



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED 2nd DAY OF JULY 2025
MEMBERS OF HALE PARISH COUNCIL ACTING AS
SOLE TRUSTEE OF HALE VILLAGE HALL
ARE HEREBY SUMMONED TO ATTEND AN ANNUAL MEETING
TO BE HELD IN HALE VILLAGE HALL,
HIGH STREET, HALE, HALTON L24 4AE
ON THE 14th DAY OF JULY 2025 AT 9.00pm
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 either by e-mail clerk@haleparishcouncil.gov.uk or telephone 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
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 review the Draft minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee on 13th May 2025 and to record as a true and accurate record.
5. **Disabled Access For Village Hall** – To receive any recommendations and consider any proposals submitted by the Village Hall Management Committee
6. **Health & Safety** – To receive any recommendations and consider any proposals submitted by the Village Hall Management Committee
7. **Trust Deed** – to review the proposed amendment from Louise Beaton and to decide upon a course of action
8. **Solar Panels** – To consider proposals from the Village Hall Management Committee regarding the Solar Panels and decide upon a course of action.
9. **CCTV Maintenance & Alarm** – To consider any recommendations from the Village Hall Management Committee.
10. **Emergency Planning – Potential Rest Centre Location** – To discuss the proposition by Halton Borough Council to provide a Shelter for Displaced People During a Major Incident
11. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.
12. **Part 2** - To agree to conduct a Part 2 session for the discussion of confidential matters



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL
ACTING AS SOLE TRUSTEE OF HALE VILLAGE HALL
HELD ON TUESDAY 13th MAY 2025 AT 9.00pm
IN HALE VILLAGE HALL**

Present: Cllr Lewis, Cllr J McNamara, Cllr Roberts, Cllr Healey, Cllr Williams

In attendance: Mr. Brian Hargreaves (Proper Officer) & 1 Member of the Public

1. **Apologies** – Apologies were received from Cllr Anderson Cllr Wright, Cllr Hutchinson and Cllr Trevaskis - No apologies were received from Cllr Cleary
2. **Declarations of Interest** – No declarations of interest were received
3. **Public Participation** – No Matters were discussed
4. **Minutes** – With minor amendments the Draft minutes of the Hale Village Hall Management Committee Ordinary meeting on 14th April 2025 were approved and accepted as a true and accurate account.

Proposed by Cllr J McNamara and seconded by Cllr P Healey

The Motion was approved

5. **Disabled Access for the Village Hall** - It was resolved to defer this matter until the June meeting so comparable estimates can be acquired. Also to explore possible funding streams for the project

Proposed by Cllr M Roberts and seconded by Cllr J McNamara

The Motion was approved unanimously

6. **Health & Safety** – It was agreed that the Clerk will purchase a replacement set of step ladders for use in the Village Hall. The ladders should conform to the current safety standards required and a budget of a maximum of £150 was agreed

Proposed by Cllr M Roberts and seconded by Cllr P Lewis

The Motion was approved unanimously

7. **Trust Deed** – It was resolved to instruct Louise Beaton to arrange for the Trust Deed to be updated as per the amendment supplied and for the Clerk to confirm the change with the Charity Commission as required.

Proposed by Cllr J McNamara and seconded by Cllr C Williams

The Motion was approved

8. **Trustee Annual Reports (TAR's) for FY2022 & FY 2023/24** – The TAR's for the two periods outstanding were prepared by the Clerk and it was agreed to submit them to the Charity Commission along with the audited accounts and the auditors reports for both periods

Proposed by Cllr P Lewis and seconded by Cllr J McNamara

The Motion was approved

9. **Next Meeting of Trustee** - Hale Parish Council acting as sole Trustee of Hale Village Hall will take place on 14th July 2025 at 9.00pm

Part II

1. **HR** – Draft Copies of the items to to be considered have been distributed to members and a staffing meeting to make amendments and finalise the documents for approval will be organised by the Clerk
2. **Employee Pension** – The Council considered the pension provision for staff and agreed the actions as set out in appendix 1 held by the Clerk.

The Chair closed the meeting at 9.45pm



RE: Hale Trust Deed

1 message

louiseo.beaton@gmail.com <louiseo.beaton@gmail.com>
To: Hale Clerk <clerk@haleparishcouncil.gov.uk>

15 April 2025 at 13:00

Dear Brian,

As explained in my short note the other day, the Charity Commission have responded to the redrafted resolutions and working copies of governing documents for halls run by Parish/Town Councils as sole (or sole managing) trustee submitted by ACRE in light of the changes to the Charities Act 2011 which came into effect last Spring. In addition discussion took place with the Commission and SLCC.

In the light of this slight amendments are recommended for inclusion in any new transfers to sole trustee which arise.(For information only, as these are not necessary for your situation, these would apply to clauses 8 and 13 of your governing document. They would insert for clarity the word "pre-approved" before "report and accounts" in 8.5 and provide for a resolution to be brought forward in the event that it were decided by the sole trustee and others that the situation revert to management by an independent committee. In Clause 13, they would provide for incorporation and a two thirds instead of majority vote. Any change to your existing clause 13 would require Charity Commission consent, and therefore huge delay).

Out of discussion it is agreed that the majority of members of any hall committee should normally be parish councillors (the word normally allowing for resignations causing a temporary change) and this is already covered by your clause 6.3. It is also agreed that normally both signatories to the sole trustee account should be parish councillors (but again with flexibility to allow eg for resignations and delays with changing bank signatories, especially in existing situations) , so in 6.2.2 it would read "two members of the village hall committee, both of whom should normally be parish councillors. A non-councillor can be a signatory only in accordance with Standing Orders approved by the Council."

With respect to the £250 spending authority in 6.2.1 c the recommended wording would be: *the payment of bills up to [£250] in each case, in so far as they conform with the expenditure budget for the year agreed by the Council as sole trustee;*

As the accounting period is not mentioned in the governing document the Council as sole trustee is able to change the accounting period to April-March without making an amendment. It can only do so for the current financial year in which the change is made: the Commission's guidance about this is here: <https://www.gov.uk/guidance/change-your-charitys-financial-year>.

A further recommendation is an amendment to clause 7, Recording of Meetings, with a new second sentence: 'These must be separate to the minutes of meetings of the Council otherwise than as sole trustee of the Charity'. Again this is merely recommended to provide clarity for new situations, so not necessary for you to make the change if the minutes are already separate.

In case the Council wishes to make the changes to clause 6.2.2 and 6.2c suggested above I have attached a draft short resolution.

I notice that the charity's entry on the Charity Commission website is marked with a red flag that the accounts are overdue by 532 days. During ACRE's discussions it has been confirmed that a charity's accounts should not be

included within a Parish Council's audit because they are covered by the requirements of the Charities Act 2011 (a different regime), though there should be a reference in the PC audit to the Council's responsibility as sole trustee. I hope therefore that the accounts can now be filed without delay as this will need to be done before any further amendment is uploaded to the Commission's website using your My Charity account and it will avoid the nuisance of the Commission possibly making enquiries about the delay.

I hope the above addresses all the questions but please let me know if I have overlooked anything.

Kind regards,

Louise Beaton, OBE.

Community Halls Consultant

Tel: 0778 660 1230

www.communityhallsadvice.co.uk

'Halls for All: A History of Village Halls' by Louise Beaton and David Clark available from all good bookshops or for order at: <https://www.amberley-books.com/halls-for-all.html>

Please note that any advice or guidance provided should not be taken as a substitute for professional legal or other advice. If you are not the intended recipient of this Email please notify the sender and note that the contents must not be disclosed to anyone else nor copies taken, as it may contain confidential or privileged information.

Privacy Notice: I use Personal Data for the purposes of supporting small charities and assisting organisations providing community facilities. Contact me at louiseo.beaton@gmail.com if you wish to know more or have your data removed.

From: Hale Clerk <clerk@haleparishcouncil.gov.uk>

Sent: 26 February 2024 13:27

To: louiseo.beaton@gmail.com

Subject: Re: Hale Trust Deed

Hi Louise

That sounds fine - I'll make a note to contact you in

June

Take Care

Kind Regards

Brian

Brian Hargreaves

Proper Officer

Hale Parish Council

On Mon, 26 Feb 2024 at 12:53, <louiseo.beaton@gmail.com> wrote:

Dear Brian,

I am so sorry to hear of your illegal suspension and very glad to hear it is behind you. The question of sole trusteeship and committees appointed by PCs acting as sole trustees is one which has been discussed recently by ACRE with the SLCC. (Separate discussions are also taking place with advisers to NALC on clarifying the VAT aspects, on which HMRC guidance is best described as opaque!).

In view of that and because I am now up against a publishers deadline for the delivery of the Village Halls book, can I suggest that a delay is in order and that I share your questions with the small group of us within ACRE who are taking forward discussions with SLCC?

As this will ideally involve the Charity Commission, with whom I initiated an enquiry in November but take months to respond at present, it could be some time before we have an agreed approach, so I hope it will be OK with you if I ask you to remind me in June if you have not heard back from me before then?

The change of annual accounting period is one that the sole trustee can decide to take forthwith. If it's mentioned in the original resolution (I'm about to go into a meeting so haven't checked, but I don't think so) a resolution can still be taken to amend it, under the amendment clause and s280 of the Charities Act, and it would need to be uploaded to the My Charity account.

Kind regards,

Louise Beaton

Louise Beaton, OBE.

Community Halls Consultant

Tel: 01243 544366.

www.communityhallsadvice.co.uk

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Privacy Notice: I use Personal Data for the purposes of supporting small charities and assisting organisations providing community facilities. Contact me at louiseo.beaton@gmail.com if you wish to know more or have your data removed.

From: Hale Clerk <clerk@haleparishcouncil.gov.uk>
Sent: Monday, February 26, 2024 11:52 AM
To: Louise Beaton <louiseo.beaton@gmail.com>
Subject: Hale Trust Deed

Good Morning Louise I hope you are well

I contacted you some time ago regarding the interpretation (or mis-interpretation) of the wording on the current Trust Deed for Hale Village Hall as it had caused some conflict and ultimately resulted in my illegal Suspension - I won't drag you down with the details and happily this now appears to be behind us.

However we have a few items which you may be able to help with and supply a quotation for completing the work

The first issue of which we spoke concerns the clarification of who can become a signatory on the Village Hall Management Committee and to ensure we have parity within the current Standing Orders.

Secondly, we would welcome better guidance regarding the £250 spending authority in 6.2(c) of the Deed.

Lastly (for now) It is felt that meetings of the Village Hall Management Committee should only require 3 days (clear) notice (as per the Parish Council meetings) and not the current 10 days. We can see the need to give longer notice for meetings of the Trustee but don't think it requires that length of time for Management Committee meetings.

I'm not sure whether this has any bearing on the Trust Deed but we would like to change the accounting period (currently Jan - Dec each year) to the same as the fiscal accounting year (April - March each year) for the Village Hall which would make matters more streamlined and easier to manage.

If you can give some consideration to this and advise I would be much obliged

Kind Regards

Brian Hargreaves

Proper Officer

Hale Parish Council

07803611222



Hale Village Hall draft resolution April 2025.docx

14K

Hale Village Hall – registered charity no 1014055

At a meeting of Hale Parish Council acting as sole trustee of Hale Village Hall held on xx xxxx 2025, the following resolution was passed in accordance with s.280A of the Charities Act 2011:

Draft Resolution

That the governing document of the Charity, namely the Conveyance and Trust Deed dated 6th March 1974 made between Roger Fleetwood Hesketh, Charles Peter Fleetwood Fleetwood- Hesketh, Edmund James Battersby and The Parish Council of Hale, as amended by resolution of Hale Parish Council, acting as sole trustee of the charity, on 4th February 2020 and 30th May 2022 be further amended in the following manner:

Clause 6.2.1c: by the addition of the words: *in so far as they conform with the expenditure budget for the year agreed by the Council as sole trustee.*

Clause 6.2.2: by the deletion of the words “two members of the Hall Committee at least one of whom must be a Parish Councillor” and the substitution therefor with the words: “two members of the village hall committee, both of whom should normally be parish councillors. A non-councillor can be a signatory only in accordance with Standing Orders approved by the Council.”

Prime Security Installations Ltd Service Quote - CCTV

1 message

Rob <rob@primesecurityltd.co.uk>

18 June 2025 at 09:34

Reply-To: Rob <n947246480.849e4ebe068649c6e143157fe94e3e22@flg-mail1.co.uk>

To: clerk@haleparishcouncil.gov.uk

18th Jun 2025

Dear Brian Hargreaves,

Please find below a quotation to service your security system

What does a maintenance visit involve?

- Check whether you or your staff have experienced any problems with the system
- Carry out a visual inspection of all major components (including cabling and connections where accessible) for signs of deterioration or damage, and rectify as necessary.
- Check that field of view is correct
- Check time/date settings and adjust if necessary
- Clean housing windows as necessary
- Re-instate connectivity to mobile devices where possible
- Update firmware where applicable
- Minor adjustment on the system if necessary

Please find below our price to service your system:

£199 for full service.**Should you wish to book for a service, reply back to this email or giving me a call on [0333 772 0954](tel:0333 772 0954)**

Yours sincerely,

Rob

Website: www.primesecurityltd.co.ukEmail: <mailto:info@primesecurityltd.co.uk>Tel: **0333 772 0954**Like us on [Facebook](#)Follow us on [Twitter](#)**Guarantee**

We will, free of charge, re-perform any service where the same system fault reoccurs within 90 days following the visit date. This guarantee will not apply where the defect arises as a result of; wilful or accidental damage; use of the system otherwise in accordance with the user instructions; any tampering with, or alteration of, any part of the system by anyone other than us.

If you wish to arrange a further visit due to a re-occurring fault arising from the original visit, please contact us by telephone on **0333 772 0954**. Upon booking a re-visit, we may require a credit or debit card payment for the amount of the fee. This will be refunded in full once our engineer has attended and performs a diagnosis. If, however, our engineer reasonably believes that the reported fault is not directly related to the original service visit, we will be entitled to retain any payment made by you, or if no payment has been made, to invoice you for the fee. To take advantage of either of these guarantees you must contact us as soon as reasonably practicable upon becoming aware of the defect.

Limitations on our Liability

Prime Security Installations Ltd will not consider compensation for loss of use of the system or consequential loss of any kind.

General

These terms and conditions shall be construed in accordance with the laws of England and Wales, and both parties agree to submit to the jurisdiction of the courts of England and Wales.

Where the service in Scotland, this contract shall be construed in accordance with the laws of Scotland, and both parties agree to submit to the non-exclusive jurisdiction of the courts of Scotland.

These conditions can only be amended or varied by written agreement between both parties.

Customer Service

It is our objective at all times to provide a first class service but there may be times when you feel that this has not been achieved.

If you have cause for complaint you should contact: Customer Service Dept. Prime Security Installations Ltd
info@primesecurityltd.co.uk

THE GUARANTEES SET OUT ABOVE DO NOT AFFECT YOUR STATUTORY RIGHTS AS A CONSUMER



QUOTE

clerk@haleparishcouncil.gov.uk

Date

23 May 2025

Vanguard Renewables Ltd

Suite 312, Oriel Chambers

Expiry

30 May 2025

14 Water Street, Liverpool

L2 8TD

Quote Number

QU-0038

Reference

Vanguard - Hale Village

Hall

VAT Number

434421521

Description	Quantity	Unit Price	VAT	Amount GBP
The reinstatement of the 6 panels with mounting system - and re-energise system and fully test.	1.00	880.00	No VAT	880.00
They need to be relocated due to shading.				
Address reference; FTA of Brian Hargreaves Hale Village Hall 53 High Street, Hale Village Halton, Cheshire, L24 4BA				
Subtotal				880.00
TOTAL NO VAT				0.00
TOTAL GBP				880.00



Hale Clerk <clerk@haleparishcouncil.gov.uk>

Fwd: Hale Village Hall - Potential Rest Centre Location

1 message

Hale Village Hall <bookings@halevillagehall.com>

7 April 2025 at 20:16

To: Hale Clerk <clerk@haleparishcouncil.gov.uk>, Mark Roberts <mark.roberts@7hs.co.uk>

Hi

Please see below and advise what you would like me to respond please.

Thanks

Jennine

Sent from my iPhone

Begin forwarded message:

From: Jo Evans <Joanne.Evans@helton.gov.uk>

Date: 2 April 2025 at 11:35:39 BST

To: bookings@halevillagehall.com

Cc: Emergency Planning - Corporate & Policy <Emergency.Planning@helton.gov.uk>

Subject: Hale Village Hall - Potential Rest Centre Location

Hi Jennine,

Thanks for you time on Friday, it was good to meet you and helpful to have a look around the Hall.

As discussed, please find attached overview of the Rest Centre provision in Helton and expectations during the response to a major incident if people are displaced.

If possible, could this be added to the agenda for the next Hale Parish Council meeting? We can arrange representation from Helton Borough Council if required - please could you confirm the date and time of the meeting if this is the case.

I have cc'd in our emergency planning generic email address as myself, Lynne Faulkner and Ian Booth all have access to this if you need to get in touch.

Kind regards,

Jo Evans

Emergency Planning Officer



Shelter for Displaced People During a Major Incident

In the event of a Major Incident, such as a large scale fire or loss of utilities, there may be a requirement for people to be moved out of the affected area for a period of time, to a place of safety and shelter.

There are a number of pre-identified buildings across the borough which can be utilised in the response to an incident. These buildings include: leisure centres, community centres, the stadium, churches and community halls, and are referred to as 'Rest Centres'.

The rest centre provides a place of safety and temporary accommodation for those individuals (known as evacuees) who have been evacuated from their home or place of work and as such, are unable to make alternative arrangements to stay with friends and family. Facilities required at the centre may vary depending on the duration of stay. Ideally, the centre is not intended to be required beyond 24 hours.

Activation

Upon declaration of a Major Incident, Halton Borough Council will identify and recommend an appropriate rest centre, after taking advice from the emergency services in terms of the location and circumstances of the incident.

A number of resources will then be 'stood up' in order to make the centre operational and ready to receive displaced people:

- A building key holder (Building Manager) will be contacted to request the opening of the identified centre – lights and heating on etc..
- Halton Borough Council trained staff will be activated to fulfil the roles of Rest Centre Manager and Rest Centre Support Staff, and directed to the centre at the earliest opportunity
- The Rest Centre Box will be located with the necessary signage, documentation and equipment required to operate the centre

It is accepted that the activation of an identified centre is on a 'best endeavours' basis, whereby supporters are volunteering to assist (at very short notice in their own personal time), and the centre may / may not be in use when the major incident is declared. Therefore, depending on the availability of the key holder and the building, an alternative rest centre may be identified from the centre list held by Halton Borough Council, if required.

Operation of the Centre

Halton Borough Council 'Rest Centre Support Staff' are trained to facilitate the operation of the centre. This includes:

- Working with the Building Manager to identify a suitable layout for the building, agreeing which rooms / facilities will be used during operation of the centre, and which areas are out of bounds
- The reception and registration of evacuees as they arrive at the centre
- Support for any medical, welfare, safeguarding or housing needs identified
- Provision of refreshments, transport, personal care or baby equipment
- Liaison with the voluntary agencies, police, and other specialist support in attendance at the centre

Voluntary agencies

There may be a number of agencies / organisations supporting at the centre.

As well as supplying food / drink and other provisions (such as blankets or sleeping bags), the voluntary agencies may attend to provide a number of other services:



Voluntary Agency Services							
Agency	Welfare	Social / Psycho-logical	Medical	Search & Rescue	Transport	Comms	Admin
British Red Cross	✓	✓	✓		✓	✓	✓
St John Ambulance	✓	✓	✓		✓	✓	✓
RSPCA	Animal Welfare						
Salvation Army	✓	✓			✓		✓
Samaritans	✓	✓					
Raynet						✓	
Rotary	✓				✓		✓
Royal Voluntary Service	✓	✓					✓
Northwest 4x4	✓		✓	✓	✓	✓	
Search and Rescue	✓	✓	✓	✓	✓	✓	✓
Cheshire Scouting	✓		✓	✓		✓	✓
Fire & Rescue Services Volunteers	✓				✓	✓	✓

Rest Centre Box

Each pre-identified building has a 'Rest Centre Box' supplied by Halton Borough Council and stored on the premises, to support the operation of the rest centre.



The storage box is plastic, with approximate dimensions of 30 x 40 x 54cm, and contains a number of items to facilitate the evacuee reception and registration processes such as :

- Numbered wristbands, 1 per evacuee
- Registration forms
- High-vis vests for support staff
- Signage
- Stationary
- Loud hailer / megaphone

Hale Village Hall

At present there are no pre-identified rest centres in the Hale Village area that could be activated in response to a major incident affecting the borough.

Halton Borough Council request to Hale Parish Council:

- That Hale Village Hall be added to the list of 'Pre-identified Rest Centres' in the Halton Borough Council 'Evacuation & Shelter Plan' and may be activated as a rest centre if required during a major incident
- That support to open Hale Village Hall as a rest centre be provided on a voluntary basis, on the understanding that this will depend on the availability of key holders and the building, at the time of the incident
- That Halton Borough Council be provided with a contact list of Hale Village Hall key holders who can be contacted to activate the centre if required, on the understanding that this may be at unsociable times, during the night / at weekends / bank holidays etc..