



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED 1st DAY OF MAY 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 13th DAY OF MAY 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 14TH April 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. **Trustee Annual Reports (TAR’s) for FY2022 and FY2023/24** – To consider the draft TAR’s and agree a course of action.
9. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

PART TWO

Private & Confidential

1. **HR**– To Consider the updated Contracts of employment and the new employee handbook
2. **Employee Pension** - To approve an option for a choice of pension for employees who qualify



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 MONDAY 14th APRIL 2025 AT 9.00pm
IN HALE VILLAGE HALL**

Present: Cllr Lewis, Cllr Anderson, Cllr Wright, Cllr J McNamara, Cllr Roberts,
Cllr Healey, Cllr Hutchinson, Cllr Williams

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

1. **Apologies** – No apologies were received from Cllr Cleary or Cllr Trevaskis
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 10th February 2025 were approved and accepted as a true and accurate account.

Proposed by Cllr J McNamara and seconded by Cllr C Anderson

The Motion was approved

5. **End of Year Accounts** - It was resolved to accept the reconciled bank statement and summary of accounts for the financial year 1st April 2024 – March 31st 2025 as an accurate and true account, all payments and receipts having been made under financial Regulation 6.4 as detailed

Proposed by Cllr J McNamara and seconded by Cllr P Lewis

The Motion was approved unanimously

6. **Disabled Access** – It was agreed that the Clerk will seek quotations and suitable options for the installation of a more suitable material for the walkways and car park at the rear of Hale Village Hall.

Proposed by Cllr M Roberts and seconded by Cllr P Lewis

The Motion was approved unanimously

7. **Solar Panels** – It was resolved to instruct a local contractor to advise further on the current position regarding the Solar array at Hale village Hall. The Clerk will instruct the contractor based upon his further advice and authorise work up to a maximum cost of £899 + vat to address this on-going issue.
8. **Health & Safety** – Paul Turton noted that the next review period would be reached in early June 2025 and advise that outstanding H&S issues should be addressed prior to the date issued in the audit report.
9. **Next Meeting of Trustee** - Hale Parish Council acting as sole Trustee of Hale Village Hall will take place on 13th May 2025 at 8.30pm

The Chair closed the meeting at 9.45pm



Hale Clerk <clerk@haleparishcouncil.gov.uk>

RE: Hale Trust Deed

1 message

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

30 April 2025 at 16:06

Dear Brian,

Thank you for your email. I'm glad to hear the Charity Commission are content with the delay over uploading the accounts. With respect to the resolution, if you could let me know when the sole trustee has taken the resolution (as already provided) and you have informed the Charity Commission, I can prepare a new working version of the Governing Document to incorporate it, for which I would charge £50 (including preparation of the resolution already sent).

The Charity Commission's consent is not required.

The one thing you may wish to consider is whether to stipulate when the resolution comes into effect by altering the start of the resolution to read "That, with effect from xx xxxx 2025, the....."

Having been engaged in writing the book for ACRE I have not taken on new consultancy work for individual halls and therefore not needed to register with the Charity Commission's My Charity system and I gather from colleagues in the ACRE Network that this is a hassle to operate as an Adviser, requiring liaison with yourself in order to use the system. It would therefore be easiest (and save my having to charge the Council more!) if you were to notify the Commission yourself using the log in details for the Village Hall charity when the resolution has been taken. I believe this is pretty straightforward but I'd be happy to be at the end of the phone while you do it (no charge) if that would assist.

While writing, do please recommend our book 'Halls for All: A History of Village Halls' (details below) to members of the sole trustee and committee, and to colleagues in the Cheshire Association of Local Councils. It is both a history book and an analysis of the current issues and opportunities facing hall trustees, and makes reference to the growth in sole trusteeship by parish and town councils. I have no hesitation in suggesting people obtain it from the library service, though thanks to sponsorship from Carnegie it has been published at an affordable price.

Kind regards,

Louise Beaton, OBE.

Community Halls Consultant

Tel: 0778 660 1230

www.communityhallsadvice.co.uk

On Tue, 15 Apr 2025 at 13:01, <louiseo.beaton@gmail.com> wrote:

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.

Hale Village Hall – registered charity no 1014055

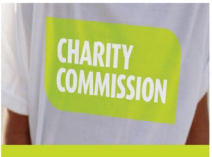
At a meeting of Hale Parish Council acting as sole trustee of Hale Village Hall held on xx xxxx 2025, the following resolution was passed in accordance with s.280A of the Charities Act 2011:

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.”



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

Section A Reference and administration details

Charity name

HALE VILLAGE HALL

Other names charity is known by

Registered charity number (if any)

1014055

Charity's principal address

53 High Street
Hale Village

Postcode L24 4AE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Hale Parish Council			Hale Parish Council
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Comprises the First Schedule to the Conveyance and Trust Deed dated 6th March 1974 as amended by resolution of Hale Parish Council as de facto sole charity trustee taken on 4th February 2020, in accordance with s280 of the Charities Act 2011 and approved by the Charity Commission on 17th March 2020, and by resolution of Hale Parish Council as sole trustee taken on **30th May 2022**

How the charity is constituted
(eg. trust, association, company)

Registered with The Charity Commission

Trustee selection methods
(eg. appointed by, elected by)

By Registered Vote of the Residents of Hale Village

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

To manage and administer the affairs of Hale Village Hall to provide a safe and secure environment as a center of for community, social, cultural and recreational activities and to foster community well-being, social trust, cohesion and a sense of belonging amongst all residents.

Our aim is:

1. To provide a welcoming and vibrant community hub for community events that stimulates community engagement and lively social interaction for the wellbeing of the community and alleviates problems with physical and mental health issues caused by isolation and loneliness.
2. To promote community diversity, equality and inclusion and foster a sense of belonging and community spirit amongst residents.
3. To provide a first class, well equipped venue that takes advantage of the adjacent park to encourage active, healthier lifestyles for all ages, by offering facilities for indoor and outdoor sports, fitness classes for all ages, toddlers, development and encouragement participation in community life. arts and culture
4. To promote and organise social and fundraising events for the benefit of the charity and to support events that create a strong sense of community pride and identity by providing access to a wide range of interests.

Hale Village Hall is a new but traditional village hall used by the community for social gatherings, functions, activities, meetings, private parties and fundraising events, including the annual village events such as family Christmas party and an Easter egg Hunt. The community has a long standing vested interest in the hall, owing to its considerable history and its proven significance for our rural village life.

The charity manages the Village Hall's affairs to provide a safe and secure environment for community, social, cultural and recreational activities for the residents of this rural village in Halton. It engages with and communicates to all sections of the community promoting events and activities that meet their needs, and to attract diversity and inclusiveness of use

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

1. Achievements and Performance.

The Village Hall is a crucial meeting point for the community. It remains a focal point that is crucial for a community which sometimes needs moral support, compassion and a local place to go for affordable entertainment and a range of activities. The regular and long running knitting club, bowls club, keep fit sessions, ballroom dancing and ladies group classes have been the mainstay of the community and additional fundraising activities since the village hall charity was established, and they remain so.

The charity is installing a new website in the spring of 2025 for its strong management disciplines and events such as dances, bowls, evenings, Lunch Club, Lady society, knitting club and live events featuring local local artists have encouraged social trust, cohesion and the sense of belonging.

Annual gatherings such as the annual senior citizens "Mingle and Jingle" event and the Christmas and Easter children's events help to address the cost of living crisis and can attract over 150 family members.

Activities such as those above, can have a positive impact on the physical and mental health of the community, bringing people together and including any newcomers.

2. Organisation and Objectives

Hale Village Hall is available on hire to individual members of the community and to local voluntary groups, including established local branches of youth movements. The Village Hall is also available on hire to commercial undertakings, particularly those that provide a service to the local community. In this context, the Village Hall provides facilities for Hale Parish Council, dancing, keep fit, and all youth groups. Income for the maintenance of the Village Hall is mainly derived from the hiring out of the Main Hall and holding other occasional events which benefit both the Hall and other local community groups.

In the past year fundraising has continued, supporting development of the hall for the furtherance of the charitable objectives.

3. Public Benefit

Besides the furtherance of the charitable objectives it is also important that the Hale Village Hall Charity shows that it is also providing public benefit, whilst still achieving its objectives. The public benefit derived from the activities of the Village Hall includes:

- Provision of the Hale Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few bars to usage of the hall, a charge to cover costs is made. Analysis shows these fees are comparable to other local Halls in the area, and so these fees do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community.

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Brief statement of the charity's policy on reserves

The Primary activity during the year was the provision of Hall facilities to the local community and rental of the premises to local organisations.

Details of any funds materially in deficit

The Village Hall had neither a surplus or deficit in the year January 2022 to December 2022

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Hiring income shows some recovery (FY22 - £23,451) from the pandemic reductions and a contribution of £13,646 from Hale Parish Council to support running costs was received

Other routine expenditures in 2022 were on a similar level to those of the previous year with a reduction in Utilities with the Hall not being used. The Repair and Maintenance costs are expected to remain relatively low as the Village Hall is a modern building and ongoing maintenance likely to be lower as a consequence. Work continues on ensuring the hall complies with regulations on fire alarms, electrical systems and physical security. We are committed to maintain a high quality for the fabric of the Hall and encourage its use among the local community.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum. Due to the ongoing uncertainties surrounding the Covid Pandemic the Trustees continued to temporarily suspended capital and non-essential spending until the situation is clearer and the levels of income stabilise.

Statement of Responsibilities of the Managing Trustee for the Financial Statement

The purpose of this statement is to distinguish the Managing Trustees' responsibilities for the Financial Statements from those of the Independent Examiners as stated in their report. Charity law requires the Managing Trustees to prepare Financial Statements for each financial year, which gives a true and fair view of the Charity's state of affairs at the end of the year, and of its Income and Expenditure for that period. In preparing those Financial Statements, the Managing Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.

- Prepare the Financial Statements on the going-concern basis unless it is inappropriate to assume that the Village Hall will continue in business.

Managing Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Charity's (accounts and reports) regulations 1995 revised 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In presenting the Financial Statements for the year, the Managing Trustees have adopted the principle provisions of the Statement of Recommended Practice for Charities (SORP 2005) including presenting the results for the year in the form of the statement of financial activities for FY1st January 2022 – 31st December 2022

Reserves Policy

The Management Committee's policy is to retain sufficient Reserves to fund necessary continuing maintenance to the premises and facilities and to provide a reasonable level of on-going cash to meet running expenditure in the event of circumstances giving rise to a drop in, or elimination of, income for a prolonged period of time.

The Management Committee are aware that currently reserve levels are not running at the required levels and it is hoped that this will be resolved in next years accounts through prudent management and savings throughout FY2023.


Section F

Other optional information

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Brian Hargreaves	
Position (eg Secretary, Chair, etc)	Clerk & RFO	
Date		

Hale Village Hall

**Trustees Annual Report for the period
From 1st January, 2023 to 31st of March, 2024
(15 Months)**

Charity Name: Hale Village Hall,

Charity Registration Number: 1014055

1. Objectives and Activities

To manage and administer the affairs of Hale Village Hall to provide a safe and secure environment as a center of for community, social, cultural and recreational activities and to foster community well-being, social trust, cohesion and a sense of belonging amongst all residents.

Our aim is:

- i.** To provide a welcoming and vibrant community hub for community events that stimulates community engagement and lively social interaction for the wellbeing of the community and alleviates problems with physical and mental health issues caused by isolation and loneliness.
- ii.** To promote community diversity, equality and inclusion and foster a sense of belonging and community spirit amongst residents.
- iii.** To provide a first class, well equipped venue that takes advantage of the adjacent park to encourage active, healthier lifestyles for all ages, by offering facilities for indoor and outdoor sports, fitness classes for all ages, toddlers, development and encouragement participation in community life and arts and culture.
- iv.** To promote and organise social and fundraising events for the benefit of the charity and to support events that create a strong sense of community pride and identity by providing access to a wide range of interests.

Hale Village Hall is a new but traditional village hall used by the community for social gatherings, functions, activities, meetings, private parties and fundraising events, including the annual village events such as Family Christmas party and an Easter

egg Hunt. The community has a long standing vested interest in the hall, owing to its considerable history and its proven significance for our rural village life.

The charity manages the Village Hall's affairs to provide a safe and secure environment for community, social, cultural and recreational activities for the 2000 plus residents of this rural village in Halton. It engages with and communicates to all sections of the community promoting events and activities that meet their needs, and to attract diversity and inclusiveness of use

2. Achievements and Performance.

The Village Hall is a crucial meeting point for the community. It remains a focal point that is crucial for a community which sometimes needs moral support, compassion and a local place to go for affordable entertainment and a range of activities, the regular and long running knitting bowls keep fit, ballroom dancing and ladies group classes have been the mainstay of the community and the fundraising activities since the village hall charity was originally established, And they also remain so.

The charity is installing a new website in spring 2025 for its strong management disciplines and events such as dances, bowls, evenings, Lunch Club, Ladies group, knitting club and live events featuring local artists have encouraged social trust, cohesion and the sense of belonging.

Annual gatherings such as the annual senior citizens "Mingle and Jingle" event and the Christmas and Easter children's events help to address the cost of living crisis and to attract up to 150 family members.

Activities such as those above, can have a positive impact on the physical and mental health of the community, bringing people together and including any newcomers.

3. Renovation Project

A major renovation project is required to repair and maintain the fascia at the front of the building. Funding for both internal and external renovation and a considerable amount of time and effort will be required along with investment during the next financial period.

Estimates will be invited for replacing the fascia boards at the front of the building and the formal process will be followed to decide upon a preferred supplier for carrying out the work. Discussions to agree the project priorities, the scope of work, the budget and timings will need to take place and the Clerk will authorise the work. Fund raising activities, donations and assistance from volunteers of the community will ensure that work can be completed on time and within budget.

4. Financial Review

A resolution to extend the charity commission accounting period from 1st January 2023 until 31st March 2024 – (15 months) for this period was taken to align the charity report accounts with the village hall annual accounts going forward.

During the 15 month period a number of issues were noted:

- i. A contribution of £3,000 by Hale Parish Council for Village Hall support was a £10,000 reduction on the previous year's contribution of £13,646.
- ii. The extended period for accounting (an additional 3 months) means an increase of approx. £6000 in the previous year's salary figures.
- iii. An historical gas bill which the Trustee had attempted to resolve on numerous occasions without success was finally resolved and an outstanding bill of £7,773.74 was paid over a period of twelve months, 58% being paid from April 2024 budget. In addition, an upgrade of equipment to receive a new gas supply was also paid for.

5. Structure, Governance and Management

The Charity setup comprises the First Schedule to the Conveyance and Trust Deed dated 6th March 1974 as amended by resolution of Hale Parish Council as de facto sole charity trustee taken on 4th February 2020, in accordance with s280 of the Charities Act 2011 and approved by the Charity Commission on 17th March 2020, and by resolution of Hale Parish Council as sole trustee taken on **30th May 2022**

6. Reference and Administrative Details

Charity Name:	Hale Village Hall Charity
Registered Charity Number:	1014055
Charity's Principle Address:	Hale Village Hall
	53 High Street
	Hale Village
	L24 4AE

7. Trustee Name & Officers (If Any)

Sole Trustee: Hale Parish Council

8. Declarations

The Trustee declares that it has approved the Trustee's Report above

Signed on behalf of the Trustee:

Signature:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Full Name:

Brian Hargreaves

Position:

Clerk and RFO

Date: