

**Minutes of Civic Service and War Memorial Committee Meeting  
Held at the Village Hall on Monday 15 July 2019, 15.30 hrs.**

**Present**

Cllr. Sheila Hunter  
Cllr. Peter Healey  
Cllr Malcolm Spargo

There were 2 Hale Parish Councillors present

**Minutes from the last Meeting held on Monday 1 October 2018**  
These were read and approved.

**Issues Discussed as numbered on the agenda.**

**4. To Elect a Chairman and Vice Chairman**

Cllr. Sheila Hunter agreed to continue in this role on condition that she had support from other councillors to perform this demanding role. In the absence of any other councillors, Cllr. Malcolm Spargo agreed to act as vice chairman to assist Cllr. Sheila Hunter

**5. To review responses from Invitations to Civic Service**

Confirmation of acceptance has been received from the Mayor of Halton. There has been some confusion regarding the sending out of invitations to the nominated list. The letter drawn up by the previous Clerk was not accurate or sufficiently informative to act as a credible invitation. Cllr Spargo agreed to re-write this invitation in the correct manner and submit to the Clerk for his approval.

**6. Decide the format of who will welcome guests at the Church**

No decision was agreed. A programme of the event is to be drawn up ready for the next meeting. The format will follow that of previous years.

**7. To discuss the readings at the Church Service .**

Persons have been nominated to undertake these tasks. However, it requires the assistance and approval of the new Vicar who will be in position very shortly, Cllr Hunter to follow up in due course.

**8. Make arrangements with Cheshire Police for Parking at the Church and Hall**

Cllr. Hunter will contact the Cheshire Police to ensure that space for the Mayor of Halton is reserved at the Church. It is expected that the Mayors Car will arrive at the Village Hall to allow the Mayor to enter the Hall, the driver will park at the most appropriate location. Details to be listed in the programme.

**8. Decide on refreshments and drinks**

£500 has been allocated to this event. The food, Buffet and service will be very similar to last year. The purchase of wines will be limited to 2x6 Red Wine and 2x6 White Wine. Bottles will be opened at the drinks service bar and not located on tables. It is expected that there will be wine remaining which will be returned for a refund. The 'Mersywave Choir' who are in attendance will be provided with separate refreshments. Details to be listed on the programme.

**9. Confirm the timings of the choir and if a donation is applicable**

Cllr. Hunter to make arrangements. No donation was considered applicable.

**10. Cost of Hall and Kitchen Hire**

Cllr. Wright who was in attendance, agreed to the cost of £10 per hour which will be calculated after the event.

**11. Confirm the date of the next meeting**

This will be held on Monday 2 September in the Village Hall

The meeting closed at 18 45