



## HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS THIRD DAY OF JANUARY 2025  
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 THE THIRTEENTH DAY OF JANUARY 2025 AT **9.00pm**  
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** –
  - i. To review the minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee 11<sup>th</sup> November 2024 and to record as a true and accurate record.
5. **Defibrillator** – To consider purchasing replacement parts for the defibrillator and to discuss on-going maintenance of the unit.
6. **Health & Safety Audit (Risk Assessment) December 2024** – To review the draft documents produced by Worknest and agree a course of action
7. **Employment Contracts & Employment Handbooks** - To review the draft documents produced by Worknest and agree a course of action
8. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.