

8<sup>th</sup> May 2018

Dear Councillor,

You are summoned to attend the Annual Parish Council Meeting (APCM – usually referred to as AGM) to be held on Monday 14<sup>th</sup> May 2018 in the Elm Room at the Village Hall, commencing at 7:30pm.

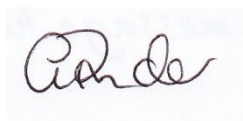
You are further summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 14<sup>th</sup> May 2018 in the Elm Room at the Village Hall, immediately following the APCM.

The new Chair and Vice-Chair will be given Declarations of Acceptance of Office at the APCM.

Each year in the summons to the APCM, Councillors are reminded that it is the responsibility of each individual Councillor to request a new Register of Interests form following any change. A new form must be completed within 28 days of any change. Please let me know if you need a form.

I attach Agendas for both meetings, relevant minutes and the Clerk's Report. Certain documents referred to in the agenda have also been circulated to you electronically, paper copies will be available on the night. Please find time to read through the information before the meeting making any notes you need to against each item. Unfortunately the Police statistics had not been received at time of print, I will circulate these electronically when they are received.

Yours faithfully,



G. Pinder  
Clerk to the Council



Awarded for excellence

## RAINHILL PARISH COUNCIL

### APCM AGENDA 14<sup>th</sup> MAY 2018

1. Election of Chairman for 2018/2019
2. Election of Deputy Chairman for 2018/2019
3. To receive apologies for absence
4. Appointment of Committee Members and Representatives to Rainhill Organisations for 2018/19:

<b>Body</b>	<b>Councillor representation in 2017/18</b>
Public Open Spaces	Cllrs. J. Carroll, S. Glover
Village Hall Management Committee	Cllr. C. Moore
Rainhill Railway & Heritage Society	Cllr. W.M. Wood
Merseyside Assoc. of Local Councils	Cllr. W.M. Wood
Rainhill Gala Committee	Cllr. B. Grunewald
4F Centre	Cllrs. J DeAsha, L. Glover, S. Glover
ECO Garden Project	Cllr. W.M. Wood, Clerk (G. Pinder)
Children's Playground Charity	Rainhill Parish Council
Planning Applications Group	Chair (Cllr P. Long), Deputy Chair (Cllr. L. Glover), Cllr B. Heydon
Good Citizenship Award Group	Cllrs. J. Carroll, J. DeAsha, C. Moore
LALC AGM and Conference	Cllr. W.M. Wood
Clerk's Appraisal Group	Chair (Cllr. P. Long), Cllrs. J. DeAsha, B. Heydon, C. Moore
Executive Committee	Chair (Cllr. P. Long), Deputy Chair (Cllr. L. Glover), Cllrs. J. DeAsha, S. Glover, B. Grunewald, B. Heydon. D. Long
Finance Committee	Full Council
Rainhill Trials 200 Working Group	Cllrs. B. Heydon, D. Long
Twinning Group	Cllrs. J. DeAsha, B. Heydon, D. Long
Armed Forces Community Covenant Working Group	Cllrs. J. DeAsha, B. Heydon, D. Long

5. To review, consider amendments, and approve Council documents as follows:
  - i. Standing Orders – no amendment but new logo added.
  - ii. Financial Regulations – no amendment but new logo added.
  - iii. Asset Register – reformatted, figures now agree with Annual Governance and Accountability Return. Assessments of current values of buildings still needed.
  - iv. Risk Assessment – amended to:
    - remove reference to back up of electronic files to DVD. Storage is on memory stick.
    - The need to obtain current valuation of assets added.
    - The approval of Effectiveness of Internal Audit and Controls each year added.
    - Update in terminology - Annual Governance and Accountability Return

Copies of the documents have been circulated electronically and a paper copy will be available at the meeting.

## **RAINHILL PARISH COUNCIL**

### **AGENDA 14<sup>th</sup> MAY 2018**

#### **Ordinary Meeting Agenda:**

*The public will be allowed to speak on any matters of concern, subject to prior written notification being received. No such requests have been received.*

1. To receive apologies for absence
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 5th March 2018
4. To receive Police monthly statistics report – for information only (To follow)
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/2018/0214; P/2018/0142; P/2018/0145; P/2018/0150; P/2018/0169;  
P/2018/0170; P/2018/0195; P/2018/0202; P/2018/0214; P/2018/0240;  
P/2018/0276; P/2018/0261; P/2018/0266; P/2018/0285; P/2018/0270;  
P/2018/0292; P/2018/0316; P/2018/0318
7. To authorise the accounts payable (list included in report)
8. To approve The Annual Governance Statement 2017/18
9. To approve the 2017/18 Accounts For External Audit & Bank Reconciliation
10. To consider the actions of the Rocket 190 Group
11. To consider maintenance of the Eco Garden
12. To consider additional bulb planting
13. To consider repairs needed to sandstone wall
14. To consider undertaking a tour of public open spaces
15. To consider potential tree planting project
16. To consider implications of General Data Protection Regulations (GDPR)
17. To consider residents comments and complaints:
18. Reports:
  - 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
19. Date and time of next meeting

**RAINHILL PARISH COUNCIL – MINUTES**  
**5<sup>th</sup> MARCH 2018**

At a meeting of the Parish Council held at 7.30pm on Monday 5th March 2018 at Rainhill Village Hall, the following were present:

Cllrs: B. Almond, J. Carroll, J. Doyle, J. Fulham, L. Glover, S. Glover, B. Heydon, D. Long, P. Long, and C. Moore.

Sergeant Neil Birkett was in attendance from Merseyside Police. 19 members of the public were also present.

**18.23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M. Donovan, J. DeAsha and W.M. Wood. The Clerk was asked to send a message of good wishes to Cllr Wood. Apologies for late arrival were received on behalf of Cllr J. Fulham.

The meeting was adjourned.

A presentation was made by the Chairman of Rainhill – Save our Green Belt. Three questions were raised in relation to their campaign. The Group were thanked for their contribution.

The meeting was reconvened.

**18.24 DECLARATIONS OF INTEREST**

Non-pecuniary interests were declared on planning matters by Cllrs J. Fulham, L. Glover, S. Glover, & D. Long, Members of St.Helens Borough Planning Authority and P. Long – candidate in 2018 election. Cllr S. Glover declared a prejudicial interest in item 16 and did not take part in any discussion on this item.

**18.25 MINUTES OF THE ORDINARY MEETING HELD ON 22<sup>nd</sup> JANUARY 2018**

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 22<sup>nd</sup> January 2018 should be approved and signed by the Chair as a correct record. Future recording of declarations of interest on planning matters should relate to members of the Borough Council without reference to the position held.

**18.26 TO RECEIVE REPORT FROM MERSEYSIDE POLICE AND DISCUSS MONTHLY STATISTICS REPORT**

Sergeant Neil Birkett, Merseyside Police discussed criminal incidents across St.Helens and specifically in Rainhill. Cross border working had led to a number of arrests but community assistance was still required in combatting the ongoing issue of illegal scrambler bikes.

The report was noted and Sgt. Birkett was thanked for his attendance.

**18.27 CLERK'S REPORT**

It was resolved that the contents of the Clerk's report be noted and the following actions be undertaken: meeting be arranged with Amber Taverns, Cllr B. Heydon to lead the meeting.

Cllr J. Fulham entered the meeting during discussion on the next item.

**18.28 PLANNING APPLICATIONS**

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

**RAINHILL PARISH COUNCIL – MINUTES**  
**5<sup>th</sup> MARCH 2018**

A representation had been submitted on the following application outlining concerns:  
P/2018/0103 Commercial Hotel, 12 Station Street, single storey rear extension with enlargement of beer garden and boundary fencing, along with a smoking shelter.

The following applications were left to neighbourhood consultation:

P/2018/0055 - 102 Longton Lane, single storey rear extension.

P/2018/0061 - 42 Old Lane, demolition of existing single storey rear extension and erection of a single storey side and rear extension.

P/2018/0093 - 519 Warrington Road, single storey rear extension projecting 5.0m from the rear, 3.6m high overall and 2.3m to the eaves.

P/2018/0096 - 42 Galston Avenue, conversion and extension of existing garage to form habitable room.

A representation endorsing the concerns expressed by the Highways and Tree Officer be submitted on:

P/2018/0112 & P/2018/0113 - Loyola Hall Warrington Road, change of use of existing buildings and all associated works to create hotel and ancillary uses.

**18.29 ACCOUNTS FOR PAYMENT**

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Ref</b>
G Pinder	Telephone	15.00	
	Salary - March (less Tax, NI & Pens)	1110.35	
	Photocopying - Jan	25.00	
	Home Office Allowance	978.00	
	Printer Inks	21.71	
	Good Citizenship Award Evening (see below)	380.27	
		2530.33	TFR282
Merseyside Pension Fund	LGPS – March	310.40	TFR283
HMRC	Tax & NI Contributions Jan – March	667.22	TFR284
Scottish Power	Deepdale Drive (AF Park) - March	21.00	STO
Npower	Martin Close (Holt) - March	16.00	DD
Waterplus	AFP Playing Fields – March	160.70	DD
Waterplus	Holt Playing Fields – March	6.33	STO
Rainhill Beer Festival	Advert in programme for Rocket 190	100.00	TFR281
St Helens Council	TRO Remembrance day road closure	510.00	TFR285
Laughton & Wallace	Decommissioning of showers at open spaces	1890.00	TFR288
SLCC	Annual Subscription	147.00	TFR289
Rainhill Village Hall	Remainder of Grant for 2017/18	1920.36	TFR290
Kirbys Roofing Ltd	Repair at Holt Lane Changing Room	98.16	TFR291
LALC	NALC & LALC Subs, Area Sec, LCR	933.18	080
St.Helens Council	Barrier Baskets 2017/18	4676.26	TFR292
G Lamb	Logo Competition winner	250.00	079
Unity Trust Bank	Bank Charges Jan-March	18.00	DD
G Pinder	Telephone	15.00	
	Salary - April (less Tax, NI & Pens)	1110.35	
		1125.35	TFR293
Merseyside Pension Fund	LGPS – April	310.40	TFR294

**RAINHILL PARISH COUNCIL – MINUTES**  
**5<sup>th</sup> MARCH 2018**

Scottish Power	Deepdale Drive (AF Park) - April	21.00	STO
Npower	Martin Close (Holt) - April	16.00	DD
Waterplus	AFP Playing Fields – April	160.72	DD
Waterplus	Holt Playing Fields – April	6.33	STO
<b>S.137 Payments</b>			
G Pinder	Catering for GCA	118.67	TFR282
G Pinder	GCA Buffet	261.60	TFR282
CPRE	Annual Membership	36.00	TFR286
Mma Recognition Plaques	Good Citizenship Award Plaques	201.60	TFR287

**18.30 TO RECEIVE A REPORT FROM THE EXECUTIVE COMMITTEE**

Resolved that the report from the meeting of the Executive Committee held on 29<sup>th</sup> January 2018 be noted.

**18.31 TO APPROVE MEMBERSHIP OF CPRE**

Resolved that membership of CPRE be renewed and payment authorised.

**18.32 TO CONSIDER THE ADOPTION OF AN ACCESSIBILITY CHARTER**

Resolved that definitions be added to the proposed accessibility charter and the document be returned to a future meeting.

**18.33 TO CONSIDER THE CLERK'S MEMBERSHIP OF SLCC**

Resolved that the Clerk's membership of SLCC be renewed for a further year, and payment of the subscription be authorised.

**18.34 TO APPROVE A CONTRACT FOR LEGIONELLA TESTING AT CHANGING FACILITIES**

Resolved that the contract for Legionella testing be awarded to GMS for the next two years.

**18.35 TO CONSIDER THE FINDINGS OF THE TREE PLANTING GROUP**

Resolved that further consideration of tree planting be deferred until potential costs were known. Authority to consider quotes be deferred to Executive Committee.

**18.36 TO APPROVE ANNUAL SUBSCRIPTION TO NALC/ LALC**

Resolved that the annual subscription to NALC/LALC be authorised.

**18.37 TO CONSIDER PLANTING THE BARRIER BASKETS FOR THE 2018/19 SEASON**

Resolved that planting of the 13 barrier baskets be approved for the 2018/19 season.

Cllr S. Glover left the room during discussion on the next item having declared a prejudicial interest.

**18.38 TO CONSIDER REQUEST FOR SUPPORT FOR SCHOOL CROSSING PATROL FROM OAKDENE SCHOOL**

Resolved that the Clerk write to Oakdene School to investigate potential contribution from Rainhill High School. Further consideration of this item was deferred to Executive Committee.

Cllr S. Glover returned to the room during discussion on the next item.

**RAINHILL PARISH COUNCIL – MINUTES**  
**5<sup>th</sup> MARCH 2018**

**18.39 TO RECEIVE A REPORT FROM THE ROCKET 190 GROUP**

Resolved that the report from the meeting of the Rocket 190 Group held on 1<sup>st</sup> March 2018 be noted.

**18.40 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS**

Resolved that the complaints reported in the agenda report be noted and:

Cllr C. Moore indicated that a further a complaint had been received regarding the accessibility of the village noticeboard.

Cllr S. Glover reported that insufficient evidence of ASB was available to warrant Police support for alley gates at Alness Drive. A meeting would be arranged with Borough Council Officers to consider further options. Cllr J. Doyle confirmed that issues were ongoing.

Cllr D. Long indicated that an unauthorised car trading business on Warrington Road had been reported.

**18.41 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS**

Resolved that the Council noted the following reports:

- Public Open Spaces: Cllr S. Glover reported that a tour of open spaces would be made by the Open Spaces Committee in the Spring. The Eco Garden volunteers were commended for their dedication.
- Village Hall Management Committee: Cllr C. Moore reported that a meeting would be held next Tuesday. The grant from WREN had been reduced based on preferred estimates, this would provide for improved heating, external lighting and external works. Other areas still needed attention e.g. Kitchen and stage. The foyer roof needs replacing and estimates were being sourced, though no funding was currently available. The intruder alarm had been upgraded. New signage was on order but would only be installed when exterior works were being undertaken.
- Rainhill Railway & Heritage Society: Cllr B. Wood had sent a report indicating that tributes had been paid to Mr D. Houghton, former president, who had sadly passed away recently.
- Merseyside Association of Local Councils: Cllr B. Wood had sent a report indicating that the next meeting was on Wednesday 4<sup>th</sup> April.
- Rainhill Gala: no report.
- 4F Centre: Cllr S. Glover reported that the centre was being utilised by many groups. A new kitchen had been installed, together with new heating. Concern was expressed that sufficient respect was not being shown to the volunteers who run the centre. User groups were causing problems due to a lack of consideration both for volunteers and equipment. Damage had been sustained to equipment and the volunteers were disheartened.

It was resolved that the Clerk should write to those groups considered to be causing problems, inviting them to a mandatory meeting with the Management Committee where the centre rules would be discussed and compliance agreed.

**18.42 DATE & TIME OF NEXT MEETING**

The Annual Parish Meeting takes place on Wednesday 25<sup>th</sup> April 2018, in the Teak Room at Rainhill Village Hall, starting at 7:30pm.

It was resolved that APCM will be held on Monday 14<sup>th</sup> May 2018, starting at 7:30pm, the venue being Rainhill Village Hall and the that next ordinary meeting will immediately follow the APCM.

The meeting closed at 9.05 pm

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Chair of the Parish Council  
14<sup>th</sup> May 2018

# RAINHILL PARISH COUNCIL - CLERK'S REPORT MAY 2018

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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**

All actions resulting from resolutions made at the 5<sup>th</sup> March ordinary meeting have either been completed or are in progress. Additionally I can report the following:

#### **5.1 CLERK'S HOLIDAYS**

The Clerk is planning to take leave 15<sup>th</sup>-22<sup>nd</sup> September 2018.

#### **5.2 REFUND FROM WREN**

A refund of £515.14 was received in regard to the third party contribution towards the refurbishment grant for the Village Hall. As the overall grant had not been as high as expected the 10.75% contribution was reduced accordingly. Whilst this money has been banked, it was taken from the VH grant for 2017/18 and the £515.14 belongs to the Village Hall. I have included return of this money to the VH in the table of payments for authorisation.

#### **5.3 ALTERNATIVE QUOTE FOR BARRIER BASKETS**

An enquiry has been received from a local landscape gardener regarding the contract for the barrier baskets. The enquirer would like to put forward a tender for the job. The job is normally fulfilled by St.Helens Council and alternative quotes are not sought. If the Parish Council would like me to invite competitive quotes for this contract please let me know.

#### **5.4 CLARIFICATION SOUGHT FROM CIVIC SOCIETY**

Members will recall the proposal by the Civic Society to erect plaques and interpretation boards in the village centre. At a meeting of the Executive Committee on 29.1.18 it was resolved that the principle of the project is supported, however further discussions were needed on the timing of provision and funding. (MIN: 51, 29.1.18). The Clerk informed the Society of the decision indicating that discussions are ongoing regarding the future of development in the village, and the Parish Council would not wish to agree to the erection of boards at this time, as they may need relocating in the future. The Civic Society have requested clarification as follows:

"With regard to the interpretation boards we find ourselves rather confused. No specific places were mentioned as to the positioning of these and would like to be enlightened therefore as to what future development of the village might impinge on the positioning of these. We are in fact looking a two pieces of private land where these would fit very nicely."

**Would the Parish Council wish to organise a meeting with the Civic Society to discuss the issue further?**



### **5.5 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 25<sup>th</sup> APRIL 2018**

The minutes of the Annual Parish Meeting have been circulated to members, but not yet to those who registered their attendance on the night. Amendments received have been incorporated. The minutes are presented at Appendix 1 to be accepted as a true record, though they will only be signed at next year's meeting.

### **5.6 INTERNAL AUDIT**

Internal Audit was held on 23rd April and the Council's accounts and financial processes were inspected and reviewed. No problems were highlighted and the internal audit section of the Annual Governance and Accountability Return was completed and signed off as fully meeting all requirements.

### **5.7 MEETING WITH AMBER TAVERNS**

On 12<sup>th</sup> April Cllrs Heydon and Moore met with representatives of Amber Taverns, new owners of the Commercial Hotel. Details of the proposals for the pub were discussed and information on activities in Rainhill, e.g. the Beer Festival and forthcoming Rocket 190<sup>th</sup> celebrations were exchanged. There is still uncertainty regarding the future operation of the car park. The company expressed their aspiration to contribute to local events. The pub is due to re-open mid-June.

### **5.8 INCREASE IN NATIONAL SALARY SCALES**

NJC has reached agreement on the pay scales for 2018-19. NALC and SLCC jointly recommend the 2% increase to be applied from 1 April 2018. I will include this increase together with two month's back pay in my salary for June, as tax & NI had already been calculated for this month. A further increase has been agreed for the pay scales for 2018-19, to be applied from 1 April 2019, further information will be available later in the year.

**PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES**

**6. PLANNING APPLICATIONS**

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

An objection has been submitted to the following applications:

P/2018/0214 - 722 Warrington Road, erection of a first floor side extension along with alterations to porch.

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/2018/0142 - 7 Owen Road, works to trees covered by tree preservation order to 2 birch.

P/2018/0145 - 11 Elderswood, proposed two storey rear extension.

P/2018/0150 - 639 Warrington Road, erection of single storey side and rear extension with porch along with new access gate and railings.

P/2018/0169 - St James Methodist Church, Warrington Road, works to trees in a conservation area to fell 1 cotoneaster and remove low branches to 1 oak.

P/2018/0170 - St James Methodist Church, Warrington Road, works to trees covered by a tree preservation order to 2 sycamore.

P/2018/0195 - 3 Dane Court, change of use from Sui Generis to A4-drinking establishment and will include a small outdoor seating area.

P/2018/0202 - Heatherlands, Mill Lane, first floor extension to convert a bungalow into a two storey house.

P/2018/0214 - 722 Warrington Road, erection of a first floor side extension along with alterations to porch.

P/2018/0240 – Genesee 81 Old Lane, retrospective application for side/rear lean to extension.

P/2018/0276 - 28 Knowsley Road, erection of single storey side and rear extension.

P/2018/0261 - Rainhill High School Media Art College, Warrington Road, works to assorted trees covered by a TPO.

P/2018/0266 & P/2018/0285 - 11 Knowsley Road, works to trees covered by a tree preservation order to fell 1 beech.

P/2018/0270 - 60 View Road, erection of gates and railings above existing front boundary wall.

P/2018/0292 - 15 Bartholomew Close, part two storey, part single storey rear extension.

No comment has yet been submitted for the following application, the closing date for comments will still be open at the time of the meeting:

P/2018/0316 & P/2018/0318 - Loyola Hall, Warrington Road, consent to demolish existing garages and erect 1 new dwelling.

**The Council should note the actions taken.**

**7. TO AUTHORISE ACCOUNTS FOR PAYMENT**

A number of payments have been made in April relating to production and distribution of the Annual Report. Whilst already completed they are included in the table of authorisations.

Payee	Description	Amount	Ref
St.Helens Council	Lease - Amanda Road Playground	0.50	TFR298
St.Helens Council	Lease - Ivy Farm Road Playground	0.50	TFR299

Clerk's Report May 2018

St.Helens Council	Lease - Swan Farm Gardens	1.00	TFR300
St.Helens Council	Lease - Rainhill Park	4.00	TFR301
LDS Ltd	Annual Report Distribution	479.33	TFR295
EWS Colour Print	Design & Printing of Annual Report	1095.00	TFR296
SLCC	Data Protection Webinar	36.00	TFR297
Scottish Power	Deepdale Drive (AF Park) - May	21.00	STO
Npower	Martin Close (Holt) - May	16.00	DD
Waterplus	AFP Playing Fields – May	160.70	DD
Waterplus	Holt Playing Fields – May	6.33	STO
St Helens Council	Treatment of Mice at AFP	130.01	TFR302
G Pinder	Telephone	15.00	
	Salary - May (less Tax, NI & Pens)	1118.79	
	Clerk's Salary - Under payment from Apr	8.64	
	Photocopying (Feb)	12.00	
	Photocopying (April)	13.00	
	Get Well Soon card	1.49	
	Postage	4.04	
	Stationery	2.00	
	Web domain renewal (3 years)	35.96	
		1210.92	TFR303
Merseyside Pension Fund	LGPS – May	310.40	TFR304
St Helens Council	Christmas Lights	2943.90	TFR305
Village Hall	Return of refund from Wren contribution	515.14	TFR306

**The Council should consider approving the above payments.**

**8. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2017/18**

The Annual Governance Statement forms Section 1 of the Annual Governance and Accountability Return documentation for submission for External Audit, and must be approved before Section 2 - the Accounting Statements. The Governance Statement is signed each year by the Chair, and simply confirms that the Parish Council acknowledge their corporate responsibility for ensuring a sound system of internal control and have followed all appropriate regulations in its practices and the preparation of its accounts.

A copy of the Governance Statement is attached in the Annual Governance and Accountability Return at Appendix 2.

**The Council should consider the Annual Governance Statement and consider approval for signing by the Chair on behalf of the Council.**

**9. TO APPROVE THE 2017/18 ACCOUNTS FOR EXTERNAL AUDIT & BANK RECONCILIATION**

As the Governance Statement has now been approved, Section 2 of the Annual Governance and Accountability Return, the Accounting Statement can be considered. I attach a copy of the main page of the submission together with accounts summary, separate spreadsheet extracts of income and expenditure, and a bank reconciliation to the end of March 2018. Following the successful completion of the Internal Audit on

23rd April 2018, the External Audit submission is ready for approval by the Council and signing by the Chair.

The timetable for all the stages in this process is as follows:

Approve Accounts at this meeting  
Submit to External Auditors by end of May  
Display All Notices on board and web by 3 June  
Make Accounts Publicly Accessible 4 June to 13 July  
Publicise Audited Accounts by 30 September

The last step is dependent on the External Auditor approving the submission.

**The Council should consider approval of the Accounts and Annual Governance and Accountability Return for signing by the Chair on behalf of the Council and approve the Accounts and Bank Reconciliation for signing by the Chair.**

#### **10. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP**

A series of meetings have been held with local organisations to build up content for the planned celebration of the 190<sup>th</sup> anniversary of the Rainhill Locomotive trials on Whit bank holiday weekend 2019, 25<sup>th</sup> – 27<sup>th</sup> May.

We have now received a positive response from NRM in relation to the loan of the Rocket, and subject to detail this should be secured.

A meeting was held with Northern Rail on 2<sup>nd</sup> May who are supportive of the planned celebrations and discussion was held on their contribution.

**The Council should note the actions of the Rocket 190 Group.**

#### **11. TO CONSIDER MAINTENANCE OF RAINHILL ECO GARDEN**

A schedule of the maintenance works required for the Eco Garden has been received from St.Helens Council for approval. The regime is the same as last year's and will incur a cost of £399.92 (+ VAT), which will be charged during the next financial year. I have added this to the table of payments for authorisation.

As this is an annual renewal of an existing contract are members happy to delegate future approvals to the Clerk?

**The Council should consider approving this contract, and consider if annual agreement of the maintenance contract for the Eco Garden can be delegated to the Clerk.**

#### **12. TO CONSIDER ADDITIONAL BULB PLANTING**

In 2017 additional bulb planting was authorised along Warrington Road. So far the display has been well received. An email has been received from St.Helens Council enquiring if the Parish Council would wish to commit additional funding for further displays.

Three bulb mix options are available:

Mix	Bulbs Included	Flowering period	Cost per sqm
1	Yellow daffodils, white daffodil, blue camassia, allium	Feb – mid July	£21.75
2	Mixed narcissus, camassia, allium	Jan – mid July	£19.65
3	Yellow daffodils, white daffodils	Feb – May	£12.00

The advantage of bulb planting is that they will be enjoyed for many years to come with no further cost. The planting would be carried out late October and the process of identifying suitable sites would have to commence soon.

**The Council should consider if it wishes to fund additional bulb planting.**

**13. TO CONSIDER REPAIRS NEEDED TO THE SANDSTONE WALL**

Members will recall that the sandstone wall surrounding Old Lane play area was subject to a collapse in October 2017. Estimates were originally obtained from sandstone specialists and quotes ranging from £6,500 - £10,000+ were received. Authority was delegated to the Executive Committee to consider the implications (MIN 1023: 11.12.17) and at the meeting of Executive in January it was resolved that the Clerk explore alternative quotes and alternative treatments in order to reduce potential costs.

The Clerk has invited two local builders to quote for a variety of replacements, one declined and the second estimated around £7,200 to rebuild in sandstone, a quote for fencing is awaited.

Discussions with the resident concerned have confirmed that their main concern is security rather than aesthetics and any boundary treatment, fence, brick wall or sandstone would be acceptable to them.

Would the Parish Council be prepared to accept an alternative treatment, rather than rebuilding in sandstone in this location? A comparison quote for fencing has been requested, but had not been received at time of going to print.

**The Council should consider how it wishes to repair the collapsed wall.**

**14. TO CONSIDER UNDERTAKING A TOUR OF PUBLIC OPEN SPACES**

Each year the whole Council is invited to undertake a tour of open spaces, and last year five Councillors and the Clerk took part. A number of issues were identified and resolved. In previous years the tour has been held on a Saturday. If this is still the most appropriate day, could a suitable date be agreed, and an indication given of who will attend - just for numbers. I am currently free on 26<sup>th</sup> May, 2<sup>nd</sup> & 16<sup>th</sup> June, or 21<sup>st</sup> July.

**The Council should consider whether a tour is to be undertaken and agree a suitable date.**

**15. TO CONSIDER POTENTIAL TREE PLANTING PROJECT**

Members will recall a proposal to have a tree planting project, and a Tree Planting Group was established to consider this. The Group met on 1<sup>st</sup> February and agreed a set of potential locations for trees. The Clerk met with St.Helens Council on 1<sup>st</sup> March to discuss the locations and obtain a quote. The quote was received on 1<sup>st</sup> May. A meeting of the group to discuss the quote had not been arranged at time of going to print. The quote is as follows:

Trees planted in verge

- outside 746 Warrington Road 2 trees
  - opposite Coylton Avenue 1 tree
  - outside 429 Warrington Road 2 trees
- 5 trees @ £540 each = £2,700

Trees in tree pit in footway

Cartmel Drive estate 6 trees @ £1460 each = £8,760

Advance Feasibility Works (prior approval required)

Trial holes to locate services in footway £200

The cost of planting trees is much higher than originally anticipated and members should consider if they wish to progress with project. Initially it had been considered that a rolling programme of up to £3,000 per year, over three years might be considered. If the project is to be progressed are the trees within footways to be included?

**The Council should consider if it wishes to progress the tree planting project and if so how.**

**16. TO CONSIDER IMPLICATIONS OF GDPR**

Members will be aware that the new General Data Protection Regulation will be introduced on 25<sup>th</sup> May 2018. It replaces the existing law on data protection (the Data Protection Act 1998), and whilst many of the requirements remain the same one of the main changes is a much greater emphasis on transparency, openness and the documents you need to keep in order to show that you are complying with the legislation. The GDPR gives individuals more rights and protection regarding how their personal data is used and imposes new burdens on councils including new reporting requirements and increased fines and penalties.

A new principle of accountability puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance. The following table outlines the main changes introduced by the legislation and how Rainhill Parish Council will address these:

GDPR Requirement	How addressed
A record of processing activities must be kept by the Parish Council	A register of processing activities has been produced
Privacy notices will need to be reviewed and updated to make them clearer, more transparent and easily accessible	A new privacy notice will be added to the web site contact page.
Where processing personal data is based on consent, the council must be able to evidence the consent.	Parish Council's lawful basis for processing is 'public task' which allows processing: <ul style="list-style-type: none"> <li>• 'in the exercise of official authority'. This covers public functions and powers that are set out in law; or</li> <li>• to perform a specific task in the public interest that is set out in law.</li> </ul>
Data breaches must be reported to the ICO without 'undue delay', failure to report a breach may result in an intervention by the ICO and a fine (potentially up to £10m)	New policy needed to set out how breaches will be handled and escalated.

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The time limit for dealing with right of access (Subject Access Requests) has been reduced to one month and the fee has been removed.	New policy will include process for dealing with subject access requests
Data Privacy Impact Assessments ("DPIA") have been made mandatory where new technologies are used (e.g. CCTV) or for high risk data processing activities, etc.	Not needed at present but new policy will provide for their introduction should the need arise
Internal policies and measures should be introduced when new IT systems or new websites which collect personal data are launched.	Not needed at present but new policy will provide for their introduction should the need arise
Individuals have the Right to Object to processing and can also request that their personal data is deleted.	New policy will include process for dealing with requests to opt-out and for erasure
An individual has the right not to be subject to a decision based solely on automated processing.	No automated processing undertaken.
A Data Protection Officer (DPO) will need to be appointed by councils.	Parish Councils must appoint a DPO. See below.
An individual has a new right of data portability which allows for the data an individual provided to the Data Controller to be provided to the individual in a structured format.	New policy will include process for dealing with data portability.

The Parish Council will in the first instance need to appoint a Data Protection Officer (DPO) whose role will be to raise awareness and advise on GDPR compliance. The DPO will monitor the implementation of the regulation requirements and compliance with policies and procedures. Currently clerks and RFOs cannot be designated as a council's DPO because there is a potential conflict of interest, and they are unlikely to satisfy all of the requirements of the job.

The government recently tabled an amendment to its own Data Protection Bill to exempt all parish councils from the requirement to appoint a DPO. Officials from the Department for Culture, Media and Sport have confirmed that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice. However, the Bill has not yet received Royal Assent.

Data controllers must ensure that their processors comply with the legislation and the processors must also keep records of their processing activities. The Parish Council is both the Data Controller and Data Processor.

Data controllers are obliged to reduce risk of a breach of data protection by ensuring that measures and controls are in place for avoidance, and that such measures are reviewed and checked. Data breaches are of a concern where there is significant processing and storage of personal data. Personal data is information held by a data controller which enables an individual to be identified eg. contact details, date of birth, bank account details, information relating to their education, health, work, and family life etc. Therefore a breach could have a range of implications.

Examples of personal data breaches include:

- Access to data by unauthorised third party

- Deliberate or accidental action (or inaction) by data controller
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

When reporting a data breach there are requirements of details which must be provided including the nature of the breach, numbers involved, potential consequences etc. Sharing of personal data inappropriately, leaving a file on a bus, failure of councillors / officers to safeguard or return data files etc. are examples of how a breach may occur. There is extensive and detailed guidance on the ICO's website relating to the above.

The Clerk's initial assessment is that the Parish Council has very little activity in this regard.

Councillors' personal details held include names, addresses, email and telephone details, and declarations of interest. All of these are available to the public ordinarily. The Clerk receives and uses bank details of organisations and some individuals, which are either in hard copy form and kept at the Clerk's home, or contained in the Clerk's email account which is password protected. There are no files which are transferred to Councillors. The Clerk is the only employee and any personal employee data is held at the Clerk's home or on the Parish Council computer which is password protected and only accessed by the Clerk herself. It is therefore the Clerk's view that the Parish Council is naturally low risk.

Given the uncertainty over the future need to appoint a DPO I would recommend that the Clerk is appointed as DPO for an interim period to be reviewed after six months. As limited personal data is processed and the Clerk could handle any individual requests for action mentioned above, my experience should be adequate to fulfil the role. Should a data breach occur, the Clerk would consult with the Chair, or other nominated Councillor, who would assess whether to report the breach to the ICO.

The Clerk will continue to prepare the documentation and policies required by GDPR and report to a future meeting.

**The Council should consider the implications of GDPR reported above and appoint a Data Protection Officer.**

## **17. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS**

The Clerk has dealt with correspondence including those relating to: Unauthorised noticeboard at St. Ann's Millennium Centre; unauthorised parking at Forge Gym; ownership of street lights on car park at Houghton Street; potential replacement of Kendricks cross; parking issues at Exchange Place. If you would like further details please ask.

## **18. TO RECEIVE REPORTS FROM EXTERNAL GROUPS**

- 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



**19. DATE AND TIME OF NEXT MEETING**

18<sup>th</sup> June 2018, 7.30pm

23<sup>th</sup> July 2018, 7.30pm

**Rainhill Annual Parish Meeting**  
**25<sup>th</sup> April 2018**  
**Held at Rainhill Village Hall**

Present Cllrs: B. Almond, J. DeAsha, J. Carroll, J. Doyle, J. Fulham, S. Glover, B. Heydon, D. Long, P. Long, W. Wood, Insp. Neil Birkett (Merseyside Police), PCSO Ken Dearing and 19 residents.

1. The Chair, Cllr P. Long, welcomed residents to the meeting, thanked them for attending, and explained how the meeting would progress. A minutes silence was held in memory of Mr Derek Houghton.
2. Apologies were received from Cllrs M. Donovan, B. Grunewald, L. Glover and C. Moore, Mrs Speakman, Mrs Proffitt, and Mr Miller.
3. Insp. N Birkett outlined the statistics for crime in Rainhill. There had been a decline in burglaries and theft, but violence with injury had remained the same. Despite cuts to the service the Police would maintain a proactive capacity in St.Helens. The custody suite would be closed but a switch to restorative action would result in more officers on the street. Overall statistics showed 40-50 crimes per month and Rainhill remained low in the statistics tables.

The issue of on street parking was raised, specifically parking on pavements. Responsibility for illegal parking lay with Parking Enforcement at St.Helens Council but parking causing an obstruction was a Police matter. The ability to enforce against illegal and inconsiderate parking was constrained by a lack of resources and complexities of the law, however, residents should report such instances. Only two Parking Enforcement Officers were available to cover parking issues across the whole borough, outside of the town centre. Rainhill Road was cited as a particular problem forcing pedestrians, with prams and wheelchairs, on to the roadway. Several schemes had been considered over the years but none were deemed a suitable solution.

The bollards along Warrington Road had not been maintained making them difficult to see at night. JDA would check if this was the responsibility of St.H Council or the City Region.

Parking used to be available at both the Commercial and Victoria public houses but strict regulations had been introduced, exacerbating parking problems. Whilst this is private land, the Parish Council would write to the owners to assess the possibility of relaxing the restrictions for short term parking. A masterplan was being prepared to address issues, including parking, a timescale for production was not given.

The Parish Council would work with the Police to look at possible solutions to this issue.

Cllr P. Long thanked the Police for their attendance and for all their hard work in protecting the residents of Rainhill.

4. It was resolved that the minutes of the Parish Meeting held on the 26<sup>th</sup> April 2017 should be approved and signed by the Chair as a correct record.
5. The Chair expressed her appreciation at being Rainhill's first citizen and how much she had enjoyed attending events. Thanks were given to the members of the Parish Council and Clerk for the support provided during her year in office. A report was

given on the activities of the Parish Council over the previous twelve months. Key points included:

- Thanks were expressed to the many dedicated volunteers in Rainhill especially the amazing efforts of the Rainhill Gala whose year round schedule of tremendous events, including the newly introduced 10k run, are a great achievement and raise funds for good causes.
  - The Rotary Club were thanked for their community activities throughout the year, especially the Beer Festival which, together with the Christmas Float raised thousands of pounds for local causes.
  - The Parish Council in partnership with the Railway & Heritage Society, and members from both the Gala Committee and Rotary Club are helping put together a programme of activities to celebrate the 190<sup>th</sup> and 200<sup>th</sup> Anniversary of the Rainhill Trials. Celebrations are planned for Whit bank holiday in May 2019. We hope to draw attention to the importance of the Trials in transport history.
  - Thanks were expressed to Rainhill Civic Society for all their efforts, especially in organising the Rainhill in Bloom, new planters in Houghton Street and the bulb planting across the village.
  - Cllrs Carroll and Moore, were thanked for their efforts in the planting up of the old telephone kiosk in View Road.
  - The Parish Council, with the help of Ward Councillors and St Helens Council, continued to support the provision of open spaces for the enjoyment of Rainhill residents. New signs have been introduced at Albert Fellowes Park to improve safety for users. The Council had responsibility for 8 parks spread over 43 acres of Rainhill. Efforts to enhance the village atmosphere have been increased by the introduction of bulb planting, to supplement the wildflower areas, together with maintenance of the barrier baskets.
  - The Parish Council continued to help the hard-working members that run the Village Hall by contributing towards the hall running costs. Congratulations were given to the VH management team on securing grant funding for much needed repairs. Thanks were also given to the volunteers who keep the 4F Centre running providing another valuable resource.
  - Our remembrance of those who have served our country, was increased this year by holding a Merchant Navy Day service in September.
  - In June a new plaque was unveiled on the War Memorial, to commemorate those soldiers not previously included. The event was combined with remembrance of the Battle of the Somme and a celebration of our twinning with the residents of Latour-en-Woëvre in France. It was an honour to welcome Marie Rimmer, MP, the Mayor of St.Helens and many members of the community, to commemorate the sacrifices made during WW1.
  - The Parish Council were pleased to present the Good Citizenship Award to: Kevin Wilkes, Margaret Doyle, Sheila Cowley and the 4F Centre Management Group, to recognise their excellent work in and for the community.
  - This year investment was made in additional Christmas decorations and thanks were expressed to Oakdene School Choir for singing at the Christmas Tree lights switch on event.
  - The Parish Council continued to support local residents by vetting local planning applications and making comments, and objections where necessary.
  - The Annual Report had, once again, been distributed to all homes in Rainhill.
6. The Clerk briefly presented the draft accounts for 2017/18 to the meeting:
- The Parish Council was in a stable state financially and was conforming to all statutory requirements and national association guidelines.

- Total Income for 2017/18 was £68,500 predominantly made up of precept and income from pitch hire. Just less than £3,000 had been reclaimed in VAT. Compared to last year the income was up by £6,000.
- Total Expenditure for 2017/18 was just over £54,000, which was a £1,000 decrease on the previous year, which had been a high spend year. Administration remained the highest cost as this covered a multitude of expenses. Public Open Space spending was down by £1,000 and Environmental Expenses & Publicity increased by £200 each, however there was a reduction in spending under Section 137.
- At the end of the 2017/18 financial year the accounts showed a balance of £67,734, this was made up of a cash balance of £21,000 and reserves of £46,000. The Clerk had recommended that reserves be built up to support the planned celebrations of the Rainhill Trials 190<sup>th</sup> anniversary in 2019. Whilst it was hoped that many of the activities would be supported by local organisations or be self-financing, the Council must have the reserves in place to guarantee the initial outlay anticipated. Following a budgeting exercise this year's precept had been set at £67,000.

7. Mrs A. Davey spoke on behalf of the Civic Society reporting that on 17<sup>th</sup> April the Society was 50 years old and held a celebratory event with former officers and founder members. The fundamental purpose of the Society remained the same. Membership continues to grow. Rainhill Remembered provides a valuable opportunity to reminisce and exchange memories. Activities extend from workshops to talks on Tourette's syndrome. An event to mark the 100<sup>th</sup> Anniversary of the end of WW1 will be held on 10.11.18 in the Ex-servicemen's Club. Rainhill in Bloom, spring bulbs and new planters have enhanced the village, together with the Parish Council's barrier baskets, new bulb planting and flower display in the telephone kiosk. The Society continue to assess development proposals and comment where necessary, with the fundamental aim of preserving the past, caring for the present and planning for the future.
8. Mr I. Lucas gave a report on behalf of Rainhill Eco Group. The garden opened 3 years ago and many teething problems had now been overcome. The Group consisted of 12 volunteers with the aim to provide an area for the enjoyment of residents. Events to encourage use had included an Easter Egg Hunt and Halloween party. A stall would be held at the Gala to raise funds and a gazebo had been purchased to facilitate this. Thanks were expressed to the Parish Council for their support.
9. Mr S. Clarke reported that the Rainhill Gala had been attended by around 5,000 people, despite bad weather. The event had raised £5,500 plus an additional £600 for a defibrillator at the Scout hut. The main beneficiary was Willowbrook Hospice, together with many smaller locally based groups. Local organisation also boosted their own funds by around £10,000. The Gala Committee thanked Blundells Hill Golf Course for a £2,000 contribution. 2017 saw the first Run Rainhill, a 10km race entered by 300 participants. The 2018 Run Rainhill was planned for 23.9.18. Despite these successes there had been a decline in support with only 16 hardworking and dedicated committee members. Many volunteers are over 65 and new members are needed and can join via Facebook. The 2018 Gala programme was in its final stages of publishing but space was still available.

Cllr B. Heydon thanked the Gala Committee for their support with the Rocket 190<sup>th</sup> celebrations, taking on the organisation of the tea party and other entertainment.

10. Mr G. Scott reported that Rainhill and Prescott Probus was a long established group for retired businessmen. The group meet monthly and follow national objectives whilst keeping local objectives. There were 10 elected members in the not for profit organisation. Events are organised and charged for. Meetings are held at the Millennium Centre and include hot meals and guest speakers. Ladies are invited to participate in special events.
11. Mr C Tigwell gave a report on behalf of Rainhill Railway and Heritage Society and marked the passing of Derek Houghton, founder member of the Society, who would be sorely missed. Meetings had been reasonably well attended and there had been an emphasis on transport. Unfortunately the quiz had been cancelled. New members were sought. A summer trip had been organised to the Severn Valley Railway and Bridgenorth. There had been more engagement with schools and plans for the 190<sup>th</sup> anniversary celebrations were progressing with commitments from many local organisations.
12. The Clerk read a report from the Chair of the Village Hall Management Committee: The hall continued to be well used, mainly by charitable or not for profit organisations with a small number of commercial users. It continued to receive discretionary rate relief. The upkeep is undertaken by volunteers especially Eric & Doug. Several rooms had been redecorated but work continued. A scaffold tower may be purchased to facilitate decorating the main hall. New signage will be fitted shortly. Thanks to Malcolm (Treasurer) for securing funding to upgrade the heating system and boiler, replace the barge boards, fascia and gutters, however additional works were needed that were not covered by the funding. Improvements were being made to the kitchen with new cooking facilities, water heaters, venting system and a lick of paint. The foyer roof still leaks and the stage needs refurbishment, funding was being sought. User groups were thanked for their contributions towards refurbishments. A drop in rental income was anticipated during the works and rental rates would be discussed at the May meeting. The Parish Council were thanked for their generous grant without which the hall would be unable to operate, and to the volunteers who keep the hall running smoothly.
13. Mrs E. North spoke on behalf Rainhill Women's Institute. The group had been using the Village Hall for 38 years and some founder members were still in attendance. However, new members were joining, some as young as 50! The group enjoy good companionship and do what they can for the community. This year donations had been made to the Railway Gardeners and the Lilac Centre.
14. Mr N. Thompson presented on behalf of Rainhill Town Football Club. The Club would reach its 50<sup>th</sup> year in 2 years' time and planned an event for founders and former members. Last year the club reached 6 cup finals but had only reached 2 this year. The club has over 200 members with 6 adult teams and 3 junior teams that could not be accommodated elsewhere. All teams were doing well with the possibility that they could be league champions. The running costs were expensive but the club were predominantly self-financing with the help of sponsors. Thanks were expressed to the Parish Council for their assistance in the aim of bringing first team football back to Rainhill, with particular thanks to Cllr S. Glover for his help.
15. Cllr P. Long thanked all groups who had attended, together with the wider voluntary groups throughout Rainhill. The dedication of the voluntary sector made a Rainhill a special place to live.
16. The Chair introduced the Open Forum section:

- Mrs North drew attention to the untidy state of the village, specifically the litter outside the wine bar on Warrington Road. The Clerk was instructed to write to the establishment and request action. The issue of rubbish was a problem throughout the village and a lack of respect was blamed.
- Mrs Pierce complimented the barrier basket but was concerned that some had been removed. It was confirmed that there were now 13 baskets rather than 26 due to financial constraints.
- Mr Ward asked if the implications on the village services of additional housing around Rainhill had been considered and what protection was offered against issues such as parking.

Cllr D. Long explained that planning rules dictate that a development plan must be produced and must include sufficient land for housing to meet government targets in order to avoid:

- Government intervening and taking over planning for the borough; and
- Developers taking advantage of the lack of a plan to propose unsustainable development.

Rainhill Parish Council support a policy of brownfield development before greenfield and Green Belt, and are pushing for development of vacant sites. The St.Helens Local Plan, on which RPC are a statutory consultee, is currently in its second phase of preparation. RPC had submitted a representation to the first consultation supporting the residents' views. The second consultation had not yet commenced and there was currently no plan to comment on.

- Mrs Daniels asked if those Parish Councillors who also served St.Helens Council suffered a conflict of interests with regards to consideration of planning issues. Cllr J. Fulham explained that it is a collective process, if individual Councillors have a conflict of interests on any matter they are to declare this, however, the Parish Council is a collective body.

- Mr Tasker queried whether the housing target set in the St.Helens Local Plan exceed that necessary to meet Government targets.

Cllr J. Fulham explained that Government had recently changed the way that objectively assessed need was calculated and this had resulted in an increase in target figures.

- Mr Clarke queried whether those representatives who serve as borough Councillors would be in a position to object to a borough plan if their residents objected to it.

Cllr B. Heydon read from the Parish Council representation submitted to the most recent consultation which supported the residents' concerns to the plans. An extract was also read from a letter rejecting a meeting with the developers. Cllr Heydon reiterated that local authorities were vulnerable to development where no local plan was in place, however, Councillors who express complete opposition in advance of consideration of an issue would be guilty of predetermination and would therefore risk having any planning outcome challenged in the high court and potentially overturned.

- Cllr D. Long clarified that planning is not solely a democratic process, it is a legal process where individuals have rights. Planning policies exist to facilitate development and this has to be accommodated in the best way possible.

- Mr Tasker asked why the St.Helens Local Plan catered for 30 years supply of housing when it only had to look to 15 years. If 'safeguarded' land is removed from the Green Belt it would have less protection against development.

Cllr J. Fulham responded that if the plan made insufficient provision, it would not be approved and the Government would release land at the developer's discretion. Whilst a 30 year supply is identified, the first 15 years may be on brownfield.

- Cllr D. Long emphasised that service to the Parish Council was as a public servant, at personal expense, and not for personal gain. All those involved in politics should have respect for others.
  - It was agreed that the meeting had provided an open forum for discussion and communication which was appreciated.
17. Mr C. Tigwell indicated that, politics aside, the voluntary organisations of Rainhill appreciate the work of the Parish Council, and thanked the members of the Parish Council for their voluntary efforts on behalf of the residents of Rainhill.
18. Being no further business the Chair closed the meeting at 9.50 pm.

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Chair, Rainhill Parish Council  
24<sup>th</sup> April 2019

DRAFT



# Annual Internal Audit Report 2017/18

## RAINHILL PARISH COUNCIL AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			No PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/04/18

Name of person who carried out the internal audit

STEPHEN GASKELL INTERNAL AUDITOR

Signature of person who carried out the internal audit

*S. Gaskell*  
SIGNATURE REQUIRED

Date

23/04/18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

RAINHILL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINUTE REFERENCE  
dated DD/MM/YY

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

rainhillpc@hotmail.co.uk



## Section 2 – Accounting Statements 2017/18 for

### RAINHILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	45,815	53,285	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	58,500	63,400	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,106	5,094	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	19,703	19,444	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	35,433	34,600	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	53,285	67,735	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	53,285	67,735	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	<u>RESTATED</u> 172,420	172,420	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

# RAINHILL PARISH COUNCIL

## ACCOUNTS 2017/2018

2016/2017

2017/2018

£

### RECEIPTS

£

58,500.00  
1,224.00  
21.52  
464.81  
1146.08  
1,249.74

Precept  
Football Pitch Hire  
Bank Interest  
4F Centre Insurance Premium  
Other  
VAT reclaimed

63,400.00  
1,631.00  
0  
489.69  
75.00  
2,897.72

---

62,606.15

**TOTAL RECEIPTS**

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68,493.41

68,493.41

### PAYMENTS

23,924.03  
8,313.74  
11,023.00  
5,421.92  
1,649.45  
1,906.33  
0.00  
2,897.72

Administration  
Public Open Spaces  
Village Hall  
Environmental Expenses  
Publicity  
S137 Payments  
Contingency  
VAT payable

24,311.81  
7,371.23  
11,023.00  
5,684.56  
1,814.15  
1,120.24  
0.00  
2,718.70

---

55,136.19

**TOTAL PAYMENTS**

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54,043.69

54,043.69

### CUMULATIVE FUND BALANCE

45,814.94  

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62,606.15  
108,421.09  
55,136.19

Balance Brought Forward  
at 1/4/2017  
Plus Total Receipts  
  
Less Total Payments

53,284.90  

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68,493.41  
121,778.31  
54,043.69

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53,284.90

Balance carried forward  
at 31/3/2018

---

67,734.62

67,734.62

# RAINHILL PARISH COUNCIL

## BALANCE SHEET AT 31/3/18

2016/2017		2017/2018
£		£
nil	A) LONG TERM ASSETS Investments	nil
53,284.90	B) CURRENT ASSETS Cash in Hand	67,734.62
53,284.90	C) TOTAL ASSETS (A+B)	67,734.62
nil	D) CURRENT LIABILITIES	nil
53,284.90	E) NET ASSETS (C-D)	67,734.62
	Represented by:	
17,284.90	Fund Balance	21,734.62
36,000.00	Reserves	46,000.00
53,284.90	Total	67,734.62

The above Statement represents fairly the financial position of the Parish Council as at 31st March 2018 and reflects its income and expenditure during the year.

Approved by the Parish Council on 14<sup>th</sup> May 2018

Chair:.....

Responsible Financial Officer:.....

**RAINHILL PARISH COUNCIL ACCOUNTS 2017/2018**  
**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS**

1) **ASSETS HELD BY THE PARISH COUNCIL:**

- i. During the year no significant assets were purchased or disposed of by the Parish Council.
- ii. Assets are valued at cost in the Annual Return, in line with most other parish councils. This will be lower than the current value of the assets.
- iii. At the 31st March 2018, the estimated value of the Council's assets was £596,890. This valuation is based on replacement costs for Insurance purposes. Significant assets held by the Council and their values include:

Sports Pavilions – Rainhill Park	£112,551
Sports Pavilions – Holt Lane	£85,129
4F Centre building	£388,571

2) **LEASES:**

The Parish Council had the following leases in operation at the close of business on 31st March 2018.

<i>Lessor</i>	<i>Purpose</i>	<i>Annual Lease</i>	<i>Year of Expiry</i>
St. Helens MBC	POS Swan Farm	1.00	2055
St. Helens MBC	POS Two Butt Lane	.50	2057
St. Helens MBC	POS Rainhill Park	4.00	2063
St. Helens MBC	POS First Avenue	.50	2057
St. Helens MBC	POS Holt Lane	-	2068
St. Helens MBC	POS Warburton Hey	-	2062
St. Helens MBC	POS King Edward Close	-	2059
Lariche Investments	Village Hall Land	5.00	2032

3) **EARMARKED RESERVES:**

At the 31st March 2018 the Parish Council had the following earmarked reserves.

<i>Earmarked Reserve</i>	<i>Balance at 1/4/2017</i>	<i>Contribution to Reserve</i>	<i>Contribution from Reserve</i>	<i>Balance at 31/3/2018</i>
Development	£25,000	£10,000	nil	£35,000.00
Election	£11,000	nil	nil	£11,000.00
			<b>Total</b>	<b>£46,000.00</b>

RAINHILL PARISH COUNCIL ACCOUNTS 2017/2018  
SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS  
Continued.....

4) SECTION 137 EXPENDITURE:

Section 137 of the Local Government Act 1972 and Section 18 of the Local Government Act 2003 enables the Parish Council to spend up to £7.57 per head of population on the electoral role (equivalent to £68,591.77 in 2017/2018) in any one financial year on activities or projects not specifically authorised by other powers.

Expenditure was incurred during the 2017/2018 financial year for the following purposes:

Neighbourhood Watch signs	£92.80
Dr Chibby, Rainhill Riders	£67.00
Rainhill Trials Commemoration Group	£100.00
Alzheimer's Society	£100.00
RBL Poppy Appeal	£43.50
Oakdene School	£100.00
Willowbrook Hospice	£100.00
Good Citizenship Awards	£480.94
CPRE Annual Membership	<u>£36.00</u>
Total	£1,120.24

5) ADVERTISING AND PUBLICITY:

The following costs for advertising and publicity were incurred during the 2017/2018 financial year.

i)	Recruitment Advertising	nil
ii)	Other Advertising	nil
iii)	Publicity	£1,814.15

6) PENSIONS:

Payments to the Merseyside Pension Fund are made on behalf of the Council's only employee, the Clerk to the Council / Responsible Financial Officer. Employer contributions were made at the rate of 17.7% of the Clerk's salary for 2017/18.

7) The accounts for the financial year 2017/2018 have been produced according to the 'Accounts and Audit Regulations 2015' and in accordance with Financial Reporting Standard (18) 'Accounting Policies'.

Rainhill Parish Council  
Income April 2017 - March 2018

<b>Date</b>	<b>Remitter</b>	<b>Precept</b>	<b>Pitch Hire</b>	<b>Bank Interest</b>	<b>Misc Other</b>	<b>TOTAL INCOME</b>
20-Apr-17	St Helens Council	31700.00				31700.00
01-Jun-17	HMRC - VAT				2897.72	2897.72
23-Jun-17	St Helens Council	31700.00				31700.00
22-Jun-17	Scottish Power				25.00	25.00
08-Aug-17	Rainhill Town AFC		935.00			935.00
10-Aug-17	Rainhill Town AFC		374.00			374.00
12-Aug-17	Rainhill Rocket FC		322.00			322.00
10-Oct-17	4F Centre - Insurance				489.69	489.69
07-Feb-18	Seneley Green PC				50.00	50.00
		63400.00	1631.00	0.00	3462.41	68493.41



Rainhill Parish Council Expenditure 2017

Date	Voucher Number	Payee	Details of Payment	Bank Charges	Salary Clerk	Tax / NI	Pension	Admin	POS	Publicity	Village Hall	Cont	Enviro	Sec 137	VAT	Totals
03-Apr-17	DD	United Utilities	Water - Rainhill Park						55.06							55.06
03-Apr-17	STO	United Utilities	Water - Holt Playing Fields						6.33							6.33
27-Apr-17	STO	Npower	Electricity - Holt Playing Fields						2.86						0.14	3.00
20-Apr-17	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
26-Apr-17	TFR231	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
26-Apr-17	TFR231	G Pinder	Clerk's Salary - Apr		1086.52											1086.52
26-Apr-17	TFR231	G Pinder	Photocopying - March					13.13							2.62	15.75
26-Apr-17	TFR231	G Pinder	Photocopying - April					10.34							2.06	12.40
26-Apr-17	TFR232	Mersey/ide Pension Fund	LGPS - Apr				301.53									301.53
16-Apr-17	TFR225	St Helens Council	Grounds Maintenance 13 Barrier Baskets Winter 2016						526.89						105.38	632.27
16-Apr-17	TFR226	St Helens Council	Lease - Amanda Road Playground						0.50							0.50
16-Apr-17	TFR227	St Helens Council	Lease - Ivy Farm Road Playground						0.50							0.50
16-Apr-17	TFR228	St Helens Council	Lease - Swan Farm Gardens						1.00							1.00
16-Apr-17	TFR229	St Helens Council	Lease - Rainhill Park						4.00							4.00
16-Apr-17	TFR230	LDS Ltd	Annual Report Distribution							369.15					73.83	442.98
16-Apr-17	TFR233	EWS Colour Print	Design & Printing of Annual Report							1095.00						1095.00
19-Apr-17	TFR234	Topcoat	Painting Telephone Kiosk										260.00			260.00
27-Apr-17	STO	Hydraclean	Legionella Testing Holt Lane April						42.50						8.50	51.00
27-Apr-17	STO	Hydraclean	Legionella Testing Rainhill Park April						43.33						8.67	52.00
03-May-17	DD	United Utilities	Water - Rainhill Park						55.06							55.06
03-May-17	STO	United Utilities	Water - Holt Playing Fields						6.33							6.33
15-May-17	STO	Npower	Electricity - Holt Playing Fields						2.86						0.14	3.00
20-May-17	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
26-May-17	TFR235	G Pinder	Clerk's Salary - Apr		1086.32			14.49							2.90	17.39
26-May-17	TFR235	G Pinder	Printer Inks					12.50							2.50	15.00
26-May-17	TFR236	Mersey/ide Pension Fund	LGPS - May				301.53									301.53
27-May-17	STO	Hydraclean	Legionella Testing Holt Lane May						42.50						8.50	51.00
27-May-17	STO	Hydraclean	Legionella Testing Rainhill Park May						43.33						8.67	52.00
03-Jun-17	DD	United Utilities	Water - Rainhill Park						55.06							55.06
03-Jun-17	STO	United Utilities	Water - Holt Playing Fields						6.33							6.33
15-Jun-17	STO	Npower	Electricity - Holt Playing Fields						2.86						0.14	3.00
20-Jun-17	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
26-Jun-17	TFR237	G Pinder	Photocopying					26.58							5.32	31.90
26-Jun-17	TFR237	G Pinder	Clerk's Salary - Jun		1086.52											1086.52
26-Jun-17	TFR237	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
26-Jun-17	TFR237	G Pinder	Postage					14.52								14.52
26-Jun-17	TFR238	Mersey/ide Pension Fund	LGPS - June				301.53									301.53
20-Jun-17	TFR240	Rainhill Village Hall	Legymac Engineering Services Ltd - heating services								1507.10					1507.10
20-Jun-17	TFR240	Rainhill Village Hall	ABM Fire & Security - Intruder Alarm Maintenance								768.31					768.31
20-Jun-17	TFR240	Rainhill Village Hall	HMRC								432.00					432.00
20-Jun-17	TFR240	Rainhill Village Hall	Phil Lowton - Electrical Work								340.00					340.00
27-Jun-17	STO	Hydraclean	Legionella Testing Holt Lane June						42.50						8.50	51.00
27-Jun-17	STO	Hydraclean	Legionella Testing Rainhill Park June						43.33						8.67	52.00
30-Jun-17	TFR239	HMRC	Tax & NI (Apr - Jun)													616.40
30-Jun-17	DD	Unity Trust Bank	Bank Charges						18.00							18.00



Rainhill Parish Council Expenditure 2017

Date	Voucher Number	Payee	Details of Payment	Bank Charges	Salary Clerk	Tax / NI	Pension	Admin	POS	Publicity	Village Hall	Cont	Enviro	Sec 137	VAT	Totals
03-Jul-17	DD	United Utilities	Water - Rainhill Park						55.06							55.06
03-Jul-17	STO	United Utilities	Water - Holt Playing Fields						6.33							6.33
15-Jul-17	STO	Npower	Electricity - Holt Playing Fields						2.86							3.00
20-Jul-17	STO	Scottish Power	Electricity - Rainhill Park					10.50	20.00							21.00
26-Jul-17	TFR241	G Pinder	Photocopying													12.60
26-Jul-17	TFR241	G Pinder	Clerk's Salary - July		1086.32											1086.32
26-Jul-17	TFR241	G Pinder	Telephone @ £15.00/month					12.50								15.00
26-Jul-17	TFR241	G Pinder	Tel. Box Lock and Keys										21.65		0.45	22.10
26-Jul-17	TFR241	G Pinder	Tel. Box Lock and Keys										31.03		4.80	35.83
26-Jul-17	TFR242	Merseyside Pension Fund					301.53									301.53
27-Jul-17	TFR243	Merseyside Police	Contribution towards Neighbourhood Watch signs										92.80			92.80
26-Jul-17	TFR256	Dr Chibby	Donation to Rainhill Riders										67.00			67.00
27-Jul-17	STO	Hydraclean	Legionella Testing Holt Lane July						42.50						8.50	51.00
27-Jul-17	STO	Hydraclean	Legionella Testing Rainhill Park July						43.33						8.67	52.00
20-Jul-17	TFR244	Vynlyne	Updating Honours Board					40.00							8.00	48.00
21-Jul-17	TFR245	Barrow & Cook	Legal fees for 4F Centre Lease					836.00							150.00	986.00
03-Aug-17	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Aug-17	STO	Water Plus	Water - Holt Playing Fields						6.33							6.33
15-Aug-17	STO	Npower	Electricity - Holt Playing Fields						2.86						0.14	3.00
20-Aug-17	STO	Scottish Power	Electricity - Rainhill Park					12.50	20.00						1.00	21.00
26-Aug-17	TFR246	G Pinder	Clerk's Salary - Aug		1086.32											1086.32
26-Aug-17	TFR246	G Pinder	Telephone @ £15.00/month												2.50	15.00
27-Aug-17	TFR247	Merseyside Pension Fund					301.53									301.53
27-Aug-17	STO	Hydraclean	Legionella Testing Holt Lane Aug						42.50						8.50	51.00
27-Aug-17	STO	Hydraclean	Legionella Testing Rainhill Park Aug						43.33						8.67	52.00
03-Sep-17	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Sep-17	STO	Water Plus	Water - Holt Playing Fields						6.33							6.33
05-Sep-17	074	Rainhill Town AFC	Refund of Pitch Hire Fees						187.00							187.00
05-Sep-17	075	Rainhill Recreation Club	Refund of Pitch Hire Fees						187.00							187.00
15-Sep-17	STO	Npower	Electricity - Holt Playing Fields						2.86						0.14	3.00
20-Sep-17	STO	Scottish Power	Electricity - Rainhill Park					12.50	20.00						1.00	21.00
06-Sep-17	TFR250	Regency Property Asset Mgt	Ground Rent for Village Hall						35.00							35.00
06-Sep-17	TFR251	Zurich Municipal	Insurance Renewal Premium					1055.88	60.00						12.00	1055.88
07-Sep-17	TFR255	Kirby Roofing Limited	Repair to AFP Sports Pavilion													72.00
06-Sep-17	TFR252	B Walsh	Website Consultancy and Support					50.00								50.00
26-Sep-17	TFR248	G Pinder	Clerk's Salary - Sept		1086.52										2.50	1086.52
26-Sep-17	TFR	G Pinder	Telephone @ £15.00/month												2.75	16.50
26-Sep-17	TFR	G Pinder	Printing & Paper					13.75							3.00	17.99
26-Sep-17	TFR	G Pinder	McAfee Antivirus					14.99								14.99
26-Sep-17	TFR249	Merseyside Pension Fund					301.53									301.53
27-Sep-17	STO	Hydraclean	Legionella Testing Holt Lane Aug						42.50						8.50	51.00
27-Sep-17	STO	Hydraclean	Legionella Testing Rainhill Park Aug						43.33						8.67	52.00
26-Sep-17	TFR253	HMRC	Tax & NI (Jul - Sep)			616.60										616.60
30-Sep-17	DD	Unity Trust Bank	Bank Charges													18.00
18-Sep-17	TFR254	Rainhill Trials Commemoration	Donations			18.00								100.00		118.00

Rainhill Parish Council Expenditure 2017

Date	Voucher Number	Payee	Details of Payment	Bank Charges	Salary Clerk	Tax / NI	Pension	Admin	POS	Publicity	Village Hall	Cont	Enviro	Sec 137	VAT	Totals
06-Oct-17	TFR262	BDO LLP	External Audit Fee					300.00							60.00	360.00
03-Oct-17	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Oct-17	STO	Water Plus	Water - Holt Playing Fields						6.33							6.33
25-Oct-17	STO	Npower	Electricity - Holt Playing Fields						15.20							16.00
20-Oct-17	STO	Scottish Power	Electricity - Rainhill Park						20.00							21.00
26-Oct-17	TFR257	G Pinder	Clerk's Salary - Oct (less Tax, NI & Pens Ded)		1086.32											1086.32
26-Oct-17	TFR257	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
26-Oct-17	TFR257	G Pinder	Printing					12.50							2.50	15.00
26-Oct-17	TFR258	Merseyside Pension Fund	LGPS - Oct				301.53									301.53
18-Oct-17	TFR259	Village Hall	Insurance Premium								3024.43					3024.43
18-Oct-17	TFR260	St. Ann's Centre	Room Hire					17.50								17.50
18-Oct-17	TFR261	Alzheimer's Society	Donation											100.00		100.00
27-Oct-17	STO	Hydraclean	Legionella Testing Holt Lane Oct						42.50						8.50	51.00
27-Oct-17	STO	Hydraclean	Legionella Testing Rainhill Park Oct						43.33						8.67	52.00
03-Nov-17	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Nov-17	STO	Water Plus	Water - Holt Playing Fields						6.33							6.33
25-Nov-17	STO	Npower	Electricity - Holt Playing Fields						15.20							16.00
20-Nov-17	STO	Scottish Power	Electricity - Rainhill Park						20.00							21.00
26-Nov-17	TFR263	G Pinder	Clerk's Salary - Nov (less Tax, NI & Pens Ded)		1086.52											1086.52
26-Nov-17	TFR263	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
26-Nov-17	TFR264	Merseyside Pension Fund	LGPS - Nov				301.53									301.53
27-Nov-17	STO	Hydraclean	Legionella Testing Holt Lane Nov						42.50						8.50	51.00
27-Nov-17	STO	Hydraclean	Legionella Testing Rainhill Park Nov						43.33						8.67	52.00
22-Nov-17	TFR272	Village Hall	10% 3rd Party Contribution to FCC Recycling							3030.80						3030.80
01-Dec-17	TFR268	Kirby Roofing	Repairs to AFP pavilion roof						590.00						118.00	708.00
12-Nov-17	076	RBL Poppy Appeal	Wreath & Donation											43.50		43.50
03-Dec-17	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Dec-17	STO	Water Plus	Water - Holt Playing Fields						6.33							6.33
25-Dec-17	STO	Npower	Electricity - Holt Playing Fields						15.20							16.00
20-Dec-17	STO	Scottish Power	Electricity - Rainhill Park						20.00							21.00
13-Dec-17	TFR271	W M Wood	Mileage Allowance		46.15										2.50	48.65
23-Dec-17	TFR265	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
23-Dec-17	TFR265	G Pinder	Clerk's Salary - Dec		1258.35											1258.35
23-Dec-17	TFR265	G Pinder	Photocopying - Oct					33.33							6.67	40.00
23-Dec-17	TFR265	G Pinder	Photocopying - Nov - Agendas					8.17							1.63	9.80
23-Dec-17	TFR265	G Pinder	Photocopying - Nov - Bear Festival Posters					1.75							0.35	2.10
23-Dec-17	TFR265	G Pinder	Printer Ink					14.49							2.90	17.39
23-Dec-17	TFR266	Merseyside Pension Fund	LGPS - Dec				332.58									332.58
23-Dec-17	TFR267	HMRC	Tax & NI (Oct - Dec)			675.49										675.49
12-Dec-17	TFR269	St. Helens Council	Repair to Eco Garden Gate						55.33						11.07	66.40
12-Dec-17	TFR270	St. Helens Council	Bulb Planting						622.25						124.45	746.70
27-Dec-17	STO	Hydraclean	Legionella Testing Holt Lane Dec						42.50						8.50	51.00
27-Dec-17	STO	Hydraclean	Legionella Testing Rainhill Park Dec						43.33						8.67	52.00
31-Dec-17	DD	Unity Trust Bank	Bank Charges		18.00											18.00
13-Dec-17	TFR273	St. Helens Council	Erection of signs at AFP No Golf						495.00						99.00	594.00
03-Jan-18	DD	Water Plus	Water - Rainhill Park						55.06							55.06

Rainhill Parish Council Expenditure 2017

Date	Voucher Number	Payee	Details of Payment	Bank Charges	Salary Clerk	Tax / NI	Pension	Admin	POS	Publicity	Village Hall	Cont	Enviro	Sec 137	VAT	Totals
03-Jan-18	STO	Water Plus	Water - Holt Playing Fields						6.33						0.80	6.33
25-Jan-18	STO	Npower	Electricity - Holt Playing Fields						15.20						0.80	16.00
20-Jan-18	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
07-Jan-18	0077	Oakdene School	Donation													100.00
06-Jan-18	0078	Willowbrook Hospice	Donation													100.00
24-Jan-18	TFR276	St Helens Council	Grounds Maintenance - Exchange Place						390.15						78.03	468.18
26-Jan-18	TFR274	G Pinder	Photocopying					14.58							2.92	17.50
26-Jan-18	TFR274	G Pinder	Telephone @ £15.00/month					12.50							2.50	15.00
26-Jan-18	TFR274	G Pinder	Clerk's Salary - Jan		1021.92											1021.92
26-Jan-18	TFR275	Merseyside Pension Fund	LGPS - Jan				310.40									310.40
23-Jan-18	TFR277	Stone Central	Clean War Memorial										1050.00		210.00	1260.00
24-Jan-18	TFR278	CC Elec Ltd	Electrical Testing Reports at APF & Holt						425.00						85.00	510.00
27-Jan-18	STO	Hydraclean	Legionella Testing Holt Lane Jan						42.50						8.50	51.00
27-Jan-18	STO	Hydraclean	Legionella Testing Rainhill Park Jan						43.33						8.67	52.00
03-Feb-18	DD	Water Plus	Water - Rainhill Park						55.06							55.06
03-Feb-18	STO	Water Plus	Water - Holt Playing Fields						6.33						0.80	6.33
25-Feb-18	STO	Npower	Electricity - Holt Playing Fields						15.20						0.80	16.00
20-Feb-18	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
27-Feb-18	TFR279	G Pinder	Telephone @ £15.00/month						12.50						2.50	15.00
27-Feb-18	TFR279	G Pinder	Clerk's Salary - Feb		1110.35											1110.35
27-Feb-18	TFR280	Merseyside Pension Fund	LGPS - Feb				310.40									310.40
28-Feb-18	STO	Hydraclean	Legionella Testing Holt Lane Feb						42.50						8.50	51.00
28-Feb-18	STO	Hydraclean	Legionella Testing Rainhill Park Feb						43.33						8.67	52.00
26-Feb-18	TFR288	Laughton & Wallace	Decommissioning of showers at Open spaces						1575.00						315.00	1890.00
01-Mar-18	TFR281	Rainhill Beer Festival	Advert in programme for Rocket 190							100.00						100.00
03-Mar-18	DD	Water Plus	Water - Rainhill Park						160.70							160.70
03-Mar-18	STO	Water Plus	Water - Holt Playing Fields						6.33						0.80	6.33
25-Mar-18	STO	Npower	Electricity - Holt Playing Fields						15.20						0.80	16.00
20-Mar-18	STO	Scottish Power	Electricity - Rainhill Park						20.00						1.00	21.00
26-Mar-18	TFR282	G Pinder	Telephone @ £15.00/month						12.50						2.50	15.00
26-Mar-18	TFR282	G Pinder	Clerk's Salary - March		1110.35											1110.35
26-Mar-18	TFR282	G Pinder	Home Office Allowance					978.00								978.00
26-Mar-18	TFR282	G Pinder	Photocopying					20.83							4.17	25.00
26-Mar-18	TFR282	G Pinder	Catering for GCA					20.83							94.94	118.67
26-Mar-18	TFR282	G Pinder	Printer Inks					18.09							3.62	21.71
26-Mar-18	TFR282	G Pinder	GCA Buffet												218.00	261.60
26-Mar-18	TFR283	Merseyside Pension Fund	LGPS - Mar				310.40									310.40
26-Mar-18	TFR284	HMRG	Tax & NI (Jan - Mar)					667.22								667.22
06-Mar-18	TFR285	St Helens Council	TRO Remembrance day road closure										425.00		85.00	510.00
07-Mar-18	TFR286	CPRE	Annual Membership											36.00		36.00
07-Mar-18	TFR287	Mima Recognition Plaques	Good Citizenship Award Plaques											168.00	33.60	201.60
29-Mar-18	TFR289	SICC	Annual Subscription					147.00								147.00
26-Mar-18	TFR290	Rainhill Village Hall	Contribution								1920.36					1920.36
06-Mar-18	TFR291	Kibys Roofing Ltd	Repair at Holt Lane Changing Room						81.80						16.36	98.16
20-Mar-18	0080	LALC	NALC & LALC Subs, Area Sec, LCR						933.18							933.18

Rainhill Parish Council Expenditure 2017

Date	Voucher Number	Payee	Details of Payment	Bank Charges	Salary Clerk	Tax / NI	Pension	Admin	POS	Publicity	Village Hall	Cont	Enviro	Sec 137	VAT	Totals
06-Mar-18	TFR292	St. Helens Council	Barrier Baskets							Y			3896.88		779.38	4676.26
06-Mar-18	0079	G Lamb	Logo Competition winner							250.00						250.00
31-Mar-18	DD	Unity Trust Bank	Bank Charges	18.00												18.00
<b>YEAR END TOTALS 2017/2018</b>			<b>Details of Payment</b>	<b>Bank Charges</b>	<b>Salary Clerk</b>	<b>Tax / NI</b>	<b>Pension</b>	<b>Admin</b>	<b>POS</b>	<b>Publicity</b>	<b>Village Hall</b>	<b>Cont</b>	<b>Enviro</b>	<b>Sec 137</b>	<b>VAT</b>	<b>Totals</b>
				72.00	#####	2575.71	3676.02	4795.75	7371.23	1814.15	11023.00	0.00	5684.56	1120.24	2718.70	54043.49

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 31 Mar 2018:-

BALANCE B/F:	53284.90	CURRENT ACCOUNT BALANCE	32667.80
plus		plus	
TOTAL RECEIPTS	68493.41	TSB HOLDING ACCOUNT	36000.00
less		less	
TOTAL PAYMENTS	54043.69	UNPRESENTED CHEQUES	933.18
BALANCE c/f	<u>67734.62</u>		<u>67734.62</u>

Meeting held on 14 May 2018

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Chairman