

14th January 2020

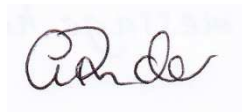
Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 20th January, 2020, in the Elm Room at the Village Hall, commencing at 7.30pm.

I attach an agenda, relevant minutes, and the Clerk's Report. Members are reminded that there will be a presentation by a representative on behalf of St.Helens Council, regarding the provision of CCTV cameras.

Please find time to read through the information before the meeting, making any notes you need to against each item. If you have any queries prior to the meeting please do not hesitate to contact me.

Yours faithfully,



G. Pinder
Clerk to the Council



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RAINHILL PARISH COUNCIL AGENDA
20th January 2020

1. To receive apologies for absence
PUBLIC SESSION The public may speak on any matters of concern, but the Council may not make any lawful decision during this session
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 16th December 2019
4. To receive Police monthly statistics – for information only
5. To note the contents of the Clerk's Report– for information only
6. To consider the following Planning Applications and note any actions taken:
P/2019/0882 Single storey extension to front elevation, 15 Second Avenue;
P/2019/0915 Variation of condition 2 on approval P/2014/0842 to remove fence panels between brick piers, with retention of hedge between piers and existing gates, 3 Owen Road; and
P/2020/0012 Flat to pitched roof over the existing single storey rear extension along with alterations to windows and doors, 102 Ashton Avenue.
7. To authorise the accounts payable (list included in report)
8. To consider the provision of CCTV
9. To consider the actions of the VE Day Planning Group
10. To approve the quarterly budget report and bank reconciliation
11. To set a precept for 2020/21
12. To approve the annual report timetable
13. To approve future meeting dates
14. To consider actions needed for the new Clerk
15. To consider providing sessions to prevent cyber crime
16. To consider a policy on social media
17. To consider a permanent license to operate a boot camp at Holt Lane playing fields
18. To consider works to provide additional storage at Holt Lane playing fields
19. To consider residents comments and complaints
20. To receive reports from member representatives on local organisations:
 - a) Public Open Spaces
 - b) Village Hall Management Committee
 - c) Rainhill Railway & Heritage Society
 - d) Merseyside Association of Local Councils
 - e) Rainhill Gala
 - f) 4F Centre
21. To discuss future agenda items – for information only
22. Date & Time of Next Meeting:
2nd March 2020
Annual Parish Meeting 22nd April 2020

RAINHILL PARISH COUNCIL – MINUTES
16th DECEMBER 2019

At a meeting of the Parish Council held at 7.30pm on Monday 16th December 2019 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker, I. Brown, A. Daniels, A. Howitt, A. Lerner, S. Roscoe, M. Rothwell, K. Stevenson-Black, J. Tasker, G Ward, and Youth Ambassadors I. Scotson and E. Jackson.

2 members of the public were present.

19.126 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: D. Greaves, D. Hendrick, G. Roberts and W. Williams.

19.127 DECLARATIONS OF INTEREST

The following members declared an interest as members of Rainhill Civic Society: Cllrs Barker, Brown, Howitt, Rothwell, Stevenson-Black, and Tasker.

19.128 TO WELCOME THE YOUTH AMBASSADORS TO THE PARISH COUNCIL

The Chair welcomed Youth Ambassadors Imogen Scotson and Erin Jackson to their first Parish Council meeting. Cllr Roscoe explained how important their role would be in sharing the views of young adults on the Parish Councils projects.

19.129 MINUTES OF THE ORDINARY MEETING HELD ON 14th OCTOBER AND FINANCE MEETING HELD ON 18th NOVEMBER 2019

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 14th October 2019 and Finance Meeting held on 18th November, should be approved and signed by the Chair as a correct record

19.130 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted.

19.131 CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted.

19.132 PLANNING APPLICATIONS

It was resolved to note the following actions taken in relation to planning applications:

The following applications were left to neighbourhood consultation and no additional comments submitted:

P/2019/0799 - Our application at Holt Lane for additional storage

P/2019/0812 - Redevelopment of the site to provide 10 houses via a private road - Renewal of planning permission P/2016/0193/OUP, Clough Mill, Blundells Lane

P/2019/0814 - Single storey front extension along with widening of existing driveway, 7 Croston Avenue

P/2019/0839 - Single storey side and rear extension, 41 Mooreway

P/2019/0843 - Part two storey and part single storey rear extension, 8 Railton Close

P/2019/0848 - Single story side and rear (infill) extension, 15 Railton Avenue

P/2019/0860 - Replacement shopfront and retention of the existing roller shutter, 576 Warrington Road

**RAINHILL PARISH COUNCIL – MINUTES
16th DECEMBER 2019**

An objection had been submitted to the following applications:

P/2019/0765 - Demolition of existing utility and erection of single storey rear extension and rear dormer, 17 Knowsley Road.

P/2019/0768 - Replacement shop front, 576 Warrington Road

P/2019/0783 - Erection of a stable block, outdoor manege, creation of an access and track along with the erection of a 2.0m fence on the north boundary of the field, land to the West of 74 School Lane

Comments were submitted on the following application:

P/2019/0819 - Victoria Hotel, 507 Warrington Road, Formation of new entrance porch, alterations to existing shop front, along with alterations to door/window openings, installation of awning (to front elevation), and play equipment, along with landscape works.

19.133 ACCOUNTS FOR PAYMENT

It was resolved that the following items were approved for payment:

Payee	Description	Amount	Ref
G Pinder	Telephone @ £15.00/month	15.00	
	Clerk's Salary - Dec	1190.06	
	Photocopying - Oct	25.00	
	Photocopying - Nov	7.50	
	Keys for AFP Pin locks	50.00	
	Printer Ink	17.39	
	Planning Application Fee - Holt Lane	117.00	
	Pin Badges	38.10	
	Job Advert St.H Star	435.60	
	Revaluation of Chair's Chain	45.00	
		1940.65	TFR405
Merseyside Pension Fund	LGPS - Dec	332.08	TFR406
HMRC	Tax & NI (Sep -Dec)	710.44	TFR407
St.Helens Council	Barrier Baskets	4811.04	TFR408
CC Elec	Emergency Lighting & PAT Testing	144.00	TFR409
St.Helens Council	TRO Remembrance Sunday	630.99	TFR410
Unity Trust Bank	Bank Charges	18.00	DD
Water Plus	Water - Rainhill Park	112.58	DD
Water Plus	Water - Holt Playing Fields	6.33	STO
Npower	Electricity - Holt Playing Fields	30.00	STO
Scottish Power	Electricity - Rainhill Park	8.00	STO
S.137 Payment			
RBL Poppy Appeal	Wreath & Donation	50.00	089

19.134 TO CONSIDER DONATIONS IN RESPECT OF THE CHRISTMAS LIGHTS SWITCH-ON

Resolved that a donation of £100 will made be to St.Bartholomew's School and a donation to Rainhill Rotary of £100 in lieu of payment to Mr Lewis.

19.135 TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT SYSTEMS AND CONTROLS AND APPOINT AN AUDITOR

Resolved that the Council has considered the 'review of effectiveness' and has not identified any concerns arising from this. The Effectiveness of Internal Audit and Controls, and Testing

RAINHILL PARISH COUNCIL – MINUTES
16th DECEMBER 2019

of Key Internal Controls documents are approved. The Council appointed Carole Bolton to undertake internal audit for 2019/20.

19.136 TO CONSIDER CONSULTATION ON THE MPF ACTUARIAL VALUATION RESULTS

Resolved that no response would be made to the MPF consultation on actuarial valuation estimates.

19.137 TO CONSIDER THE PROVISION OF FENCING AT OLD LANE PLAY AREA

Resolved that the quote for uniform mesh fencing from AA Fencing be accepted. Negotiations regarding future maintenance to continue. Future consideration will be given to the addition of a plaque.

19.138 TO CONSIDER THE OUTCOME OF CONSULTATION ON THE PROVISION OF ALLOTMENTS

Resolved that consultation had been a success and the Open Spaces Group would meet to discuss further detail in taking the project forward.

19.139 TO CONSIDER ACTIONS IN RELATION TO VE DAY CELEBRATIONS

Resolved that the Parish Council would finance the road closure and band fees, and that the bunting and flags detailed in the Clerk's report be ordered. 200 A5 flyers publicising the forthcoming public meeting to be ordered.

19.140 TO CONSIDER REQUESTING AN ADDITIONAL CONSERVATION AREA

Resolved that the Parish Council support the proposal for an additional Conservation Area along the eastern end of Warrington Road and would assist in its advancement when a Conservation Officer was appointed.

19.141 TO CONSIDER THE PURCHASE OF A PARISH COUNCIL POP-UP STAND

Resolved that a Parish Council pop-up banner would be purchased and Rainhill High would be asked to contribute to the design. The Clerk was instructed to investigate further publicity items such as hi-vis jackets, t-shirts, etc.

19.142 TO CONSIDER ACTIONS IN RELATION TO TREE PLANTING PROJECT

Resolved that Mersey Forest be invited to speak to the Parish Council at the March meeting.

19.143 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved that:

The number of barrier baskets to be planted up would remain at 13 and St.Helens Council be asked to remove any empty baskets. The configuration of baskets on the western side of Mill Lane junction be rearranged to remove the one closest to the junction.

The Clerk write to United Utilities and ask them to tidy up the area around Pack Horse Bridge.

The Clerk to request further details of the parking issues reported to assess if there is a known cause that could be rectified.

19.144 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

RAINHILL PARISH COUNCIL – MINUTES
16th DECEMBER 2019

- Public Open Spaces: Most issues already covered on agenda. A request for additional support for the CCTV monitoring function was made to Ward Councillors. The monitoring suite manager would be invited to address Parish Council at the January meeting. A further push was needed to promote fibre broadband in order to raise a further £50k of grant funding.
- Village Hall Management Committee: The hall was currently breaking even, any spare resources were being put towards emergency lighting upgrade. Ground maintenance had been undertaken by volunteers. Decorating was still needed and no volunteers had come forward. A review of charges had been suggested but not taken up. Crowd funding for improvements had also been suggested.
- Rainhill Railway & Heritage Society: The AGM was well attended and the group reported a successful year given the Rocket 190 celebrations. Interim events to the Rocket 200 had been discussed. Slow progress continued to be made on securing action by Network Rail on improvements to the signal box. Concern had been expressed over the future of the library site, however there were no firm plans.
- Merseyside Association of Local Councils: no meetings had taken place.
- Rainhill Gala: Plans for the 2020 Gala progressed. A vintage transport display was also planned around Dane Court and the Village Hall.
- 4F Centre: The financial position was stable, with new groups joining. Fund raising events were being planned. CCTV had proven a success both for security and for monitoring group activities. Consultation with user groups on a rent increase was being undertaken.

19.145 DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting would be held on Monday 20th January 2020, starting at 7:30pm.

Cllr Stevenson-Black left during discussion on the next item.

19.146 EXCLUSION OF THE PUBLIC

Resolved that the public be excluded from the meeting during consideration of the following items for the reason stated

<u>Minute</u>	<u>Reason (under the Local Government Act 1972)</u>
19.148 & 19.149	Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).

19.147 TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

Resolved that the recommendations of the Good Citizenship Award Working Group be approved and that the Clerk notify the successful nominees. The Awards Evening was set for Friday 14th February 2019. A new Rainhill Parish Council Special Award would also be made.

19.148 TO CONSIDER THE OUTCOME OF THE CLERK'S APPRAISAL

Resolved that, following the Clerk's appraisal and subsequent discussion by Council members, the Clerk will be awarded two salary point increments back dated to April 2019, in remuneration for extra work undertaken on Rocket 190 project. Therefore the Clerk will progress to salary scale point 30, in accordance with the written terms and conditions of employment.

The meeting closed at 9.47 pm.

Chair of the Parish Council
20th January 2020

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 20th January 2020
Area: Rainhill Month: December 2019

	2018	2019	Diff	% Diff	Description
Burglary Business & Community	2	1	-1	-50	1) Entry gained via ground floor office window - safe stolen containing paperwork - Warrington Road
Burglary Residential	5	9	4	80	1) Entry gained by forcing central panel on rear door - jewellery possibly taken - Honiston Avenue 2) Rear patio door smashed by 3 or 4 males - confrontation with occupier - camera stolen - Loyola Hey 3) Rear ground floor door window smashed for entry - electrical items & jewellery stolen - Mill Lane 4) Rear door glass broken to gain entry when occupants on holiday - Mooreway 5) Rear door panel forced - School Lane 6) Front door left unlocked - T.V., car keys & vehicle stolen from the drive - Stephenson Grove 7) Patio door smashed - rings & jewellery stolen - Stapleton Avenue 8) Padlock broken on garage door overnight - 2 pedal cycles stolen - Ashton Avenue 9) Insecure vehicle searched & insecure porch accessed - unaware of any items stolen - Mooreway
Criminal Damage	8	1	-7	-88	1) Offside of vehicle damaged - Longton Lane
Drugs	3	2	-1	-33	1) Drugs found by police in residents home when responding to a separate incident - Sandhurst Road 2) Male stop checked - found in possession of cannabis - Warrington Road
Other Theft	4	12	8	200	1) Fuel put into vehicle - no attempt to pay - Texaco - Warrington Road 2) Laptop discovered missing from property following a breakdown in a relationship - Warburton Hey 3) Fuel put into vehicle x 9 - including on false plates - no attempt to pay - Shell - Warrington Road 12) Loose bricks stolen from the driveway - Calder Drive
Public Order	2	3	1	50	1) Electrics failed - some customers verbally abusive to staff when asked to wait - Warrington Road 2) Threats made by jealous brother - Ashton Avenue 3) Threats made by a drunken male when asked to leave - Victoria P.H.
Robbery Business	1	0	-1	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	3	5	2	67	1) Entry gained to possible insecure vehicle when on the driveway overnight - Stapleton Avenue 2) Rear lock of vehicle smashed - two commercial drills taken - St James Road 3) VRM registration plates taken from vehicle when parked on driveway - Batey Avenue 4) Pedal cycle stolen from the boot of a secure vehicle by unknown means - Stephenson Grove 5) Rear VRM registration plate taken from vehicle when parked on the road - Warrington Road
Theft Shop	0	0	0	0	
T.O.M.V.	0	1	1	100	1) Vehicle stolen overnight by unknown means - victim still has the car keys - Dunbeath Close
Vehicle Interference	1	1	0	0	1) House alarm activated - victim sees 2 males on CCTV trying the car door handle - Mill Lane
Total	29	35	6	21	
ASB	16	6	-10	-63	

RAINHILL PARISH COUNCIL - CLERK'S REPORT

JANUARY 2020

The Clerk's report is in two parts:

- The first part relates to actions that have already been taken. These items will not have a corresponding Agenda item and shouldn't need any further discussion.
 - The second part relates directly to Agenda items and is intended to assist any discussion of Agenda items. These notes are for information only and should only be discussed as each Agenda item is reached.
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PART 1 - ACTIONS TAKEN

5. CLERKS REPORT

Most actions resulting from resolutions made at the 16th December ordinary meeting have either been completed or are in progress. Unfortunately, other priorities have meant not all are completed yet. Additionally I can report the following:

5.1 GOOD CITIZENSHIP AWARDS

Nine recipients have accepted the award this year: Brian Heydon, Avril Gaskell, Ann Riley, Barbara Mansley, Enid Seddon, Judith Parr, Christine Dempsey, Jean Smith and Joan Doyle. The presentation evening will take place on Friday 14th February in the Teak Room. Attendees are being asked to arrive from 7:00pm with the presentations starting as soon as possible after 7.30pm.

This year the Parish Council will also be making a special award to recognise the achievements of Ruth Doyle, who will receive her award at the presentation evening.

Ten plaques have been ordered at a cost of £28 each plus VAT, the invoice is included in the table of payments for authorisation, as it will become payable during February. Judith's Catering from Widnes have been booked. I would be grateful if Councillors would confirm by email before 24th January whether they will be attending. Members should also agree in principle payment for the buffet, as it will be due on the evening of the 14th. The cost being dependant on the number of attendees but an estimate of 55 guests @ £4.60 is £253.00.

The Clerk will organise drinks for the evening and a decision is needed on whether this will be the usual wine and juice, or whether a tea and coffee reception is preferred.

Members should authorise payment for the plaques and caterers, decide on the refreshments to be provided and indicate if they are able to attend.

5.2 VALUATION OF SILVER ROSE BOWL

The Parish Council own and insure a silver rose bowl which is administered by the Civic Society for presentation to the winner of Rainhill in Bloom each year. The current insurance valuation is £365. The bowl is thought to be silver plated copper and may have appreciated in value. A valuation should be available by the time of the meeting. This will be added to the asset register and an increase discussed with the insurance company.

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES**6. PLANNING APPLICATIONS**

The following applications have been assessed and comments submitted as indicated:

No comment has been submitted for the following applications and the closing date for comments will have passed at the time of the meeting:

P/2019/0882 Single storey extension to front elevation, 15 Second Avenue, Rainhill;

P/2019/0915 Variation of condition 2 on approval P/2014/0842 to remove fence panels between brick piers, with retention of hedge between piers and existing gates, 3 Owen Road;

P/2020/0012 Flat to pitched roof over the existing single storey rear extension along with alterations to windows and doors, 102 Ashton Avenue.

The Council should note the actions taken.

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payee	Description	Amount	Ref
G Pinder	Photocopying	8.40	
	Telephone @ £15.00/month	15.00	
	Clerk's Salary – Jan (inc. backpay)	1620.23	
	Printing for VE Day	12.00	
	Refreshments - GCA	8.00	
		1663.63	TFR411
Merseyside Pension Fund	LGPS – Jan	491.60	TFR412
Water Plus	Water - Rainhill Park	112.58	STO
Water Plus	Water - Holt Playing Fields	6.33	DD
Npower	Electricity - Holt Playing Fields	30.00	DD
Scottish Power	Electricity - Rainhill Park	8.00	DD
St.Helens Council	Provision & installation of litter bin	554.26	TFR413
G Pinder	Clerk's Salary – Feb	1233.05	TFR415
Merseyside Pension Fund	LGPS (GP) – Feb	348.03	TFR416
Water Plus	Water - Rainhill Park	112.58	STO
Water Plus	Water - Holt Playing Fields	6.33	DD
Npower	Electricity - Holt Playing Fields	30.00	DD
Scottish Power	Electricity - Rainhill Park	8.00	DD
S.137 Payments			
St.Barts School	Donation for Christmas Lights Switch-on	100.00	090
Rotary Club Rainhill	Donation for Christmas Lights Switch-on	100.00	TFR417
Mma Recognition Plaques	Good Citizenship Award Plaques	336.00	TFR414
Judith's Catering	Good Citizenship Award Catering	TBC c.253.00	091
Amounts for the following payments need to be confirmed but will be due on 26.2.20*			
K Adamson	Clerk's Salary – Jan	TBC	
	Clerk's Salary – Feb	TBC	
	Telephone - Feb	TBC	

*Figures may be available by the time of the meeting but otherwise will be reported at the March 2020 meeting. Registration with HMRC required before amounts can be finalised.

The Council should consider approving the above payments.

8. TO CONSIDER THE PROVISION OF CCTV

Following a Parish Council visit to St.Helens Council CCTV monitoring suite, the Deputy Head of Security, Careline Services and CCTV, has agreed to attend the Parish Council meeting and discuss the provision of additional CCTV cameras in the village.

Mr Molyneux met with several Parish Councillors and undertook a walk around site visit in Rainhill to assess what might be possible. This identified possible problem areas and whether solutions were practical and affordable. A presentation will be made on CCTV to inform future decisions.

The Council should consider if further CCTV provision is to be made and, if so, agree a way forward.

9. TO CONSIDER THE ACTIONS OF THE VE DAY PLANNING GROUP

Several meetings have been held to discuss appropriate celebration of VE Day on 8th May 2020.

A meeting held with local organisations on 7.1.20 agreed the following:

Parade – uniformed youth groups will be invited to join in. Rotary will provide marshals.

Children's tea party – WI will organise catering and ticketing. 100 children's tickets will be provided. Sponsorship should be sought from local businesses to support the tea party.

Afternoon tea party – St.Ann's Social Group were happy to organise this.

Evening event – around 200 tickets would be available. Rotary and Civic Society would organise.

A public meeting was scheduled for 13th January, the outcome of which will be presented at the meeting.

It has been suggested that the Parish Council approach local business for support with the children's tea party and organise a village tidy up on the weekend before. The Council should consider who will take on these tasks.

The Council should note the progress being made and consider if they wish to take on responsibility for seeking sponsorship from local businesses and organising a village tidy up.

10. TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

A quarterly budget report is attached at appendix 1, to provide an update on the financial position to the end of December 2019. A forecast to the end of the financial year is included to reflect the budgetary position in each category. An explanation of expenditure in relation to the budgeted figure and the reason for any major variance is also included. A bank reconciliation has been prepared for signing by the Chair, copy also attached at appendix 1.

The figures show underspend on:

Administration	– this will balance slightly before the year end;
Public Open Spaces	– repairs have been minimal, some contribution towards improvements at Holt Lane may be needed; and
Website	– no improvements have been commissioned.

There are no significant overspends at present.

If members wish to email any questions in advance of the meeting, I would be happy to prepare a response in time for the meeting.

The Council should note the current budgetary position, approve the report and approve the bank reconciliation for signing by the Chair.

11. TO SET A PRECEPT FOR 2020/21

A 'Budget Proposals' paper is attached at appendix 2 which supports the provisional Precept amount of £68,340 in line with discussions at the November Finance meeting.

The Council should determine the Precept for 2020/21.

12. TO APPROVE THE ANNUAL REPORT TIMETABLE

The Annual Parish Meeting is to be held on 22nd April 2020, it is hoped that the Annual Report will be delivered to every household two weeks prior to the meeting. An indicative schedule is included below. Details of timescales have been confirmed with the printers, and the delivery firm. A quote has been obtained for 5,050 copies of £1,145.00. Distribution to 4,993 properties would cost £500.00 + VAT, members should consider approving this expenditure. A draft schedule would be as follows:

Draft required by printers for layout, etc.	12 th March	(1 week to format and proof)
Print version reading for printing	20 th March	(1 week to print)
Receipt of printed report by delivery co.	1 st April	(4/5 delivery days)
Delivery of annual report complete by	8 th April	(two weeks before APM)
Annual Parish Meeting	22 nd April	

The above schedule may be subject to minor amendment which will be circulated to members of the editorial group if necessary. Could a meeting date with the members of the editorial group be agreed please?

The schedule should be noted and expenditure approved, and date for first meeting of editorial group agreed.

13. TO APPROVE FUTURE MEETING DATES

The following dates are proposed to be published in the 2020 Annual Report (all Mon unless stated otherwise):

Annual Parish Meeting Wed 22nd April 2020 (already approved)

APCM 11th May 2020 (already approved)

15th June 2020

27th July 2020

7th September 2020

12th October 2020

Finance Working Group 16th November 2020

14th December 2020

18th January 2021

8th March 2021

The following dates will not be published in the 2020 Annual Report:

2021 Annual Parish Meeting Wed 21st April 2021

2021 Annual Parish Council Meeting 10th May 2021

The Council should consider approving these dates.

14. TO CONSIDER ACTIONS NEEDED FOR NEW CLERK

New Clerk Appointment

As previously notified Mrs Kathryn Adamson has accepted the Council's offer of employment and has been appointed Clerk to the Council / Responsible Financial Officer with effect from 27th January 2020. She is scheduled to attend the 20th January Council meeting as an observer.

The following issues are presented for discussion and possible approval by the Council:

Training/ Familiarisation

There is a Certificate in Local Council Administration course due to commence in April 2020. Mrs Adamson could be signed up for the course at a cost of £150. The practicality of attending the course so early will be discussed between the Clerks and a timescale agreed, however, the expenditure should be authorised.

A month's overlap of Clerk's has been suggested to help familiarise Mrs Adamson with procedures and open spaces, etc. The current Clerk will leave early in March.

The Council should consider approving expenditure on the training course and on dual salaries.

The Clerk's membership of the Society of Local Council Clerks (SLCC) is due for renewal on 1st April 2020. The membership subscription is based on the Clerk's Gross Annual salary so in the case of Mrs Adamson this would be a £12 Joining Fee plus £156 Annual Subscription. I would recommend membership of SLCC, as their advice can be very helpful.

The Council should consider approving SLCC membership.

The Council's existing copy of 'Local Council Administration', which is essential for the Clerk and is required in studying for the Certificate in Local Council Administration, is the 9th edition. The book is currently on its 11th edition. The 11th edition is a thorough revision of the 9th edition with significant additions for:

- Coverage of the Anti-social Behaviour, Crime and Policing Act 2014, in relation to public spaces protections orders and the control of dogs
- The new General Data Protection Regulation
- The Data Protection Act 2018
- Discussion of the differences between England and Wales, as the divergence between the laws of the two countries continues to grow

The cost of the 11th edition is £129.99 plus postage, however a 20% reduction is available for SLCC members this would bring the cost down £103.99 plus postage.

The Council should consider purchasing an updated copy of Local Council Administration.

Equipment

The items of equipment held at the home of the Clerk and supplied by the Council are a laptop, a large heavy Filing Cabinet, an Inkjet Printer/Scanner/Copier, a Flipchart/White Board, some Storage Boxes, a 4-hole Punch and two external drives (1 kept by the Chair).

Mrs Adamson has indicated, as per her contract, that she wishes to have a Laptop supplied dedicated for Council use and is currently looking at available laptop specifications. It is

hoped that the laptop will be purchased prior to Mrs Adamson's commencement date. A budget of £700.00 has previously been agreed for equipment and it is recommended that authority be delegated to the Clerk in consultation with the Chair to purchase the necessary equipment and software.

The Clerk's contract of employment does already make provision for this and therefore the Council should consider approving this one-off expenditure as a necessary part of the employment cost of a new Clerk.

Although I can transfer most items by car to the new Clerk's address the transfer of the large and heavy filing cabinet will need the services of a professional removals firm. The files, documents and other bits and pieces could be taken at the same time.

The Council should consider approving the transfer of these items at the Council's expense.

Bank Accounts

Forms have already been obtained from Unity Trust Bank which enable the new Clerk's authority to be added and my authority removed. To ensure no loss of continuity in operating the account Mrs Adamson will initially be added to the existing list as the key contact. When she is satisfied she has been set up correctly and can operate the account, she will then submit a form requesting the removal of my authority. A resolution authorising the change in signatories is required.

Authority also needs to be granted to add Mrs Adamson to the TSB account and to similarly remove my details when the Clerk is familiar with the account.

The Council should consider approving the removal of the existing Clerk and the addition of the new Clerk to the list of signatories for both the Unity Trust account and the TSB account.

15. TO CONSIDER PROVIDING SESSIONS TO PREVENT CYBER CRIME

Cllr Stevenson-Black would like to organise free presentations for the community, around how to stay safe on the internet and how to protect against cyber-attacks online and on the telephone. Several sessions would be prepared specifically for:

- the elderly – who are often targeted by phone;
- all ages - on how to manage home safety against cybercrime and social media; and
- children of any age - focusing on safety with social media.

If they are well attended then further session could be run on a regular basis, free of charge.

The Village Hall have confirmed that rooms would be available, free of charge, for the initial sessions and if more regular use is needed a rate could be negotiated. Should room hire prove necessary a resolution would be returned to the Parish Council for authorisation. It is also proposed to produce information leaflets that can be created electronically for circulation online and in paper form, available for people to access in business premises in the village and the library.

The Council should consider approving funding for the production of leaflets.

16. TO CONSIDER A POLICY ON SOCIAL MEDIA

The Parish Council should consider adopting a social media policy to guide decisions about the use of social media. Cllr Rothwell has considered a draft policy prepared by the Clerk, copy attached at appendix 3, and has raised a number of points which require further consideration, including:

- Which Councillors have authority to post on behalf of the Parish Council?
- What procedure of authorisation is needed?
- What record of consents to forward information is needed?

As these questions may require some debate it is recommended that the item is deferred for discussion by a select group, and the findings returned to the March meeting. Councillors willing to participate in this group should be identified and a meeting date arranged.

The Council should delegate consideration of the social media policy to a working group for return to the next meeting. Could group members be identified and a meeting date arranged.

17. TO CONSIDER A PERMANENT LICENSE TO OPERATE A BOOT CAMP

Members will recall a request received last summer to operate a boot camp from Holt Lane playing fields. A temporary license to operate was issued to the end of December 2019, in order to assess the impact on surrounding neighbours. The boot camp has been successfully operating now for 6 months without complaint. A permanent license should be considered for the operator.

The Council should consider issuing a permanent license to operate a boot camp from Holt Lane playing fields.

18. TO CONSIDER WORKS TO PROVIDE ADDITIONAL STORAGE AT HOLT LANE PLAYING FIELDS

Members will recall a request from Rainhill Rockets AFC to provide a storage container, adjacent to the existing changing facility, to hold materials currently stored within the changing rooms.

The Clerk has now obtained planning permission, and agreement in principle to erect the storage facility and perimeter fencing has been received from St.Helens Council as land owners. However, written consent is required from St.Helens in line with our lease agreement, and an application has been submitted.

Quotes for the works obtained by Rainhill Rockets were far lower than those previously supplied via St.Helens Council. Confirmation has been received that the Parish Council/Rainhill Rocket AFC are not required to utilise St.Helens Council's contractors to undertake the work and instead can appoint our own contractors.

The Parish Council should confirm that, subject to landowner's consent being received from St.Helens Council, they are content to authorise Rainhill Rockets AFC to appoint their own contractor to undertake the works. As St.Helens Council contractors are not being used the Parish Council will have to ensure adequate insurance, indemnities and guarantees are obtained from the contractors used.

The Council should confirm that works at Holt Lane can be undertaken by independent contractors.

19. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with correspondence relating to: Parking passes at the Village Hall Car Park; slippery surfaces at Dane Court; and traffic light sequences at Old Lane/Warrington Road junction.

If Members would like any further information on any of the above correspondence, please ask.

20. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
- b) Village Hall Management Committee
- c) Rainhill Railway & Heritage Society
- d) Merseyside Assoc. of Local Councils
- e) Rainhill Gala
- f) 4F Centre

21. TO DISCUSS FUTURE AGENDA ITEMS

Members are given the opportunity to suggest items for discussion at future meetings.

For information only.

22. DATE AND TIME OF NEXT MEETING

2nd March 2020

Annual Parish Meeting 22nd April 2020

**Rainhill Parish Council
Budget Monitoring Report 2019/20**

April - December 2019

Item of Expenditure	Budget for this period	Actual Spend to date	Budget for 2019/2020	Year End Forecast	Variance from Budget (£)	Variance from Budget (%)	Explanation for Major Variances (>£500)
1. Association of Local Councils	825	0	1,100	1,100	-825	-100	The total amount (=£1159.74 in 2019) is paid in March
2. Wages/Salaries - Gross	12,600	12,718	16,800	20,000	118	1	
3. Employer NI & Pension Payments	3,375	3,113	4,500	5,051	-262	-8	
4. Administration	2,625	929	3,500	2,901	-1,696	-65	Admin costs kept to a minimum
5. Insurance	1,425	1,701	1,900	1,700	276	19	New longterm contract agreed
6. Public Open Spaces	8,250	1,473	11,000	10,520	-6,777	-82	No improvements undertaken but some planned
7. Rainhill Village Hall	8,516	4,524	11,354	11,354	-3,992	-47	Balances at year end
8. Contingency	3,750	515	5,000	515	-3,235	-86	The spend is return of contribution from Wren to VH
9. Environmental Improvements (+S137)	10,875	8,223	14,500	9,694	-2,652	-24	No grants under S.137 applied for in 2019
10. Election Expenses/Reserves	9,750	8,005	13,000	8,004	-1,745	-18	2019 election taken from reserves
11. Good Citizenship Award	600	0	800	756	-600	-100	Expense is due in February
12. Charter Mark/Publicity	2,250	2,658	3,000	2,668	408	18	Rocket 190 publicity underspent
13. Website Improvements	750	0	1,000	0	-750	-100	No improvements undertaken but some planned
14. Development Reserves	2,250	10,585	3,000	12,696	8,335	370	
15. VAT	2,625	3,806	3,500	1,905	1,181	45	
Totals to Dec 2019	£70,467	£58,250	£93,954	£88,864	-£12,218		

Income April - Dec 2019

Remitter	Precept	Pitch Hire	Other	Misc	TOTAL INCOME	VAT Refund	Explanation
20/04/19 St Helens Council	34,170				34,170		Precept Part 1 of 2
26/06/19 HMRC					-	2,079	VAT Refund Apr 2018-Mar 2019
23/06/19 St Helens Council	34,170				34,170		Precept Part 2 of 2
02/08/19 M Radcliffe		15			15		Boot Camp Fees
12/08/19 Rainhill Town AFC		392			392		Pitch Hire Fees
14/08/19 Rainhill Rockets		337			337		Pitch Hire Fees
04/09/19 HMRC					-	2578	VAT Refund Apr-Jun 2019
10/10/19 4F Centre				690	690		Insurance premium reimbursement
Totals to Dec 2019	£68,340	£744	£0	£690	£69,774	£4,657	

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 31 DEC 2019:-

BALANCE B/F:	82889.84	CURRENT ACCOUNT BALANCE	63117.93
plus		plus	
TOTAL RECEIPTS	74430.45	TSB HOLDING ACCOUNT	36000.00
less		less	
TOTAL PAYMENTS	58252.36	UNPRESENTED CHEQUES	50.00
BALANCE c/f	<u>99067.93</u>		<u>99067.93</u>

Meeting held on 20th January 2020

-
Chairman

RAINHILL PARISH COUNCIL
BUDGET PROPOSALS FOR 2020/2021

PROBABLE INCOME & EXPENDITURE 2019/2020

1. PROBABLE INCOME 2019/2020

	£
Balance brought forward at 31 March 2019	82,889.84
Hire of football pitches	744.00
4F Centre contribution to insurance	689.55
VAT Reimbursement	4,656.90
Precept	<u>68,340.00</u>
	£157,320.29
LESS - probable expenditure 2019/2020	£88,864.00
Estimated balance at 31 March 2020	<u>£68,456.29</u>

2. PROBABLE EXPENDITURE 2019/2020 & PROPOSED EXPENDITURE 2020/2021

Item of Expenditure	Budget 2019/2020	Probable 2019/2020	Proposed 2020/2021
1. Association of Local Councils	1,100	1,100	1,200
2. Wages/Salaries - Gross	16,800	20,000	14,400
3. Employer NI & Pension Payments	4,500	5,051	4,500
4. Administration	3,500	2,901	3,500
5. Insurance	1,900	1,700	1,900
6. Public Open Spaces	11,000	10,520	11,000
7. Rainhill Village Hall	11,354	11,354	11,354
8. Contingency	5,000	515	5,000
9. Environmental Improvements (+S137)	14,500	9,694	30,300
10. Election Expenses/Reserves	13,000	8,004	2,500
11. Good Citizenship Award	800	756	1,000
12. Charter Mark/Publicity	3,000	2,668	2,500
13. Website Improvements	1,000	0	1,000
14. Development Reserve	3,000	12,696	10,000
15. VAT	3,500	1,905	3,500
Totals	£93,954	£88,864	£103,654

3. PRECEPT CALCULATION FOR YEAR 2020/2021

PROBABLE SURPLUS 2019/2020		PROPOSED EXPENDITURE 2020/21
Estimated Balance at 31.3.2020	68,456.29	103,654.00
LESS - Development Reserve	32,753.40	
LESS - Election Expenses Reserve	2,995.16	
Surplus funds not allocated to reserves:	<u>£32,707.73</u>	
<u>ESTIMATED INCOME 2020/2021</u>		
Surplus Funds	32,707.73	
V A T	1,800.00	
Pitch Hire	760.00	
Funds available excluding precept	35,267.73	
<u>SHORTFALL 2020/2021</u>	<u>£68,386.27</u>	
	£103,654.00	£103,654.00

4. PROPOSED PRECEPT FOR 2020/2021

To fully meet the budgeted expenditure for 2020/2021 and including a transfer to the Development Reserve of £10,000, and transfer to Election Reserve of £2,500, the Parish Council need to precept a sum of £68,386.27.

As our reserves are healthy we run no financial risks by holding our Precept at its current level of £68,340.

A precept of £68,340 is therefore proposed for the 2020/2021 Financial Year

Year	Precept	Year	Precept	Year	Precept
2005/6	£48,500	2010/11	£45,225	2015/16	£53,800
2006/7	£47,000	2011/12	£46,355	2016/17	£58,500
2007/8	£45,000	2012/13	£47,515	2017/18	£63,400
2008/09	£45,000	2013/14	£45,310	2018/19	£67,000
2009/10	£45,000	2014/15	£49,400	2019/20	£68,340

5. NOTES ON PROBABLE AND PROPOSED EXPENDITURE

1. We have not yet received notification of the Association of Local Councils membership fees, though in previous years the increase has been around 10%. The budget has been increased accordingly, any further minor increases can be absorbed elsewhere.
2. In relation to the Clerk's salary, the forecast spend to the end of March 2020 budgeted for the two increments awarded to the current Clerk, backdated to April 2019, it also included a month of double salaries due to the handover period. The new Clerk's salary will start at Point 20 for the coming year which will be a reduction on previous years.
3. This reflects current levels of National Insurance based on the change in Clerk's salary.
4. The Administration budget area covers all items of expenditure that do not sit neatly in any other budget area. The Home Office Allowance paid to the Clerk was £1032 for 2019/20, split pro rata. This covers use of a room in the Clerk's home, heating, lighting etc. This amount is usually increased in line with inflation (RPI CZBI) and this would increase it by 1.5% to £1048.
5. The Parish Council entered a negotiated discounted insurance rate which will run for the next 5 years. The revaluation of the Chair's chain did not increase the premium.
6. An arbitrary figure which takes account of increase costs on building maintenance and includes potential for to St.Helens Council passing full responsibility for maintenance of open spaces to the Parish Council.
7. The Village Hall grant has been maintained at its current rate and was provisionally approved at the November Finance meeting. The 2019/20 grant will be supplemented by £515.14 refund from WREN, which was erroneously counted as part of last year's grant. I have shown this in contingency spend to avoid a similar mistake this year.
8. The Contingency budget is being retained at £5,000 this being adequate for most years.
9. This year the Council has decided to increase the Environmental Improvements budget to ensure their actions have an impact on concerns raised by residents. Major contributors to this budget are proposed CCTV, wildflower sowing and maintenance of the barrier baskets. The budget also includes for VE Day celebrations and Remembrance day events.
10. The May 2019 election cost the Parish Council £8,004.84, taking the election reserves down to £2,995.16. It is considered prudent to budget for replacement reserves over the next 4 years, and this year £2,500 will be allocated.
11. The budget for Good Citizenship Award has been increased to account for the increase number of recipients in 2019/20 and for inflation.
12. Last year the publicity budget was increased to £3,000, to meet the cost of Rocket 190 publicity and a supplement to the Annual Report. Given this event is now finished it has been decreased to £2,500 which should be adequate based on previous years.
13. Provision has been made in previous budgets for website improvements, but these have not taken place. Whilst the workload of the new Clerk is likely to be demanding, it

is an aspiration that a new web site will be developed in the next 12 months, therefore provision has been included.

14. It was provisionally agreed at the finance meeting to add £10,000 to the Development Reserve in 2020/21. £3,000 has been transferred from General Reserves to Development as agreed last year.
15. All VAT is reclaimed where possible, this is shown as an expense in this table, but also as income elsewhere to balance the figures. The VAT for April-Jun 2019 has already been reclaimed and the figures reflect this.

6. CHARGES FOR USE OF FOOTBALL PITCHES

It has been the Council's policy to increase our charges in line with inflation whilst also maintaining a link with the level of charges imposed by St. Helens Council for pitch hire. At the time of writing the St Helens Council decision on these charges is not known for certain but is likely to be 2% and it is recommended that the Parish Council also apply a 2% increase.

RECOMMENDED CHARGES:

	HOLT PLAYING FIELD		ALBERT FELLOWES PARK	
	Current Charges	Proposed Charges With 2% Increase	Current Charges	Proposed Charges With 2% Increase
Senior (Full Share)	£672	£685	£393	£400
Senior (Half Share)	£337	£344	£196	£200
Junior (Full Share)	£393	£400	£393	£400
Junior(Half Share)	£196	£200	£196	£200

The Parish Council has agreements with both Rainhill Rocket JFC and Rainhill United JFC to have full use of pitches and changing facilities free of charge in exchange for undertaking cleaning, caretaking and keyholder responsibilities. I have continued to include the junior fees in the table above, in case these agreements ever change.

G. Pinder, January 2020.

Rainhill Parish Council – Social Media Policy

1. Policy statement

- 1.1. This policy is intended to help make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook, Instagram and LinkedIn. *(any others or generic catch-all statement?)*
- 1.2. This policy outlines the standards required of employees, members and volunteers to observe when using social media, the circumstances in which the use of social media will be monitored and the action to be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of Rainhill Parish Council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The Parish Council has overall responsibility for the effective operation of this policy.
- 3.2. The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Chair of the Parish Council.
- 3.4. Questions regarding the content or application of this policy should be directed to the Chair of the Parish Council.

4. Using social media sites in our name

- 4.1. *Only Cllrs X & X* and the Clerk are permitted to post material on a social media website in the Parish Council's name and on our behalf.

5. Using social media

- 5.1. We recognise the importance of the internet in shaping public thinking about our Parish Council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
- 5.2. Before using social media on any matter which might affect the **interests** of the Parish Council you must: *(What constitutes interests?)*
 - a) have read and understood this policy; and
 - b) employees and volunteers must have sought and gained prior written approval to do so from the Chair.

(What system of authorisation needed? E.g. minimum of 8 Cllrs must agree? Via private communication written, online or verbal. Chair and Vice-Chair can veto?)

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

Rainhill Parish Council – Social Media Policy

- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Chair of the Parish Council.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Chair of the Parish Council.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. *(Should a record of consent be kept as evidence?)*
- 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Parish Council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Parish Council, members, or our employees;
 - d) confidential information about the Parish Council or anyone else
 - e) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the Parish Council); or
 - f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.
- 7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation

Rainhill Parish Council – Social Media Policy

and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees, members or volunteers in breach of this policy, please report it to the Chair of the Parish Council.

8. Monitoring and review of this policy

8.1. The Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

(Is a 'share' considered to be the same as a post/submission?)