



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED SECOND DAY OF SEPTEMBER 2026
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 FOURTEENTH DAY OF SEPTEMBER 2026 AT 8.30pm
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. *Please note: This meeting may be recorded and transcribed using approved AI tools solely to assist the Clerk in preparing accurate minutes; recordings and transcripts will be securely deleted once minutes are approved, in compliance with data protection rules.*
2. **Apologies** - To receive apologies
3. **Declarations of Interest** - To receive declarations of interest.
4. **Public Participation** – A period of public participation as set out in the “Note to Public” above
5. **Minutes** –
 - i. To review the Draft minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee 8th June 2026 and to record as a true and accurate record.
6. **Instant Access Account** - To receive the reconciled bank statement and summary of receipts & payments 10th June 2026 - 1st September 2026 and to accept them as a true and accurate record (See Attached)
7. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.



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 8TH JUNE 2026 AT 7.30pm
IN HALE VILLAGE HALL**

Present: Cllr M Roberts, Cllr P Lewis, Cllr J McNamara, Cllr P Healey,
Cllr C Anderson, Cllr M Lewis

In attendance: Mr. Brian Hargreaves (Proper Officer) & 2 Members of the Public

1. **Election of Chairman** – Cllr J McNamara was proposed and duly elected as Chairman for 2026-2027

Proposed by Cllr M Roberts Seconded by Cllr P Lewis

The Motion was approved

2. **Election of Vice Chairman** – Cllr C Anderson was proposed and duly elected as Vice Chairman for 2026 – 2027

Proposed by Cllr M Roberts Seconded by Cllr P Lewis

The Motion was approved

3. **Apologies** – Apologies were received from Cllr A Hutchinson,
4. **Declarations of Interest** – No declarations of interest were received
5. **Public Participation** – No Matters were discussed
6. **Election of Committee** – The following Councillors and Members of the Public were proposed and seconded as members of the Village Hall Management Committee

- | | |
|--------------------|---------------|
| a. Cllr J McNamara | e. A McNamara |
| b. Cllr C Anderson | f. N Thompson |
| c. Cllr M Roberts | g. P Turton |
| d. Cllr P Lewis | h. M Fisher |

Proposed by Cllr M Roberts Seconded by Cllr J McNamara

The Motion was approved

Terms of Reference - It was agreed that the terms of reference should be amended to reflect a more realistic level of expenditure by the Village Hall Management Committee and should be amended as follows: -

- 6.2.1 the terms of reference of the Village Hall Committee shall be:*
(a) the management of all bookings of the Hall;
(b) the day to day maintenance of the Hall;
(c) a figure up to £3000 for each case provided the amount has been previously agreed by the sole trustee, and
(d) the representation of users of the Hall

Proposed by Cllr M Roberts Seconded by Cllr J McNamara

The Motion was approved

7. **Minutes** – The draft minutes of the Meeting of Hale Parish Council as Trustee of Hale Village Hall on 9th March 2026 were approved and accepted as a true and accurate account.

Proposed by Cllr J McNamara and seconded by Cllr P Lewis

The Motion was approved

8. **Annual Return and Charity Trust Annual Report (TAR)** – It was resolved to accept the Audited accounts produced by Gibson Schofield Chartered accountants for Hale Village Hall for the period 1st January 2025 – 31st December 2025 and the accompanying TAR for submission to the Charity Commission.

Proposed by Cllr C Anderson and seconded by Cllr P Lewis

The Motion was approved

9. **Perimeter Pathway & Car Park resurfacing** –

- i. It was agreed to accept the Quotation by Smart Pave to commence the work required to replace the pathway and rear car park at the Village Hall at a total cost of **£6494.40**

Proposed by Cllr J McNamara and seconded by Cllr M Roberts

The Motion was approved

The Chair closed the meeting at 9.00pm

Hale Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 01/09/2026		
	Cash in Hand 01/04/2026		12,980.99
	ADD Receipts 01/04/2026 - 01/09/2026		72,064.83
	SUBTRACT Payments 01/04/2026 - 01/09/2026		85,045.82
			23,099.10
	Cash In Hand 01/09/2026 (per Cash Book)		61,946.72
B	Cash in hand per Bank Statements		
	Petty Cash 10/06/2021	0.00	
	Hale Parish Council Unity Bank 19/08/2026	61,375.56	
	Instant Access Account 01/09/2026	571.16	
			61,946.72
	Less unrepresented payments		
			61,946.72
	Plus unrepresented receipts		
	Adjusted Bank Balance		61,946.72
	A = B Checks out OK		

Hale Parish Council
RECONCILIATION - Instant Access Account 01-09-2026

From Accounts	£571.16
Payments not cashed Add	
Receipts not entered Subtract	
Statement should be	£571.16

le Parish Council
Instant Access

60-83-01 • 20527673

Balance Available balance
£ **571.16** £ **571.16**

Show:

Transactions



Balances are correct as of 15:57 on 01 Sep 2026.

↓ Date	Description	Paid in	Paid out	Balance
30/06/26	Credit Interest	2.76		571.16