



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 28th NOVEMBER 2022 AT 7.30pm

Present: Cllr Spargo, Cllr Mitchell, Cllr Cleary, Cllr Brown, Cllr King, Cllr McNamara, Mr G Wright, Mr P Turton, Mrs N Thompson, Mr P Platt

In attendance: Mr Brian Hargreaves (Proper Officer) Cllr L Trevaskis, Cllr Healey and one member of the Public

1. **Apologies** – There were no apologies
2. **Declarations of Interest** – None were received
3. **Minutes** – The minutes of the ordinary meeting on 28th March 2022 were deferred until the Village Hall meeting on 30th January 2023
4. **Public Participation** –

The Chair allowed a member of the Public to raise concerns about the selection of the new members of Hale Village Hall management committee. He questioned the advertising and recording of applicants who were interested in the positions and was critical of the methods used to elect the new members. Although he was happy with the individuals selected for the appointments he was extremely upset that notification was protracted and drawn out. The Chair explained that the legal requirements of the Charity Commission meant that a considerable amount of work was required using a solicitor to amend the Trust Deed and that a period of 90 days for consideration was also required. Although this is not a satisfactory reason for the lack of communication it explains the reasons that matters took so long.

- 5. Payments & Receipts** - The list of payments and receipts made between 1st April 2022 and 7th November 2022 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed were accepted as a true record.

Proposed by Cllr Spargo Seconded by Cllr McNamara

The Motion was approved

- 6. Accounts** – To receive the reconciled bank statement & summary of receipts & payments made between 1st April 2022 and 7th November 2022 and accept them as an accurate record and comparison against budget

Proposed by Cllr Spargo and Seconded by Cllr McNamara

The Motion was approved

Mrs Thompson enquired about the supply of Gas to Hale Village Hall and the fact that there have been no payments recently. Mr Wright explained a long standing situation which involved him attempting to register the Gas meter and an historical mix up between the Hall's meter and a separate unit in a different residential property. The Clerk is in discussions with a supplier with a view to establishing a new Gas supply account and will contact Utility Aid to obtain an update.

- 7. Bookings** – Some concerns were raised regarding the current system for booking the hire of Hale Village Hall. A small number of complaints were used as examples of the current system not working as well as it should be. The Clerk reminded the meeting that the Bookings Officer is a part time employee who has a second job and a small family. As a result her time is split between these commitments and she completes her duties on a flexible basis. It was agreed that she is not be expected to be available at all times but that she should be asked to commit to a number of time slots when she will be exclusively available to hirers & potential hirers of Hale Village Hall. A further expectation is that all enquiries should be responded to within 48 hrs of the initial contact.

It was also agreed that the Clerk would include an appraisal for the Bookings officer and two other staff on the next Agenda for the meeting of the Parish Council as Trustee of the Hale Village Hall charity.

8. **Keys** – It was resolved that the Clerk will arrange for the bookings officer to list the specific keys which trusted regular hirers are holding and record them. It was proposed that the use of a Key cabinet volunteered by Cllr Brown might be useful pending the agreement from Hiscox insurance who manage the Village Hall cover.

Proposed by Paul Turton seconded by Cllr Spargo

The Motion was approved

9. **Health & Safety** – The Clerk advised that he would encourage the Village Hall Committee to engage a number of suitably trained members to form a sub-committee/working group to audit the current health & safety requirements and to concentrate on fulfilling the legal requirements and establishing a formal system & reporting back to this committee. He asked Mr P Turton and Mr P Platt to work alongside him using their considerable experience to work at achieving the required system.

Proposed by Cllr Mitchell and seconded by Cllr King

The Motion was approved

10. **Meeting** - It was resolved to contact Shaun Corness at Budgetweb early in the new year to arrange for a meeting with Cllr Mitchell, Cllr Spargo, the Bookings Officer and the Clerk to establish a scope of work and course of action

Proposed by Cllr Mitchell and Seconded Cllr Spargo

The Motion was approved

11. **Appraisals** – The Clerk advised that this matter should be addressed by the Parish Council acting as Trustee and that all appraisals should be arranged by the Personnel Committee. It was agreed to defer this matter until the correct meeting

12. **Cladding** – It was agreed that a number of maintenance issues would need addressing in the near future. The front elevation of the Village Hall has woodwork which needs attention and the Clerk presented two estimates and samples of plastic/UPVC cladding which could be considered. It was agreed during discussions that sub-standard material and the lack of on-going maintenance have contributed to the deterioration. Cllrs Brown and King advised that

work which had not been completed (regarding movement joints) at the time of handing over the building has contributed to a problem with damp in certain areas.

Mr P Platt made a friendly proposal amendment and suggested that a maintenance audit should be undertaken to establish the extent of work required. He suggested that he and Cllr Brown should undertake the audit and report back to this committee.

Proposed by Cllr Mitchell and Seconded Cllr King

The Motion was approved

- 13. Chairs** – As a capital Item an expenditure of this size was felt to be outside the remit of the Village Hall Committee and is deferred until a future meeting of the Parish Council acting as Trustee. Cllr Brown volunteered to take the broken/damaged chairs at the rear of the Village Hall to the local refuse facility.

- 14. Rear Lights & Lights for Container** – It was agreed that Mr P Turton would purchase two solar powered PIR lamps from Costco (@ £27.99 each) which can be installed at the rear of the Village Hall to light the rear car park. In addition Mr P Platt will purchase two battery powered PIR lights for installation inside the container at the rear of the Hall. Mr Platt feels that in the interest of safety the battery powered lighting option is preferred.

- 15. Floor (Door Damage)** – This item will be reviewed following the survey as part of the proposed maintenance audit.

- 16. Canopy at rear Doors** – Cllr Cleary will review the availability and cost of canopies for the rear and front entrances and report back to the Clerk.

- 17. Bollards** – Cllr Brown volunteered to check on the availability of 3 metal locking posts he is aware of which may be available free of charge to replace the existing wooden posts at the front of the Village Hall which are rotten and in need of replacement

The next meeting of the Hale Village Hall management committee will take place on 30th January 2023 at 7.30pm in Hale Village Hall

The Meeting was closed by the Chair at 9.30pm