO. If a stores system is operated proper procedures for receiving, storing, issuing and valuing stock items should be followed as determined by the RFO in accordance with good practice.

9.2. Capital assets should be recorded in the Council's Asset Register at original cost. Where appropriate assets should be properly maintained and sufficient funds should be included in the revenue budget to enable this to happen. Assets, particularly land and buildings, should be reviewed to assess if the council is making the most effective economic use of them. Surplus assets should be disposed of, with the approval of council, for the best possible price.

10. Risk Management

10.1. The council should conduct a risk assessment of its activities at least annually. This should involve identifying significant risks and agreeing how they should be managed, taking into account the potential consequences and the likelihood of the event happening. New ventures should be subject to a risk assessment before they are approved and the resultant management actions implemented.

10.2. Insurance arrangements should be set up by the RFO to cover potentially high cost risks and meet statutory obligations. Insurance terms and costs should be kept under regular review to ensure that best value is obtained.



Melling Parish Council

**Scheme of Delegation
for Melling Parish Council**

Revised Edition published in 2020

This Scheme of Delegation authorises the parish clerk to act with delegated authority in the specific circumstances detailed below:

1. The day to day administration of services.
2. Day to day supervision and control of all contractors and staff employed by the Council.
4. Approval of urgent expenditure up to £1,000 regardless of budgetary provision.
4. Setting up and authorising electronic payments, including bank transfers and direct debits via internet banking.
5. Delegated actions of the parish clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with resolutions made by the Council from time to time.

14th January 2020