



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS 15th DAY OF APRIL 2026
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL
ON THE 20th DAY OF APRIL 2026 AT 8.00PM
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
4. **Minutes** –
 - i. To consider the Minutes of the Ordinary Meeting of Hale Parish Council on 16th March 2026 and agree them as a true and accurate record
5. **Address by a member of Halebank Parish Council** - John Anderton
6. **Accounts** –
 - i. To receive the reconciled bank statement and summary of receipts & payments 3rd March 2026 – 31st March 2026 and to accept them as a true and accurate record and comparison against budget (See Attached)
7. **Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the council.
8. **Instant Access account** - To receive the reconciled bank statement and summary of receipts & payments 3rd March 2026 – 31st March 2026 and to accept them as a true and accurate record
9. **Invoice Sampling** - In line with financial regulation 2.2 The Council appointed member has checked and signed the reconciled account against original Unity Bank Statements and reported to the Parish Council any exceptions.
10. **Hale Parish Council End of Year accounts** - April 1st 2025 – March 31st 2026 –To receive the reconciled bank statement and summary of receipts & payments and to accept them as an accurate record and comparison against budget (See Attached)
11. **Precept** – To accept and record the payment of **£64,216.00** for the period April 1st 2026 – March 31st 2027.

12. Risk Management Scheme & Policy – To Consider The Risk Management Scheme & Policy and approve for renewal for year 1st April 2026 – 31st March 2027.

13. Hale Park Entrance Maintenance:

To discuss Hedge cutting/ flower planting/ leaf clearing / brushing (as previously done by volunteers who are no longer involved). This was originally a part of the combined duties of the Caretaker.

14. Planning – To consider planning application Ref: 26/00096/TCA by Hale Parish Council

15. War Memorial & General Groundwork/Maintenance:

- i. To discuss forming a working party to plan a schedule of work required for maintaining the War Memorial and other agreed green spaces within the Village.
- ii. To discuss the purchase of a Xmas tree for installation on the War memorial, allowing it to be decorated at Christmas with lights to be installed

16. PCSO Retirement – To Acknowledge the email sent by PCSO Steve Marnick to the Clerk. PCSO Marnick retired on 31st March 2026.

The Clerk has sent a letter of thanks for his contribution over the last 23 years wishing him a long and healthy retirement

17. Grant Application – To consider a request by Widnes Gymnastics Academy for assistance towards the purchase of training Kit for their taking part in the World Championships in USA in June 2026. A request of £150 has been submitted by a local resident whose daughter lives in Hale Village and who is part of the squad competing in the event

18. Events Calendar 2026 –

- i. To consider the Draft events calendar and update or amend where required.
- ii. To arrange a working Party to consider the additional events proposed & to assign lead members to organise the planned events
- iii. To consider a contribution towards a “friends of hale” event

*** The Friends of Hale have Scheduled an afternoon Tea which may clash with the one proposed by Hale PC - To Discuss the options available and to consider working with them on this project.*

19. Standing Orders – To review the current Standing Orders and to discuss any recommendations or amendments

20. Financial Regulations – To review of the current Financial Regulations and to discuss any recommendations or amendments

21. Policies – To form and arrange for a working party to review the following Policies with a view to amending & updating those policies which are out of date or need additions & removals of information.

- i. Document retention and disposal Policy**
- ii. Model Publication Scheme**
- iii. Equality & Diversity Policy**
- iv. Privacy Notice for Staff, Councilors & Role Holders**
- v. Data Protection Policy**
- vi. Volunteer Policy**
- vii. Expenses Policy**

22. Bins – To discuss a requirement for more council bins within the Village – Previous enquiries have been described as “Cost Prohibitive” by Halton Borough Council due to the additional labour costs for emptying them

23. Liverpool John Lennon Airport (LJLA) – To receive an update report by Cllr McNamara

24. Parish Council Meeting Dates 2026 – 2027 – To consider and agree the following dates for Parish Council meetings for 2026 - 2027

18th May 2026 at 8pm

16th November 2026 at 8pm

15th June 2026 at 8pm

18th January 2027 at 8pm

20th July 2026 at 8pm

15th February 2027 at 8pm

21st September 2026 at 8pm

15th March 2027 at 8pm

19th October 2026 at 8pm

19th April 2027 at 8pm



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON MONDAY 16th MARCH 2026 AT 8.00pm

Attendance

Present: Cllr M Roberts, Cllr Trevaskis, Cllr P Lewis, Cllr A Hutchinson, Cllr J McNamara, Cllr G Wright and Cllr P Healey

In Attendance: The Clerk and One members of the public.

- 1. Apologies:** Received from Cllr C Anderson, Cllr C Williams. No apologies were received from Cllr B Cleary.
- 2. Declarations of Interest** – No Declarations were registered
- 3. Public Participation** – Cllr McNamara asked that an item regarding local river/water pollution be included on the Agenda for the April Parish Council meeting. Cllr Trevaskis agreed to do some research and report back to this Council in due course
- 4. Minutes of the Previous Meeting** - The minutes of the Ordinary Meeting held on 16th February 2026 were approved as a true and accurate record.

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved

- 5. Accounts** - The reconciled bank statement and summary of receipts and payments for 5th November 2025 – 3rd March 2026 Were approved as a true and accurate record and comparison against budget (as attached)

Proposed by Cllr G Wright

Seconded by Cllr A Hutchinson

The Motion was approved unanimously

- 6. Invoice Sampling** – In line with financial regulation 2.2 The Council appointed member has checked and signed the reconciled account against original Unity Bank Statements and reported to the Parish Council any exceptions.

Proposed by Cllr G Wright

Seconded by Cllr A Hutchinson

The Motion was approved

- 7. Instant Access Account** – The reconciled bank statement and summary of receipts and payments for 5th November 2025 – 3rd March 2026 Were accepted as a true and accurate account

Proposed by Cllr G Wright

Seconded by Cllr M Roberts

The Motion was approved unanimously

- 8. Aerial Filming** - The Council resolved to propose a budget of £200 to cover the costs of a young drone pilot who has offered his services to create a promotional video for the village with a specific focus on Hale Village Carnival on June 13th 2026 and the features of Hale Village and the local shoreline.

Proposed by Cllr G Wright

Seconded by Cllr M Roberts

The Motion was approved unanimously

- 9. Easter Egg Hunt 2026** – Cllr P Lewis asked the meeting for assistance at the planned Easter Egg Hunt. It was agreed that two other Councillors and two volunteers in addition to the Clerk are available to help on the day. The Clerk was asked to contact the local Air Cadets for assistance in the hope they will be able to provide a number of cadets to assist. Cllr Lewis has acquired the services of a local resident to fulfil the roll of “Easter Bunny”. The resident will be asked about a DBS certificate and a document will be acquired if necessary.

- 10. Grant Application** – The Council were unclear about the requirement by Widnes Gymnastics Club and have asked for further information regarding the use of the funds before an award can be made.

- 11. Standing Orders** - This Item was deferred pending further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

12. Financial Regulations - This Item was deferred pending further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

13. Policies - This Item was deferred pending further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

14. Assertion 10 (AGAR) - This Item was deferred pending further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

15. Liverpool John Lennon Airport (LJLA) - Cllr McNamara reported on the recent activities at LJLA but stated that he had not attended a meeting since the previous Parish Council meeting and as a result he did not have any new information to impart. Concerns regarding the ongoing parking issues and the poor state of the area around Western Avenue were offered and it was noted that the area is often used for parking and waiting by taxi drivers and those collecting families and friends. Cllr McNamara volunteered to invite two of the managers to a future Parish Council meetings when concerns can once again be presented.

The Chair closed the meeting at 9:45 pm.

Hale Parish Council
RECONCILIATION - Hale Parish Council Unity Bank 31-03-2026

| | |
|---|-------------------|
| From Accounts | £12,412.59 |
| Payments not cashed Add | |
| Receipts not entered Subtract | |
| <hr/> | |
| Statement should be | £12,412.59 |

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---------|------------|-------------|--------------------------|---------------------|------------|-----------------|-------------|
| | | | STARTING BALANCE | | | 9,707.39 | |
| 1 | 01/04/2025 | | CANCELLED | duplicate | | 9,707.39 | 01/04/2025 |
| 2 | 01/04/2025 | | Precept | Halton Borough C | 62,432.62 | 72,140.01 | 01/04/2025 |
| 30 | 01/04/2025 | | Internet/Website | SAJ Consulting | 300.00 | 72,440.01 | 01/04/2025 |
| 1 | 07/04/2025 | | Internet/Website | Google Ireland Ltc | -60.00 | 72,380.01 | 06/02/2026 |
| 2 | 10/04/2025 | | Bank Transfer | Hale Parish Council | -10,000.00 | 62,380.01 | 10/04/2025 |
| 3 | 11/04/2025 | | Subscription | Chalc | -585.78 | 61,794.23 | 11/04/2025 |
| 4 | 11/04/2025 | | Easter Eggs/Sweets | Farmfoods | -23.54 | 61,770.69 | 11/04/2025 |
| 3 | 15/04/2025 | | Vat Refund | VAT Refund | 1,993.41 | 63,764.10 | 15/04/2025 |
| 5 | 15/04/2025 | | Electricity | Smartest Energy | -126.70 | 63,637.40 | 15/04/2025 |
| 6 | 22/04/2025 | | Subscription | Worknest | -372.50 | 63,264.90 | 22/04/2025 |
| 7 | 30/04/2025 | | Clerk Salary | Hale Parish Council | -4,272.72 | 58,992.18 | 30/04/2025 |
| 8 | 30/04/2025 | | Employer Pension | Hale Parish Council | -338.56 | 58,653.62 | 30/04/2025 |
| 9 | 30/04/2025 | | Employee Pension | Hale Parish Council | -86.61 | 58,567.01 | 30/04/2025 |
| 10 | 30/04/2025 | | HMRC | Hale Parish Council | -1,444.17 | 57,122.84 | 30/04/2025 |
| 11 | 30/04/2025 | | Room Hire | Hale Village Hall | -90.00 | 57,032.84 | 30/04/2025 |
| 12 | 30/04/2025 | | Room Hire | Hale Village Hall | -67.50 | 56,965.34 | 30/04/2025 |
| 13 | 30/04/2025 | | Bank Charges | Unity Bank | -6.00 | 56,959.34 | 30/04/2025 |
| 14 | 30/04/2025 | | Internet/Website | Google Ireland Ltc | -60.00 | 56,899.34 | 19/06/2025 |
| 160 | 02/05/2025 | | Civic Service Expenses | Costco | -5.75 | 56,893.59 | 06/02/2026 |
| 15 | 14/05/2025 | | Electricity | Smartest Energy | -134.90 | 56,758.69 | 14/05/2025 |
| 16 | 19/05/2025 | | Support | Worknest | -372.50 | 56,386.19 | 19/05/2025 |
| 17 | 19/05/2025 | | Payroll & Scribe | Dalton Smith | -42.00 | 56,344.19 | 19/05/2025 |
| 18 | 19/05/2025 | | HMRC | Hale Parish Council | -807.97 | 55,536.22 | 31/03/2026 |
| 19 | 19/05/2025 | | Remembrance Day Catering | Costco | -57.20 | 55,479.02 | 06/02/2026 |
| 20 | 19/05/2025 | | Internal Audit | JDH Business Ser | -751.20 | 54,727.82 | 19/05/2025 |
| 21 | 19/05/2025 | | Payroll & Scribe | Scribe (Starboard | -414.72 | 54,313.10 | 19/05/2025 |
| 22 | 30/05/2025 | | Clerk Salary | Hale Parish Council | -86.61 | 54,226.49 | 30/05/2025 |
| 23 | 30/05/2025 | | Room Hire | Hale Village Hall | -22.50 | 54,203.99 | 30/05/2025 |
| 24 | 30/05/2025 | | Payroll & Scribe | Dalton Smith | -42.00 | 54,161.99 | 30/05/2025 |
| 25 | 30/05/2025 | | Clerk Salary | Hale Parish Council | -1,130.97 | 53,031.02 | 30/05/2025 |
| 26 | 30/05/2025 | | Clerk Salary | Hale Parish Council | -338.56 | 52,692.46 | 30/05/2025 |
| 27 | 30/05/2025 | | Internal Audit | JDH Business Ser | -139.20 | 52,553.26 | 30/05/2025 |
| 28 | 30/05/2025 | | HMRC | Hale Parish Council | -530.80 | 52,022.46 | 30/05/2025 |
| 29 | 31/05/2025 | | Bank Charges | Unity Bank | -6.00 | 52,016.46 | 31/05/2025 |
| 30 | 06/06/2025 | | Google Invoice | Google Ireland Ltc | -60.00 | 51,956.46 | 06/02/2026 |
| 31 | 19/06/2025 | | Support | Worknest | -372.50 | 51,583.96 | 19/06/2025 |
| 32 | 23/06/2025 | | Room Hire | Hale Village Hall | -15.00 | 51,568.96 | 30/06/2025 |
| 33 | 23/06/2025 | | Donation | Hale Parish Council | -175.00 | 51,393.96 | 30/06/2025 |
| 34 | 23/06/2025 | | Insurance | Butterworth Spenc | -107.04 | 51,286.92 | 30/06/2025 |
| 35 | 23/06/2025 | | Cleaning Supplies | Costco | -89.69 | 51,197.23 | 30/06/2025 |
| 36 | 30/06/2025 | | Clerks Expenses | Clerk Expenses | -20.00 | 51,177.23 | 30/06/2025 |
| 37 | 30/06/2025 | | Repayment | Pat Lewis | -20.00 | 51,157.23 | 30/06/2025 |
| 38 | 30/06/2025 | | HMRC | Hale Parish Council | -530.60 | 50,626.63 | 30/06/2025 |
| 39 | 30/06/2025 | | Clerk Salary | Hale Parish Council | -1,131.17 | 49,495.46 | 30/06/2025 |
| 40 | 30/06/2025 | | Employer Pension | Hale Parish Council | -338.56 | 49,156.90 | 30/06/2025 |
| 41 | 30/06/2025 | | Employee Pension | Hale Parish Council | -86.61 | 49,070.29 | 30/06/2025 |
| 42 | 30/06/2025 | | Bank Charges | Hale Parish Council | -6.00 | 49,064.29 | 30/06/2025 |
| 44 | 07/07/2025 | | Google Invoice | Google Ireland Ltc | -60.00 | 49,004.29 | 28/07/2025 |
| 45 | 21/07/2025 | | Subscription | Worknest | -372.50 | 48,631.79 | 28/07/2025 |
| 46 | 31/07/2025 | | Subscription | Living Wage Foun | -85.20 | 48,546.59 | 19/08/2025 |
| 47 | 31/07/2025 | | Room Hire | Hale Village Hall | -40.00 | 48,506.59 | 19/08/2025 |
| 48 | 31/07/2025 | | Clerks Expenses | Hale Parish Council | -10.00 | 48,496.59 | 19/08/2025 |
| 49 | 31/07/2025 | | Clerk Salary | Hale Parish Council | -530.80 | 47,965.79 | 19/08/2025 |
| 50 | 31/07/2025 | | Payroll & Scribe | Dalton Smith | -42.00 | 47,923.79 | 19/08/2025 |

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---------|------------|-------------|--------------------------------------|---------------------|-----------|-----------------|-------------|
| | | | STARTING BALANCE | | | 9,707.39 | |
| 51 | 31/07/2025 | | Employer Pension | Hale Parish Council | -338.56 | 47,585.23 | 19/08/2025 |
| 52 | 31/07/2025 | | Donation | Hale Parish Council | -200.00 | 47,385.23 | 19/08/2025 |
| 53 | 31/07/2025 | | Clerk Salary | Hale Parish Council | -1,130.97 | 46,254.26 | 19/08/2025 |
| 54 | 31/07/2025 | | SLCC Training | SLCC | -20.00 | 46,234.26 | 19/08/2025 |
| 55 | 31/07/2025 | | Employee Pension | Hale Parish Council | -86.61 | 46,147.65 | 19/08/2025 |
| 56 | 31/07/2025 | | Bank Charges | Unity Bank | -6.00 | 46,141.65 | 19/08/2025 |
| 57 | 07/08/2025 | | Google Invoice | Google Ireland Ltd | -67.73 | 46,073.92 | 06/02/2026 |
| 58 | 18/08/2025 | | Maintenance | Alan Ormondy | -364.50 | 45,709.42 | 19/08/2025 |
| 59 | 19/08/2025 | | Support | Worknest | -372.50 | 45,336.92 | 19/08/2025 |
| 60 | 21/08/2025 | | Finger Post Refurbishment | Mobile Blasting Ltd | -420.00 | 44,916.92 | 05/09/2025 |
| 61 | 21/08/2025 | | Payroll & Scribe | Dalton Smith | -90.00 | 44,826.92 | 05/09/2025 |
| 11 | 26/08/2025 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 47,315.71 | 19/02/2026 |
| 62 | 26/08/2025 | | Room Hire | Hale Village Hall | -402.50 | 46,913.21 | 05/09/2025 |
| 63 | 28/08/2025 | | Booking Officer Salary | Hale Parish Council | -692.64 | 46,220.57 | 19/02/2026 |
| 64 | 28/08/2025 | | Clerk Salary | Hale Parish Council | -1,297.46 | 44,923.11 | 05/09/2025 |
| 65 | 28/08/2025 | | Caretaker - Salary | Hale Parish Council | -524.20 | 44,398.91 | 19/02/2026 |
| 66 | 28/08/2025 | | HMRC | Hale Parish Council | -638.36 | 43,760.55 | 19/02/2026 |
| 67 | 28/08/2025 | | Cleaner - Salary | Hale Parish Council | -750.40 | 43,010.15 | 19/02/2026 |
| 70 | 28/08/2025 | | Employer Pension | Hale Parish Council | -392.38 | 42,617.77 | 05/09/2025 |
| 71 | 28/08/2025 | | Employee Pension | Hale Parish Council | -100.38 | 42,517.39 | 05/09/2025 |
| 181 | 28/08/2025 | | Staff HMRC | Hale Parish Council | -479.69 | 42,037.70 | 19/02/2026 |
| 68 | 31/08/2025 | | Bank Charges | Unity Bank | -6.00 | 42,031.70 | 05/09/2025 |
| 69 | 05/09/2025 | | Google Invoice | Google Ireland Ltd | -70.00 | 41,961.70 | 05/09/2025 |
| 72 | 12/09/2025 | | Payroll & Scribe | Dalton Smith | -54.00 | 41,907.70 | 25/09/2025 |
| 73 | 12/09/2025 | | Room Hire | Hale Village Hall | -7.50 | 41,900.20 | 25/09/2025 |
| 74 | 19/09/2025 | | Consultation | Worknest | -372.50 | 41,527.70 | 25/09/2025 |
| 75 | 23/09/2025 | | Remembrance Day Wreath | Royal British Legic | -25.00 | 41,502.70 | 25/09/2025 |
| 76 | 23/09/2025 | | Civic Service Expenses | Joe McNamara | -34.80 | 41,467.90 | 25/09/2025 |
| 77 | 25/09/2025 | | Clerks Expenses | Hale Parish Council | -39.70 | 41,428.20 | 25/09/2025 |
| 78 | 25/09/2025 | | Booking Officer Salary | Hale Parish Council | -692.64 | 40,735.56 | 19/02/2026 |
| 79 | 25/09/2025 | | Employee Pension | Hale Parish Council | -89.36 | 40,646.20 | 25/09/2025 |
| 80 | 25/09/2025 | | Clerk Salary | Hale Parish Council | -1,164.28 | 39,481.92 | 25/09/2025 |
| 81 | 25/09/2025 | | Caretaker - Salary | Hale Parish Council | -524.20 | 38,957.72 | 19/02/2026 |
| 82 | 25/09/2025 | | Cleaner - Salary | Hale Parish Council | -750.40 | 38,207.32 | 19/02/2026 |
| 83 | 25/09/2025 | | Employer Pension | Hale Parish Council | -349.33 | 37,857.99 | 25/09/2025 |
| 84 | 25/09/2025 | | HMRC | Hale Parish Council | -552.31 | 37,305.68 | 19/02/2026 |
| 182 | 25/09/2025 | | Staff HMRC | Hale Parish Council | -479.69 | 36,825.99 | 19/02/2026 |
| 85 | 30/09/2025 | | Bank Charges | Unity Bank | -6.00 | 36,819.99 | 30/09/2025 |
| 12 | 06/10/2025 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 39,308.78 | 19/02/2026 |
| 86 | 07/10/2025 | | Google Invoice | Google Ireland Ltd | -70.00 | 39,238.78 | 07/10/2025 |
| 92 | 17/10/2025 | | Halloween Goods | Luke - Repayment | -155.00 | 39,083.78 | 07/11/2025 |
| 96 | 17/10/2025 | | Quiz Night | Mark Roberts | -1,063.63 | 38,020.15 | 07/11/2025 |
| 89 | 20/10/2025 | | Support | Worknest | -372.50 | 37,647.65 | 07/11/2025 |
| 17 | 25/10/2025 | | CANCELLED | duplicate | | 37,647.65 | 24/02/2026 |
| 125150 | 25/10/2025 | | Transfer from Instant Access Account | | 1,063.63 | 38,711.28 | 24/02/2026 |
| 16 | 27/10/2025 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 41,200.07 | 19/02/2026 |
| 90 | 27/10/2025 | | SLCC Conference | SLCC | -188.00 | 41,012.07 | 07/11/2025 |
| 91 | 27/10/2025 | | SLCC Training | SLCC | -35.00 | 40,977.07 | 07/11/2025 |
| 93 | 27/10/2025 | | Room Hire | Hale Parish Council | -102.50 | 40,874.57 | 07/11/2025 |
| 94 | 27/10/2025 | | Clerk Salary | Hale Parish Council | -111.98 | 40,762.59 | 23/01/2026 |
| 95 | 27/10/2025 | | Civic Service Expenses | Costco | -186.87 | 40,575.72 | 11/02/2026 |
| 97 | 27/10/2025 | | Civic Service Expenses | Makro | -131.33 | 40,444.39 | 07/11/2025 |
| 98 | 27/10/2025 | | Halloween Goods | Carol Anderson | -235.00 | 40,209.39 | 07/11/2025 |
| 161 | 27/10/2025 | | Civic Service Expenses | Costco | -286.84 | 39,922.55 | 04/02/2026 |

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---------|------------|-------------|---------------------------|---------------------|-----------|-----------------|-------------|
| | | | STARTING BALANCE | | | 9,707.39 | |
| 162 | 27/10/2025 | | Civic Service Expenses | Home Bargains | -21.94 | 39,900.61 | 04/02/2026 |
| 99 | 29/10/2025 | | Employee Pension | Hale Parish Council | -89.36 | 39,811.25 | 07/11/2025 |
| 100 | 29/10/2025 | | Booking Officer Salary | Hale Parish Council | -692.64 | 39,118.61 | 27/02/2026 |
| 101 | 29/10/2025 | | Clerks Expenses | Clerk Expenses | -10.00 | 39,108.61 | 07/11/2025 |
| 102 | 29/10/2025 | | Employer Pension | Hale Parish Council | -349.33 | 38,759.28 | 07/11/2025 |
| 103 | 29/10/2025 | | Caretaker - Salary | Hale Parish Council | -524.20 | 38,235.08 | 19/02/2026 |
| 104 | 29/10/2025 | | HMRC | Hale Parish Council | -552.31 | 37,682.77 | 19/02/2026 |
| 105 | 29/10/2025 | | Cleaner - Salary | Hale Parish Council | -750.20 | 36,932.57 | 19/02/2026 |
| 106 | 29/10/2025 | | Clerk Salary | Hale Parish Council | -1,164.28 | 35,768.29 | 07/11/2025 |
| 183 | 29/10/2025 | | Staff HMRC | Hale Parish Council | -479.89 | 35,288.40 | 19/02/2026 |
| 107 | 31/10/2025 | | Halloween Goods | Face Painter 1 | -100.00 | 35,188.40 | 07/11/2025 |
| 108 | 31/10/2025 | | Halloween Goods | Face Painter 2 | -100.00 | 35,088.40 | 07/11/2025 |
| 109 | 31/10/2025 | | Support | K&K Legal | -162.00 | 34,926.40 | 07/11/2025 |
| 110 | 31/10/2025 | | Halloween Goods | JoJo Fox | -170.00 | 34,756.40 | 07/11/2025 |
| 111 | 31/10/2025 | | Halloween Goods | Scott Gavin - Anir | -150.00 | 34,606.40 | 07/11/2025 |
| 112 | 31/10/2025 | | Room Hire | Hale Village Hall | -50.00 | 34,556.40 | 07/11/2025 |
| 113 | 31/10/2025 | | Halloween Goods | Printstat Ltd | -125.00 | 34,431.40 | 07/11/2025 |
| 114 | 31/10/2025 | | Bank Charges | Unity Bank | -6.00 | 34,425.40 | 07/11/2025 |
| 117 | 31/10/2025 | | SLCC Conference | SLCC | 188.00 | 34,613.40 | 07/11/2025 |
| 115 | 06/11/2025 | | Payroll & Scribe | Dalton Smith | -54.00 | 34,559.40 | 07/11/2025 |
| 116 | 07/11/2025 | | Google Invoice | Google Ireland Ltd | -70.00 | 34,489.40 | 07/11/2025 |
| 118 | 19/11/2025 | | Consultation | Worknest | -416.35 | 34,073.05 | 19/11/2025 |
| 119 | 26/11/2025 | | Payroll & Scribe | Dalton Smith | -54.00 | 34,019.05 | 02/12/2025 |
| 120 | 26/11/2025 | | legal support | K&K Legal | -162.00 | 33,857.05 | 02/12/2025 |
| 121 | 26/11/2025 | | Civic Service Expenses | Costco | -60.00 | 33,797.05 | 02/12/2025 |
| 122 | 26/11/2025 | | SLCC Training | SLCC | -188.00 | 33,609.05 | 02/12/2025 |
| 123 | 26/11/2025 | | Remembrance Day Room Hire | Royal British Legic | -199.80 | 33,409.25 | 02/12/2025 |
| 124 | 26/11/2025 | | Road Management | Blue Arrow | -1,086.00 | 32,323.25 | 02/12/2025 |
| 125 | 27/11/2025 | | HMRC | Hale Parish Council | -552.31 | 31,770.94 | 19/02/2026 |
| 126 | 27/11/2025 | | Cleaner - Salary | Hale Parish Council | -750.40 | 31,020.54 | 19/02/2026 |
| 127 | 27/11/2025 | | Booking Officer Salary | Hale Parish Council | -692.64 | 30,327.90 | 19/02/2026 |
| 128 | 27/11/2025 | | Employee Pension | Hale Parish Council | -103.92 | 30,223.98 | 02/12/2025 |
| 129 | 27/11/2025 | | Employer Pension | Hale Parish Council | -376.63 | 29,847.35 | 02/12/2025 |
| 130 | 27/11/2025 | | Cleaning Supplies | Timpson | -18.00 | 29,829.35 | 02/12/2025 |
| 131 | 27/11/2025 | | Clerk Salary | Hale Parish Council | -1,174.28 | 28,655.07 | 02/12/2025 |
| 184 | 27/11/2025 | | Staff HMRC | Hale Parish Council | -479.69 | 28,175.38 | 19/02/2026 |
| 132 | 28/11/2025 | | Remembrance Day Catering | Pat Lewis | -122.53 | 28,052.85 | 02/12/2025 |
| 133 | 28/11/2025 | | Caretaker - Salary | Hale Parish Council | -524.20 | 27,528.65 | 23/01/2026 |
| 134 | 30/11/2025 | | Bank Charges | Unity Bank | -6.00 | 27,522.65 | 02/12/2025 |
| 18 | 03/12/2025 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 30,011.44 | 19/02/2026 |
| 135 | 03/12/2025 | | Consultation | Louise Beaton | -50.00 | 29,961.44 | 10/12/2025 |
| 136 | 03/12/2025 | | Insurance | Butterworth Spenc | -2,413.12 | 27,548.32 | 10/12/2025 |
| 137 | 03/12/2025 | | Payroll & Scribe | Dalton Smith | -54.00 | 27,494.32 | 10/12/2025 |
| 138 | 04/12/2025 | | Internet/Website | Wix | -360.00 | 27,134.32 | 10/12/2025 |
| 139 | 04/12/2025 | | Decorations | Home Bargains | -301.77 | 26,832.55 | 10/12/2025 |
| 140 | 05/12/2025 | | Google Invoice | Google Ireland Ltd | -70.00 | 26,762.55 | 06/02/2026 |
| 141 | 08/12/2025 | | Halloween Goods | Carol Anderson | -47.43 | 26,715.12 | 10/12/2025 |
| 142 | 11/12/2025 | | Christmas Party Goods | Caretaker | -181.31 | 26,533.81 | 19/12/2025 |
| 143 | 11/12/2025 | | Christmas Party Goods | Repayment | -78.26 | 26,455.55 | 19/12/2025 |
| 144 | 12/12/2025 | | Christmas Party Goods | Carol Anderson | -453.02 | 26,002.53 | 19/12/2025 |
| 145 | 19/12/2025 | | Consultation | Worknest | -416.35 | 25,586.18 | 19/12/2025 |
| 146 | 24/12/2025 | | HMRC | Hale Parish Council | -552.11 | 25,034.07 | 27/02/2026 |
| 147 | 24/12/2025 | | Printing | Printstat Ltd | -285.00 | 24,749.07 | 09/01/2026 |
| 148 | 24/12/2025 | | Clerk Salary | Hale Parish Council | -1,174.48 | 23,574.59 | 09/01/2026 |

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---------|------------|-------------|--------------------------------------|---------------------|-----------|-----------------|-------------|
| | | | STARTING BALANCE | | | 9,707.39 | |
| 149 | 24/12/2025 | | Insurance | Butterworth Spenc | -608.20 | 22,966.39 | 09/01/2026 |
| 150 | 24/12/2025 | | Employer Pension | Hale Parish Council | -349.33 | 22,617.06 | 09/01/2026 |
| 151 | 24/12/2025 | | Employee Pension | Hale Parish Council | -89.36 | 22,527.70 | 09/01/2026 |
| 152 | 24/12/2025 | | Booking Officer Salary | Hale Parish Council | -692.64 | 21,835.06 | 23/01/2026 |
| 153 | 24/12/2025 | | Cleaner - Salary | Hale Parish Council | -750.40 | 21,084.66 | 19/02/2026 |
| 185 | 24/12/2025 | | Staff HMRC | Hale Parish Council | -479.89 | 20,604.77 | 19/02/2026 |
| 154 | 29/12/2025 | | Caretaker - Salary | Hale Parish Council | -524.00 | 20,080.77 | 19/02/2026 |
| 155 | 31/12/2025 | | Bank Charges | Unity Bank | -6.00 | 20,074.77 | 09/01/2026 |
| 156 | 05/01/2026 | | ICO | ICO | -47.00 | 20,027.77 | 09/01/2026 |
| 157 | 08/01/2026 | | Google Invoice | Google Ireland Ltd | -70.00 | 19,957.77 | 09/01/2026 |
| 19 | 12/01/2026 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 22,446.56 | 19/02/2026 |
| 27 | 12/01/2026 | | CANCELLED | duplicate | | 22,446.56 | 19/02/2026 |
| 158 | 12/01/2026 | | Payroll & Scribe | Dalton Smith | -54.00 | 22,392.56 | 14/01/2026 |
| 163 | 19/01/2026 | | Consultation | Worknest | -416.35 | 21,976.21 | 10/02/2026 |
| 28 | 23/01/2026 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 24,465.00 | 19/02/2026 |
| 164 | 23/01/2026 | | Employer Pension | Hale Parish Council | -328.40 | 24,136.60 | 10/02/2026 |
| 165 | 23/01/2026 | | Christmas Party Goods | Joe McNamara | -67.19 | 24,069.41 | 10/02/2026 |
| 166 | 23/01/2026 | | Donation | Ruth Nickson - Lin | -213.50 | 23,855.91 | 10/02/2026 |
| 167 | 23/01/2026 | | Cleaner - Salary | Hale Parish Council | -750.20 | 23,105.71 | 19/02/2026 |
| 168 | 23/01/2026 | | Payroll & Scribe | Dalton Smith | -108.00 | 22,997.71 | 10/02/2026 |
| 169 | 23/01/2026 | | HMRC | Hale Parish Council | -1,032.20 | 21,965.51 | 31/03/2026 |
| 170 | 23/01/2026 | | Christmas Tree | Mal Sutton | -120.00 | 21,845.51 | 10/02/2026 |
| 171 | 23/01/2026 | | Clerk Salary | Clerk Salary | -1,164.28 | 20,681.23 | 10/02/2026 |
| 172 | 23/01/2026 | | Clerks Expenses | Hale Parish Council | -10.00 | 20,671.23 | 10/02/2026 |
| 173 | 23/01/2026 | | Employee Pension | Hale Parish Council | -68.43 | 20,602.80 | 10/02/2026 |
| 174 | 23/01/2026 | | Caretaker - Salary | Hale Parish Council | -524.20 | 20,078.60 | 19/02/2026 |
| 175 | 23/01/2026 | | Booking Officer Salary | Hale Parish Council | -692.64 | 19,385.96 | 19/02/2026 |
| 186 | 23/01/2026 | | Staff HMRC | Hale Parish Council | -1,073.28 | 18,312.68 | 31/03/2026 |
| 176 | 27/01/2026 | | Christmas Party Goods | Joe McNamara | -150.00 | 18,162.68 | 10/02/2026 |
| 177 | 31/01/2026 | | Bank Charges | Unity Bank | -6.00 | 18,156.68 | 10/02/2026 |
| 178 | 06/02/2026 | | Google Invoice | Google Ireland Ltd | -70.00 | 18,086.68 | 10/02/2026 |
| 29 | 11/02/2026 | | CANCELLED | duplicate | | 18,086.68 | 24/02/2026 |
| 187 | 11/02/2026 | | Bank Transfer | Hale Parish Council | -3,650.00 | 14,436.68 | 02/03/2026 |
| 125148 | 11/02/2026 | | Transfer from Instant Access Account | | 3,650.00 | 18,086.68 | 24/02/2026 |
| 180 | 19/02/2026 | | Consultation | Worknest | -416.35 | 17,670.33 | 24/02/2026 |
| 188 | 25/02/2026 | | Employee Pension | Hale Parish Council | -89.36 | 17,580.97 | 02/03/2026 |
| 189 | 25/02/2026 | | Booking Officer Salary | Hale Village Hall | -739.19 | 16,841.78 | 02/03/2026 |
| 190 | 25/02/2026 | | Room Hire | Hale Village Hall | -33.75 | 16,808.03 | 02/03/2026 |
| 191 | 25/02/2026 | | Cleaner - Salary | Hale Village Hall | -750.40 | 16,057.63 | 02/03/2026 |
| 192 | 25/02/2026 | | Clerk Salary | Hale Parish Council | -1,164.28 | 14,893.35 | 02/03/2026 |
| 193 | 25/02/2026 | | Employer Pension | Clerk Salary | -349.33 | 14,544.02 | 02/03/2026 |
| 194 | 25/02/2026 | | Consultation | SAJ Consulting | -300.00 | 14,244.02 | 02/03/2026 |
| 195 | 25/02/2026 | | Guildswomen Flowers | Morrisons | -32.00 | 14,212.02 | 02/03/2026 |
| 196 | 25/02/2026 | | Postage | Post Office Ltd | -3.50 | 14,208.52 | 02/03/2026 |
| 197 | 25/02/2026 | | Caretaker - Salary | Hale Village Hall | -569.50 | 13,639.02 | 02/03/2026 |
| 198 | 27/02/2026 | | SLCC Training | Chalc | -90.00 | 13,549.02 | 02/03/2026 |
| 199 | 27/02/2026 | | External Audit | PKF Accountants | -378.00 | 13,171.02 | 02/03/2026 |
| 204 | 28/02/2026 | | Bank Charges | Unity Bank | -6.00 | 13,165.02 | 02/03/2026 |
| 201 | 02/03/2026 | | Subscription | Cheshire Commur | -50.00 | 13,115.02 | 02/03/2026 |
| 202 | 02/03/2026 | | Easter Eggs/Sweets | Pat Lewis | -276.84 | 12,838.18 | 02/03/2026 |
| 203 | 02/03/2026 | | Easter Eggs/Sweets | Carol Anderson | -76.00 | 12,762.18 | 02/03/2026 |
| 200 | 06/03/2026 | | Google Invoice | Google Ireland Ltd | -70.00 | 12,692.18 | 19/03/2026 |
| 205 | 13/03/2026 | | Easter Eggs/Sweets | Clerk | -216.78 | 12,475.40 | 19/03/2026 |
| 206 | 13/03/2026 | | Bleed Kit | P Turton (Training) | -100.00 | 12,375.40 | 19/03/2026 |

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|---------|------------|-------------|-------------------------|-----------------------------------|-----------|-------------------|-------------|
| | | | STARTING BALANCE | | | 9,707.39 | |
| 207 | 19/03/2026 | | Subscription | Worknest | -416.35 | 11,959.05 | 19/03/2026 |
| 208 | 20/03/2026 | | Room Hire | Hale Village Hall | -15.00 | 11,944.05 | 26/03/2026 |
| 209 | 20/03/2026 | | Training | Chalc | -40.00 | 11,904.05 | 26/03/2026 |
| 210 | 26/03/2026 | | Salary | Hale Parish Council | -1,164.28 | 10,739.77 | 26/03/2026 |
| 211 | 26/03/2026 | | Cleaner - Salary | Hale Parish Council | -750.40 | 9,989.37 | 26/03/2026 |
| 212 | 26/03/2026 | | Employer Pension | Hale Parish Council | -349.33 | 9,640.04 | 26/03/2026 |
| 213 | 26/03/2026 | | Caretaker - Salary | Hale Parish Council | -524.20 | 9,115.84 | 26/03/2026 |
| 214 | 26/03/2026 | | Booking Officer Salary | Hale Parish Council | -692.64 | 8,423.20 | 26/03/2026 |
| 215 | 26/03/2026 | | Employee Pension | Hale Parish Council | -89.36 | 8,333.84 | 26/03/2026 |
| 216 | 26/03/2026 | | HMRC | Hale Parish Council | -1,032.00 | 7,301.84 | 31/03/2026 |
| 32 | 27/03/2026 | | Salary Chargeback | Hale Village Hall | 2,628.96 | 9,930.80 | 31/03/2026 |
| 33 | 27/03/2026 | | Salary Chargeback | Hale Village Hall | 2,488.79 | 12,419.59 | 31/03/2026 |
| 217 | 31/03/2026 | | Bank Charges | Unity Bank | -7.00 | 12,412.59 | 31/03/2026 |
| | | | CLOSING BALANCE | | | 12,412.59 | |
| | | | | Bank statement should show | | £12,412.59 | |

Current T1

60-83-01 • 20415507

Balance Available balance

£ **76,779.43** £ **76,779.43****Show:**

| | |
|--------------|---|
| Transactions | ▼ |
|--------------|---|

Balances are correct as of 11:47 on 15 Apr 2026.

| ↓ Date | Description | Paid in | Paid out | Balance |
|----------|--|----------|-----------|-----------|
| 31/03/26 | Service Charge | | -7.00 | 12,412.59 |
| 27/03/26 | HALE VILLAGE HALL • MAR CHARGEBACK | 2,488.79 | | 12,419.59 |
| 27/03/26 | HALE VILLAGE HALL • FEB CHARGEBACK | 2,628.96 | | 9,930.80 |
| 26/03/26 | B/P to: HMRC • 120PA00288525 1806 | | -1,032.00 | 7,301.84 |
| 26/03/26 | B/P to: Employee Pension • HALE PC 00296 | | -89.36 | 8,333.84 |
| 26/03/26 | B/P to: Jannine French • MAR SALARY | | -692.64 | 8,423.20 |
| 26/03/26 | B/P to: Peter Lewis • MAR SALARY | | -524.20 | 9,115.84 |
| 26/03/26 | B/P to: Employer Pension • HALE PC 00296 | | -349.33 | 9,640.04 |
| 26/03/26 | B/P to: Kath Barnett • MAR SALARY | | -750.40 | 9,989.37 |
| 26/03/26 | B/P to: B Hargreaves • MAR SALARY | | -1,164.28 | 10,739.77 |
| 20/03/26 | B/P to: Chalc • INV 2025- 259 | | -40.00 | 11,904.05 |
| 20/03/26 | B/P to: Hale Village Hall • INV 1536 | | -15.00 | 11,944.05 |
| 19/03/26 | Direct Debit (PREMIUM • 04AEZF6124/011/105 CREDIT LTD) | | -416.35 | 11,959.05 |
| 13/03/26 | B/P to: Paul Turton • DEFIB PAYBACK | | -100.00 | 12,375.40 |
| 13/03/26 | B/P to: B Hargreaves • EASTER SWEETS | | -216.78 | 12,475.40 |
| 06/03/26 | Direct Debit (GOOGLE • 82385888GERSKO2DIE CLOUD EMEA) | | -70.00 | 12,692.18 |
| 02/03/26 | B/P to: Carol Anderson • EASTER EGGS | | -76.00 | 12,762.18 |

| | | | | |
|----------|--|-----------------|------------------|------------------|
| 02/03/26 | B/P to: Pat Lewis • EASTER EGGS | | -276.84 | 12,838.18 |
| 02/03/26 | S/O to: Cheshire Com. Act • CCA/HVH/ACD | | -50.00 | 13,115.02 |
| 28/02/26 | Service Charge | | -6.00 | 13,165.02 |
| 27/02/26 | B/P to: PKF Accountants • SB20253196 | | -378.00 | 13,171.02 |
| 27/02/26 | B/P to: Chalc • INV 2024/221 | | -90.00 | 13,549.02 |
| 25/02/26 | REJECTED B/P - PAUL TURTON | 100.00 | | 13,639.02 |
| 25/02/26 | B/P to: Peter Lewis • FEBRUARY SALARY | | -569.50 | 13,539.02 |
| 25/02/26 | B/P to: Vicky Hargreaves • POSTAGE | | -3.50 | 14,108.52 |
| 25/02/26 | B/P to: Vicky Hargreaves • MORRISON FLOWERS | | -32.00 | 14,112.02 |
| 25/02/26 | B/P to: SAJ Consulting • WEBSITE | | -300.00 | 14,144.02 |
| 25/02/26 | B/P to: Employer Pension • HALE PC 00296 | | -349.33 | 14,444.02 |
| 25/02/26 | B/P to: Paul Turton • DEFIB DONATION | | -100.00 | 14,793.35 |
| 25/02/26 | B/P to: B Hargreaves • FEBRUARY SALARY | | -1,164.28 | 14,893.35 |
| 25/02/26 | B/P to: HMRC • 120PA00288525 1806 | | -1,073.28 | 16,057.63 |
| 25/02/26 | B/P to: Kath Barnett • FEBRUARY SALARY | | -750.40 | 17,130.91 |
| 25/02/26 | B/P to: Hale Village Hall • INV 1491 & 1510 | | -33.75 | 17,881.31 |
| 25/02/26 | B/P to: Jannine French • FEBRUARY SALARY | | -739.19 | 17,915.06 |
| 25/02/26 | B/P to: Employee Pension • HALE PC 00296 | | -89.36 | 18,654.25 |
| 19/02/26 | Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/011/104 | | -416.35 | 18,743.61 |
| 11/02/26 | Transfer from 20527673 | 3,650.00 | | 19,159.96 |
| 11/02/26 | B/P to: Hale Village Hall • BUDGET TRANSFER | | -3,650.00 | 15,509.96 |
| 06/02/26 | Direct Debit (GOOGLE CLOUD EMEA) • 82385888GQC5YFMB0A | | -70.00 | 19,159.96 |
| 31/01/26 | Service Charge | | -6.00 | 19,229.96 |
| 27/01/26 | B/P to: Joe McNamara • XMAS SELECTION BOX | | -150.00 | 19,235.96 |
| 23/01/26 | B/P to: Jannine French • JAN SALARY | | -692.64 | 19,385.96 |
| 23/01/26 | B/P to: Peter Lewis • JAN SALARY | | -524.20 | 20,078.60 |

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|----------|---|------------------|------------------|
| 23/01/26 | HALE VILLAGE HALL • CHARGEBACK JAN 26 | 2,488.79 | 20,602.80 |
| 23/01/26 | B/P to: Employee Pension • HALE PC 00296 | -68.43 | 18,114.01 |
| 23/01/26 | B/P to: B Hargreaves • CLERK PHONE | -10.00 | 18,182.44 |
| 23/01/26 | B/P to: B Hargreaves • JAN SALARY | -1,164.28 | 18,192.44 |
| 23/01/26 | B/P to: Mal T Sutton • XMAS TREE | -120.00 | 19,356.72 |
| 23/01/26 | B/P to: HMRC • 120PA00288525 1806 | -1,032.20 | 19,476.72 |
| 23/01/26 | B/P to: Katie Payroll • INVS 0479/0490 | -108.00 | 20,508.92 |
| 23/01/26 | B/P to: Kath Barnett • SALARY | -750.20 | 20,616.92 |
| 23/01/26 | B/P to: Ruth Nickson • COMPUTER LINE DANC | -213.50 | 21,367.12 |
| 23/01/26 | B/P to: Joe McNamara • XMAS WRAPPING | -67.19 | 21,580.62 |
| 23/01/26 | B/P to: Employer Pension • HALE PC 00296 | -328.40 | 21,647.81 |
| 19/01/26 | Direct Debit (PREMIUM • 04AEZF6124/011/103 CREDIT LTD) | -416.35 | 21,976.21 |
| 12/01/26 | HALE VILLAGE HALL • CHARGEBACK DEC 25 | 2,488.79 | 22,392.56 |
| 12/01/26 | B/P to: Katie Payroll • INV 0479 | -54.00 | 19,903.77 |
| 08/01/26 | Direct Debit • 82385888GOUWLZKXMQ (GOOGLE CLOUD EMEA) | -70.00 | 19,957.77 |
| 05/01/26 | Direct Debit (ICO) • ZA607417 | -47.00 | 20,027.77 |
| 31/12/25 | Service Charge | -6.00 | 20,074.77 |
| 29/12/25 | B/P to: Peter Lewis • DEC 2025 SALARY | -524.00 | 20,080.77 |
| 24/12/25 | B/P to: Kath Barnett • DEC 2025 SALARY | -750.40 | 20,604.77 |
| 24/12/25 | B/P to: Jannine French • DEC 2025 SALARY | -692.64 | 21,355.17 |
| 24/12/25 | B/P to: Employer Pension • HALE PC 00296 | -89.36 | 22,047.81 |
| 24/12/25 | B/P to: Employer Pension • HALE PC 00296 | -349.33 | 22,137.17 |
| 24/12/25 | B/P to: Butterworth Speng. • INSURANCE | -608.20 | 22,486.50 |
| 24/12/25 | B/P to: B Hargreaves • DEC 2025 SALARY | -1,174.48 | 23,094.70 |
| 24/12/25 | B/P to: B Hargreaves • XMAS NEWSLETTER | -285.00 | 24,269.18 |
| 24/12/25 | B/P to: HMRC • 120PA00288525 1806 | -1,032.00 | 24,554.18 |

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|----------|--|-----------------|------------------|------------------|
| 19/12/25 | Direct Debit (PREMIUM • 04AEZF6124/011/102 CREDIT LTD) | | -416.35 | 25,586.18 |
| 12/12/25 | B/P to: Carol Anderson • XMAS /ENTERTAINER | | -453.02 | 26,002.53 |
| 11/12/25 | B/P to: B Hargreaves • REPAYMENT | | -78.26 | 26,455.55 |
| 11/12/25 | B/P to: Peter Lewis • PLANTS/LIGHTS/FLAG | | -181.31 | 26,533.81 |
| 08/12/25 | B/P to: Vicky Hargreaves • HALLOWEEN ITEMS | | -47.43 | 26,715.12 |
| 05/12/25 | Direct Debit • 82385888GRODBIBROC (GOOGLE CLOUD EMEA) | | -70.00 | 26,762.55 |
| 04/12/25 | B/P to: Ann McNamara • XMAS BAUBLES | | -301.77 | 26,832.55 |
| 04/12/25 | B/P to: B Hargreaves • WIX REPAYMENT | | -360.00 | 27,134.32 |
| 03/12/25 | B/P to: Katie Payroll • INV 0455 | | -54.00 | 27,494.32 |
| 03/12/25 | B/P to: Butterworth Speng. • INSURANCE 2026 | | -2,413.12 | 27,548.32 |
| 03/12/25 | B/P to: Louise Beaton • INV CHA 244 | | -50.00 | 29,961.44 |
| 03/12/25 | HALE VILLAGE HALL • SALARY CHARGEBACK | 2,488.79 | | 30,011.44 |
| 30/11/25 | Service Charge | | -6.00 | 27,522.65 |
| 28/11/25 | B/P to: Peter Lewis • SALARY NOV 25 | | -524.20 | 27,528.65 |
| 28/11/25 | B/P to: Pat Lewis • REPAY. REMEMBRANCE | | -122.53 | 28,052.85 |
| 27/11/25 | B/P to: B Hargreaves • SALARY & PHONE | | -1,174.28 | 28,175.38 |
| 27/11/25 | B/P to: Kath Barnett • KEYS VH | | -18.00 | 29,349.66 |
| 27/11/25 | B/P to: Employer Pension • HALE PC 00296 | | -376.63 | 29,367.66 |
| 27/11/25 | B/P to: Employee Pension • HALE PC 00296 | | -103.92 | 29,744.29 |
| 27/11/25 | B/P to: Jannine French • SALARY NOV 25 | | -692.64 | 29,848.21 |
| 27/11/25 | B/P to: Kath Barnett • SALARY NOV 25 | | -750.40 | 30,540.85 |
| 27/11/25 | B/P to: HMRC • 120PA00288525 1806 | | -1,032.00 | 31,291.25 |
| 26/11/25 | B/P to: Blue Arrow • INV 3261 | | -1,086.00 | 32,323.25 |
| 26/11/25 | B/P to: B Hargreaves • RBL POPPIES | | -199.80 | 33,409.25 |
| 26/11/25 | B/P to: SCLL Membership • MEM 254971-1 | | -188.00 | 33,609.05 |
| 26/11/25 | B/P to: B Hargreaves • CIVIC SERV REPAY | | -60.00 | 33,797.05 |
| 26/11/25 | B/P to: K&K Legal • INV 17922 | | -162.00 | 33,857.05 |

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|----------|--|----------|-----------|-----------|
| 26/11/25 | B/P to: Katie Payroll • INV 0410 | | -54.00 | 34,019.05 |
| 19/11/25 | Direct Debit (PREMIUM • 04AEZF6124/011/101 CREDIT LTD) | | -416.35 | 34,073.05 |
| 07/11/25 | Direct Debit (GOOGLE • 82385888GDT68AJYS CLOUD EMEA) | | -70.00 | 34,489.40 |
| 06/11/25 | B/P to: Katie Payroll • INV 0409 | | -54.00 | 34,559.40 |
| 31/10/25 | Service Charge | | -6.00 | 34,613.40 |
| 31/10/25 | B/P to: B Hargreaves • INV 122327 | | -125.00 | 34,619.40 |
| 31/10/25 | B/P to: Hale Village Hall • HVH - 1372 | | -50.00 | 34,744.40 |
| 31/10/25 | B/P to: Scott Gavin • HALE P.C. | | -150.00 | 34,794.40 |
| 31/10/25 | B/P to: Jojo Fox • HALE P.C. | | -170.00 | 34,944.40 |
| 31/10/25 | B/P to: K&K Legal • INV 17889 | | -162.00 | 35,114.40 |
| 31/10/25 | B/P to: Kayleigh Hayes • FACE PAINTER 1 | | -100.00 | 35,276.40 |
| 31/10/25 | B/P to: Charisse Bulloch • FACE PAINTER 2 | | -100.00 | 35,376.40 |
| 31/10/25 | SLCC CHESHIRE BRAN • REFUND INCORRECT P | 188.00 | | 35,476.40 |
| 29/10/25 | B/P to: B Hargreaves • HPC | | -1,164.28 | 35,288.40 |
| 29/10/25 | B/P to: Kath Barnett • OCT SALARY | | -750.20 | 36,452.68 |
| 29/10/25 | B/P to: HMRC • 120PA00288525 1806 | | -1,032.20 | 37,202.88 |
| 29/10/25 | B/P to: Peter Lewis • OCT SALARY | | -524.20 | 38,235.08 |
| 29/10/25 | B/P to: Employer Pension • HALE PC 00296 | | -349.33 | 38,759.28 |
| 29/10/25 | B/P to: B Hargreaves • HPC - PHONE | | -10.00 | 39,108.61 |
| 29/10/25 | B/P to: Jannine French • OCT SALARY | | -692.64 | 39,118.61 |
| 29/10/25 | B/P to: Employee Pension • HALE PC 00296 | | -89.36 | 39,811.25 |
| 27/10/25 | B/P to: Carol Anderson • HALLOWEEN ITEMS | | -235.00 | 39,900.61 |
| 27/10/25 | B/P to: M J Spargo • CIVIC SERVICE FOOD | | -131.33 | 40,135.61 |
| 27/10/25 | B/P to: Mark Roberts • QUIZ EXP | | -1,063.63 | 40,266.94 |
| 27/10/25 | B/P to: Joe McNamara • CIVIC SERVICE | | -495.65 | 41,330.57 |
| 27/10/25 | B/P to: B Hargreaves • HPC | | -111.98 | 41,826.22 |
| 27/10/25 | HALE VILLAGE HALL • CHARGEBACK - OCT | 2,488.79 | | 41,938.20 |
| 27/10/25 | B/P to: Hale Village Hall • 1295 1368 1369 | | -102.50 | 39,449.41 |

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| 27/10/25 | B/P to: Luke Trevaskis • HALLOWEEN | | -155.00 | 39,551.91 |
| 27/10/25 | B/P to: SLCC • INV SLCC/25-11 | | -35.00 | 39,706.91 |
| 27/10/25 | B/P to: SLCC • INV MEM 254971.1 | | -188.00 | 39,741.91 |
| 25/10/25 | Transfer from 20527673 | 1,063.63 | | 39,929.91 |
| 20/10/25 | Direct Debit (PREMIUM • 04AEZF6124/010/112 CREDIT LTD) | | -372.50 | 38,866.28 |
| 07/10/25 | Direct Debit • 82385888GC9WHEY574 (GOOGLE CLOUD EMEA) | | -70.00 | 39,238.78 |
| 06/10/25 | HALE VILLAGE HALL • CHARGEBACK SEP 25 | 2,488.79 | | 39,308.78 |
| 30/09/25 | Service Charge | | -6.00 | 36,819.99 |
| 25/09/25 | B/P to: HMRC • 120PA00288525 1806 | | -1,032.00 | 36,825.99 |
| 25/09/25 | B/P to: Employer Pension • HALE PC 00296 | | -349.33 | 37,857.99 |
| 25/09/25 | B/P to: Kath Barnett • SALARY SEPTEMBER | | -750.40 | 38,207.32 |
| 25/09/25 | B/P to: Peter Lewis • SALARY SEPTEMBER | | -524.20 | 38,957.72 |
| 25/09/25 | B/P to: B Hargreaves • SALARY SEPTEMBER | | -1,164.28 | 39,481.92 |
| 25/09/25 | B/P to: Employee Pension • HALE PC 00296 | | -89.36 | 40,646.20 |
| 25/09/25 | B/P to: Jannine French • SALARY SEPTEMBER | | -692.64 | 40,735.56 |
| 25/09/25 | B/P to: B Hargreaves • HPC | | -39.70 | 41,428.20 |
| 23/09/25 | B/P to: Joe McNamara • STAMPS CIVIC SERV. | | -34.80 | 41,467.90 |
| 23/09/25 | B/P to: RBL POPPY APPEAL • HALE PC | | -25.00 | 41,502.70 |
| 19/09/25 | Direct Debit (PREMIUM • 04AEZF6124/010/111 CREDIT LTD) | | -372.50 | 41,527.70 |
| 12/09/25 | B/P to: Hale Village Hall • TRUSTEE MEETING | | -7.50 | 41,900.20 |
| 12/09/25 | B/P to: Katie Payroll • INV 0364 | | -54.00 | 41,907.70 |
| 05/09/25 | Direct Debit • 82385888GOWX6UVEQ9 (GOOGLE CLOUD EMEA) | | -70.00 | 41,961.70 |
| 31/08/25 | Service Charge | | -6.00 | 42,031.70 |
| 28/08/25 | B/P to: Kath Barnett • SALARY | | -750.40 | 42,037.70 |
| 28/08/25 | B/P to: Employee Pension • HALE PC 00296 | | -100.38 | 42,788.10 |

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| 28/08/25 | B/P to: HMRC • 120PA00288525 1806 | | -1,118.05 | 42,888.48 |
| 28/08/25 | B/P to: Employer Pension • HALE PC 00296 | | -392.38 | 44,006.53 |
| 28/08/25 | B/P to: Peter Lewis • SALARY | | -524.20 | 44,398.91 |
| 28/08/25 | B/P to: B Hargreaves • HPC SALARY | | -1,297.46 | 44,923.11 |
| 28/08/25 | B/P to: Jannine French • SALARY | | -692.64 | 46,220.57 |
| 26/08/25 | HALE VILLAGE HALL • SALARY CHARGEBACK | 2,488.79 | | 46,913.21 |
| 26/08/25 | B/P to: Hale Village Hall • INV 1189 - 1300 | | -402.50 | 44,424.42 |
| 21/08/25 | B/P to: Katie Payroll • INV 0334 | | -90.00 | 44,826.92 |
| 21/08/25 | B/P to: Mobile Blast Ltd • INV 0266 | | -420.00 | 44,916.92 |
| 19/08/25 | Direct Debit (PREMIUM • 04AEZF6124/010/110 CREDIT LTD) | | -372.50 | 45,336.92 |
| 18/08/25 | B/P to: Alan Ormondy • FINGER POST REFURB | | -364.50 | 45,709.42 |
| 07/08/25 | Direct Debit • 82385888GIURXAU1WA (GOOGLE CLOUD EMEA) | | -67.73 | 46,073.92 |
| 31/07/25 | Service Charge | | -6.00 | 46,141.65 |
| 31/07/25 | B/P to: Employee Pension • HALE PC 00296 | | -86.61 | 46,147.65 |
| 31/07/25 | B/P to: SLCC • INV SLCC/2505-01 | | -20.00 | 46,234.26 |
| 31/07/25 | B/P to: B Hargreaves • HPC | | -1,130.97 | 46,254.26 |
| 31/07/25 | B/P to: Val Borlase • GARDENERS GRANT | | -200.00 | 47,385.23 |
| 31/07/25 | B/P to: Employer Pension • HALE PC 00296 | | -338.56 | 47,585.23 |
| 31/07/25 | B/P to: Katie Payroll • INV 0329 | | -42.00 | 47,923.79 |
| 31/07/25 | B/P to: HMRC • 120PA00288525 1806 | | -530.80 | 47,965.79 |
| 31/07/25 | B/P to: B Hargreaves • HPC | | -10.00 | 48,496.59 |
| 31/07/25 | B/P to: Hale Village Hall • INV 1189 | | -40.00 | 48,506.59 |
| 31/07/25 | B/P to: Living Wage Found. • INV 169875 | | -85.20 | 48,546.59 |
| 21/07/25 | Direct Debit (PREMIUM • 04AEZF6124/010/109 CREDIT LTD) | | -372.50 | 48,631.79 |
| 07/07/25 | Direct Debit (GOOGLE • 82385888G2XXFY8JA1 CLOUD EMEA) | | -60.00 | 49,004.29 |
| 30/06/25 | Service Charge | | -6.00 | 49,064.29 |

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| 30/06/25 | B/P to: B Hargreaves • HPC | -1,131.17 | 49,070.29 |
| 30/06/25 | B/P to: Employer Pension • HALE PC 00296 | -338.56 | 50,201.46 |
| 30/06/25 | B/P to: Employee Pension • HALE PC 00296 | -86.61 | 50,540.02 |
| 30/06/25 | B/P to: HMRC • 120PA00288525 1806 | -530.60 | 50,626.63 |
| 30/06/25 | B/P to: Pat Lewis • REPAYMENT | -20.00 | 51,157.23 |
| 30/06/25 | B/P to: B Hargreaves • HPC - PHONE MAY/JU | -20.00 | 51,177.23 |
| 23/06/25 | B/P to: B Hargreaves • SUPPLIES | -89.69 | 51,197.23 |
| 23/06/25 | B/P to: Butterworth Speng. • INV 545513002 | -107.04 | 51,286.92 |
| 23/06/25 | B/P to: Chikaku • CHIKAKU | -175.00 | 51,393.96 |
| 23/06/25 | B/P to: Hale Village Hall • HVH ROOM HIRE | -15.00 | 51,568.96 |
| 19/06/25 | Direct Debit (PREMIUM • 04AEZF6124/010/108 CREDIT LTD) | -372.50 | 51,583.96 |
| 06/06/25 | Direct Debit • 82385888GYXBMRPNG (GOOGLE CLOUD EMEA) | -60.00 | 51,956.46 |
| 31/05/25 | Service Charge | -6.00 | 52,016.46 |
| 30/05/25 | B/P to: HMRC • 120PA00288525 1806 | -530.80 | 52,022.46 |
| 30/05/25 | B/P to: JDH BUS SERVICES • 5226 | -139.20 | 52,553.26 |
| 30/05/25 | B/P to: Employer Pension • HALE PC 00296 | -338.56 | 52,692.46 |
| 30/05/25 | B/P to: B Hargreaves • HPC | -1,130.97 | 53,031.02 |
| 30/05/25 | B/P to: Katie Payroll • INV 0280 | -42.00 | 54,161.99 |
| 30/05/25 | B/P to: Employee Pension • HALE PC 00296 | -86.61 | 54,203.99 |
| 30/05/25 | B/P to: Hale Village Hall • INV 1219 | -22.50 | 54,290.60 |
| 19/05/25 | B/P to: Starboard Systems • SCRIBE SUBS. | -414.72 | 54,313.10 |
| 19/05/25 | B/P to: JDH BUS SERVICES • 5199 | -751.20 | 54,727.82 |
| 19/05/25 | B/P to: M J Spargo • CATERING VE DAY | -62.95 | 55,479.02 |
| 19/05/25 | B/P to: HMRC • 120PA00288525 1806 | -807.97 | 55,541.97 |
| 19/05/25 | B/P to: Katie Payroll • INV 0268 | -42.00 | 56,349.94 |
| 19/05/25 | Direct Debit (PREMIUM • 04AEZF6124/010/107 CREDIT LTD) | -372.50 | 56,391.94 |

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|----------|-----------------------------------|----------------------|------------|-----------|
| 14/05/25 | Direct Debit (SMARTESTENERGY BUS) | • 65798-001 | -134.90 | 56,764.44 |
| 08/05/25 | Direct Debit (GOOGLE CLOUD EMEA) | • 82385888GFUEW92QXB | -60.00 | 56,899.34 |
| 30/04/25 | Service Charge | | -6.00 | 56,959.34 |
| 30/04/25 | B/P to: Hale Village Hall | • INV 1197 | -67.50 | 56,965.34 |
| 30/04/25 | B/P to: Hale Village Hall | • INV 1196 | -90.00 | 57,032.84 |
| 30/04/25 | B/P to: HMRC | • 120PA00288525 1806 | -1,444.17 | 57,122.84 |
| 30/04/25 | B/P to: Employee Pension | • HALE PC 00296 | -86.61 | 58,567.01 |
| 30/04/25 | B/P to: Employer Pension | • HALE PC 00296 | -338.56 | 58,653.62 |
| 30/04/25 | B/P to: B Hargreaves | • HPC | -4,272.72 | 58,992.18 |
| 22/04/25 | Direct Debit (PREMIUM CREDIT LTD) | • 04AEZF6124/010/106 | -372.50 | 63,264.90 |
| 15/04/25 | Direct Debit (SMARTESTENERGY BUS) | • 65798-001 | -126.70 | 63,637.40 |
| 15/04/25 | HMRC VTR | • XRV126000102656 | 1,993.41 | 63,764.10 |
| 11/04/25 | B/P to: Vicky Hargreaves | • FARMFOODS INVOICE | -23.54 | 61,770.69 |
| 11/04/25 | B/P to: Chalc | • CHALC SUBS. | -585.78 | 61,794.23 |
| 10/04/25 | B/P to: Hale Village Hall | • BUDGET TRANSFER | -10,000.00 | 62,380.01 |
| 07/04/25 | Direct Debit (GOOGLE CLOUD EMEA) | • 82385888G2666ZNMZ0 | -60.00 | 72,380.01 |
| 01/04/25 | HALTON BOR COUNCIL | • PRECEPT 25/26 | 62,432.62 | 72,440.01 |
| 01/04/25 | SAJ Consulting | | 300.00 | 10,007.39 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|----------------------|-------------|--------------------------|------------------------|------------|---------|------------|-----------------|-------------|
| | | | | STARTING BALANCE | | | | | 9,707.39 | |
| 2 01/04/2025 | Hale Parish Council | Precept | | Precept | Halton Borough Council | 62,432.62 | | 62,432.62 | 72,140.01 | 01/04/2025 |
| 1 01/04/2025 | Hale Parish Council | Refund | | CANCELLED | duplicate | | | | 72,140.01 | 01/04/2025 |
| 30 01/04/2025 | Hale Parish Council | Refund | | Internet/Website | SAJ Consulting | 300.00 | | 300.00 | 72,440.01 | 01/04/2025 |
| 1 07/04/2025 | Hale Parish Council | Web Site | | Internet/Website | Google Ireland Ltd | -60.00 | | -60.00 | 72,380.01 | 06/02/2026 |
| 2 10/04/2025 | Hale Parish Council | Village Hall Support | | Bank Transfer | Hale Parish Council | -10,000.00 | | -10,000.00 | 62,380.01 | 10/04/2025 |
| 4 11/04/2025 | Hale Parish Council | Wellbeing Fund | | Easter Eggs/Sweets | Farmfoods | -23.54 | | -23.54 | 62,356.47 | 11/04/2025 |
| 3 11/04/2025 | Hale Parish Council | Subscriptions/Advi: | | Subscription | Chalc | -585.78 | | -585.78 | 61,770.69 | 11/04/2025 |
| 3 15/04/2025 | Hale Parish Council | Vat Recovered | | Vat Refund | VAT Refund | 1,993.41 | | 1,993.41 | 63,764.10 | 15/04/2025 |
| 5 15/04/2025 | Hale Parish Council | Bank Charges/Adr | | Electricity | Smartest Energy | -120.67 | -6.03 | -126.70 | 63,637.40 | 15/04/2025 |
| 4 17/04/2025 | Instant Access Acc | Donations | | Halloween Goods | Halloween | 43.33 | | 43.33 | 63,680.73 | 17/04/2025 |
| 5 17/04/2025 | Instant Access Acc | Donations | | Easter Donations | Hale PC | 275.00 | | 275.00 | 63,955.73 | 17/04/2025 |
| 6 17/04/2025 | Instant Access Acc | Donations | | Hale Bake Off | Hale PC | 430.70 | | 430.70 | 64,386.43 | 17/04/2025 |
| 7 17/04/2025 | Instant Access Acc | Donations | | Hales Got Talent | Hale PC | 1,230.50 | | 1,230.50 | 65,616.93 | 17/04/2025 |
| 6 22/04/2025 | Hale Parish Council | Subscriptions/Advi: | | Subscription | Worknest | -310.42 | -62.08 | -372.50 | 65,244.43 | 22/04/2025 |
| 14 30/04/2025 | Hale Parish Council | Web Site | | Internet/Website | Google Ireland Ltd | -60.00 | | -60.00 | 65,184.43 | 19/06/2025 |
| 7 30/04/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -4,272.72 | | -4,272.72 | 60,911.71 | 30/04/2025 |
| 8 30/04/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -338.56 | | -338.56 | 60,573.15 | 30/04/2025 |
| 9 30/04/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -86.61 | | -86.61 | 60,486.54 | 30/04/2025 |
| 10 30/04/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -1,444.17 | | -1,444.17 | 59,042.37 | 30/04/2025 |
| 13 30/04/2025 | Hale Parish Council | Bank Charges/Adr | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 59,036.37 | 30/04/2025 |
| 11 30/04/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -90.00 | | -90.00 | 58,946.37 | 30/04/2025 |
| 12 30/04/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -67.50 | | -67.50 | 58,878.87 | 30/04/2025 |
| 160 02/05/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Costco | -5.08 | -0.67 | -5.75 | 58,873.12 | 06/02/2026 |
| 15 14/05/2025 | Hale Parish Council | General Reserve | | Electricity | Smartest Energy | -128.48 | -6.42 | -134.90 | 58,738.22 | 14/05/2025 |
| 19 19/05/2025 | Hale Parish Council | Wellbeing Fund | | Remembrance Day Catering | Costco | -57.20 | | -57.20 | 58,681.02 | 06/02/2026 |
| 20 19/05/2025 | Hale Parish Council | Audits | | Internal Audit | JDH Business Service | -626.00 | -125.20 | -751.20 | 57,929.82 | 19/05/2025 |
| 16 19/05/2025 | Hale Parish Council | Subscriptions/Advi: | | Support | Worknest | -310.42 | -62.08 | -372.50 | 57,557.32 | 19/05/2025 |
| 18 19/05/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -512.22 | | -512.22 | 57,045.10 | 31/03/2026 |
| 17 19/05/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -35.00 | -7.00 | -42.00 | 57,003.10 | 19/05/2025 |
| 21 19/05/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Scribe (Starboard Sys) | -345.60 | -69.12 | -414.72 | 56,588.38 | 19/05/2025 |
| 18 19/05/2025 | Hale Parish Council | Staff Salary Chrg | | HMRC | Hale Parish Council | -295.75 | | -295.75 | 56,292.63 | 31/03/2026 |
| 8 27/05/2025 | Instant Access Acc | Donations | | Donation | Hale PC | 157.50 | | 157.50 | 56,450.13 | 27/05/2025 |
| 27 30/05/2025 | Hale Parish Council | Audits | | Internal Audit | JDH Business Service | -116.00 | -23.20 | -139.20 | 56,310.93 | 30/05/2025 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|---------------|---------------------|--------------------|-------------|-------------------|----------------------|-----------|--------|-----------|-----------|-------------|
| 22 30/05/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -86.61 | | -86.61 | 56,224.32 | 30/05/2025 |
| 25 30/05/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -1,130.97 | | -1,130.97 | 55,093.35 | 30/05/2025 |
| 26 30/05/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -338.56 | | -338.56 | 54,754.79 | 30/05/2025 |
| 28 30/05/2025 | Hale Parish Council | Clerk Salary | | HMRC | Hale Parish Council | -530.80 | | -530.80 | 54,223.99 | 30/05/2025 |
| 24 30/05/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -35.00 | -7.00 | -42.00 | 54,181.99 | 30/05/2025 |
| 43 30/05/2025 | Instant Access Acc | Bank Charges/Adm | | Bank Charges | Unity Bank | -12.00 | | -12.00 | 54,169.99 | 30/06/2025 |
| 23 30/05/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -22.50 | | -22.50 | 54,147.49 | 30/05/2025 |
| 29 31/05/2025 | Hale Parish Council | Bank Charges/Adm | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 54,141.49 | 31/05/2025 |
| 30 06/06/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -60.00 | | -60.00 | 54,081.49 | 06/02/2026 |
| 9 18/06/2025 | Instant Access Acc | Donations | | Carnival Cafe | Carnival Cafe | 225.00 | | 225.00 | 54,306.49 | 30/06/2025 |
| 31 19/06/2025 | Hale Parish Council | Subscriptions/Advi | | Support | Worknest | -310.42 | -62.08 | -372.50 | 53,933.99 | 19/06/2025 |
| 33 23/06/2025 | Hale Parish Council | Grants | | Donation | Hale Parish Council | -175.00 | | -175.00 | 53,758.99 | 30/06/2025 |
| 34 23/06/2025 | Hale Parish Council | Insurance | | Insurance | Butterworth Spengler | -89.20 | -17.84 | -107.04 | 53,651.95 | 30/06/2025 |
| 32 23/06/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -15.00 | | -15.00 | 53,636.95 | 30/06/2025 |
| 35 23/06/2025 | Hale Parish Council | Maintenance | | Cleaning Supplies | Costco | -74.74 | -14.95 | -89.69 | 53,547.26 | 30/06/2025 |
| 10 30/06/2025 | Instant Access Acc | Donations | | Credit Interest | Unity Bank | 9.04 | | 9.04 | 53,556.30 | 30/06/2025 |
| 37 30/06/2025 | Hale Parish Council | Wellbeing Fund | | Repayment | Pat Lewis | -20.00 | | -20.00 | 53,536.30 | 30/06/2025 |
| 38 30/06/2025 | Hale Parish Council | Clerk Salary | | HMRC | Hale Parish Council | -530.60 | | -530.60 | 53,005.70 | 30/06/2025 |
| 39 30/06/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -1,131.17 | | -1,131.17 | 51,874.53 | 30/06/2025 |
| 40 30/06/2025 | Hale Parish Council | Clerk Salary | | Employer Pension | Hale Parish Council | -338.56 | | -338.56 | 51,535.97 | 30/06/2025 |
| 41 30/06/2025 | Hale Parish Council | Clerk Salary | | Employee Pension | Hale Parish Council | -86.61 | | -86.61 | 51,449.36 | 30/06/2025 |
| 42 30/06/2025 | Hale Parish Council | Bank Charges/Adm | | Bank Charges | Hale Parish Council | -6.00 | | -6.00 | 51,443.36 | 30/06/2025 |
| 36 30/06/2025 | Hale Parish Council | Staff Allowances/E | | Clerks Expenses | Clerk Expenses | -20.00 | | -20.00 | 51,423.36 | 30/06/2025 |
| 44 07/07/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -60.00 | | -60.00 | 51,363.36 | 28/07/2025 |
| 45 21/07/2025 | Hale Parish Council | Subscriptions/Advi | | Subscription | Worknest | -310.42 | -62.08 | -372.50 | 50,990.86 | 28/07/2025 |
| 54 31/07/2025 | Hale Parish Council | Training | | SLCC Training | SLCC | -20.00 | | -20.00 | 50,970.86 | 19/08/2025 |
| 46 31/07/2025 | Hale Parish Council | Subscriptions/Advi | | Subscription | Living Wage Foundati | -85.20 | | -85.20 | 50,885.66 | 19/08/2025 |
| 49 31/07/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -530.80 | | -530.80 | 50,354.86 | 19/08/2025 |
| 51 31/07/2025 | Hale Parish Council | Clerk Salary | | Employer Pension | Hale Parish Council | -338.56 | | -338.56 | 50,016.30 | 19/08/2025 |
| 53 31/07/2025 | Hale Parish Council | Clerk Salary | | Clerk Salary | Hale Parish Council | -1,130.97 | | -1,130.97 | 48,885.33 | 19/08/2025 |
| 55 31/07/2025 | Hale Parish Council | Clerk Salary | | Employee Pension | Hale Parish Council | -86.61 | | -86.61 | 48,798.72 | 19/08/2025 |
| 56 31/07/2025 | Hale Parish Council | Bank Charges/Adm | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 48,792.72 | 19/08/2025 |
| 48 31/07/2025 | Hale Parish Council | Staff Allowances/E | | Clerks Expenses | Hale Parish Council | -10.00 | | -10.00 | 48,782.72 | 19/08/2025 |
| 50 31/07/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -42.00 | | -42.00 | 48,740.72 | 19/08/2025 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|---------------------------|----------------------|-----------|--------|-----------|-----------|-------------|
| 47 31/07/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -40.00 | | -40.00 | 48,700.72 | 19/08/2025 |
| 52 31/07/2025 | Hale Parish Council | General Reserve | | Donation | Hale Parish Council | -200.00 | | -200.00 | 48,500.72 | 19/08/2025 |
| 57 07/08/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -67.73 | | -67.73 | 48,432.99 | 06/02/2026 |
| 58 18/08/2025 | Hale Parish Council | Maintenance | | Maintenance | Alan Ormondy | -364.50 | | -364.50 | 48,068.49 | 19/08/2025 |
| 59 19/08/2025 | Hale Parish Council | Subscriptions/Advi | | Support | Worknest | -310.42 | -62.08 | -372.50 | 47,695.99 | 19/08/2025 |
| 61 21/08/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -90.00 | | -90.00 | 47,605.99 | 05/09/2025 |
| 60 21/08/2025 | Hale Parish Council | Maintenance | | Finger Post Refurbishment | Mobile Blasting Ltd | -350.00 | -70.00 | -420.00 | 47,185.99 | 05/09/2025 |
| 11 26/08/2025 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 49,674.78 | 19/02/2026 |
| 62 26/08/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -402.50 | | -402.50 | 49,272.28 | 05/09/2025 |
| 64 28/08/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,297.46 | | -1,297.46 | 47,974.82 | 05/09/2025 |
| 66 28/08/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -638.36 | | -638.36 | 47,336.46 | 19/02/2026 |
| 70 28/08/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -392.38 | | -392.38 | 46,944.08 | 05/09/2025 |
| 71 28/08/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -100.38 | | -100.38 | 46,843.70 | 05/09/2025 |
| 63 28/08/2025 | Hale Parish Council | Staff Salary Chrg | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 46,151.06 | 19/02/2026 |
| 65 28/08/2025 | Hale Parish Council | Staff Salary Chrg | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 45,626.86 | 19/02/2026 |
| 67 28/08/2025 | Hale Parish Council | Staff Salary Chrg | | Cleaner - Salary | Hale Parish Council | -750.40 | | -750.40 | 44,876.46 | 19/02/2026 |
| 181 28/08/2025 | Hale Parish Council | Staff Salary Chrg | | Staff HMRC | Hale Parish Council | -479.69 | | -479.69 | 44,396.77 | 19/02/2026 |
| 68 31/08/2025 | Hale Parish Council | Bank Charges/Adr | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 44,390.77 | 05/09/2025 |
| 69 05/09/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 44,320.77 | 05/09/2025 |
| 72 12/09/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -45.00 | -9.00 | -54.00 | 44,266.77 | 25/09/2025 |
| 73 12/09/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -7.50 | | -7.50 | 44,259.27 | 25/09/2025 |
| 74 19/09/2025 | Hale Parish Council | Subscriptions/Advi | | Consultation | Worknest | -310.42 | -62.08 | -372.50 | 43,886.77 | 25/09/2025 |
| 75 23/09/2025 | Hale Parish Council | War Memorial Worl | | Remembrance Day Wreath | Royal British Legion | -25.00 | | -25.00 | 43,861.77 | 25/09/2025 |
| 76 23/09/2025 | Hale Parish Council | Bank Charges/Adr | | Civic Service Expenses | Joe McNamara | -34.80 | | -34.80 | 43,826.97 | 25/09/2025 |
| 79 25/09/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -89.36 | | -89.36 | 43,737.61 | 25/09/2025 |
| 80 25/09/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,164.28 | | -1,164.28 | 42,573.33 | 25/09/2025 |
| 83 25/09/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -349.33 | | -349.33 | 42,224.00 | 25/09/2025 |
| 84 25/09/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.31 | | -552.31 | 41,671.69 | 19/02/2026 |
| 77 25/09/2025 | Hale Parish Council | Staff Allowances/E | | Clerks Expenses | Hale Parish Council | -39.70 | | -39.70 | 41,631.99 | 25/09/2025 |
| 78 25/09/2025 | Hale Parish Council | Staff Salary Chrg | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 40,939.35 | 19/02/2026 |
| 81 25/09/2025 | Hale Parish Council | Staff Salary Chrg | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 40,415.15 | 19/02/2026 |
| 82 25/09/2025 | Hale Parish Council | Staff Salary Chrg | | Cleaner - Salary | Hale Parish Council | -750.40 | | -750.40 | 39,664.75 | 19/02/2026 |
| 182 25/09/2025 | Hale Parish Council | Staff Salary Chrg | | Staff HMRC | Hale Parish Council | -479.69 | | -479.69 | 39,185.06 | 19/02/2026 |
| 13 30/09/2025 | Instant Access Acc | Credit Interest | | Credit Interest | Unity Bank | 13.38 | | 13.38 | 39,198.44 | 30/10/2025 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|------------------------|---------------------|-----------|--------|-----------|-----------|-------------|
| 85 30/09/2025 | Hale Parish Council | Bank Charges/Adrr | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 39,192.44 | 30/09/2025 |
| 87 30/09/2025 | Instant Access Acc | Bank Charges/Adrr | | Bank Charges | Unity Bank | -1.50 | | -1.50 | 39,190.94 | 30/10/2025 |
| 12 06/10/2025 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 41,679.73 | 19/02/2026 |
| 86 07/10/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 41,609.73 | 07/10/2025 |
| 92 17/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Luke - Repayment | -155.00 | | -155.00 | 41,454.73 | 07/11/2025 |
| 96 17/10/2025 | Hale Parish Council | Wellbeing Fund | | Quiz Night | Mark Roberts | -1,063.63 | | -1,063.63 | 40,391.10 | 07/11/2025 |
| 89 20/10/2025 | Hale Parish Council | Subscriptions/Advi | | Support | Worknest | -310.42 | -62.08 | -372.50 | 40,018.60 | 07/11/2025 |
| 14 22/10/2025 | Instant Access Acc | Donations | | Quiz Night | Carol Anderson | 270.00 | | 270.00 | 40,288.60 | 30/10/2025 |
| 17 25/10/2025 | Hale Parish Council | Refund | | CANCELLED | duplicate | | | | 40,288.60 | 24/02/2026 |
| 88 25/10/2025 | Instant Access Acc | Wellbeing Fund | | CANCELLED | duplicate | | | | 40,288.60 | 11/02/2026 |
| 16 27/10/2025 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 42,777.39 | 19/02/2026 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -47.47 | -9.50 | -56.97 | 42,720.42 | 07/11/2025 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -58.44 | -10.87 | -69.31 | 42,661.11 | 07/11/2025 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -39.95 | | -39.95 | 42,621.16 | 07/11/2025 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -19.19 | -3.84 | -23.03 | 42,598.13 | 07/11/2025 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -16.67 | -3.33 | -20.00 | 42,568.13 | 07/11/2025 |
| 98 27/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -21.45 | -4.29 | -25.74 | 42,542.39 | 07/11/2025 |
| 95 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Costco | -155.72 | -31.15 | -186.87 | 42,355.52 | 11/02/2026 |
| 97 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Makro | -42.43 | | -42.43 | 42,313.09 | 07/11/2025 |
| 97 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Makro | -11.94 | | -11.94 | 42,301.15 | 07/11/2025 |
| 97 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Makro | -69.66 | -7.30 | -76.96 | 42,224.19 | 07/11/2025 |
| 90 27/10/2025 | Hale Parish Council | Civic Service Work | | SLCC Conference | SLCC | -188.00 | | -188.00 | 42,036.19 | 07/11/2025 |
| 91 27/10/2025 | Hale Parish Council | Training | | SLCC Training | SLCC | -35.00 | | -35.00 | 42,001.19 | 07/11/2025 |
| 161 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Costco | -273.76 | -13.08 | -286.84 | 41,714.35 | 04/02/2026 |
| 162 27/10/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Home Bargains | -18.28 | -3.66 | -21.94 | 41,692.41 | 04/02/2026 |
| 94 27/10/2025 | Hale Parish Council | Staff Allowances/E | | Clerk Salary | Hale Parish Council | -111.98 | | -111.98 | 41,580.43 | 23/01/2026 |
| 93 27/10/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Parish Council | -102.50 | | -102.50 | 41,477.93 | 07/11/2025 |
| 99 29/10/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -89.36 | | -89.36 | 41,388.57 | 07/11/2025 |
| 102 29/10/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -349.33 | | -349.33 | 41,039.24 | 07/11/2025 |
| 104 29/10/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.31 | | -552.31 | 40,486.93 | 19/02/2026 |
| 106 29/10/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,164.28 | | -1,164.28 | 39,322.65 | 07/11/2025 |
| 101 29/10/2025 | Hale Parish Council | Staff Allowances/E | | Clerks Expenses | Clerk Expenses | -10.00 | | -10.00 | 39,312.65 | 07/11/2025 |
| 100 29/10/2025 | Hale Parish Council | Staff Salary Charg | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 38,620.01 | 27/02/2026 |
| 103 29/10/2025 | Hale Parish Council | Staff Salary Charg | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 38,095.81 | 19/02/2026 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|---------------------------|-----------------------|-----------|---------|-----------|-----------|-------------|
| 105 29/10/2025 | Hale Parish Council | Staff Salary Charge | | Cleaner - Salary | Hale Parish Council | -750.20 | | -750.20 | 37,345.61 | 19/02/2026 |
| 183 29/10/2025 | Hale Parish Council | Staff Salary Charge | | Staff HMRC | Hale Parish Council | -479.89 | | -479.89 | 36,865.72 | 19/02/2026 |
| 15 30/10/2025 | Instant Access Acc | Donations | | Quiz Night | Income | 932.50 | | 932.50 | 37,798.22 | 30/10/2025 |
| 107 31/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Face Painter 1 | -100.00 | | -100.00 | 37,698.22 | 07/11/2025 |
| 108 31/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Face Painter 2 | -100.00 | | -100.00 | 37,598.22 | 07/11/2025 |
| 110 31/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | JoJo Fox | -170.00 | | -170.00 | 37,428.22 | 07/11/2025 |
| 111 31/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Scott Gavin - Animals | -150.00 | | -150.00 | 37,278.22 | 07/11/2025 |
| 113 31/10/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Printstat Ltd | -125.00 | | -125.00 | 37,153.22 | 07/11/2025 |
| 109 31/10/2025 | Hale Parish Council | Legal/Consultation | | Support | K&K Legal | -135.00 | -27.00 | -162.00 | 36,991.22 | 07/11/2025 |
| 114 31/10/2025 | Hale Parish Council | Bank Charges/Adtr | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 36,985.22 | 07/11/2025 |
| 117 31/10/2025 | Hale Parish Council | Subscriptions/Advi | | SLCC Conference | SLCC | 188.00 | | 188.00 | 37,173.22 | 07/11/2025 |
| 112 31/10/2025 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -50.00 | | -50.00 | 37,123.22 | 07/11/2025 |
| 115 06/11/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -45.00 | -9.00 | -54.00 | 37,069.22 | 07/11/2025 |
| 116 07/11/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 36,999.22 | 07/11/2025 |
| 118 19/11/2025 | Hale Parish Council | Subscriptions/Advi | | Consultation | Worknest | -346.96 | -69.39 | -416.35 | 36,582.87 | 19/11/2025 |
| 20 21/11/2025 | Instant Access Acc | Donations | | Bank Credit | Unity Bank | 0.01 | | 0.01 | 36,582.88 | 14/01/2026 |
| 21 24/11/2025 | Instant Access Acc | Donations | | Hales Got Talent | Hale Village Hall | 113.00 | | 113.00 | 36,695.88 | 14/01/2026 |
| 22 25/11/2025 | Instant Access Acc | Donations | | Hales Got Talent | Hale Village Hall | 441.00 | | 441.00 | 37,136.88 | 14/01/2026 |
| 123 26/11/2025 | Hale Parish Council | Wellbeing Fund | | Remembrance Day Room Hire | Royal British Legion | -166.50 | -33.30 | -199.80 | 36,937.08 | 02/12/2025 |
| 121 26/11/2025 | Hale Parish Council | Civic Service Work | | Civic Service Expenses | Costco | -60.00 | | -60.00 | 36,877.08 | 02/12/2025 |
| 120 26/11/2025 | Hale Parish Council | Legal/Consultation | | legal support | K&K Legal | -135.00 | -27.00 | -162.00 | 36,715.08 | 02/12/2025 |
| 122 26/11/2025 | Hale Parish Council | Subscriptions/Advi | | SLCC Training | SLCC | -188.00 | | -188.00 | 36,527.08 | 02/12/2025 |
| 119 26/11/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -45.00 | -9.00 | -54.00 | 36,473.08 | 02/12/2025 |
| 124 26/11/2025 | Hale Parish Council | General Reserve | | Road Management | Blue Arrow | -905.00 | -181.00 | -1,086.00 | 35,387.08 | 02/12/2025 |
| 130 27/11/2025 | Hale Parish Council | Wellbeing Fund | | Cleaning Supplies | Timpson | -18.00 | | -18.00 | 35,369.08 | 02/12/2025 |
| 125 27/11/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.31 | | -552.31 | 34,816.77 | 19/02/2026 |
| 128 27/11/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -103.92 | | -103.92 | 34,712.85 | 02/12/2025 |
| 129 27/11/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -376.63 | | -376.63 | 34,336.22 | 02/12/2025 |
| 131 27/11/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,174.28 | | -1,174.28 | 33,161.94 | 02/12/2025 |
| 126 27/11/2025 | Hale Parish Council | Staff Salary Charge | | Cleaner - Salary | Hale Parish Council | -750.40 | | -750.40 | 32,411.54 | 19/02/2026 |
| 127 27/11/2025 | Hale Parish Council | Staff Salary Charge | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 31,718.90 | 19/02/2026 |
| 184 27/11/2025 | Hale Parish Council | Staff Salary Charge | | Staff HMRC | Hale Parish Council | -479.69 | | -479.69 | 31,239.21 | 19/02/2026 |
| 132 28/11/2025 | Hale Parish Council | Wellbeing Fund | | Remembrance Day Catering | Pat Lewis | -122.53 | | -122.53 | 31,116.68 | 02/12/2025 |
| 133 28/11/2025 | Hale Parish Council | Staff Salary Charge | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 30,592.48 | 23/01/2026 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|-----------------------|----------------------|-----------|---------|-----------|-----------|-------------|
| 134 30/11/2025 | Hale Parish Council | Bank Charges/Adrr | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 30,586.48 | 02/12/2025 |
| 23 02/12/2025 | Instant Access Acc | Donations | | Table Sale | Hale Village Hall | 310.00 | | 310.00 | 30,896.48 | 14/01/2026 |
| 18 03/12/2025 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 33,385.27 | 19/02/2026 |
| 136 03/12/2025 | Hale Parish Council | Insurance | | Insurance | Buttenworth Spengler | -2,010.93 | -402.19 | -2,413.12 | 30,972.15 | 10/12/2025 |
| 135 03/12/2025 | Hale Parish Council | Subscriptions/Advi: | | Consultation | Louise Beaton | -50.00 | | -50.00 | 30,922.15 | 10/12/2025 |
| 137 03/12/2025 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -45.00 | -9.00 | -54.00 | 30,868.15 | 10/12/2025 |
| 139 04/12/2025 | Hale Parish Council | Wellbeing Fund | | Decorations | Home Bargains | -134.81 | -26.96 | -161.77 | 30,706.38 | 10/12/2025 |
| 139 04/12/2025 | Hale Parish Council | Wellbeing Fund | | Decorations | Home Bargains | -110.00 | | -110.00 | 30,596.38 | 10/12/2025 |
| 139 04/12/2025 | Hale Parish Council | Wellbeing Fund | | Decorations | Home Bargains | -25.00 | -5.00 | -30.00 | 30,566.38 | 10/12/2025 |
| 138 04/12/2025 | Hale Parish Council | Web Site | | Internet/Website | Wix | -360.00 | | -360.00 | 30,206.38 | 10/12/2025 |
| 140 05/12/2025 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 30,136.38 | 06/02/2026 |
| 141 08/12/2025 | Hale Parish Council | Wellbeing Fund | | Halloween Goods | Carol Anderson | -47.43 | | -47.43 | 30,088.95 | 10/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -11.44 | -2.31 | -13.75 | 30,075.20 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -8.32 | -1.67 | -9.99 | 30,065.21 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -5.82 | -1.17 | -6.99 | 30,058.22 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -15.00 | -3.00 | -18.00 | 30,040.22 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -11.87 | -2.38 | -14.25 | 30,025.97 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -52.69 | -8.64 | -61.33 | 29,964.64 | 19/12/2025 |
| 142 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Caretaker | -47.50 | -9.50 | -57.00 | 29,907.64 | 19/12/2025 |
| 143 11/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Repayment | -78.26 | | -78.26 | 29,829.38 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -56.28 | -11.28 | -67.56 | 29,761.82 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -14.98 | -3.00 | -17.98 | 29,743.84 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -23.90 | -4.78 | -28.68 | 29,715.16 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -33.32 | -6.66 | -39.98 | 29,675.18 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -180.00 | | -180.00 | 29,495.18 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -31.92 | | -31.92 | 29,463.26 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -44.92 | -11.98 | -56.90 | 29,406.36 | 19/12/2025 |
| 144 12/12/2025 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Carol Anderson | -30.00 | | -30.00 | 29,376.36 | 19/12/2025 |
| 145 19/12/2025 | Hale Parish Council | Subscriptions/Advi: | | Consultation | Worknest | -346.96 | -69.39 | -416.35 | 28,960.01 | 19/12/2025 |
| 149 24/12/2025 | Hale Parish Council | Insurance | | Insurance | Buttenworth Spengler | -506.83 | -101.37 | -608.20 | 28,351.81 | 09/01/2026 |
| 146 24/12/2025 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.11 | | -552.11 | 27,799.70 | 27/02/2026 |
| 148 24/12/2025 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,174.48 | | -1,174.48 | 26,625.22 | 09/01/2026 |
| 150 24/12/2025 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -349.33 | | -349.33 | 26,275.89 | 09/01/2026 |
| 151 24/12/2025 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -89.36 | | -89.36 | 26,186.53 | 09/01/2026 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|------------------------|-----------------------|-----------|--------|-----------|-----------|-------------|
| 147 24/12/2025 | Hale Parish Council | Newsletters | | Printing | Printstat Ltd | -285.00 | | -285.00 | 25,901.53 | 09/01/2026 |
| 152 24/12/2025 | Hale Parish Council | Staff Salary Chrgt | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 25,208.89 | 23/01/2026 |
| 153 24/12/2025 | Hale Parish Council | Staff Salary Chrgt | | Cleaner - Salary | Hale Parish Council | -750.40 | | -750.40 | 24,458.49 | 19/02/2026 |
| 185 24/12/2025 | Hale Parish Council | Staff Salary Chrgt | | Staff HMRC | Hale Parish Council | -479.89 | | -479.89 | 23,978.60 | 19/02/2026 |
| 154 29/12/2025 | Hale Parish Council | Staff Salary Chrgt | | Caretaker - Salary | Hale Parish Council | -524.00 | | -524.00 | 23,454.60 | 19/02/2026 |
| 25 31/12/2025 | Instant Access Acc | Credit Interest | | Credit Interest | Unity Bank | 15.01 | | 15.01 | 23,469.61 | 14/01/2026 |
| 155 31/12/2025 | Hale Parish Council | Bank Charges/Adm | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 23,463.61 | 09/01/2026 |
| 159 31/12/2025 | Instant Access Acc | Bank Charges/Adm | | Bank Charges | Unity Bank | -9.50 | | -9.50 | 23,454.11 | 14/01/2026 |
| 156 05/01/2026 | Hale Parish Council | Subscriptions/Advi | | ICO | ICO | -47.00 | | -47.00 | 23,407.11 | 09/01/2026 |
| 157 08/01/2026 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 23,337.11 | 09/01/2026 |
| 19 12/01/2026 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 25,825.90 | 19/02/2026 |
| 27 12/01/2026 | Hale Parish Council | Salary Chargeback | | CANCELLED | duplicate | | | | 25,825.90 | 19/02/2026 |
| 158 12/01/2026 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -54.00 | | -54.00 | 25,771.90 | 14/01/2026 |
| 163 19/01/2026 | Hale Parish Council | Subscriptions/Advi | | Consultation | Worknest | -346.96 | -69.39 | -416.35 | 25,355.55 | 10/02/2026 |
| 24 23/01/2026 | Instant Access Acc | Donations | | Quiz Night | Hale Parish Council | 300.00 | | 300.00 | 25,655.55 | 10/02/2026 |
| 28 23/01/2026 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 28,144.34 | 19/02/2026 |
| 165 23/01/2026 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Joe McNamara | -55.99 | -11.20 | -67.19 | 28,077.15 | 10/02/2026 |
| 170 23/01/2026 | Hale Parish Council | Wellbeing Fund | | Christmas Tree | Mal Sutton | -120.00 | | -120.00 | 27,957.15 | 10/02/2026 |
| 164 23/01/2026 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -328.40 | | -328.40 | 27,628.75 | 10/02/2026 |
| 169 23/01/2026 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.31 | | -552.31 | 27,076.44 | 31/03/2026 |
| 171 23/01/2026 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Clerk Salary | -1,164.28 | | -1,164.28 | 25,912.16 | 10/02/2026 |
| 173 23/01/2026 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -68.43 | | -68.43 | 25,843.73 | 10/02/2026 |
| 186 23/01/2026 | Hale Parish Council | Clerk Salary Includ | | Staff HMRC | Hale Parish Council | -552.31 | | -552.31 | 25,291.42 | 31/03/2026 |
| 168 23/01/2026 | Hale Parish Council | Payroll & Scribe | | Payroll & Scribe | Dalton Smith | -90.00 | -18.00 | -108.00 | 25,183.42 | 10/02/2026 |
| 172 23/01/2026 | Hale Parish Council | Staff Allowances/E | | Clerks Expenses | Hale Parish Council | -10.00 | | -10.00 | 25,173.42 | 10/02/2026 |
| 166 23/01/2026 | Hale Parish Council | General Reserve | | Donation | Ruth Nickson - Line D | -177.92 | -35.58 | -213.50 | 24,959.92 | 10/02/2026 |
| 167 23/01/2026 | Hale Parish Council | Staff Salary Chrgt | | Cleaner - Salary | Hale Parish Council | -750.20 | | -750.20 | 24,209.72 | 19/02/2026 |
| 169 23/01/2026 | Hale Parish Council | Staff Salary Chrgt | | HMRC | Hale Parish Council | -479.89 | | -479.89 | 23,729.83 | 31/03/2026 |
| 174 23/01/2026 | Hale Parish Council | Staff Salary Chrgt | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 23,205.63 | 19/02/2026 |
| 175 23/01/2026 | Hale Parish Council | Staff Salary Chrgt | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 22,512.99 | 19/02/2026 |
| 186 23/01/2026 | Hale Parish Council | Staff Salary Chrgt | | Staff HMRC | Hale Parish Council | -520.97 | | -520.97 | 21,992.02 | 31/03/2026 |
| 176 27/01/2026 | Hale Parish Council | Wellbeing Fund | | Christmas Party Goods | Joe McNamara | -125.00 | -25.00 | -150.00 | 21,842.02 | 10/02/2026 |
| 26 28/01/2026 | Instant Access Acc | Credit Interest | | Bank Credit | Bank Credit | 0.98 | | 0.98 | 21,843.00 | 10/02/2026 |
| 177 31/01/2026 | Hale Parish Council | Bank Charges/Adm | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 21,837.00 | 10/02/2026 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|----------------|---------------------|---------------------|-------------|------------------------|----------------------|-----------|--------|-----------|-----------|-------------|
| 178 06/02/2026 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 21,767.00 | 10/02/2026 |
| 29 11/02/2026 | Hale Parish Council | Bank Transfer | | CANCELLED | duplicate | | | | 21,767.00 | 24/02/2026 |
| 179 11/02/2026 | Instant Access Acc | Bank Transfer | | CANCELLED | duplicate | | | | 21,767.00 | 24/02/2026 |
| 187 11/02/2026 | Hale Parish Council | Bank Transfer | | Bank Transfer | Hale Parish Council | -3,650.00 | | -3,650.00 | 18,117.00 | 02/03/2026 |
| 31 16/02/2026 | Instant Access Acc | Donations | | Valentines Dance | Donation | 529.92 | | 529.92 | 18,646.92 | 16/02/2026 |
| 180 19/02/2026 | Hale Parish Council | Subscriptions/Advi | | Consultation | Worknest | -346.96 | -69.39 | -416.35 | 18,230.57 | 24/02/2026 |
| 195 25/02/2026 | Hale Parish Council | Wellbeing Fund | | Guildswomen Flowers | Morrison | -26.67 | -5.33 | -32.00 | 18,198.57 | 02/03/2026 |
| 194 25/02/2026 | Hale Parish Council | Web Site | | Consultation | SAJ Consulting | -300.00 | | -300.00 | 17,898.57 | 02/03/2026 |
| 188 25/02/2026 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -89.36 | | -89.36 | 17,809.21 | 02/03/2026 |
| 192 25/02/2026 | Hale Parish Council | Clerk Salary Includ | | Clerk Salary | Hale Parish Council | -1,164.28 | | -1,164.28 | 16,644.93 | 02/03/2026 |
| 193 25/02/2026 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Clerk Salary | -349.33 | | -349.33 | 16,295.60 | 02/03/2026 |
| 196 25/02/2026 | Hale Parish Council | Bank Charges/Adri | | Postage | Post Office Ltd | -2.92 | -0.58 | -3.50 | 16,292.10 | 02/03/2026 |
| 190 25/02/2026 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -33.75 | | -33.75 | 16,258.35 | 02/03/2026 |
| 189 25/02/2026 | Hale Parish Council | Staff Salary Charg | | Booking Officer Salary | Hale Village Hall | -739.19 | | -739.19 | 15,519.16 | 02/03/2026 |
| 191 25/02/2026 | Hale Parish Council | Staff Salary Charg | | Cleaner - Salary | Hale Village Hall | -750.40 | | -750.40 | 14,768.76 | 02/03/2026 |
| 197 25/02/2026 | Hale Parish Council | Staff Salary Charg | | Caretaker - Salary | Hale Village Hall | -569.50 | | -569.50 | 14,199.26 | 02/03/2026 |
| 198 27/02/2026 | Hale Parish Council | Training | | SLCC Training | Chalc | -90.00 | | -90.00 | 14,109.26 | 02/03/2026 |
| 199 27/02/2026 | Hale Parish Council | Audits | | External Audit | PKF Accountants | -315.00 | -63.00 | -378.00 | 13,731.26 | 02/03/2026 |
| 204 28/02/2026 | Hale Parish Council | Bank Charges/Adri | | Bank Charges | Unity Bank | -6.00 | | -6.00 | 13,725.26 | 02/03/2026 |
| 202 02/03/2026 | Hale Parish Council | Wellbeing Fund | | Easter Eggs/Sweets | Pat Lewis | -230.70 | -46.14 | -276.84 | 13,448.42 | 02/03/2026 |
| 203 02/03/2026 | Hale Parish Council | Wellbeing Fund | | Easter Eggs/Sweets | Carol Anderson | -63.33 | -12.67 | -76.00 | 13,372.42 | 02/03/2026 |
| 201 02/03/2026 | Hale Parish Council | Subscriptions/Advi | | Subscription | Cheshire Community / | -50.00 | | -50.00 | 13,322.42 | 02/03/2026 |
| 200 06/03/2026 | Hale Parish Council | Web Site | | Google Invoice | Google Ireland Ltd | -70.00 | | -70.00 | 13,252.42 | 19/03/2026 |
| 205 13/03/2026 | Hale Parish Council | Wellbeing Fund | | Easter Eggs/Sweets | Clerk | -180.65 | -36.13 | -216.78 | 13,035.64 | 19/03/2026 |
| 206 13/03/2026 | Hale Parish Council | General Reserve | | Bleed Kit | P Turton (Training) | -100.00 | | -100.00 | 12,935.64 | 19/03/2026 |
| 207 19/03/2026 | Hale Parish Council | Subscriptions/Advi | | Subscription | Worknest | -346.96 | -69.39 | -416.35 | 12,519.29 | 19/03/2026 |
| 209 20/03/2026 | Hale Parish Council | Training | | Training | Chalc | -40.00 | | -40.00 | 12,479.29 | 26/03/2026 |
| 208 20/03/2026 | Hale Parish Council | Hall Hire (Rent) | | Room Hire | Hale Village Hall | -15.00 | | -15.00 | 12,464.29 | 26/03/2026 |
| 210 26/03/2026 | Hale Parish Council | Clerk Salary Includ | | Salary | Hale Parish Council | -1,164.28 | | -1,164.28 | 11,300.01 | 26/03/2026 |
| 212 26/03/2026 | Hale Parish Council | Clerk Salary Includ | | Employer Pension | Hale Parish Council | -349.33 | | -349.33 | 10,950.68 | 26/03/2026 |
| 215 26/03/2026 | Hale Parish Council | Clerk Salary Includ | | Employee Pension | Hale Parish Council | -89.36 | | -89.36 | 10,861.32 | 26/03/2026 |
| 216 26/03/2026 | Hale Parish Council | Clerk Salary Includ | | HMRC | Hale Parish Council | -552.31 | | -552.31 | 10,309.01 | 31/03/2026 |
| 211 26/03/2026 | Hale Parish Council | Staff Salary Charg | | Cleaner - Salary | Hale Parish Council | -750.40 | | -750.40 | 9,558.61 | 26/03/2026 |
| 213 26/03/2026 | Hale Parish Council | Staff Salary Charg | | Caretaker - Salary | Hale Parish Council | -524.20 | | -524.20 | 9,034.41 | 26/03/2026 |

Hale Parish Council

Transactions for All Banks

| Voucher Date | Bank | Cost Code | Chq/Rec No. | Description | Supplier | Net | VAT | Total | Balance | Cashed date |
|------------------------|---------------------|---------------------|-------------|------------------------|---------------------|-----------------|----------------|-----------------|------------------|-------------|
| 214 26/03/2026 | Hale Parish Council | Staff Salary Charge | | Booking Officer Salary | Hale Parish Council | -692.64 | | -692.64 | 8,341.77 | 26/03/2026 |
| 216 26/03/2026 | Hale Parish Council | Staff Salary Charge | | HMRC | Hale Parish Council | -479.69 | | -479.69 | 7,862.08 | 31/03/2026 |
| 32 27/03/2026 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,628.96 | | 2,628.96 | 10,491.04 | 31/03/2026 |
| 33 27/03/2026 | Hale Parish Council | Salary Chargeback | | Salary Chargeback | Hale Village Hall | 2,488.79 | | 2,488.79 | 12,979.83 | 31/03/2026 |
| 217 31/03/2026 | Hale Parish Council | Bank Charges/Adtr | | Bank Charges | Unity Bank | -7.00 | | -7.00 | 12,972.83 | 31/03/2026 |
| CLOSING BALANCE | | | | | | 3,647.81 | -382.37 | 3,265.44 | 12,972.83 | |

Hale Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------------------|----------|--------|----------|------------------|------------------|-------------------|--------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Asset Purchase | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 13 | Audits | | | | 1,500.00 | 1,057.00 | 443.00 | 443.00 (29%) |
| 17 | Bank Charges/Admin. | | | | 300.00 | 254.39 | 45.61 | 45.61 (15%) |
| 43 | Bank Transfer | | | | | 3,650.00 | -3,650.00 | -3,650.00 (N/A) |
| 5 | Civic Service Working Group | | | | 750.00 | 636.87 | 113.13 | 113.13 (15%) |
| 15 | Clerk Salary Including NI , Pensi | | | | 29,500.00 | 30,450.64 | -950.64 | -950.64 (-3%) |
| 21 | Election Reserve | | | | 3,500.00 | | 3,500.00 | 3,500.00 (100%) |
| 35 | General Reserve | | | | 10,840.00 | 1,511.40 | 9,328.60 | 9,328.60 (86%) |
| 8 | Grants | | | | 250.00 | 175.00 | 75.00 | 75.00 (30%) |
| 3 | Guildswomen Working Group | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 22 | Hall Hire (Rent) | | | | 600.00 | 846.25 | -246.25 | -246.25 (-41%) |
| 10 | Insurance | | | | 2,500.00 | 2,606.96 | -106.96 | -106.96 (-4%) |
| 7 | Legal/Consultation Fees | | | | 500.00 | 270.00 | 230.00 | 230.00 (46%) |
| 45 | Maintenance | | | | | 789.24 | -789.24 | -789.24 (N/A) |
| 37 | Newsletters | | | | 1,000.00 | 285.00 | 715.00 | 715.00 (71%) |
| 19 | Payroll & Scribe | | | | 700.00 | 871.60 | -171.60 | -171.60 (-24%) |
| 18 | Staff Allowances/Expenses | | | | 150.00 | 201.68 | -51.68 | -51.68 (-34%) |
| 40 | Staff Salary Chargeback | | | | | 20,004.32 | -20,004.32 | -20,004.32 (N/A) |
| 14 | Subscriptions/Advisory Bodies | | | | 4,500.00 | 4,725.72 | -225.72 | -225.72 (-5%) |
| 9 | Training | | | | 300.00 | 373.00 | -73.00 | -73.00 (-24%) |
| 38 | Village Hall Support Costs | | | | 10,000.00 | 10,000.00 | | (0%) |
| 4 | War Memorial Working Group | | | | 811.80 | 25.00 | 786.80 | 786.80 (96%) |
| 11 | Web Site | | | | 600.00 | 1,457.73 | -857.73 | -857.73 (-142%) |
| 2 | Wellbeing Fund | | | | 5,000.00 | 4,240.37 | 759.63 | 759.63 (15%) |
| SUB TOTAL | | | | | 73,951.80 | 84,432.17 | -10,480.37 | -10,480.37 (-14%) |

Income

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------|------------------|------------------|------------------|----------|--------|----------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44 | Bank Transfer | | | | | | | (N/A) |
| 42 | Credit Interest | | 29.37 | 29.37 | | | | 29.37 (N/A) |
| 39 | Donations | | 5,267.50 | 5,267.50 | | | | 5,267.50 (N/A) |
| 24 | Precept | 62,432.62 | 62,432.62 | | | | | (0%) |
| 36 | Refund | | 300.00 | 300.00 | | | | 300.00 (N/A) |
| 41 | Salary Chargeback | | 20,050.49 | 20,050.49 | | | | 20,050.49 (N/A) |
| 25 | Vat Recovered | 1,876.93 | | -1,876.93 | | | | -1,876.93 (-100%) |
| SUB TOTAL | | 64,309.55 | 88,079.98 | 23,770.43 | | | | 23,770.43 (36%) |

Summary

| | | | | | | | |
|--------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| NET TOTAL | 64,309.55 | 88,079.98 | 23,770.43 | 73,951.80 | 84,432.17 | -10,480.37 | 13,290.06 |
| V.A.T. | | 1,993.41 | | | 2,375.78 | | |
| GROSS TOTAL | | 90,073.39 | | | 86,807.95 | | |

Hale Parish Council
RECONCILIATION - Instant Access Account 31-03-2026

From Accounts £560.24

Payments not cashed Add

Receipts not entered Subtract

Statement should be £560.24

Hale Parish Council

Transactions for Instant Access Account

| Voucher | Date | Chq/Rec No. | Description | Supplier | Total | Balance | Cashed date |
|-----------------------------------|------------|-------------|--|---------------------|----------------|---------------|-------------|
| STARTING BALANCE | | | | | | | |
| 4 | 17/04/2025 | | Halloween Goods | Halloween | 43.33 | 43.33 | 17/04/2025 |
| 5 | 17/04/2025 | | Easter Donations | Hale PC | 275.00 | 318.33 | 17/04/2025 |
| 6 | 17/04/2025 | | Hale Bake Off | Hale PC | 430.70 | 749.03 | 17/04/2025 |
| 7 | 17/04/2025 | | Hales Got Talent | Hale PC | 1,230.50 | 1,979.53 | 17/04/2025 |
| 8 | 27/05/2025 | | Donation | Hale PC | 157.50 | 2,137.03 | 27/05/2025 |
| 43 | 30/05/2025 | | Bank Charges | Unity Bank | -12.00 | 2,125.03 | 30/06/2025 |
| 9 | 18/06/2025 | | Carnival Cafe | Carnival Cafe | 225.00 | 2,350.03 | 30/06/2025 |
| 10 | 30/06/2025 | | Credit Interest | Unity Bank | 9.04 | 2,359.07 | 30/06/2025 |
| 13 | 30/09/2025 | | Credit Interest | Unity Bank | 13.38 | 2,372.45 | 30/10/2025 |
| 87 | 30/09/2025 | | Bank Charges | Unity Bank | -1.50 | 2,370.95 | 30/10/2025 |
| 14 | 22/10/2025 | | Quiz Night | Carol Anderson | 270.00 | 2,640.95 | 30/10/2025 |
| 88 | 25/10/2025 | | CANCELLED | duplicate | | 2,640.95 | 11/02/2026 |
| 125150 | 25/10/2025 | | Transfer to Hale Parish Council Unity Bank | | -1,063.63 | 1,577.32 | 11/02/2026 |
| 15 | 30/10/2025 | | Quiz Night | Income | 932.50 | 2,509.82 | 30/10/2025 |
| 20 | 21/11/2025 | | Bank Credit | Unity Bank | 0.01 | 2,509.83 | 14/01/2026 |
| 21 | 24/11/2025 | | Hales Got Talent | Hale Village Hall | 113.00 | 2,622.83 | 14/01/2026 |
| 22 | 25/11/2025 | | Hales Got Talent | Hale Village Hall | 441.00 | 3,063.83 | 14/01/2026 |
| 23 | 02/12/2025 | | Table Sale | Hale Village Hall | 310.00 | 3,373.83 | 14/01/2026 |
| 25 | 31/12/2025 | | Credit Interest | Unity Bank | 15.01 | 3,388.84 | 14/01/2026 |
| 159 | 31/12/2025 | | Bank Charges | Unity Bank | -9.50 | 3,379.34 | 14/01/2026 |
| 24 | 23/01/2026 | | Quiz Night | Hale Parish Council | 300.00 | 3,679.34 | 10/02/2026 |
| 26 | 28/01/2026 | | Bank Credit | Bank Credit | 0.98 | 3,680.32 | 10/02/2026 |
| 179 | 11/02/2026 | | CANCELLED | duplicate | | 3,680.32 | 24/02/2026 |
| 125148 | 11/02/2026 | | Transfer to Hale Parish Council Unity Bank | | -3,650.00 | 30.32 | 11/02/2026 |
| 31 | 16/02/2026 | | Valentines Dance | Donation | 529.92 | 560.24 | 16/02/2026 |
| CLOSING BALANCE | | | | | | 560.24 | |
| Bank statement should show | | | | | £560.24 | | |

Hale Parish Council

Instant Access

60-83-01 • 20527673

Balance Available balance

£ **568.40** £ **568.40**

Show:

Transactions▼

Balances are correct as of 12:01 on 15 Apr 2026.

| ↓ Date | Description | Paid in | Paid out | Balance |
|----------|-------------------------------------|---------|-----------|----------|
| 31/03/26 | Credit Interest | 9.66 | | 568.40 |
| 31/03/26 | Manual Credit - Handling Charge | | -1.50 | 558.74 |
| 16/02/26 | PAYPAL • PPWDL5NXJ2224ZQ5PA | 529.92 | | 560.24 |
| 11/02/26 | Transfer to 20415507 | | -3,650.00 | 30.32 |
| 28/01/26 | PAYPAL • PPWDL5NXJ2223ZPV4U | 0.98 | | 3,680.32 |
| 23/01/26 | Credit • 10 | 300.00 | | 3,679.34 |
| 31/12/25 | Credit Interest | 15.01 | | 3,379.34 |
| 31/12/25 | Manual Credit - Handling Charge | | -9.50 | 3,364.33 |
| 02/12/25 | Credit • 9 | 310.00 | | 3,373.83 |
| 25/11/25 | Credit • 8 | 441.00 | | 3,063.83 |
| 24/11/25 | Carol Anderson • Hales got Talent | 113.00 | | 2,622.83 |
| 21/11/25 | PAYPAL CODE 7142 • PAYPAL CODE 7142 | 0.01 | | 2,509.83 |
| 30/10/25 | Credit • 7 | 932.50 | | 2,509.82 |
| 25/10/25 | Transfer to 20415507 | | -1,063.63 | 1,577.32 |
| 22/10/25 | Carol Anderson • Quiz night | 270.00 | | 2,640.95 |
| 30/09/25 | Credit Interest | 13.38 | | 2,370.95 |
| 30/09/25 | Manual Credit - Handling Charge | | -1.50 | 2,357.57 |
| 30/06/25 | Credit Interest | 9.04 | | 2,359.07 |

| | | | | |
|----------|---------------------------------|-----------------|---------------|-----------------|
| 30/06/25 | Manual Credit - Handling Charge | | -12.00 | 2,350.03 |
| 18/06/25 | Credit • 6 | 225.00 | | 2,362.03 |
| 27/05/25 | Credit • 5 | 157.50 | | 2,137.03 |
| 17/04/25 | Credit • 4 | 1,230.50 | | 1,979.53 |
| 17/04/25 | Credit • 3 | 430.70 | | 749.03 |
| 17/04/25 | Credit • 2 | 275.00 | | 318.33 |
| 17/04/25 | Credit • 1 | 43.33 | | 43.33 |



Please ask for: Kate Horne Extn: 0151 511 6134 Quoting 26/00096/TCA

Date: 26.03.2026

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

Application Number: 26/00096/TCA

Proposed work to trees standing in a conservation area: sympathetic pruning and maintenance to the trees: T1, T2, T3, T4, T5, T6, T7 & T8 at Village Hall High Street Hale Liverpool L24 4AF

The Council has received the above planning application and would welcome any comments you may wish to make. Should you wish to make any comments on the proposed development, would you please reply by e-mail to dev.control@halton.gov.uk within 21 days of the date of this letter. The plans and supporting information can be viewed at :

<https://pa.halton.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TC3PTGHTGO500>

Should we not hear from you within 21 days we will presume you have no comments to make on the application.

Yours faithfully

Andrew Plant
Divisional Manager - Planning & Development

Email sent to clerk@haleparishcouncil.gov.uk

It's all happening **IN HALTON**



HALE PARISH COUNCIL OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



GRANT APPLICATION FORM

Grant applications will be considered for projects which will benefit residents within the Parish of Hale

Amounts applied for are unlikely to be met in full due to budget constraints.

A grant can be made for initial starting costs, one off purchases or a capital project.

A grant cannot cover running costs, fund a project already completed or reimburse costs already incurred.

Applications must have a copy of the previous years accounts and latest bank statement attached

One application may be submitted per group per financial year (1 April to 31 March)

| | |
|--|--|
| Name of Group | WIDNES GYMNASTICS ACADEMY. |
| Address | WATERSIDE LANE WIDNES WA8 8UB |
| Telephone Number | - |
| Email address | WIDNESGYMNASTICSACADEMY@OUTLOOK.COM |
| Project for which grant is requested (please use additional sheet if required) | WORLD CHAMPIONSHIPS (USA IGC) FUNDRAISING FOR TEAM, COMPETITION TO TAKE PLACE IN JUNE 2026. |
| Who in the community will benefit (please use additional sheet if required) | WIDNES GYMNASTICS ACADEMY TEAM OF OVER 30 GYMNASTS CURRENTLY TRAINING OVER 16 HOURS PER WEEK. |
| Total cost of project | COST OF FUNDRAISING PER FAMILY IS £300. |
| Amount of grant requested | WE ARE REQUESTING SUPPORT OF £150 TO HELP TOWARDS KIT COSTS. |
| What will grant be spent on | GYM LEOTARDS, TRAINING KIT, CHALK HAND CLAUDS |
| Position in group eg Treasurer /Chairman | |
| Signature | |
| Print Name | |
| Date of application | |

Please send completed form together with requested additional information to:

Clerk to Hale Parish Council, Hale Village Hall, 53 High St, Hale Village, Cheshire, L24 4AE

Email: clerk@haleparishcouncil.gov.uk

| DATE | EVENT | TIME | VENUE | ORGANISER |
|------------|---|-------------------|----------------------|-------------------------|
| 12/01/2026 | Hale Village Hall Management Meeting | 8.00pm | Hale V.H. | Hale VH Management |
| 12/01/2026 | Hale Parish Council Meeting of the Trustee | 9.00pm | Hale V.H | Hale PC |
| 19/01/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 29/01/2026 | Annual Court - Freeman | 7.00pm | Wellington Hotel | Freemen |
| 09/02/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 09/02/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 14/02/2026 | Valentines Night | 7.30pm | Hale V.H. | Guildswomen |
| 16/02/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 19/02/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | |
| 26/02/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | |
| 01/03/2025 | St Davids Day | | | |
| 05/03/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | |
| 09/03/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 09/03/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 12/03/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | |
| 15/03/2026 | Mothers Day | | | |
| 16/03/2026 | Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 17/03/2026 | St Patricks Day | | | |
| 19/03/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | Hale Ladies |
| 26/03/2026 | Lent Lunches | 12.30pm - 1.30pm | Hale V.H. | Hale Ladies |
| 29/03/2026 | Clocks go forwards | | | |
| 03/04/2026 | Bank Holiday - Good Friday | | | |
| 04/04/2026 | Family Easter Egg Hunt | 10.00am - 11.00am | Hale Park | Hale PC |
| 05/04/2026 | Easter Sunday | | | |
| 06/04/2026 | Bank Holiday - Easter Monday | | | |
| 13/04/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 13/04/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 20/04/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 23/04/2026 | St Georges Day | | Wellington Hotel | Freemen |
| 25/04/2026 | St Georges Seniors Cream Tea | 11.30am - 1.45pm | Village Hall | Hale PC |
| 04/05/2026 | Bank Holiday | | | |
| 10/05/2026 | Table Sale | 10.00am - 2.00pm | Hale V.H | Kath Barnett |
| 11/05/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 11/05/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 18/05/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 24/05/2026 | Family Day afternoon Tea | 1.00pm - 3.00pm | Hale V.H | Hale PC |
| 25/05/2026 | Bank Holiday | | | |
| 29/05/2026 | Annual Parish Meeting | 7.00pm | Hale V.H | Hale PC |
| 08/06/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 08/06/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 13/06/2026 | Hale Carnival | | Hale Park / Hale V.H | Hale Carnival Committee |
| 15/06/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 20/06/2026 | Kings Birthday Party (Outdoor Concert Event) | 3.00pm - 7.00pm | Cricket Pitch | Hale PC |
| 21/06/2026 | Fathers Day | | | |
| 13/07/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 13/07/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 20/07/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 31/08/2026 | Bank Holiday | | | |
| 13/09/2026 | Tea Dance - Play Your Cards Right | 12.00 - 5.00pm | Hale Village Hall | Village Hall |
| 14/09/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 14/09/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 18/09/2026 | Quiz Night | 7.00pm | Hale V.H | Hale PC |
| 21/09/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 03/10/2026 | Beer Festival | | Hale V.H | Freemen |
| 11/10/2026 | Civic Service | | St Mary's/Hale V.H | Hale PC |
| 12/10/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 12/10/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 15/10/2026 | Freemen - Business Meeting | 7.00pm | Wellington Hotel | Freemen |
| 19/10/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |

| | | | | |
|--------------------------------------|--|-----------------|-------------------------|--------------------|
| 24/10/2026 | Jazz in the Village | 7.00pm | Hale V.H. | Hale PC |
| 25/10/2026 | Clocks Go Back | | | |
| 31/10/2026 | Halloween Event | 2.30pm - 6.30pm | Hale V.H | Hale PC |
| 05/11/2026 | Guy Fawkes Day | | | |
| 07/11/2026 | Mals Family Fireworks | | Hale Park | Mal Sutton |
| 08/11/2026 | Remembrance Day Parade | 10.30am | War Memorial / Hale V.H | Hale PC |
| 09/11/2026 | Hale Village Hall Management Meeting | 7.30pm | Hale V.H. | Hale VH Management |
| 09/11/2026 | Hale Parish Council Meeting of the Trustee | 8.30pm | Hale V.H | Hale PC |
| 11/11/2026 | Remembrance Day | | | |
| 16/11/2026 | Hale Parish Council Meeting | 8.00pm | Hale V.H | Hale PC |
| 21/11/2026 | Entertainment Celtic Night | 7.00pm | Hale V.H | Hale PC |
| 27/11/2026 | Lancashire Night | 7.00pm | Wellington Hotel | Freemen |
| 30/11/2026 | St Andrews Day | | | |
| 04/12/2026 | Mingle & Jingle | 1.00pm - 5.00pm | Hale V.H | Freemen |
| 13/12/2026 | Kids Xmas Party | TBC | Hale V.H | Hale PC |
| 13/12/2026 | Carols around the Crib | TBC | Hale V.H | Freemen |
| Additional Events to consider | | | | |

1. Proms in the Park
2. Candlelight Concert
3. A masquerade Ball
4. Drag brunch
5. Life Art class
6. Open Garden support event in the Village Hall
7. Scam Workshop
8. Sewing / Photography / Pottery / Music / History -Themed Workshops - Sewing machines available
9. Xmas Wreath making/Flower Arranging Classes (Naiomi Hadden/Carol Anderson)



Hale Parish Council

Standing Orders

**Adopted by Hale Parish Council
on 16th September 2024**

Hale Village Hall
53 High Street
Hale
Cheshire
L24 4AE
www.haleparishcouncil.gov.uk
clerk@haleparishcouncil.gov.uk

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

| | |
|------------------------|---|
| Full Council meetings | ● |
| Committee meetings | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

- i A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

Hale Parish Council has 10 Members so a Quorum shall be four

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting**

- shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. The Committee shall determine their terms of reference;
 - ii. The Committee shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ten days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. The Committee shall determine if the public may participate at a meeting

of a committee;

- x. The Committee shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. The Committee shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they**

may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer and Chairperson as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special

circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the personnel committee or, if he/she/they is not available, the vice-chair (if there is one) of the personnel committee of absence occasioned by illness or other reason and that person shall report such absence to [the personnel committee at its next meeting.
- c The chair of the personnel committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the personnel committee or in his absence, the vice-chair of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the personnel committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed*

£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d In the event of ambiguity relating to the interpretation of the standing orders this shall be a matter for resolution by the Parish Council by a vote and simple majority



Hale Parish Council

Financial Regulations

Adopted by Hale Parish Council

On 16th September 2024

Hale Village Hall
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Cheshire
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1. General

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk

1.3 The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers

1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall in accordance With proper practices.

1.6 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute

1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Proper Officer has been appointed as RFO for this Council and these regulations will apply accordingly

1.9 The RFO;

- acts under the policy direction of the council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council

1.10 The accounting records determined by the REO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day Of a sums Of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record Of the assets and abilities Of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions:

- procedures to ensure that uncollectable amounts submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or free regulations' shall mean the regulations issued under the provisions of the Accounts and Audit Regulations 2015 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a payment signatory) shall be allowed online access and be appointed to verify Unity Trust Bank reconciliation (for a accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations

2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose

2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices

2.6 The internal auditor shall.

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control Of the Council

2.7 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities Of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices

2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements Of account required by the Accounts and Audit Regulations 2015.

2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors

3. Annual estimates (budget) and forward planning

3.1 Each committee (if any) shall review its 1 year forecast of revenue and capita receipts and payments having regard to the forecast. it shall thereafter formulate and submit proposals for the following financial year to the RFO not later than the end of November each year including any proposals for revising the forecast

3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council

3.3 The Council shall consider annual budget proposals in relation to the council's 1 year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly

3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget

3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1 Expenditure on revenue terms may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The Council;
- A duly delegated committee of the Council; or
- The Proper Officer

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Proper Officer, and where necessary also by the appropriate Chairman

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. NO expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capita budgets for completed projects shall not be carried forward to a subsequent year, unless otherwise resolved.

4.4 The salary budgets are to be reviewed at least annually, in line with contracts, for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chairman of Council or relevant committee. The REO will inform committees of any changes impacting on their budget requirement for the coming year in good time

4.5 In cases of extreme risk to the delivery of council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000 The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter

4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained

4.7 A capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets. comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process

5. Banking arrangements and authorisation Of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee They shall be regularly reviewed for safety and efficiency

5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The Proper Officer and RFO shall have delegated authority to authorise the payment of items only in the following circumstances.

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Proper Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council,
- b) An expenditure item authorised under 56 below (continuing contracts and obligations) provided that a list Of such payments shall be submitted to the next appropriate meeting Of council; or
- c) Fund transfers within the councils banking arrangements up to the sum of E 10.000. provided that a list of such payments shall be submitted to the next appropriate meeting Of Council

5.6. For each financial year the Proper Officer and RFO shall draw up a list Of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries,

PAYE and NI , Superannuation Fund and regular maintenance contracts and the like for which Council (or a duly authorised committee) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council

5.7 In respect of grants the Council or a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council

5.8 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9 The Council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time.

6. Instructions for the making of payments

6.1 The Council will make safe and efficient arrangements for the making of its payments.

6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Proper Officer or RFO shall give instruction that a payment shall be made.

6.3 All payments shall be affected online or by other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee or officer.

6.4 Orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be approved by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5 To indicate agreement of the details shown on the order for payment with the online arrangement and the invoice or similar documentation, the signatories shall each also approve the payment electronically.

6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided a resolution exists to that effect. The approval of

the use of a variable direct debit shall be renewed by resolution of the council at least every three years.

6.7 Payments for certain items (principally salaries) may be made by banker's standing order provided that the instructions are in line with contracts and any payments are reported to council as made. Approval of the use of a banker's standing order not outlined within a contract shall be renewed by resolution Of the council at east every three years.

6.8 if thought appropriate by the Council. payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every three years

6.9 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided is retained showing which members approved the payment

6.10 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts. to any person not authorised in writing by the council or a duly delegated committee.

6.11 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.12 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used

6.13 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations

6.15 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. A programme of regular checks of standing data with suppliers will be followed

7. Payment Of salaries

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on a employers by PAYE and National Insurance legislation The payment of all salaries shall be made in accordance with contracts, payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council , or duly delegated committee.

7.2 Payment of salaries and payment of deductions from sa ary such as may be required to be made for tax, National Insurance and pension contributions. or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above

7.3. NO changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book) This confidential record is not open to inspection or review (under the Freedom Of Information Act 2000 or otherwise) Other than:

- a) by any councillor who can demonstrate a need to know:
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid

7.6 An effective system of performance management should be maintained for the senior officers.

7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council

7.8. Before employing staff, the Council must consider a full business need.

8. Income

8.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO

8.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

8.3 The Council will review a fees and charges at least annually, following a report of the Clerk.

8.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year

8.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary

8.6 The origin of each receipt shall be entered on the paying-in slip

8.7 Personal cheques shall not be cashed out of money held on behalf of the Council

8.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end

8.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash

8.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see a so Regulation 16 below).

9. Orders for work, goods and services

9.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. The RFO shall determine order processes and copies of orders shall be retained.

9.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two to three quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 Below. On occasion it may not be appropriate or possible to obtain more than one quote, especially if the Council seek a particular product or service or the anticipated cost falls below a £2500 threshold.

9.3. A member may not issue an official order or make any contract on behalf of the Council.

9.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

10. Procurement

10.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods; services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

10.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases; should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

10.3 Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

10.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

10.5 Where the estimated value is below the Government threshold; the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

10.6 For contracts estimated to exceed £10,000) including VAT, the Clerk shall (seek formal tenders from at least (three) suppliers agreed by (the Council OR (advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation). Tenders shall be invited in accordance with Appendix 1

10.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the 'Legislation' regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

10.8 For contracts greater than £2500 excluding VAT the Clerk (or RFO) shall seek at least 3) fixed-price quotes;

10.9 Where the value is less than £2500 excluding VAT, the Clerk (or RFO) shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)

10.10 For smaller purchases (the Clerk) shall seek to achieve value for money.

10.11 Contracts must not be split into smaller lots to avoid compliance with these rules.

10.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes,
- ii. repairs to, or parts for, existing machinery' or equipment;
- iii works, goods or services that constitute an extension of an existing contract
- iv goods or services that are only available from one supplier or are sold at a fixed price.

10.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council (or relevant committee). Avoidance of competition is not a valid reason.

10.14 The Council shall not be obliged to accept the lowest or any tender, quote or estimate

11. Stores & Equipment

11.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

11.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

11.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

11.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually

12. Assets, properties and estates

12.1 The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations

12.2. NO tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500. Such disposal may only be made with the authority of the Property Officer

12.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate)

12.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as gaining permissions and covenants) together with a proper business case (including an adequate level Of consultation with the electorate)

12.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council in each case a report in writing shall be provided to Council with a full business case.

12.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. Insurance

13.1 Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate al claims on the Council's insurers (in consultation with the Proper officer)

13.2 The Proper Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances

13.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

13.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

13.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee

14. Charities

14.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Proper Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document

15. Risk management

15.1 The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer (with the RFO) shall prepare, for approval by the Council, risk management policy statements in respect of all

activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

15.2. When considering any new activity, the Proper Officer (with the RFO) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time The Proper Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations

16.2 The council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.