



19th January 2016

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 25<sup>th</sup> January 2016, in the Elm Room at the Village Hall, **commencing at 7.15pm.**

We have received a request from Mr Renshall to speak to Parish Council regarding the addition of names to the War Memorial. Mr Renshall will be heard at 7.15pm prior to commencement of business.

I attach an Agenda, relevant minutes, and the Clerk's Report, with Appendix.

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,

A handwritten signature in black ink, appearing to read 'G. Pinder'.

G. Pinder  
Clerk to the Council



Awarded for excellence

## **RAINHILL PARISH COUNCIL AGENDA**

### **25<sup>TH</sup> January 2016**

*The public will be allowed to speak on any matters of concern, subject to prior written notification being received. A request has been received from Mr Renshall.*

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 14th December 2015
4. To receive Police monthly statistics report and a report from the Police and Crime Commissioners Office.
5. To note the contents of the Clerk's Report
6. To consider the following Planning Applications and note any actions taken:  
P/2015/0902 92 St. James Road Demolition of existing residential building with garage and erection of 3 storey building comprising of 8no apartments with associated landscaping and parking  
P/2015/0907 456 Warrington Road, Consent to display two directional fascia signs on adjacent building  
P/2016/0019 Land North West of Woods House Farm, School Lane, Change of use from existing stables, along with first floor extension to form 1no residential dwelling.  
P/2016/0021 456 Warrington Road, Retention of replacement roof and pedestrian door with roller shutter.  
P/2016/0031 Ann's Churchyard, View Road, Work to trees in a Conservation Area  
P/2016/0036 Shop Unit 6, Elgin Court, Retention of air conditioning units to side elevation  
P/2016/0011 for the provision of gym equipment on land at Old Lane
7. To resolve to pay the accounts payable (list included in report)
8. To consider the actions of the Twinning Group and the addition of names to the War Memorial
9. To approve the Risk Assessment
10. To consider the outcome of Internal Audit
11. To consider procurement of external audit services from 2017
12. To review the Police Community Compact
13. To consider the Queen's Birthday Celebrations & Clean for the Queen campaign
14. To consider support for Rainhill Music Festival
15. To approve the Annual Report timetable
16. To consider winter warmth event and implications
17. To approve future meeting dates
18. To consider request for funding from Rainhill Swimming Club
19. To consider involvement in Rainhill Gala 2016
20. To Consider Residents Comments and Complaints:
21. Reports:
  - a) Public Open Spaces
  - b) Village Hall Management Committee
  - c) Rainhill Railway & Heritage Society
  - d) Merseyside Assoc. of Local Councils
  - e) St Helens District Sports Council
  - f) Rainhill Gala
  - g) 4F Centre
22. Exclusion of the Public  
Recommended that the public be excluded from the meeting during consideration of the following items for the reason stated:

Item 23 Reason (under the Local Government Act 1972)  
Exempt information concerning the financial or business  
affairs of any particular person (Para 3 of Schedule 12a).

**23.** Private Agenda – Precept Statement

**24.** Date & Time of Next Meeting:

Ordinary Meeting 7:30pm, Monday 7<sup>th</sup> March 2016

**RAINHILL PARISH COUNCIL – MINUTES**  
**14<sup>th</sup> December 2015**

At a meeting of the Parish Council held at 7.00pm on Monday 14<sup>th</sup> December 2015 at Rainhill Village Hall, the following were present:

Cllrs: J. Carroll, J. DeAsha, M. Donovan, J. Doyle, L. Glover, S. Glover, B. Heydon, D. Long, P. Long, C. Moore and W.M. Wood.

**667. SUSPENSION OF STANDING ORDER NO.5**

Resolved to suspend standing order no. 5 and commence proceedings at 7.00pm.

**668. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. B. Almond, J. Fulham and B. Grunewald.

**669. DECLARATIONS OF INTEREST**

Non-pecuniary interests were declared by Cllr. S. Glover – Planning Committee & Borough Councillor, Cllr. J. DeAsha – Chair of Planning Committee Borough Councillor, Cllr. L. Glover – Borough Councillor

**670. MINUTES OF THE ORDINARY MEETING HELD ON 19<sup>th</sup> OCTOBER 2015**

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 19<sup>th</sup> October 2015 should be approved and signed by the Chair as a correct record.

**671. MINUTES OF THE FINANCE MEETING HELD ON 16<sup>th</sup> NOVEMBER 2015**

It was resolved that subject to minute 006 being amended to read 'Cllr L. Glover gave a brief update', the minutes of the Finance Committee Meeting held on the 16<sup>th</sup> November 2015 should be approved and signed by the Chair as a correct record.

**672. POLICE REPORT**

Sgt. Barcroft attended and give a report on crime within Rainhill and St.Helens, and on estate rationalisation across the area. Concern was expressed at the lack service to Rainhill residents. Resolved that the report of the crime statistics for Rainhill be noted and the Police Community Compact be revisited at the next meeting. Thanks were expressed for Police attendance.

**673. CLERK'S REPORT**

It was resolved that the contents of the Clerk's report be noted. The Clerk was instructed to write to the Chief Executive of St.Helens Council to consider the implications on Rainhill of the Knowsley Core Strategy allocation of land at Foxes Bank for housing.

Cllr P. Long here entered the meeting.

**674. PLANNING APPLICATIONS**

It was resolved that the following actions be taken or noted in relation to planning applications:

An objection was submitted for the following applications prior to the meeting:  
P/2015/0812 52 Stapleton Road, erection of 1 detached bungalow to the rear and single storey rear extension to existing dwelling.

**RAINHILL PARISH COUNCIL – MINUTES**  
**14<sup>th</sup> December 2015**

P/2015/0832 6 Lawton Road, demolition of existing flat roof garage with new pitched roof garage, enlargement of existing roof to rear along with insertion of 3 dormer windows with removal of existing chimney stack with associated alterations to existing elevations.

It was resolved that the following applications be left to neighbourhood consultation and that no additional comments be submitted:

P/2015/0794 20 Fawley Road, single storey front and side extension, along with conversion of garage to habitable room.

P/2015/0863 Fairchild Farm, Foxs Bank Lane, demolition of existing barn and stable buildings and erection of 1 detached dwelling.

A letter endorsing the comments of the Trees & Woodlands Officer had been submitted to the following application prior to the meeting:

P/2015/0795 Ship Inn 804 Warrington Road, works to assorted trees covered by a tree preservation order.

Delegate authority to the Planning Committee in consultation with the Chair to respond on the following application:

P/2015/0902 92 St.James Road demolish house and garage and erect a three-storey house comprising eight apartments.

Cllr. C. Moore here entered the meeting.

**675. 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>
United Utilities	Holt Playing Fields – Nov	6.33	STO
United Utilities	Rainhill Park Playing Fields – Nov	60.73	DD
G Pinder	Photocopying	20.00	
G Pinder	Postage	14.04	
G Pinder	Telephone	18.50	
G Pinder	Salary - Nov (less Tax, NI & Pens Ded)*	1055.14	
		1107.68	TFR145
Merseyside Pension Fund	LGPS – Nov	401.69	TFR146
Hydraclean	Legionella Testing Holt Lane Nov	51.00	STO
Hydraclean	Legionella Testing Rainhill Park Nov	52.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) Nov	21.00	STO
Npower	Martin Close (Holt) Nov	6.00	STO
United Utilities	Holt Playing Fields – Dec	6.33	STO
United Utilities	Rainhill Park Playing Fields – Dec	60.73	DD
G Pinder	Photocopying	12.60	
G Pinder	Telephone	18.50	
G Pinder	Salary - Dec (less Tax, NI & Pens Ded)*	1017.77	
		1048.78	TFR147
Merseyside Pension Fund	LGPS – Dec	383.82	TFR148
HMRC	Tax & NI (Oct-Dec 2015)	436.78	TFR149
Hydraclean	Legionella Testing Holt Lane Dec	51.00	STO

**RAINHILL PARISH COUNCIL – MINUTES**  
**14<sup>th</sup> December 2015**

Hydraclean	Legionella Testing Rainhill Park Dec	52.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) Dec	21.00	STO
Npower	Martin Close (Holt) Dec	6.00	STO
Lancashire County Training Group	Financial Workshop	25.00	051
Land Registry	Registering of War Memorial Deeds	30.00	ALTO or 055
W M Wood	Mileage Allowance - LALC AGM	39.07	TFR150
ADG Plumbing & Heating	Repair to water heater – Rainhill Park	100.00	TFR151
Cartridge World	Printer Inks	28.96	ALTO
<b>S.137</b>			
John Houghton Trust	Donation to Rainhill Music Festival	400.00	053
Royal British Legion	Wreath and Donation	45.00	054

**676. TO RECEIVE A REPORT FROM THE EXECUTIVE COMMITTEE**

A verbal report was received from the meeting of the Executive Committee held on 4<sup>th</sup> November 2015. Resolved that the report be noted.

**677. TO CONSIDER THE ADDITION OF NAMES TO THE WAR MEMORIAL**

Resolved that the addition of names is acceptable in principle. Clerk instructed to look into cost and any other implications.

**678. TO CONSIDER DONATIONS IN RESPECT OF CHRISTMAS LIGHTS SWITCH ON**

It was resolved that a donation of £100 will made be to Tower College School and a donation of £100 to Rainhill High School, for their contributions to the event. It was further resolved that the event should be brought forward by one week, should the necessary participants be available.

**679. TO NOTE THE ACTIONS OF THE TWINNING WORKING GROUP**

Resolved that the report be noted. The Station and Eco Garden were suggested as suitable locations for the seeds received. Clerk instructed to explore permanent display options for WWI material with Rainhill Civic Society.

**680. TO NOTE THE ACTIONS BY THE RAINHILL TRIALS 200 WORKING GROUP**

Resolved that the action taken to date be noted and the Clerk explore buying an advertisement to promote the Trial Anniversary Celebrations in next year's beer festival magazine. Fund for promoting Trials will be included in next year's budget

**681. TO CONSIDER DONATION TO BRITISH LEGION FOR REMEMBRANCE**

Resolved that a £25 donation to the British Legion be approved, in addition to payment for the wreath.

**682. TO CONSIDER NEW BANK ACCOUNT**

Resolved that a new bank account should be set up with the TSB with three signatories being the Clerk and Cllrs Heydon and Moore.

**RAINHILL PARISH COUNCIL – MINUTES**  
**14<sup>th</sup> December 2015**

**683. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL**

It was resolved that the recommendations of the Good Citizenship Award Working Group be approved and that the Clerk notifies the successful nominees.

The Chair confirmed the Awards Evening will take place on Friday 26<sup>th</sup> February 2016.

**684. TO CONSIDER THE FUTURE OF THE HOLT LANE CHANGING ROOM FACILITIES**

Resolved that the Clerk should commission a suitably detailed estimate of the works involved, with delegated authority to spend up to £500.

**685. TO CONSIDER ARMED FORCES COMMUNITY COVENANT 2015 ACTION LIST**

Resolved that the list of actions prepared be submitted to St.Helens Council for inclusion in the report to the Brigadier.

**686. TO CONSIDER REQUEST FOR DONATION FROM ST.ANN'S CHURCH**

Resolved that a donation of £254.00 be made as a contribution towards works to the War Memorial within St.Ann's grounds. Further the Clerk to request that the Parish Council be kept informed of any similar grant application which may require contribution, for budgeting purposes.

**687. RESIDENTS COMMENTS AND COMPLAINTS**

A complaint had been received regarding ongoing issues at Yew Tree Farm. Resolved that the Parish Council will continue to resist inappropriate development in the Green Belt. However, as action by St.Helens Council was ongoing, the problem would be noted and progress monitored.

Cllr C. Moore requested that a letter of thanks be sent to the Street Cleansing Operative for Rainhill. Clerk to write and request that letter is passed directly to employee concerned.

Cllr B. Wood requested that an item be placed on the next agenda in relation to Clean for the Queen Campaign.

Cllr M. Donovan reported that children from Briers Hey were causing disturbance, however, given that Ward Councillors have recently met with representatives of Briers Hey, the situation would be kept under review and action suspended for the time being.

Cllr J. Carroll requested that Rainhill Music Festival be asked for statistics on the prizes awarded. It was considered this was an item for further discussion on the next agenda.

**688. REPORTS**

**Resolved that the Council noted the following reports:**

- Public Open Spaces: a tree planting ceremony was held on Monday 14<sup>th</sup> December to commemorate 100 years of the WI.
- Village Hall Management Committee: The defibrillator was now installed in the foyer. Treasurer has confirmed his departure for May 2016. Expenditure was high in October/November, predominantly due to replacement stage curtains.

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**14<sup>th</sup> December 2015**

- Rainhill Railway & Heritage Society: The education officer was now receiving more requests from schools. The quiz night had not been well attended due to clashing events. The programme for future speakers is being progressed and a summer outing is planned. Finances were currently adequate.
- Merseyside Association of Local Councils: Cllr Wood had tried to raise national interest in the Police cuts but the proposal missed the submission deadline, however he had raised the issue at the LALC AGM, it had generated a short debate, the principle was supported by a delegate from another Merseyside Parish Council, and it would be referred to the next meeting of the Executive. MALC AGM would be held in Rainhill on September 7<sup>th</sup> 2016.
- Rainhill Gala Committee: no report.
- 4F Centre: A meeting was due on Friday 18<sup>th</sup> December.

**689. DATE & TIME OF NEXT MEETING**

It was resolved that the next ordinary meeting would be held on Monday 25<sup>th</sup> January 2016 , starting at 7:30pm, the venue being Rainhill Village Hall.

The meeting closed at 8.12 pm.

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Chair of the Parish Council  
25<sup>th</sup> January 2016



Merseyside Police Report for Rainhill Parish Council Meeting Monday 25th January 2016

Area: Rainhill D24

Months: December 2016

	2014	2015	Diff	% Diff	Description
Burglary Dwelling	3	6	3	100.0	1)Rear ground floor window smashed - untidy search 2)Front door left closed but unlocked overnight - wallet stolen 3)Entry via rear door while on holiday - antiques stolen 4)Entry via unlocked front door - car keys & vehicle stolen 5)Rear kitcen window broken while on holiday - house alarm activated - offenders made off 6)Insecure rear door - laptop & camera stolen from kitchen
Burglary Other Than A Dwelling	0	1	1	100.0	1)Earthing cable stolen from sub station
Criminal Damage	2	3	1	50.0	1)Motor vehicle paintwork scratched 2)Damaged to property - believed to be previous tenants 3)Damaged to clothing - domestic related
Drugs	0	1	1	100.0	1)Possession of cannabis
Other Theft	9	7	-2	-22.2	1)Family theft 2)Shell - making off without payment x 4) 6) Workmans tools 7)Christmas outdoor snowman
Business Robbery	0	0	0	-	
Personal Robbery	0	0	0	-	
Theft Of Pedal Cycle	0	0	0	-	
T.F.M.V.	10	0	-10	-100.0	
Theft From Person	0	0	0	-	
Theft Shop	3	4	1	33.3	1)McColls x3 - theft of coffee 4) Something Special - yankee candle
T.O.M.V.	1	2	1	100.0	1)Stolen from car park - vehicle later found burnt out 2)Vehicle stolen from roadside - may have dropped car keys
Total	28	24	-4	-14.3	
ASB	17	7	-10	-58.8	1)ASB close to Victoria P.H. 2)Scrambler bikes x 2 4)Brick thrown towards property 5)ASB at bus stop x 3 6 & 7)Neighbour dispute x 2

# RAINHILL PARISH COUNCIL - CLERK'S REPORT

## JANUARY 2016

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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 14<sup>th</sup> December ordinary meeting have either been completed or are in progress. Additionally I can report the following:

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

As you will be aware the Clerk was on leave 11-15 January. I have agreed with the Chair that I will also take the w/c 14th March, which will complete my holiday allocation for 2015/16.

##### **5.2 IMPLICATIONS OF KNOWSLEY CORE STRATEGY**

A letter was sent to Mr Palin, Chief Executive of St.Helens Council on 30<sup>th</sup> December 2015, raising awareness of the potential implications of new development proposed in the Knowsley Core Strategy Development Plan Document. A copy was circulated electronically a paper version can be provided on request. Knowsley Council have confirmed that Spatial Development Framework SPDs are in preparation and consultation drafts will be available in early summer, though a date has not been confirmed.

##### **5.3 GOOD CITIZENSHIP AWARDS**

As I mentioned in an email all 4 approved recipients, Derek Cleveland, Chris Tigwell, Jim Johnson, and Peter Graham are happy to receive their awards.

Just to confirm the presentation evening will take place on Friday 26<sup>th</sup> February in the Teak Room. Attendees are being asked to arrive from 7:30pm with the presentations starting as soon as possible after 8pm.

Four plaques will be ordered at a cost of £28 each plus VAT.

Caterers – Judith's Catering, used in previous years, have been booked and will require payment by cheque on the evening. At present, I cannot give an amount for this cheque, as final numbers have not been confirmed. However, I would request that this expenditure is agreed with the final amount being authorised in March.

**Member should authorise payment for the plaques and the caterers. It would help me with catering if Councillors could let me know at this meeting or by email / telephone before 31<sup>st</sup> January whether they will be attending and, if so, whether they will be bringing a partner/guest.**

##### **5.4 FOOTPATH AT TWO BUTT LANE**

The Clerk has met with St.Helens Council regarding the provision of a footpath to connect Two Butt Lane to the play equipment. A quote is awaited.

#### **5.5 PROPOSED APPLICATION FOR NATIONAL HONOUR**

At the last meeting the Clerk was asked to download the forms for a national honour for the Lolly Pop Lady. I have downloaded the forms but do not have sufficient information to complete them. I am happy to pass on the forms for completion or receive sufficient information to allow completion.

A similar request has been received from a member of the public which is included at item 20.

#### **5.6 REPAIR AT HOLT LANE**

At our previous meeting I reported that the changing rooms at Holt Lane had not passed the Legionella due to a faulty water heater element, and a repair was authorised. I met the plumber at the site, who confirmed that rather than a faulty element, it was a faulty switch. This has now been repaired and the invoice is included in the table of payments for authorisation.

#### **5.7 THANK YOU FROM RAINHILL MUSIC FESTIVAL**

An email of thanks was received from Rainhill Music Festival and circulated electronically.

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

**6. PLANNING APPLICATIONS**

A letter endorsing the comments of the Conservation Officer has been submitted to the following applications:

P/2015/0902 92 St. James Road Demolition of existing residential building with garage and erection of 3 storey building comprising of 8no apartments with associated landscaping and parking

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/2015/0907 456 Warrington Road, Consent to display two directional fascia signs on adjacent building

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

P/2016/0019 Land North West of Woods House Farm, School Lane, Change of use from existing stables, along with first floor extension to form 1no residential dwelling.

P/2016/0021 456 Warrington Road, Retention of replacement roof and pedestrian door with roller shutter.

P/2016/0031 Ann's Churchyard, View Road, Work to trees in a Conservation Area

P/2016/0036 Shop Unit 6, Elgin Court, Retention of air conditioning units to side elevation

Notification has been received that planning application P/2016/0011 has been submitted to St.Helens Council for the provision of gym equipment on the public open space at Old Lane. This land is owned by the Parish Council. The equipment would be provided by St.Helens Council and is part of a wider programme of provision across the borough. As landowners our consent is being sought.

**The Council should note the actions taken, indicate any further actions and consider giving consent for the provision of gym equipment at Old Lane public open space and note the actions taken on planning applications.**

**7. ACCOUNTS FOR PAYMENT**

Payee	Description	Amount	Ref
United Utilities	Holt Playing Fields – Jan	6.33	STO
United Utilities	Rainhill Park Playing Fields – Jan	60.73	DD
G Pinder	Photocopying	15.20	
G Pinder	Postage	0.95	
G Pinder	Telephone	18.50	
G Pinder	Salary - Jan (less Tax, NI & Pens Ded)	1017.77	
		1052.42	TFR153
Merseyside Pension Fund	LGPS – Jan	383.82	TFR154
Hydraclean	Legionella Testing Holt Lane Jan	51.00	STO
Hydraclean	Legionella Testing Rainhill Park Jan	52.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) Jan	21.00	STO
Npower	Martin Close (Holt) Jan	6.00	STO
St.Helens MBC	TRO Remembrance Day Road Closure	267.30	TFR152
ADG Plumbing	Repair to Holt Lane Water Heater	70.00	TFR 155
St.Helens MBC	Grounds Maintenance - Exchange Place	445.52	TFR 156

<b>S.137 Payments</b>			
Tower College	Donation Christmas Lights Switch on	100.00	021
Rainhill High	Donation Christmas Lights Switch on	100.00	022

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

**8. TO CONSIDER THE ACTIONS OF THE TWINNING GROUP AND THE ADDITION OF NAMES TO THE WAR MEMORIAL**

Members will recall at December's meeting a request to consider the addition of nine names to the War Memorial on Warrington Road. Since that time Mr Renshall has discovered that at least ten of the eleven men he has researched were not resident in Rainhill when they enlisted. He may now have narrowed it down to just one name for consideration for inclusion on the Civic War Memorial but is still awaiting confirmation of where he was living on enlistment. However, it may be considered that all the missing names should be added.

I have included this item to facilitate discussion following Mr Renshall's presentation to Parish Council. Issues for discussion should include where the new name(s) will be erected? On the recently added plaque 'IN MEMORY OF THOSE WHO HAVE FALLEN IN CONFLICTS AROUND THE WORLD' which currently contains only the name of S. Owen, or on new plaque to east face? Do we want the names to appear with rank and regiment to match the existing plaques? All of these decisions will affect cost. The last plaque was added in 2010 at a cost of £1980.67.

Whether the Parish Council agree to the additional of one or all names, it has been suggested that the plaque could be unveiled at a ceremony to commemorate the centenary of the Battle of the Somme, at the beginning of July. The closest Sunday is 3<sup>rd</sup> July 2016.

This date has been suggested to Latour-en-Woëvre as a potential day for the annual Twinning ceremony, but unfortunately is not convenient. Latour have suggested August 28<sup>th</sup> however this is a bank holiday, and has not yet been agreed. It may now be that two ceremonies are needed, however this can be discussed further.

**Members should consider which names are to be added to the war memorial, determine how they wish this to be taken forward, and discuss the best option for one or two ceremonies.**

**9. TO APPROVE THE RISK ASSESSMENT**

The Risk Assessment document should be reviewed and approved annually and the Council confirm that it is satisfied it is taking appropriate steps to manage the risks it faces. The current document has been circulated electronically, and a paper copy will be available at the meeting. If anyone would like a paper copy in advance of the meeting please let me know.

I do not propose to make any changes at this stage, however, I will be undertaking a thorough review as part of my CiLCA training and will make any recommendations at that point. Since the last review I have received agreement from St.Helens Council to provide secure storage for our original documentation. However, I have not found the time to catalogue and scan all the documents so they remain insecurely stored at present.

**The Council should approve the Risk Assessment Schedule and confirm that it is satisfied appropriate steps are in place to manage the risks faced.**

**10. TO CONSIDER THE OUTCOME OF INTERNAL AUDIT**

The Clerk took part in the half yearly internal audit of financial procedures on 15th December 2015. The SLCC Governance and Accountability (England) Practitioners Guide now recommends much more detailed testing in order to cover everything required in the Annual Return.

The Council should confirm that it is satisfied with the procedures examined, the worksheet has been circulated electronically, and a paper copy will be available at the meeting. If anyone would like a paper copy in advance of the meeting please let me know.

Over the past year I have introduced a number of new procedures to ensure the requirements are met. I have yet to introduce the authorisation of Standing Orders and Direct Debits but I will endeavour to do this next month.

At year end, I propose to amend the accounting procedure slightly. Currently the insurance premium is treated on a profit and loss basis, with the premium being divided proportionately over the period and apportioned as payment in advance for the next year. However, other annual payments are not treated in this way, being treated as payments and receipts, and deducted when incurred irrespective of the accounting year. I propose to bring the insurance premium payment in line with the remaining accounts. This will result in restating our starting figure at the next external audit. I have enlisted the help of Mr Kelly - Clerk to Billinge Parish Council to achieve this, to avoid incurring additional charges from the external auditors, however this cannot be ruled out.

**The Council should confirm that it is happy with the existing internal audit arrangements, and to accept the Clerk's recommendation for review of the accounting procedures.**

**11. TO CONSIDER PROCUREMENT OF EXTERNAL AUDIT SERVICES 2017**

NALC, ADA and the SLCC have set up a company to procure audit services on our behalf. This process is being supported and funded by DCLG. The Smaller Authority Audit Appointment Authority Limited, a Sector Led Body (SLB), and will procure audit for smaller authorities for the 2017/18 financial year, unless we wish to opt out and appoint auditors ourselves.

The SLB will procure, deliver and manage the audit contracts on our behalf, this approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

A fee will be charged for this to cover a five year period, and will be payable before the start of the new audit arrangements in April 2017. The appointment of an auditor is a legal requirement, so if we opt out we will still have to appoint auditors and meet the requirements which is likely to be a far more expensive option.

I have a factsheet which provides more detailed information, please ask me if you wish to see it. The recommendation is to opt in to this procurement service. If we wish to opt out then we must do so before 31<sup>st</sup> January.

**The council should confirm that it wishes to 'opt in' to the audit service being offered and will meet the fee incurred.**

**12. TO REVIEW THE POLICE COMMUNITY COMPACT**

In March 2015 the Parish Council signed a community compact with Merseyside Police and Crime Commissioner. It was intended to regularly review the document which is appended at the end of the Clerk's report.

**The Council should consider whether amendments are needed to the Police Community Compact.**

**13. TO CONSIDER THE QUEEN'S 90<sup>TH</sup> BIRTHDAY CELEBRATIONS AND CLEAN FOR THE QUEEN CAMPAIGN**

Cllr Wood requested consideration of partaking in the Clean for the Queen campaign, planned for the weekend of 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> March 2016.

Clean for The Queen is a campaign launched by Country Life magazine in partnership with Keep Britain Tidy to clear up Britain in time for The Queen's 90th birthday in 2016.

If we would like to participate the suggested actions include the following:

- Decide which areas need to be tidied up;
- Obtain permission of landowner to undertake tidy up;
- Erect posters/advertisements in local shops, noticeboards, web, etc.;
- Book skips – if necessary;
- Undertake risk assessment, identify shelter points, first aiders, potential hazards, etc.;
- Provide equipment: rubbish sacks, gloves, litter grabbers – may be available from St. Helens Council;
- Before & after pictures for publicity, etc.

I have registered on the campaign website to keep updated of progress.

A letter was received from the Chairman of NALC encouraging Councils to take part in celebrations to mark the Queen's 90<sup>th</sup> birthday. Previously, beacons have been lit or traditional bonfires held. All Councils are encouraged to hold an event on 21<sup>st</sup> April, with over 220 Beacons already confirmed. An official "Guide to Taking Part" can be downloaded if members wish to pursue this option.

**The Council needs to consider if it wishes to take part in the Clean for the Queen event, or the 90<sup>th</sup> Birthday celebration.**

**14. TO CONSIDER SUPPORT FOR RAINHILL MUSIC FESTIVAL**

At the last meeting it was agreed to discuss future support for Rainhill Music Festival.

**This item is included to facilitate discussion.**

**15. ANNUAL REPORT TIMETABLE**

The Annual Parish Meeting is to be held on 20<sup>th</sup> April 2016, it is hoped that the Annual Report will be delivered to every household two weeks prior to the meeting. I have produced an indicative schedule. Details of timescales have been confirmed with the printers, and the delivery firm. The costs will be the same as 2015: 5,000 copies @

£1,185.00 and 4926 property delivery @ £450, members should consider approving this expenditure. A draft schedule would be as follows:

Draft required by printers for layout, etc	14 <sup>th</sup> March	(1 week to format and proof)
Print version reading for printing	22 <sup>nd</sup> March	(1 week to print)
Receipt of printed report by delivery co.	30 <sup>th</sup> March	(4 delivery days)
Delivery of annual report complete by	6 <sup>th</sup> April	(two weeks before APM)
Annual Parish Meeting	20 <sup>th</sup> April	

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

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

#### **16. TO CONSIDER WINTER WARMTH EVENT & IMPLICATIONS**

In attempt to tackle the excess winter deaths in the Borough, Rainhill having the highest rate, St Helens Senior Voice in association with St. Helens Council organised Winter Warmth events on 20<sup>th</sup> & 22<sup>nd</sup> January. The events, held at St. James Church offered help and advice on keeping warm over winter, together with free soup, tea and coffee.

In view of Rainhill having the highest rate for winter deaths it was considered this should be discussed.

**This item is included to facilitate discussion.**

#### **17. FUTURE MEETING DATES:**

I am proposing the following dates to be published in the 2016 Annual Report (all Mon unless stated otherwise):

Annual Parish Meeting Wed 20<sup>th</sup> April 2016 (already approved)

AGM 16<sup>th</sup> May 2016 (already approved)

20<sup>th</sup> June 2016

25<sup>th</sup> July 2016

5<sup>th</sup> September 2016

17<sup>th</sup> October 2016

Finance 14<sup>th</sup> November 2016 (not published)

12<sup>th</sup> December 2016

23<sup>rd</sup> January 2017

6<sup>th</sup> March 2017

The following dates will not be published in the 2016 Annual Report:

2017 Annual Parish Meeting Wed 26<sup>th</sup> April 2017

2017 Annual Parish Council Meeting 15<sup>th</sup> May 2017

**The Council should consider approving these dates**

#### **18. TO CONSIDER REQUEST FOR FUNDING FROM RAINHILL SWIMMING CLUB**

A request has been received from Rainhill Swimming Club to contribute towards the cost of training their coaches. The letter has been circulated electronically and a paper copy will be available at the meeting.



The benefits to the club would include reduced pool hire costs and further enhance the club's status from bronze to silver. The club is run by volunteers and has 147 children members and 97 adult members.

The Swimming Teachers Association is providing training for 10 coaches, which includes safeguarding and lifesaving at a cost of £4,000, which the club must fund. They currently have £1,000 and are looking for an investment of £3,000 from Rainhill Parish Council but would be grateful for any contribution.

The vast majority of members are residents of Rainhill. Over 80 families are Rainhill residents. 5 of our coaches are Rainhill residents and most of the waiting list is made up of Rainhill families. An invitation to attend the next committee meeting on 3<sup>rd</sup> March is included, where any questions can be addressed. I will try to find out where this will be held.

**Members should consider if they wish to make a grant to Rainhill Swimming Club, and if so how much.**

#### **19. TO CONSIDER INVOLVEMENT IN RAINHILL GALA 2016**

An official invitation has been received from the Gala Committee for the Chair to take part in the opening ceremony of the Rainhill Gala 2016. The Committee also ask if we would like to place an article in the Rainhill Gala Programme. If we wish to do so, the deadline is 28 February and I will look into costs, which may be available by the time of the meeting. Further, we are invited to sponsor a barrel of ale at a cost of £50.

**Members should consider if they wish to place an article in the Rainhill Gala programme.**

#### **20. RESIDENTS COMMENTS AND COMPLAINTS**

##### Request for support for honour award

Ms Wortley submitted an email with the following request: "I am writing to see if Rainhill Parish Council will support an application for the honours list for June Tinnion and the fact that for 73 years she has supported Rainhill guides. June was awarded good citizen award in 2002 and I feel it is about time June was recognised through the honours list."

I have recently downloaded the application form and guidance, so forwarded on this information. The guidance indicates that a letter written in support of an application should be written by people who know the nominee personally. Do any of the member feel they are in this position?

**Members need to confirm whether they wish to support the application for the honour and who is to write the letter of support.**

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

#### **22. EXCLUSION OF THE PUBLIC**

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

- Item 23 Reason (under the Local Government Act 1972)  
Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).

**PRIVATE AGENDA**

**23. PRECEPT**

A 'Precept Statement' paper and a 'Budget Proposals' paper are both attached and both papers support the provisional Precept amount of £58,500 in line with discussions at the November Finance meeting.

**The Council should determine the Precept for 2016/17.**