



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**ON THIS DAY EIGHTH MAY 2022
MEMBERS OF HALE PARISH COUNCIL
ARE HEREBY SUMMONED TO ATTEND AN ANNUAL MEETING
OF THE TRUSTEES OF HALE VILLAGE HALL
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
AT 6.30 PM ON THE THIRTIETH MAY 2022**

TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

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

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.

Please email: clerk@haleparishcouncil.gov.uk or call 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.

MEETING AGENDA

- 1. Election of Chairman** - To duly elect a Chairman
- 2. Election of Vice Chairman** - To duly elect a Vice Chairman
- 3. Declarations of Interest** - To receive declarations of interest.
- 4. Minutes** - To review and approve the Minutes of Meeting 28th June 2021
- 5. Trust Deed Amendment** - To consider and approve the amendment to the Trust Deed
- 6. Management Committee** – To approve members to sit on a Village Hall management committee and agree its Terms of Reference.



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DRAFT MINUTES OF ANNUAL MEETING OF THE TRUSTEES OF HALE VILLAGE HALL HELD ON MONDAY 28TH JUNE 2021 AT 7.30pm

Present: cllr Williams, cllr Trevaskis, cllr Kierman, cllr Spargo, cllr Wright, cllr Cleary, cllr Healey, cllr Mitchell, cllr Banks

In attendance: Mr Brian Hargreaves (Proper Officer) & 8 Members of the Public

1. **Apologies** – Cllr Anderson registered her apologies
2. **Declarations of Interest** – No declarations of interest were received
3. **Minutes** – The minutes of the ordinary meeting on 23rd March 2021 were accepted as a true record.

The motion was proposed by Cllr Spargo and seconded by Cllr Wright.

The Motion was approved

4. **Terms of Reference** – An updated version of the Terms of Reference for Hale Village Hall Committee Including the addition of Cllr Banks to the Management Committee was proposed by Cllr Trevaskis and seconded by Cllr Kierman

The Motion was approved

5. Public Participation –

- i. The Chairman of Merseywave Choir made representations in respect of Items 9 and 11 on this Agenda. It was resolved to review the current charge rate being applied to the bookings undertaken by the choir and to take into consideration the fact that the choir is a local organisation. The Chairman advised that item 11 would be addressed later in this Agenda.
- ii. A local resident expressed her concerns about the proposed level of expenditure by Hale Village Hall Management Committee in item 11 on this agenda. The Chairman advised that this matter would be addressed in Item 11.

6. Finances – It was resolved to accept the financial statement for year ending 31st March 2021.

The motion was proposed by Cllr Spargo and seconded by Cllr Wright

The Motion was approved

7. Authorisation for Payments (Unity Bank) – Consideration was given to the current system for authorising payments on Unity Trust Bank. It was proposed that Cllr Banks should be added to the list of signatories allowing an increase in availability to approve payments and assisting the Clerk in making important payments on time.

The motion was proposed by Cllr Spargo and Seconded by Cllr Wright

The Motion was approved

8. Re- Opening - It was noted that Hale Village Hall re-opened for business on 17th May 2021 whilst continuing to adhere to government guidance during the Covid-19 pandemic.

9. Hall Hire Tariff - It was resolved to review the current room hire tariff for Village Hall hire in November 2021. An exercise to streamline the system and eliminate any ambiguity for hirers will be undertaken by the Management Committee.

The motion was proposed by Cllr Trevaskis and seconded by Cllr Spargo

The Motion was approved

10. Proposal - It was resolved to reject the proposal submitted by a local organisation for a café and preventative service offering.

Cllr Williams proposed that the submission should be rejected and this was seconded by Cllr Spargo

The Motion was approved

11. Capital Expenditure

- i. Storage Shed from Costco –** It was resolved to explore the merits of the previously identified polyurethane shed available from Costco. Consultation between Cllr Wright and a local resident will take place in a two week period to establish what form the additional storage required will take. Concerns were raised by the resident regarding its safety, potential flammability and toxicity if set alight.

ii. **Public Address System & Sound proofing** - It was resolved to remove this item from the Agenda due to the extent of the considerations required and a need to address this as a single item at a future meeting. A proper feasibility assessment should take place with cost consideration and further quotations and funding being sought in the meantime.

iii. **Increased Benches & Seating** – This item was deferred until a future meeting

The Chairman advised that due to a reduction in staffing as a result of the Covid-19 restrictions and the benefit of the contribution made by the Government backed furlough scheme additional unanticipated funding is available. In addition to this a number of unforeseen Government support grants have been received during the lockdown period making the financial position substantially better. The Chairman explained that all budgeting considerations are being observed.

A motion to amend the proposal for a budget of £10000 to purchase selected items for the enhancement of the facilities at Hale Village Hall to £5000 and to defer item 11(ii) for further discussion was proposed by Cllr Trevaskis and seconded by Cllr Williams

The Motion was approved

12. **Additional Committee Members** – It was resolved to advertise for additional non-council members for Hale Village Hall Management Committee. It was agreed that advertising should take a number of appropriate forms including Social Media, Newsletter/Report and distributed literature such as flyers & leaflets to be considered.

The motion was proposed by Cllr Trevaskis and seconded by Cllr Spargo

The Motion was approved

The Chairman closed the Meeting at 9.00pm



HALE PARISH COUNCIL

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Hale Village Hall Committee - Terms of Reference

1. Objective

Hale Parish Council as a corporate body is the sole trustee of Hale Village Hall charity.

The charity is registered with the Charity Commission.

This Committee is constituted in order to discharge the functions of the charity.

2. Membership

Membership shall consist of five council members - Cllr G Wright, Cllr M Spargo, Cllr C Anderson, Cllr C Williams and Cllr A Banks.

A quorum shall consist of three members.

The Chairman and Vice Chairman of the Council may sit on the Committee in an ex-officio capacity.

3. Areas of Responsibility

The Committee has full authority delegated to manage the day-to-day operational functions of Hale Village Hall and to ensure that the hall meets its charitable objects. The Committee is authorised to spend its approved annual budget, raise its own income, and delegate any functions to the Proper Officer.

5. Meetings

The Proper Officer may call meetings when necessary.

The Chairman, or two other members, of the Committee may also call a meeting of the Committee.

All meetings of the Committee will be minuted.

6. Review

The terms of reference of the Committee are to be reviewed annually.

Hale Village Hall – registered charity no 1014055

At a meeting of Hale Parish Council acting as sole trustee of Hale Village Hall held on xx xxxx 2022, the following resolution was passed in accordance with s.280 of the Charities Act 2011:

Draft Resolution

That the governing document of the Charity, namely the Conveyance and Trust Deed dated 6th March 1974 made between Roger Fleetwood Hesketh, Charles Peter Fleetwood Fleetwood-Hesketh, Edmund James Battersby and The Parish Council of Hale, as amended by resolution of Hale Parish Council, acting as sole trustee of the charity, on 4th February 2020 be further amended in the following manner:

Clause 6 shall be re-titled “Meetings of the Sole Trustee and its village hall committee”

Clauses 6.1 to 6.5 shall be re-numbered 6.1.1 to 6.1.5.

New Clauses 6.2 to 6.12 shall be inserted after 6.1, as follows:

6.2 The Sole Trustee may delegate the day to day running of the Hall to a committee of the charity to be called the Hall Committee. The following provisions apply to the Hall Committee:

6.2.1 the terms of reference of the Village Hall Committee shall be:

- (a) the management of all bookings of the Hall
- (b) the day to day maintenance of the Hall
- (c) the payment of bills up to £250 in each case, and
- (d) the representation of users of the Hall.

6.2.2 All cheques in payment of bills in accordance with clause 6.2.1(c) shall be signed by two members of the Hall Committee at least one of whom must be a Parish Councillor.

6.3 The Hall Committee shall comprise:

6.3.1 up to 6 Parish Councillors, and

6.3.2 up to 4 representatives of users of the Hall elected in accordance with clause 6.4.

If at any time the proportion of parish councillors falls below 60% of the committee, the sole trustee shall at its next meeting appoint sufficient further parish councillor(s) to the committee that the proportion of councillors is 60% or more. Meetings or

decisions of the committee shall not be invalidated if the proportion of councillors falls below 60%.

- 6.4 The Sole Trustee shall maintain a list of user bodies that they consider to be supportive of the Charity's objects and which have indicated a wish to appoint a member of the Hall Committee. The listed user bodies shall have the right to elect members of the Hall Committee at an Annual General Meeting. The following provisions apply to the list of user bodies:
- 6.4.1 where any application to be included in the list of user bodies is received from any existing or newly-formed body operating in the area of benefit, the Sole Trustee may, in its discretion, add such body to the list of user bodies.
 - 6.4.2 the Sole Trustee may remove a body from such list of user bodies where it reasonably considers such removal to be in the best interests of the Charity.
 - 6.4.3 a minute of the relevant resolution, authenticated by the chairman, should be (a) placed with the title deeds and (b) kept with the charity trustees' working papers.
 - 6.4.4 In the event of a user body representative retiring more than two months before the date of the next AGM the appointing user body may appoint a replacement. If that user body chooses not to do so, the committee may invite a listed user body without a representative to fill the vacancy until the next AGM.
 - 6.4.5 All user body representatives shall retire at the end of the next AGM after they were appointed and shall at that AGM be eligible for re-election to the committee.
- 6.5 The Hall Committee must hold at least four meetings in each year. All meetings must be held separately from, and at different times to, meetings of the Sole Trustee of the Charity.
- 6.6 Meetings of the Hall Committee may be called at any time by the chairman or any two committee members upon not less than ten days' notice having been given to all other members.
- 6.7 A special meeting may be called at any time by the chairman or any two committee members upon not less than seven clear days' notice being given to all other committee members of the matters to be discussed.

- 6.8 If the chairman is absent from any meeting, the vice-chairman (if any) shall preside; otherwise the members present must, before any other business is transacted, choose one of their number to be chairman of the meeting.
- 6.9 There shall be a quorum when at least two Parish Councillors and one of the other committee members are present at a meeting.
- 6.10 Every issue may be determined by a simple majority of the votes cast at a meeting of the Hall Committee. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.
- 6.11 The Sole Trustee must exercise reasonable supervision over the Hall Committee and must ensure that all their acts and proceedings are fully and promptly reported to the Sole Trustee.
- 6.12 The Hall Committee must keep proper minutes of its meetings. The minute book must be available for inspection upon reasonable request by any member of the Sole Trustee. The minute book must be retained by the Clerk to the Sole Trustee.

Signed

Chairman