



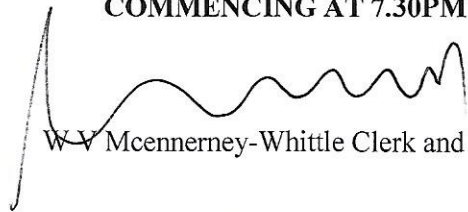
HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Thursday the 11th July 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**
COMMENCING AT 7.30PM



W. V. Mcennerney-Whittle Clerk and RFO

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 01772 733829

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 Council. 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 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.

MEETING AGENDA

1. To receive Apologies
2. To consider and approve the Minutes of the Ordinary Meeting held on the 17th June 2019 enclosed
3. To receive Declarations of Interest
4. To receive and note (if available) the police report on crime statistics

Please also note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.

5. To receive an update with regard to the Village Hall.

Please note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.

6. To adjourn the meeting for a period of public participation

Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than parish council members or officials.

This session will be conducted by the Clerk as it is not part of the official Council meeting.

7. To authorise/ratify payment of the following accounts:

To receive and ratify the Cash Book Record which has been produced from the Bank Statements from 1st April to 3rd June 2019 and which details all payments made up to 3rd June 2019 under Financial Regulation 6.4

8. To agree an addendum to this Council's Standing Orders as follows as authorised under the Local Government Act 1972 Section 101(a) - this is to ensure that the business of the Council may lawfully continue between ordinary meetings.

The Council shall delegate to the Clerk the authority to make routine decisions on its behalf as and when required including routine planning decisions subject to those planning decisions being taken only after consultation with the Chairman of the Council or the Vice Chairman in his absence.

9. To appoint John Henry (JDH Business Services Ltd) a specialist Internal Auditor as the Internal Auditor for the year ended 2018/19

John is a professional Internal Auditor recommended by CHALC.

10. To consider the enclosed report which has been put together under the advice of our insurers and approve the future method for access to the Village Hall

11. To ratify the appointment of Scott Harris who has accepted the employed post of temporary part time caretaker, cleaner and grounds person for 18 hours per week from 8th July to 30th September 2019 at a rate of £9.00 per hour

12. To approve that this Council should purchase a colour laser printer to be located inside the Village Hall which will allow the VH Manager to be able to work from the Village Hall more frequently than at present and will in the longer term save the costs of using printing companies to produce agenda copies and such. The benefit of a colour printer will also save money on village hall and event notices. Estimated cost £220.00

13. To note that the next meeting is scheduled for Monday the 23rd September 2019

Please note that Members are required to provide agenda items to the Clerk 10 days prior to the meeting so that the agenda can be prepared and issued in accordance with statutory requirements.

It must also be noted that agenda items require the specific details of the 'Items of Business to be transacted' in accordance with LGA 1972 Schedule 12 paragraph 10 (2) (b) – therefore any vague headings cannot be accepted – in case of doubt please refer to the Clerk who can assist with appropriate wording. Agenda items should be such that they are clear as to what decision the Council is being asked to decide.



HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



Minutes of the **PARISH COUNCIL MEETING** held on
Monday the 17th June 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**
COMMENCING AT 7.30PM

Present: Cllrs Trevaskis, Williams, Spargo, Wright, Healey, Hunter and Kierman

There were 12 members of the public present

1. To receive Apologies

Cllr Cleary and Anderson

2. To consider and approve the Minutes of the Ordinary Meetings held on the 25th March 2019, 15th April 2019 and 16th May 2019 (enclosed)

It was resolved that the Minutes of the meetings held on the 25th March 2019, 15th April 2019 and 16th May 2019 should be approved and that the Chairman should be authorised to sign them as a true and accurate record subject to the following amendments relating to those of the 15th April 2019:

That it should be noted that Cllr Spargo left the meeting after the third item of business, that the co-option of Carol Mason (now known as Anderson) should be recorded as the third item of business and that it be noted that she then took part in that meeting. That the Declaration of Interest shown on the minutes of the meeting of the 15th April 2019 is incorrect since this related to a previous meeting.

3. To receive Declarations of Interest

None

4. To receive and note (if available) the police report on crime statistics

Reports has been received by e-mail immediately prior to the meeting and were to be forwarded to members for their information

5. To adjourn the meeting for a period of public participation

The meeting was adjourned

A resident raised concerns regarding the deficit budget that had been circulated with the agenda for members information. The Clerk confirmed that an amount of Vat (yet unknown) was due but that the Council would have to look at its commitments and forecast expenditure to rectify what was an unacceptable current situation. He also mentioned that the current issues were partly due to the Council not having enough reserves and that this should be rectified in any future Precept even though that would necessarily mean an increase.

It was confirmed that the new tables for the Village Hall had been ordered in the previous financial year.

It was mentioned that arrangements for bollards to be placed in the vicinity of the school had not taken place as agreed. The resident who raised the matter will contact the Clerk.

It was noted that the web site was not up to date – the Clerk confirmed that this issue was one of many ongoing issues which he had been engaged to look into but that it would take time to sort out all the issues and whilst it was frustrating residents needed to be patient.

It was confirmed that meeting dates should be displayed on the Council notice board.

It was mentioned that there appeared to be a marked increase in traffic on Ramsbrook Lane and that any future housing development in the general area might be detrimental to Hale Village. It was confirmed that this Council was a statutory consultee regarding any planning matters and that observations as described above might form part of any future responses.

The meeting was reconvened.

6. To authorise/ratify payment of the following accounts:

Since some documents have not yet been made available there remains some uncertainty as to what has or has not been authorised. Attached is the Cash Book Record which has been produced from the Bank Statements for April 2019 and which details all payments made up to 30th April 2019. In the circumstances these should now be ratified.

It was resolved that the Cash Book Record of payments made since 1st April 2019 to 30th April 2019 should be ratified.

7. To receive an update with regard to the Village Hall.

A report had been produced by the manager and already circulated to members. Residents w could contact the VH Manager if they wished to view same.

8. To confirm that the Village Hall Manager should be enrolled into the LGPS since he qualifies for auto enrolment into a pension scheme (Government Legislation) and his contract states that this is the Pension Scheme that will be offered to him.

It was resolved that Village Hall Manager should be enrolled into the LGPS as detailed above.

9. To adopt the enclosed Financial Regulations which were previously drawn up but not formally adopted with amendments having been made to cover on line payment of accounts and the facility for payments to be made between meetings subject to confirmation from the RFO that payment is due and authorisation by two members of the Council either by signing cheques or authorising on line payment.

It was resolved that the Financial Regulations referred to above should be formally adopted

10. To note the recalculated budget emanating from the January meeting now produced in standard format for the information of all Councillors so that they are fully aware of the budget which was agreed and will in future be updated quarterly with 'spend to date' to provide the information needed by Council Members in order that they can complete their responsibilities for the Governance and Accountability of the Public Purse.

The budget above was noted

11. To note that our payroll services company have increased their payroll charge to £147.00 per year due to the increase in the number of employees paid through the system which has doubled from 2 to 4 in recent months

It was noted that the payroll services company have increased their payroll charge to £147.00 per year

12. To receive *FOR INFORMATION ONLY* the Draft Minutes of the Well Being Committee meeting held on the 28th May 2019

The draft minutes referred to above were received and noted

13. To note that the next meeting is scheduled for Thursday the 11th July 2019

It was noted that the next meeting is scheduled for Thursday the 11th July 2019

HALE PARISH COUNCIL ACCOUNTS INCOME 2019/2020

DATE	DETAILS	TOTAL	PRECEPT	OTHER	INSURANCE	INTEREST	GRANT	VAT	B/FWD
01/04/2019	BROUGHT FORWARD	6235.15							6235.15
01/04/2019	PRECEPT	43225.00	43225.00						
01/05/2019	REFUND JOHN LEWIS	179.00		179.00					
		49639.15	43225.00	179.00	0.00	0.00	0.00	0.00	6235.15

HALE PARISH COUNCIL ACCOUNTS EXPENSES 2019/2020

<i>DATE</i>	<i>DETAILS</i>	<i>CHK NO</i>	<i>MINUTE NO</i>	<i>PYT NO</i>	<i>TOTAL</i>
01/04/2019	ADULT LEARNING COURSE - SIMON MORRIS	ON LINE		1	450.00
01/04/2019	TABLET AND SPEAKER DANCING GROUP GRANT	DR CARD		2	288.00
01/04/2019	MISSING RECEIPT - ADMIN	DR CARD		3	3.58
02/04/2019	GOOGLE CLOUD GSUITE	DR CARD		4	15.32
02/04/2019	B & M BOXES	DR CARD		5	31.43
08/04/2019	ASDA STATIONERY	DR CARD		6	11.50
12/04/2019	SAB PRINT PRINTING	DR CARD		7	27.50
16/04/2019	PRINTING SIGN LANGUAGE COURSE	DR CARD		8	6.00
23/04/2019	SAB PRINT PRINTING	DR CARD		9	35.24
23/04/2019	B & M CONFECTIONERY	DR CARD		10	12.10
23/04/2019	HOBBYCRAFT EASTER EGGS	DR CARD		11	20.05
23/04/2019	ASDA EASTER EGGS	DR CARD		12	51.82
23/04/2019	HOBBYCRAFT FILLABLE EGGS	DR CARD		13	28.00
29/04/2019	B & M STATIONERY	DR CARD		14	24.85
30/04/2019	TRACEY SALARY	ON LINE		15	628.34
30/04/2019	DIAMON FACE PAINTING AT EASTER EGGHUNT	ON LINE		16	30.00
30/04/2019	VIKING CABINET HPC ASSET	DR CARD		17	238.80
					1902.53
01/05/2019	JOHN LEWIS	DR CARD		18	95.04
01/05/2019	SAB PRINT LTD AGENDAS	DR CRAD		19	27.50
02/05/2019	GOOGLE WEB SITE	DR CARD		20	29.70
16/05/2019	POST OFFICE VIP PASSES HALE CARNIVAL	DR CARD		21	9.54
17/05/2019	SAB PRINT LTD AGENDAS	DR CARD		22	14.40
21/05/2019	PAUL DALY VH MANAGER SALARY	ON LINE		23	681.28
24/05/2019	WILLIAM STEPHENS HALE PARK CLEAN	ON LINE		24	45.00
24/05/2019	WILLIAM STEPHENS HALE PARK CLEAN	ON LINE		25	45.00
24/05/2019	TRACEY BELLIS	ON LINE		26	43.50

HALE PARISH COUNCIL ACCOUNTS EXPENSES 2019/2020

<i>DATE</i>	<i>DETAILS</i>	<i>CHQ NO</i>	<i>MINUTE NO</i>	<i>PYT NO</i>	<i>TOTAL</i>
24/05/2019	TRACEY BELLIS	ON LINE		27	60.79
24/05/2019	HMRC	ON LINE		28	215.25
03/06/2019	MCENNERNEY - WHIITLE SALARY	ON LINE		29	850.00
03/06/2019	HMRC	ON LINE		30	815.43
03/06/2019	PAUL DALY VH MANAGER SALARY	ON LINE		31	681.28
					5516.24

KEY CONTROL

If any gets access to the Village Hall as a result of using the keys which they have obtained from the outside box by obtaining the pass code - THE INSURANCE IS INVALIDATED.

It is our responsibility to make sure the building is secure and having a key code which can easily be divulged to others is NOT acceptable.

There are THREE choices:

1. Remain with existing system in which case the code must be changed at regular intervals (possible monthly) AND a record must be held of who has been given the code which will then also need updating when the code is changed - whilst this affords some risk protection IT DOES NOT ALTER THE INSURANCE POSITION - IF SOMEONE GETS IN BY ACCESSING THE KEYS INSURANCE WILL NOT PAY OUT.
2. Remove the box and revert to key control only – a safer but not totally secure system - The VH Manager and perhaps one or two other members would be key holders and a record kept. It is possible to provide keys to established regular users in which case a record must be kept. For other users a key holder would open up and close up after each event. THERE IS STILL A RISK THAT USERS MIGHT PASS ON KEYS - in this case INSURANCE WOULD BE INVALID - If we allow users to have keys they must sign for them and be made aware in writing that if they fail to secure the building and keep the keys safe they could be personally liable if our insurance company will not pay out.
3. Remove box and have VH manager and one or two members as key holders - they would then control access and exit and be responsible for locking up properly. This is obviously the safest method and reduces risk and is how most village halls normally operate. The control then rests with us alone and our insurance will pay out since key access will no longer be possible without the compliance of a key holder.

We need to do something because what we have leaves us wide open.

I understand that Option 1 may have been accepted at a previous meeting – I believe this was a poor decision probably made without the insurance information available above.

I believe KEY Control ONLY is the best method, that being the opinion of our insurance company.