



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS TWENTY SIXTH DAY OF JULY 2022
MEMBERS OF HALE PARISH COUNCIL
ARE HEREBY SUMMONED TO ATTEND AN ANNUAL MEETING
(PART 2) OF THE TRUSTEES OF HALE VILLAGE HALL
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
AT 7.30 PM ON THE TENTH DAY OF AUGUST 2022
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

This meeting is to be held, adhering to the legislation of the Coronavirus Act 2020

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.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

**Mr. Brian Hargreaves
Clerk and Responsible Financial Officer**

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.

MEETING AGENDA

1. **Election of Committee** – To elect a Committee and agree advertising method for additional Non-Council members
2. **Chair** - To Elect a Chairman
3. **Deputy Chair** - To Elect a deputy Chairman
4. **Apologies** - To receive apologies
5. **Declarations of Interest** - To receive declarations of interest.
6. **Minutes** - To review and approve the Minutes of The Annual Meeting of Hale Parish Council acting as sole Trustees (Pt 1) 30th May 2022
7. **Public Participation** - To adjourn the meeting for a period of public participation
8. **Payments & Receipts** - To receive and acknowledge as a true record the list of payments and receipts made between 21st March 2022 – 31st March 2022 Year End 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 below

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
158	20/12/2021		Hall Maintenance	H Roberts & Son L	-69.36	29/03/2022
157	16/03/2022		Cleaning Materials	Freemans Industri	-91.56	29/03/2022
271	21/03/2022		Hall Rental	Resident	20.00	21/03/2022
274	21/03/2022		Hall Rental	Resident	140.00	21/03/2022
275	22/03/2022		Hall Rental	Resident	55.00	22/03/2022
277	23/03/2022		Hall Rental	Martin P&F Roys	25.00	23/03/2022
276	23/03/2022		Hall Rental	Resident	60.00	23/03/2022
279	25/03/2022		Hall Rental	Resident	40.00	25/03/2022
153	25/03/2022		Salary	Salary	-395.20	29/03/2022
154	25/03/2022		Salary	Salary	-574.34	29/03/2022
156	25/03/2022		Salary	Salary	-65.88	29/03/2022
155	25/03/2022		Salary	Salary	857.84	29/03/2022
280	28/03/2022		Hall Rental	Resident	20.00	28/03/2022
282	28/03/2022		Hall Rental	Resident	20.00	28/03/2022
283	29/03/2022		Hall Rental	Resident	270.00	29/03/2022
284	29/03/2022		Hall Rental	Resident	90.00	29/03/2022
285	29/03/2022		Hall Rental	Resident	45.00	30/03/2022
278	30/03/2022		Bank Transfer	Hale Parish Council	13,646.00	30/03/2022
281	30/03/2022		Hall Rental	Hale Ladies	50.00	30/03/2022
286	30/03/2022		Hall Rental	RA Interval	25.00	30/03/2022
288	30/03/2022		Hall Rental	Mersey Wave Choir	140.00	30/03/2022
289	31/03/2022		Hall Rental	Resident	67.50	31/03/2022
161	31/03/2022		Bank Charges	Unity Bank	-18.00	31/03/2022

- 9. End of Year Accounts 2021 – 2022** - To receive the reconciled bank statement and summary of receipts & payments (21st March 2022 and 31st March 2022) Year End and to accept them as an accurate record and comparison against budget



Hale Village Hall

Transaction listing for account 60-83-01 20430715 from 30 Mar 2021 to 31 Mar 2022

Date	Time	Description	Serial No	Debits	Credits	Balance
31Mar2022	19:01	Service Charge		(18.00)		26,430.95
31Mar2022	13:50	Room Hire			67.50	26,448.95
30Mar2022	18:34	MERSEY WAVE MUSIC			140.00	26,381.45
30Mar2022	06:36	HALE PARISH COUNCI			13,646.00	26,241.45
30Mar2022	03:16	INTERVAL RA T/AS			25.00	12,595.45
30Mar2022	03:15	Room Hire			45.00	12,570.45
29Mar2022	18:35	Room Hire			90.00	12,525.45
29Mar2022	12:01	Room Hire			270.00	12,435.45
29Mar2022	06:34	Salary		(69.36)		12,165.45
29Mar2022	06:34	Salary		(857.84)		12,234.81
29Mar2022	06:31	Salary		(395.20)		13,092.65
29Mar2022	06:31	B/P to: Freemans Ind. Sup.		(91.58)		13,487.85
29Mar2022	06:31	Salary		(574.34)		13,579.43
29Mar2022	06:30	Salary		(65.88)		14,153.77
28Mar2022	18:34	Room Hire			20.00	14,219.65
28Mar2022	07:01	Credit	10		50.00	14,199.65
28Mar2022	12:56	Room Hire			20.00	14,149.65
25Mar2022	11:45	Room Hire			40.00	14,129.65
23Mar2022	11:43	Room Hire			25.00	14,089.65
23Mar2022	03:17	Room Hire			60.00	14,064.65
22Mar2022	12:42	Room Hire			55.00	14,004.65
21Mar2022	14:05	Room Hire			140.00	13,949.65
21Mar2022	03:11	Room Hire			20.00	13,809.65

- 10. Flags/Flagpole** – To agree a position outside the Village Hall for the newly purchased Flagpole and to agree a schedule for the display of relevant flags at appropriate times.

- 11. Social Media** – To consider the cost and proposal by Budget Web Online (Resident’s Grandson) to assist with updating the Village Hall website and Facebook pages and re-structure the booking system through use of a dedicated system linked to the bookings calendar and accounting system.
- 12. Vacuum Replacement** – To approve the purchase of a replacement “Henry” Vacuum cleaner for use in the Village Hall.
- 13. Budget Adjustment** - To resolve the re-allocation of the cost of purchasing plants and trellis (£227.65) from Hale Parish Council account to the Hale Village Hall account.
- 14. Key Register** – To note the approved key allocation to trusted regular users, Members & staff.
- 15. Electrical Installation Certificate** – To Note the attached Installation Certificate
- 16. Asset Purchase** – To consider the purchase of any additional items of equipment that might be beneficial for hirers and improve the use of the Village Hall facilities for potential customers
- 17. Delegation** - To approve the delegation of operational day-to-day matters to officers