



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



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

Present: Cllr Mitchell, Cllr Cleary, N. Thompson, P Turton, P Platt, G Wright, Cllr Roberts, Cllr Lewis

In attendance: Mr. Brian Hargreaves (Proper Officer) & 3 Members of the Public

- 1. Apologies** – Apologies from Cllr Brown and Cllr King were received by the Clerk
- 2. Declarations of Interest** – Paul Turton expressed an interest in item 5:k
- 3. Minutes** – The minutes of the Hale Village Hall Committee Ordinary meeting on 5th June 2023 were approved as a true and accurate account

Proposed by Noreen Thompson and seconded by Mr. Platt

The Motion was approved

- 4. End of year Accounts – 2022 – 2023** – It was agreed to defer this item until the next Ordinary meeting, Date TBC. The Chair enquired about the requirement for 3 Green garden waste bins for the Village Hall. It was agreed to review the requirement in March 2024 as the fee for 2023 has already been paid

Proposed by Cllr Mitchell and Seconded Cllr Cleary

The Motion was approved

carried out by the Caretaker might include testing the shutters if appropriate and would be a lot more cost effective.

m,n,o. Quarterly reviews – It was resolved to undertake maintenance/safety audits of 4 areas in and around the Village Hall on a quarterly basis. The first audit will be undertaken by P Platt during July and will concentrate on the Kitchen area which has been identified as an area in need of particular attention.

It was agreed that The Clerk will collate all documentation currently being held by Risk Services on their internet based system “Huddle” and arrange a meeting with Charlie Jones to review and update all policies and risk assessments

P Turton supported the use of the sub contractor Risk Assessment Services and went on to say that the fact that we receive official certification from them should be recognised by the Trustees. Their contribution provides support to the indemnity cover provided by the Parish Council insurance policy

p. Fire Alarm Testing – The Clerk agreed to inform the Caretaker to initial the testing he undertakes at the Village Hall.

q. Intruder alarm access Code – Committee members felt that it was not a requirement to change the alarm access code on a two monthly basis going forwards. It was felt that anybody using the keypad would have already gained access to the building and that regular code changing would cause unwarranted confusion on the part of users and Committee members.

r. Key Box Access – This Item was deferred until the next Ordinary meeting date TBC.

s. Key Holder Policy - This Item was deferred until the next Ordinary meeting date TBC. The policy was distributed to members and P Platt asked that any amendments be sent directly to him for attention.

6. Site Audit –

- Issue 38** – Sink has been examined by the Caretaker and is fit for purpose
- Issue 39** – Wires removed
- Issue 40** – As a safeguarding issue the VHC may consider changing sink plugs to prevent possible flooding
- Issue 41**- Consideration should be given to the purchase of a “long” mirror for use by disabled visitors
- Issue 42** – The Caretaker will check the panic button in the disabled toilet during his alarm checks and record on a regular basis
- Issue 43** – Resolved
- Issue 44** - No tank in the loft
- Issue 45** – Regular Testing & recording established
- Issue 46** – Potential risk eliminated – Items removed
- Issue 47** – Remote stored in Electrical cupboard
- Issue 48** – Instructions have been received and will be displayed appropriately. Safety checks are undertaken annually.
- Issue 49** – Repaired by Caretaker
- Issue 50** – Resolved
- Issue 51** – Resolved
- Issue 52** – Cllr Brown to advise
- Issue 53** – Check with PCSO Marnick regarding usage of Frame and possible removal
- Issue 54** – Caretaker to Remove 3 items and store
- Issue 55** – Repaired by Caretaker
- Issue 56** – Repaired by Caretaker
- Issue 57** – Painted by Caretaker
- Issue 58** – being renovated by Caretaker/Mal Sutton
- Issue 59** – Purchase Tap cover and ask Caretaker to fit
- Issue 60** – Cleared by Caretaker
- Issue 60(a)** - Repaired by Caretaker Mastic supplied by Cllr Brown
- Issue 61** – Repair/Painting Required

Issue 62 – Repair/Painting Required
Issue 63 - Cleared by Caretaker
Issue 64 - Cleared by Caretaker
Issue 65 - Cleared by Caretaker
Issue 66 - Cleared by Caretaker
Issue 67 - Repair/Painting Required
Issue 68 - Repaired by Caretaker Mastic supplied by Cllr Brown
Issue 69 - Repaired by Caretaker Mastic supplied by Cllr Brown
Issue 70 - Cleared by Caretaker
Issue 71 – Not Required
Issue 72 - Repair/Painting Required
Issue 73 – Cleaned by Caretaker
Issue 74 – Cllr Cleary to contact Halton BC to repair

7. **Charity Commission** – The Clerk agreed to continue to work on the Submission of Audited accounts & TAR to the Charity Commission for their approval as soon as possible.

P Platt made it known that he is not happy with the amendments to the Trust Document made in 2022. He explained that it left him without direct instruction or guidance and he feels that he does not know what is required from him as a member of the Village Hall Management Committee. The Chair said that she is not happy with the day to day management of the Hall and feels that all Members require a weekly schedule for the activities taking place.

Paul Turton made a proposal that The Clerk should supply a list of “Regular and non-regular “ ad hoc bookings within 4 weeks.

Proposed by Paul Turton seconded by Noreen Thompson there were 6 members in favour of the proposal, one against and one abstention

The Motion was approved

Cllr Roberts suggested that the management Committee will need all the information available to make the important decisions required to assess the position of the Village Hall in respect of its management requirements.

Peter Platt stated that there were five or six important issues which he feels have not been properly addressed and was cautious about the management committee's ability to resolve matters without the engagement of a "Hall Manager".

- 8. Terms & Conditions of Hire** – It was resolved to defer this matter until members have had an opportunity to familiarise themselves and amend the draft copy supplied if required. It was decided that any issues or changes should be sent to Peter Platt for an updated version to be produced and submitted for review.

Peter Platt and Paul Turton Left the meeting at 9.55pm

- 9. Public Participation** – Gary Wright asked the Chair to move the Public Participation Agenda item back to the beginning of the Agenda permitting anybody who did not want to stay for the full meeting to leave having made a submission. The Chair said that this was the historic position for Public Participation and that it gives residents an opportunity to comment on the Items already resolved in the Agenda. A lady resident went on to enquire about the personal liability that each Village Hall Committee Member might attract should the Village Hall fail or run out of money. Assurance was given by the Chair that the Parish Council as a corporate body would carry that responsibility and that the indemnity insurance held by the Parish Council would cover any liability or exposure to Members.

A local resident enquired about the recording of meetings held by the Parish Council and Village Hall Committee. Having previously asked her for a copy, he asked the Chair why the recorded copy made by her had been deleted prior to the acceptance of the Draft minutes produced for the Parish Council (acting as sole trustees) meeting. He felt that under the freedom of information act he should be entitled to call upon the Chair's copy of the recording and rely upon its integrity. The Chair stated that personal recordings are not subject to Freedom of Information requests.

The Meeting was closed at 10.15pm