



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 3rd APRIL 2023 AT 7.30pm

Present: Cllr Mitchell, Cllr Cleary Cllr King, Cllr Brown, N. Thompson, P Turton, P Platt

In attendance: Mr Brian Hargreaves (Proper Officer)

1. **Apologies** – G Wright registered his apologies for non-attendance

2. **Declarations of Interest** – None were received

3. **Minutes** –

- i. It was agreed to accept the minutes of the ordinary meeting on 28th March 2022 as a true record as this is the third time they have been proposed. Taking into account that a number of the members in attendance have retired or resigned it isn't realistic for the minutes to be approved by members who attended a meeting over 12 months ago.
- j. With a minor amendment to the start time of the next meeting (Now 7.30pm) the minutes of the Hale Village Hall Committee Ordinary meeting on 23rd February 2023 were approved as a true and accurate account

Proposed by N Thompson and seconded by Cllr Cleary

The Motion was approved

4. **Public Participation** –

In the absence of any public representation the Chair allowed N. Thompson to comment on a matter from the previous Village Hall Meeting in February when the Chair announced to the meeting that she had actioned an “Independent Audit” of the Village Hall accounts

N Thompson enquired whether this proposed action might be seen to imply impropriety by those who are involved with the Parish Council. She also re-iterated that no Councillor

may act independently of a Committee or the Parish Council and they may not authorise any decision or action without the full approval of a duly convened Parish Council meeting.

Mrs. Thompson went on to note that she felt that the independent action is beyond the remit of any individual Councillor, may not be legal, and breaches the Councillors Code of conduct. It is Ultra Vires and could have serious implications for the Parish Council, all members and the Internal and external auditors employed by the Parish Council.

It is felt that the Clerk should refer this matter to a higher authority for guidance.

Cllr Mitchell stressed that she had actioned an audit independently but agreed that this was a Parish Council matter.

- 5. Payments & Receipts** - The list of payments and receipts made between 8th November 2022 and 9th March 2023 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed were accepted as a true record.

Proposed by Cllr King Seconded Cllr Paul Turton

The Motion was approved

- 6. Building Audit – 30th December 2022**

Item 1 – Apply Mastic to movement Joints - Completed by Caretaker

Item 2 – Cladding Replacement – Cllr Brown obtaining Quotes

Item 3 – Reviewed – No action required

Item 4 – Pavement Post replacement - Cllr Brown obtaining Quotes

Item 5 – Bench Securing – Mal Sutton to resolve

Item 6 – Agenda Item

Item 7- Pipe Protruding - Removed by Caretaker

Item 8 – No addition work required

Item 9 – Sliding Bolt to be added – Caretaker to fit

Item 10 - Reviewed – No further action required

Item 11 – Trip Hazard – Caretaker to review & Repair or report back

Item 12 – Rain Canopies front & rear – Caretaker to measure and fit - Clerk to authorise payment under delegated authority

- Item 13** - Reviewed – No further action required - chemical removed
- Item 14** - Reviewed – Chemical removed - Key Control Review required
- Item 15** – Establish ownership of old Fridge/freezer and contact Create or similar to collect & refurbish or destroy
- Proposed by Cllr King seconded by Noreen Thompson

The Motion was approved

- Item 16-** N/A
- Item 17** – Door Wedged open - To be reviewed in Hire T&C's
- Item 18** – N/A
- Item 19** – N/A
- Item 20** – Floor Refurbishment – Clerk to enquire about possible Partial Test Clean
- Item 21** – N/A
- Item 22** – Trip Hazard – N/A - New threshold plate added.
- Item 23** – Door Wedging Open - Review in T&C's of Hire
- Item 24** - Door Wedging Open - Review in T&C's of Hire
- Item 25** – Sink – N/A
- Item 26** – Stair lights – N/A
- Item 27** – First Aid – Agenda Item
- Item 28** – Trip Hazard – Removed by Caretaker
- Item 29** – Tables – Removed by Caretaker
- Item 30** – Sleigh (Temporary) – Removed by Caretaker
- Item 31** –Key Box – Supplied by Cllr Brown – Caretaker to install
- Item 32 & 33** – Dish washer Chemicals – Explore options to store chemistry in a secure Cupboard
- Item 34** – Documents –Removed by Clerk
- Item 35** - Documents –Removed by Clerk
- Item 36** - Documents –Removed by Clerk
- Item 37** – Old First aid box – Removed by Caretaker

- **Further Building Report Items were deferred until a future meeting due to a limit on time available at this meeting**

7. Health & Safety –

- i. Peter Platt declared that he was happy that the Incident/Accident book was reviewed regularly by the Village Hall cleaner and that all outstanding issues have now been addressed
- j. The Alarm test book is held in the Cleaners cupboard and is always available for review and inspection. All tests are carried out by the Caretaker and the results recorded in the test log.

8. Alarm Monitoring –

- i. The Clerk will contact FIS and ask about the availability of a bespoke service with the installation of an external bell/siren and contact with designated Hall key holders. It was noted that the service offered is a 9am-5pm offering with premium rates for out of business hours call outs. The Clerk will enquire about a more tailored approach
- j. It was not felt that the Keyholder Service (where the monitoring company hold a key and access the Hall should there be an alarm call out.) is appropriate for the needs of the Hall currently.

9. Charity Commission Reports – The Clerk explained that the end of year accounts for 2021 were submitted late due to the unavailability of a number of Nat West Bank statements. In addition he noted that the Village Hall are now obliged to submit accounts as the 25k threshold has been superseded. The Clerk will now enquire about this new submission requirement and address the issue in due course.

10. Cover for Employee Absence - The Clerk advised that the staff for the Village Hall and himself have a “whatsapp” group which they use to monitor and arrange cover for opening & closing the Village Hall. The informal system also allows for holidays and absence due to illness to be monitored and considered. Generally the pool of 4 employees copes with the workload but any additional requirements can be catered for by contacting other willing Volunteers as appropriate.

11. First Aid Box – Paul Turton advised the meeting that the First Aid kit is complete and items therein are in date and useable. It is displayed appropriately in a highly visible position. The Clerk confirmed that he has ordered some “blue” plasters for addition to the kit as required for any catering establishment

12. Gas Meter Cupboard – The Clerk under his delegated authority will procure a suitable and appropriate lockable Gas cupboard to house the current Gas meter.

13. Training - Paul Turton and Peter Platt agreed to explore the training options available for staff and volunteers of the Village Hall. In addition it was noted that some staff may have a requirement to refresh or update their previous training. Particular emphasis should be placed upon Health & Safety and Fire Safety for the Village Hall

It was agreed that the next meeting of the Village Hall Committee will take place on Tuesday 2nd May at 7.30pm.

The Meeting was closed at 9.35pm