



## HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS THIRTIETH DAY OF APRIL 2024  
MEMBERS OF HALE PARISH COUNCIL ACTING AS  
SOLE TRUSTEE OF HALE VILLAGE HALL  
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING  
TO BE HELD IN HALE VILLAGE HALL,  
HIGH STREET, HALE, HALTON L24 4AE  
ON THIRTEENTH DAY OF MAY 2024 AT **8.00pm**  
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](mailto: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** - To agree the minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee 8<sup>th</sup> April 2024 as a true and accurate record.
5. **Village Hall Maintenance Plan** – To review
  - i. Sound Proofing – Sample & Update by Cllr Anderson
  - ii. Seating – Update by Working Group
  - iii Work on Building – Update by Mal Sutton
6. **Village Hall Tariff** – To receive the draft Hire Tariff for the Village Hall by Noreen Thompson and to agree a revised tariff for the hire of facilities at Hale Village Hall
7. **Social Media / Website Update** – The Clerk will update the meeting on the progress being made on this project.
8. **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 8<sup>TH</sup> APRIL 2024  
AT 8.00pm IN HALE VILLAGE HALL**

Present: Cllr McNamara, Cllr Lewis, Cllr Anderson, Cllr Wright, Cllr Healey

In attendance: Mr. Brian Hargreaves (Proper Officer) & 4 Members of the Public

In the absence of the Chair and deputy Chair of the Parish Council it was resolved to elect a chairman for this meeting. Cllr Wright was proposed

Proposed by Cllr Anderson and seconded by Cllr McNamara

**The Motion was approved**

- 1. Apologies** – Apologies were received from Cllrs Roberts, Trevaskis and Williams by the Clerk
- 2. Declarations of Interest** – No declarations of interest were received
- 3. Public Participation** – A local resident who is a member of the Village Hall management committee requested that Item 10 on this agenda should be deferred pending further discussions. It was noted that in order to establish a suitable hire tariff going forward requires a full understanding of the current “Historical” arrangements created by previous committee’s

Cllr Lewis asked that current regular users of the Village Hall receive an apology from the Clerk for the extended period that it has been without adequate heating. She stated that she felt that it is appropriate for users to ask the Village Hall Committee for retrospective discounts or free sessions as a demonstration of goodwill.

Alderman Sutton explained that he is willing to frame an explanation of the history of the Fawcett cannon sited on the forecourt area of the Hall. It was proposed that this can be mounted in the Village Hall so visitors may have a proper account of its inclusion at the Village Hall

Another member of the Village Hall Management Committee said that a meeting with the bookings officer and the Clerk should take place before the next Trustee meeting and a definitive updated tariff agreed for submission to the Trustee.

4. **Minutes** – The draft minutes of the Annual Meeting of Hale Parish Council as Trustee of Hale Village Hall on 12th January 2024 were accepted as a true and accurate record.

The motion was proposed by Cllr Lewis and Seconded by Cllr Anderson

**The Motion was approved unanimously**

5. **Payments & Receipts**

- i. The payments & receipts made between 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 were received and acknowledged as a true record 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.

Proposed by Cllr Anderson and seconded by Cllr McNamara

**The Motion was approved unanimously**

6. **End of Year Accounts 2023 - 2024** – The reconciled bank statement and summary of receipts & payments (1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 ) were accepted as a true and accurate account and comparison against budget.

Proposed by Cllr Anderson and seconded by Cllr McNamara

**The Motion was approved unanimously**

7. **Village Hall Maintenance Plan**

Alderman Sutton explained that the deterioration of the front elevation of the Village Hall could not be attributed to one particular event or aspect of work undertaken. He explained that four elements either individually or combined have all had a detrimental effect on the front fascia. He suggested that possible bad design, building work, materials used and a lack of on-going maintenance are all responsible in differing quantities.

In the discussions that followed it was agreed that the Village Hall should not pass up the opportunity to utilise the free services of local tradesmen and volunteers. This will have a massive impact on savings for the work to be undertaken. It was noted that the Clerk has received 3 estimates for the work required and that the estimate by Alderman Sutton was considerably lower than the other proposals.

It was noted that the materials will be guaranteed for use but that by using Volunteers it may be difficult to obtain guarantees for the work completed. However it was felt that a compromise should be considered given the saving of labour costs by utilising Volunteer tradesmen as proposed.

Alderman Sutton explained that most of the available tradesmen would be happy to contribute 2 free days of labour (work) but that any additional work may command a charge.

It was agreed that a budget of £3500 should be available for materials to be purchased and for work to be started.

Proposed by Cllr Anderson and seconded by Cllr Wright

**The Motion was approved unanimously**

- 8. Fund Raising Approach** – It was noted that the Clerk will continue to liaise with Cheshire Community Action to identify suitable funding streams for the financial assistance required to support the Village Hall.

In addition Cllr McNamara informed the meeting that Liverpool Airport may have a local support funding facility.

Cllr Anderson suggested that she will also contact the building company currently engaged in building houses just off Town Lane to enquire about a funding contribution

- 9. Village Hall Key Replacement** – It was agreed that the Caretaker will replace the existing two key barrels on the two front doors of the Village Hall. The Clerk will replace the keys for all user groups and issue to users recording details of all recipients.

It was agreed that a new “starting point” should be established and that a proper record of who has keys and access to the Village Hall is maintained.

Proposed by Cllr Wright and seconded by Cllr Anderson

**The Motion was approved unanimously**

- 10. Village Hall Tariff** – It was agreed to defer this item until the next Trustee meeting due to some late information becoming available

Proposed by Cllr Wright and seconded by Cllr McNamara

**The Motion was approved unanimously**

- 11. Village Hall Terms & Conditions of Hire** – It was agreed to accept the proposed Terms & Conditions with some minor amendments to item 17 regarding Animal admittance.

Proposed by Cllr Anderson and seconded by Cllr Lewis

**The Motion was approved unanimously**

- 12. Social Media/Website update** – The Clerk explained that the project is still very much a work in progress and that he has instructed the developer to continue with the chosen format. A current version is available at <https://halevillagehall-com.stackstaging.com/>

- 13. Next Meeting** – It was agreed to hold the next meeting of the Trustee on 13<sup>th</sup> May 2024 at 8.00pm in Hale Village Hall

**The Chair closed the meeting at 9.30pm**

# HALE VILLAGE HALL

## Proposed New Tariff - April 2024

“Not for Profit” and “Charity” charges will no longer be applicable  
All Hirers should have the use of the Kitchen for light refreshments  
Full use of the Kitchen should be £40. This amount is however included in the Full Day hire.  
All bookings should adhere strictly to the time of hire and should not over run. Consideration for setting up and clearing away should be made by the hirer and should be included in the duration of hire.

### Monday to Friday.

Hall - Per hour	£18
Hall - full day (12 hours)	£350
Hall - half day ( 6 hours )	£175
Communal Area per hour	£10
Meeting rooms per hour	£10
Children’s parties (3 hours)	£26 per hour
Party times 9am -12noon, 1pm – 4pm, 10am -1pm, 2pm – 5pm	

### Weekend

Hall - per hour.	£20
Hall - full day (12 hours)	£400
Hall - half day (6 hours)	£200
Communal Area per hour	£12
Meeting rooms per hour	£12
Children’s parties (3 hours)	£30 per hour
Party times 9am -12noon, 1pm – 4pm, 10am -1pm, 2pm – 5pm	

### Historical Arrangements

The following groups have “Historical Agreements “and should pay :-

Hale Art Group	to pay £12.50 per hour
Hale Bowlers	to pay £12.50 per hour
Hale Ladies	to pay £12.50 per hour
Hale Lent lunches	to pay £12.50 per hour inc. the full use of the Kitchen
Hale Knitters.	to pay £7.50 per hour
Hale Line Dancers	to pay £12.50 per hour

**Hale Line Dancers** currently pay £5.50 per hour and use the whole of the ground floor for longer than the allocated two hours. It was suggested that they should pay £12.50 per hour in future. The Chair agreed to advise the group of the Committees decision before the increase takes effect.

**Charity events** should be charged at the full rate but a 20% discount will be applied as a goodwill gesture on the part of the Parish Council.

The Charity should be fully named along with the Charity number on the Booking form to obtain the discount.

**The Mingle and Jingle** organisers use the whole area for this event. The charge should be £250 in future. The previous evening could be used for setting up the event in addition if the Hall is not in use and there will be no additional charge.

**The Beer Festival** organisers use the whole area for this event. The charge should be £400 in future. They will be able to use the previous evening in addition if the Hall is not in use and will not be charged additionally.

These charges should be discussed with the organisers and an alternative amount could be agreed by the trustee if appropriate

These events should be booked early to avoid any clash with regular users.

**The Sunday Church** were granted "Not for Profit" status as the Booking Clerk was provided with a notification (which she will forward to the Committee) which she accepted as being appropriate. It was agreed that they should be asked to pay £80 per week, the full tariff. They store a large amount of expensive equipment in the Store room and should be advised that we do not have Insurance cover for their items.

**Children's parties** which have a Bouncy castle of any kind should be charged £10 extra for the use of electricity and appropriate arrangements should be made to remove the item promptly by the end of the party. Timings should be adhered to to allow for the room to be cleaned & checked.

**Fund raising events** by the Parish Council should be charged at a rate agreed by the Booking Clerk and Clerk.

Hirings which are already agreed and paid for should not have their charges increased but all bookings taken after June 1st 2024 should be charged at the new rates. This will be subject to the agreement of the Parish Council as Sole Trustee.