



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



**DATED THIS 11th DAY OF FEBRUARY 2026**  
**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED**  
**TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL**  
**ON THE 16<sup>th</sup> DAY OF FEBRUARY 2026 AT 8.00PM**  
**IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE**  
**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.

Please email: [clerk@haleparishcouncil.gov.uk](mailto: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.*

*\* 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 for absence
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 consider the Minutes of the Ordinary Meeting of Hale Parish Council on 19<sup>th</sup> January 2026 and agree them as a true and accurate record
5. **Accounts** –
  - i. To receive the reconciled bank statement and summary of receipts & payments 5<sup>th</sup> November 2025 – 11<sup>th</sup> February 2026 and to accept them as a true and accurate record and comparison against budget (See Attached)
6. **Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the council.
7. **Instant Access account** - To receive the reconciled bank statement and summary of receipts & payments 5<sup>th</sup> November 2025 – 11<sup>th</sup> February 2026 and to accept them as a true and accurate record
8. **Drone Filming Opportunity** – To receive a short explanation from a local Drone pilot regarding filming in the Area and producing promotional material to be used on social media and additional outlets.
9. **Planning** – To consider the Planning Applications below
  - i. Ref: 26/00018/TPO
  - ii. Ref: 26/00009/FUL
10. **Pensions Policy** – To consider the draft LPGS Employer Pension Discretions policy tailored for Hale Parish Council.
11. **Easter Egg Hunt 2026** – To discuss the arrangements & agree a budget for the annual Easter egg Hunt in Hale Park.

**12. Trust Deed –**

- i.** To agree to liaise with Louise Beaton and to consider a further amendment to the relevant documentation so that the VHMC can approve spending larger pre-arranged amounts without having to get further approval from the Trustee. The members of the VHMC feel that they have no proper relevance in the decision making process. Can consideration also be given to returning to the required minimum of 2 Trustee meetings per year.

**13. Noise Pollution -** To receive a follow-up report from Cllr Anderson

**14. Liverpool John Lennon Airport (LJLA) –** To receive a report by Cllr  
McNamara



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY MEETING  
OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL  
ON MONDAY 19<sup>th</sup> JANUARY 2026 AT 8.00pm**

Present: Cllr M Roberts, Cllr P Healey, Cllr G Wright Cllr C Anderson,  
Cllr Trevaskis, Cllr P Lewis, Cllr A Hutchinson

In attendance: Eight members of public were present

1. **Apologies** – Apologies were received from the Clerk Brian Hargreaves. In his absence Cllr Hutchinson recorded the minutes of the meeting (attached)
2. **Declarations of Interest** – Two Cllrs raised their hands, Cllr Pat Lewis declared an interest in item 16 – Financial Regulation and Cllr Andrea Hutchinson declared an interest in item 12 – Planning application
3. **Public Participation** – The Chairman opened the floor to public participation:
  - One member of the public asked if the Parish Council could recommend a reliable taxi service within the village as they have been let down on a few occasions using a local taxi service. The consensus was that whilst there is no nominated local taxi serve hosted in Hale Village it was suggested maybe Uber or Alpha taxis could be a reliable taxi services
  - One member of the public has offered to donate their time and equipment to any residents that would like to take up basic photography skills and IT skills. Whist the equipment is a little old, it could be a great entry level for some who do not have these skills.
  - One member of the public has asked if the Village Hall website still has ongoing issues. It was conveyed that The Clerk is looking into this and it is an issue with the Domain name. it was also noted there are people in the village that may be to help get the website up and running.
  - Pathway to the car park – adjacent to the side of the building it was requested whether we can have better lighting as it is dimly lit and poses a health and safety issue.

**Action** : The Clerk will request quotes to carry out the additional work

- One member of the public objected to the wording that was published on the PC website regarding the previous meeting held in November. The member of the public has contacted the Clerk directly and stated that it was not a true reflection of what was discussed. The notes albeit in draft form on the website were subsequently amended to better reflect what was discussed at November's meeting and will be published as approved minutes at this meeting.
  - Village Hall (VH) use – One member of the public has feedback that over time the use of the VH has changed which has resulted in increasing traffic and frequently vans and cars are obstructing access outside their home. A member of the public has noted that they have been verbally abused by many vendors using the VH to set up events. They have also objected to the use of the land at the back of the VH and state that it's an infringement on their privacy. It was noted there isn't enough sufficient access for large vans/cars to offload if they are setting up for an event which then cause double parking in Pepper street or alternatively vehicles being blocked in. The chair and the PC took the concerns of the resident on board and were at pains to explain that no formal decisions have been made about the land at the back of the VH and that there will need to be a response back from Savills regarding the extended longer lease terms requested. This will then be addressed at the relevant Parish Council meeting where formal consultation will take place so that all residents can express their views and concerns  
One member of the public gave his views about Hale Village Precept and its future footprint. Hale Parish Council (HPC) are unaware of any imminent changes and if any news is received, they will inform residents through the usual means
4. **Minutes.** – With a minor amendments regarding the dates published, the minutes of the Ordinary Meeting of 17<sup>th</sup> November 2025 were approved as a true and accurate record

Proposed by Cllr G Wright

Seconded by Cllr P Lewis

**The Motion was approved unanimously**

5. **Accounts** – This Item was deferred until the Parish Council in February

Proposed by Cllr M Roberts

Seconded by Cllr G Wright

**The Motion was approved**

6. **Invoice Sampling** – This Item was deferred until the Parish Council meeting in February

Proposed by Cllr M Roberts

Seconded by Cllr G Wright

**The Motion was approved**

7. **Instant Access Account** – This Item was deferred until the Parish Council in February

Proposed by Cllr M Roberts

Seconded by Cllr G Wright

**The Motion was approved**

8. **Draft Calendar of events** – It was agreed that a Working Group should be established. It was agreed that the Clerk will arrange an informal working group and have a councillor nominated for each event who can coordinate volunteers etc.

**Action** It was agreed that a Working Group should be established.

**Action** Remove the 7<sup>th</sup> Feb out of the Village Hall booking system as there is no confirmed event taking place.

9. **Jazz Evening** - It was agreed that the Parish Council should stage the proposed Jazz Evening as per the proposal by the performers. This should be added to the Events Calendar as soon as possible.

10. **Pension Policy** - This Item was deferred until the Parish Council in February

Proposed by Cllr M Roberts

Seconded by Cllr P Lewis

**The Motion was approved**

11. **Multi – Year funding** - The group asked if the Parish Council can allocate ad hoc funding. There was no decision made this item. However, **Action Wellbeing Fund** to be included in the next Newsletters as a call to residents that they can apply to the wellbeing fund

12. **Planning Application Cllr Hutchinson** has a conflict of interest and cannot add any commentary

13. **Neighbourhood Development Plan** - Cllr Trevaskis explained the possibility of setting this up highlighting that it does need to be community led.

**Action** to be included next Newsletter and Cllr Trevaskis will draft a summary describing the task.

14. **Noise Pollution** –

**Action** Cllr Anderson will reach out to the resident for more information

**15. Trustee Deed –**

**Action** – To be deferred until the next PC meeting to discuss frequency of meetings

Proposed by Cllr M Roberts

Seconded by Cllr G Wright

**The Motion was approved**

**16. Financial Regulation –** It was agreed there should not be any conflict of interest however it was noted that Standard Orders should be set up for Employees wages so that they are paid on time and will not require 2<sup>nd</sup> signatory.

**Action** Clerk to arrange standing order for VH and PC employees

**17. Park Vendor Proposition –**

**Action** Clerk to acquire some more information about the proposal

**18. Land Adjacent to Village Hall.** There was a lengthy discussion about this at the beginning of the meeting from public participation. It was agreed to defer to the next meeting and will need to hear back from Savills regarding the lease

Proposer Cllr Lewis Pat

Seconder Cllr Carol Anderson

**The Motion was approved**

**19. Civic Service –**

**Action** Cllr Joe McNamara will take the lead. This event will also be noted in item 9.

**20. Remembrance Sunday –**

**Action** - Cllr Joe McNamara will take the lead but will also be noted within item 9.

**Action** - Also need to confirm if VH has been booked for refreshments on these dates

**21. Guildswomen –** It was agreed that the guildswomen are their own entity and as such the PC have apologised for any of the ‘legacy’ nominations which have been lost or misplaced in the past.

**22. Future Parish Council Meetings –** All dates for Parish Council Meetings through 2026 into 2027 were approved.

Proposer Cllr Carol Anderson

Seconder Cllr Andrea Hutchinson

**The Motion was approved**

# Reconcile Bank

Bank reconciliation is the process of matching the balances in your accounting records to the corresponding information on a bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

## Reconciliation of Hale Parish Council Unity Bank

|                                     |                 |
|-------------------------------------|-----------------|
| Balance in Scribe Accounts          | 19159.96        |
| Payments not cashed (Add)           | 0.00            |
| Receipts not cashed (Subt)          | 0.00            |
| <hr/>                               |                 |
| Scribe calculated statement balance | <b>19159.96</b> |



## Hale Parish Council

### Current T1

60-83-01 • 20415507

Balance Available balance

£ **19,159.96** £ **19,159.96**

Show:

Transactions▼

Balances are correct as of 10:09 on 11 Feb 2026.

| ↓ Date   | Description   | Paid in  | Paid out  | Balance   |
|----------|---|----------|-----------|-----------|
| 06/02/26 | Direct Debit (GOOGLE • 82385888GQC5YFMB0A<br>CLOUD EMEA)  |          | -70.00    | 19,159.96 |
| 31/01/26 | Service Charge  |          | -6.00     | 19,229.96 |
| 27/01/26 | B/P to: • XMAS SELECTION BOX                              |          | -150.00   | 19,235.96 |
| 23/01/26 | B/P to: • JAN SALARY                                      |          | -692.64   | 19,385.96 |
| 23/01/26 | B/P to: • JAN SALARY                                      |          | -524.20   | 20,078.60 |
| 23/01/26 | HALE VILLAGE HALL • CHARGEBACK JAN 26                     | 2,488.79 |           | 20,602.80 |
| 23/01/26 | B/P to: Employee Pension • HALE PC 00296                  |          | -68.43    | 18,114.01 |
| 23/01/26 | B/P to: • CLERK PHONE                                     |          | -10.00    | 18,182.44 |
| 23/01/26 | B/P to: • JAN SALARY                                      |          | -1,164.28 | 18,192.44 |
| 23/01/26 | B/P to: Mal T Sutton • XMAS TREE                          |          | -120.00   | 19,356.72 |
| 23/01/26 | B/P to: HMRC • 120PA00288525 1806                         |          | -1,032.20 | 19,476.72 |
| 23/01/26 | B/P to: Katie Payroll • INVS 0479/0490                    |          | -108.00   | 20,508.92 |
| 23/01/26 | B/P to: • SALARY  |          | -750.20   | 20,616.92 |
| 23/01/26 | B/P to: Ruth Nickson • COMPUTER LINE DANC                 |          | -213.50   | 21,367.12 |
| 23/01/26 | B/P to: • XMAS WRAPPING                                   |          | -67.19    | 21,580.62 |
| 23/01/26 | B/P to: Employer Pension • HALE PC 00296                  |          | -328.40   | 21,647.81 |
| 19/01/26 | Direct Debit (PREMIUM • 04AEZF6124/011/103<br>CREDIT LTD) |          | -416.35   | 21,976.21 |

|          |  |                 |                  |                  |
|----------|--|-----------------|------------------|------------------|
| 12/01/26 | HALE VILLAGE HALL • CHARGEBACK DEC 25                  | <b>2,488.79</b> |                  | <b>22,392.56</b> |
| 12/01/26 | B/P to: Katie Payroll • INV 0479                       |                 | <b>-54.00</b>    | <b>19,903.77</b> |
| 08/01/26 | Direct Debit (GOOGLE CLOUD EMEA) • 82385888GOUWLZKXMQ  |                 | <b>-70.00</b>    | <b>19,957.77</b> |
| 05/01/26 | Direct Debit (ICO) • ZA607417                          |                 | <b>-47.00</b>    | <b>20,027.77</b> |
| 31/12/25 | Service Charge   |                 | <b>-6.00</b>     | <b>20,074.77</b> |
| 29/12/25 | B/P to: • DEC 2025 SALARY                              |                 | <b>-524.00</b>   | <b>20,080.77</b> |
| 24/12/25 | B/P to: • DEC 2025 SALARY                              |                 | <b>-750.40</b>   | <b>20,604.77</b> |
| 24/12/25 | B/P to: • DEC 2025 SALARY                              |                 | <b>-692.64</b>   | <b>21,355.17</b> |
| 24/12/25 | B/P to: Employer Pension • HALE PC 00296               |                 | <b>-89.36</b>    | <b>22,047.81</b> |
| 24/12/25 | B/P to: Employer Pension • HALE PC 00296               |                 | <b>-349.33</b>   | <b>22,137.17</b> |
| 24/12/25 | B/P to: Butterworth Speng. • INSURANCE                 |                 | <b>-608.20</b>   | <b>22,486.50</b> |
| 24/12/25 | B/P to: • DEC 2025 SALARY                              |                 | <b>-1,174.48</b> | <b>23,094.70</b> |
| 24/12/25 | B/P to: • XMAS NEWSLETTER                              |                 | <b>-285.00</b>   | <b>24,269.18</b> |
| 24/12/25 | B/P to: HMRC • 120PA00288525 1806                      |                 | <b>-1,032.00</b> | <b>24,554.18</b> |
| 19/12/25 | Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/011/102 |                 | <b>-416.35</b>   | <b>25,586.18</b> |
| 12/12/25 | B/P to: • XMAS /ENTERTAINER                            |                 | <b>-453.02</b>   | <b>26,002.53</b> |
| 11/12/25 | B/P to: • REPAYMENT                                    |                 | <b>-78.26</b>    | <b>26,455.55</b> |
| 11/12/25 | B/P to: • PLANTS/LIGHTS/FLAG                           |                 | <b>-181.31</b>   | <b>26,533.81</b> |
| 08/12/25 | B/P to: • HALLOWEEN ITEMS                              |                 | <b>-47.43</b>    | <b>26,715.12</b> |
| 05/12/25 | Direct Debit (GOOGLE CLOUD EMEA) • 82385888GRODBIBR0C  |                 | <b>-70.00</b>    | <b>26,762.55</b> |
| 04/12/25 | B/P to: • XMAS BAUBLES                                 |                 | <b>-301.77</b>   | <b>26,832.55</b> |
| 04/12/25 | B/P to: • WIX REPAYMENT                                |                 | <b>-360.00</b>   | <b>27,134.32</b> |
| 03/12/25 | B/P to: Katie Payroll • INV 0455                       |                 | <b>-54.00</b>    | <b>27,494.32</b> |
| 03/12/25 | B/P to: Butterworth Speng. • INSURANCE 2026            |                 | <b>-2,413.12</b> | <b>27,548.32</b> |
| 03/12/25 | B/P to: Louise Beaton • INV CHA 244                    |                 | <b>-50.00</b>    | <b>29,961.44</b> |
| 03/12/25 | HALE VILLAGE HALL • SALARY CHARGEBACK                  | <b>2,488.79</b> |                  | <b>30,011.44</b> |

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

| Voucher | Date       | Chq/Rec No. | Description               | Supplier            | Total     | Balance         | Cashed date |
|---------|------------|-------------|---------------------------|---------------------|-----------|-----------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>   |                     |           | <b>9,707.39</b> |             |
| 102     | 29/10/2025 |             | Employer Pension          | Hale Parish Council | -349.33   | 38,759.28       | 07/11/2025  |
| 103     | 29/10/2025 |             | Caretaker - Salary        | Hale Parish Council | -524.20   | 38,235.08       | 07/11/2025  |
| 104     | 29/10/2025 |             | HMRC                      | Hale Parish Council | -1,032.20 | 37,202.88       | 07/11/2025  |
| 105     | 29/10/2025 |             | Cleaner - Salary          | Hale Parish Council | -750.20   | 36,452.68       | 07/11/2025  |
| 106     | 29/10/2025 |             | Clerk Salary              | Hale Parish Council | -1,164.28 | 35,288.40       | 07/11/2025  |
| 107     | 31/10/2025 |             | Halloween Goods           | Face Painter 1      | -100.00   | 35,188.40       | 07/11/2025  |
| 108     | 31/10/2025 |             | Halloween Goods           | Face Painter 2      | -100.00   | 35,088.40       | 07/11/2025  |
| 109     | 31/10/2025 |             | Support                   | K&K Legal           | -162.00   | 34,926.40       | 07/11/2025  |
| 110     | 31/10/2025 |             | Halloween Goods           | JoJo Fox            | -170.00   | 34,756.40       | 07/11/2025  |
| 111     | 31/10/2025 |             | Halloween Goods           | Scott Gavin - Anir  | -150.00   | 34,606.40       | 07/11/2025  |
| 112     | 31/10/2025 |             | Room Hire                 | Hale Village Hall   | -50.00    | 34,556.40       | 07/11/2025  |
| 113     | 31/10/2025 |             | Halloween Goods           | Printstat Ltd       | -125.00   | 34,431.40       | 07/11/2025  |
| 114     | 31/10/2025 |             | Bank Charges              | Unity Bank          | -6.00     | 34,425.40       | 07/11/2025  |
| 117     | 31/10/2025 |             | SLCC Conference           | SLCC                | 188.00    | 34,613.40       | 07/11/2025  |
| 115     | 06/11/2025 |             | Payroll & Scribe          | Dalton Smith        | -54.00    | 34,559.40       | 07/11/2025  |
| 116     | 07/11/2025 |             | Google Invoice            | Google Ireland Ltd  | -70.00    | 34,489.40       | 07/11/2025  |
| 118     | 19/11/2025 |             | Consultation              | Worknest            | -416.35   | 34,073.05       | 19/11/2025  |
| 119     | 26/11/2025 |             | Payroll & Scribe          | Dalton Smith        | -54.00    | 34,019.05       | 02/12/2025  |
| 120     | 26/11/2025 |             | legal support             | K&K Legal           | -162.00   | 33,857.05       | 02/12/2025  |
| 121     | 26/11/2025 |             | Civic Service Expenses    | Costco              | -60.00    | 33,797.05       | 02/12/2025  |
| 122     | 26/11/2025 |             | SLCC Training             | SLCC                | -188.00   | 33,609.05       | 02/12/2025  |
| 123     | 26/11/2025 |             | Remembrance Day Room Hire | Royal British Legic | -199.80   | 33,409.25       | 02/12/2025  |
| 124     | 26/11/2025 |             | Road Management           | Blue Arrow          | -1,086.00 | 32,323.25       | 02/12/2025  |
| 125     | 27/11/2025 |             | HMRC                      | Hale Parish Council | -1,032.00 | 31,291.25       | 02/12/2025  |
| 126     | 27/11/2025 |             | Cleaner - Salary          | Hale Parish Council | -750.40   | 30,540.85       | 02/12/2025  |
| 127     | 27/11/2025 |             | Booking Officer Salary    | Hale Parish Council | -692.64   | 29,848.21       | 02/12/2025  |
| 128     | 27/11/2025 |             | Employee Pension          | Hale Parish Council | -103.92   | 29,744.29       | 02/12/2025  |
| 129     | 27/11/2025 |             | Employer Pension          | Hale Parish Council | -376.63   | 29,367.66       | 02/12/2025  |
| 130     | 27/11/2025 |             | Cleaning Supplies         | Timpson             | -18.00    | 29,349.66       | 02/12/2025  |
| 131     | 27/11/2025 |             | Clerk Salary              | Hale Parish Council | -1,174.28 | 28,175.38       | 02/12/2025  |
| 132     | 28/11/2025 |             | Remembrance Day Catering  | Pat Lewis           | -122.53   | 28,052.85       | 02/12/2025  |
| 133     | 28/11/2025 |             | Caretaker - Salary        | Hale Parish Council | -524.20   | 27,528.65       | 02/12/2025  |
| 134     | 30/11/2025 |             | Bank Charges              | Unity Bank          | -6.00     | 27,522.65       | 02/12/2025  |
| 18      | 03/12/2025 |             | Salary Chargeback         | Hale Village Hall   | 2,488.79  | 30,011.44       | 10/12/2025  |
| 135     | 03/12/2025 |             | Consultation              | Louise Beaton       | -50.00    | 29,961.44       | 10/12/2025  |
| 136     | 03/12/2025 |             | Insurance                 | Butterworth Spenc   | -2,413.12 | 27,548.32       | 10/12/2025  |
| 137     | 03/12/2025 |             | Payroll & Scribe          | Dalton Smith        | -54.00    | 27,494.32       | 10/12/2025  |
| 138     | 04/12/2025 |             | Internet/Website          | Wix                 | -360.00   | 27,134.32       | 10/12/2025  |
| 139     | 04/12/2025 |             | Decorations               | Home Bargains       | -301.77   | 26,832.55       | 10/12/2025  |
| 140     | 05/12/2025 |             | Google Invoice            | Google Ireland Ltd  | -70.00    | 26,762.55       | 06/02/2026  |
| 141     | 08/12/2025 |             | Halloween Goods           | Carol Anderson      | -47.43    | 26,715.12       | 10/12/2025  |
| 142     | 11/12/2025 |             | Christmas Party Goods     | Caretaker           | -181.31   | 26,533.81       | 19/12/2025  |
| 143     | 11/12/2025 |             | Christmas Party Goods     | Repayment           | -78.26    | 26,455.55       | 19/12/2025  |
| 144     | 12/12/2025 |             | Christmas Party Goods     | Carol Anderson      | -453.02   | 26,002.53       | 19/12/2025  |
| 145     | 19/12/2025 |             | Consultation              | Worknest            | -416.35   | 25,586.18       | 19/12/2025  |
| 146     | 24/12/2025 |             | HMRC                      | Hale Parish Council | -1,032.00 | 24,554.18       | 09/01/2026  |
| 147     | 24/12/2025 |             | Printing                  | Printstat Ltd       | -285.00   | 24,269.18       | 09/01/2026  |
| 148     | 24/12/2025 |             | Clerk Salary              | Hale Parish Council | -1,174.48 | 23,094.70       | 09/01/2026  |
| 149     | 24/12/2025 |             | Insurance                 | Butterworth Spenc   | -608.20   | 22,486.50       | 09/01/2026  |
| 150     | 24/12/2025 |             | Employer Pension          | Hale Parish Council | -349.33   | 22,137.17       | 09/01/2026  |
| 151     | 24/12/2025 |             | Employee Pension          | Hale Parish Council | -89.36    | 22,047.81       | 09/01/2026  |
| 152     | 24/12/2025 |             | Booking Officer Salary    | Hale Parish Council | -692.64   | 21,355.17       | 09/01/2026  |
| 153     | 24/12/2025 |             | Cleaner - Salary          | Hale Parish Council | -750.40   | 20,604.77       | 09/01/2026  |
| 154     | 29/12/2025 |             | Caretaker - Salary        | Hale Parish Council | -524.00   | 20,080.77       | 09/01/2026  |

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

| Voucher | Date       | Chq/Rec No. | Description             | Supplier                          | Total     | Balance           | Cashed date |
|---------|------------|-------------|-------------------------|-----------------------------------|-----------|-------------------|-------------|
|         |            |             | <b>STARTING BALANCE</b> |                                   |           | <b>9,707.39</b>   |             |
| 155     | 31/12/2025 |             | Bank Charges            | Unity Bank                        | -6.00     | 20,074.77         | 09/01/2026  |
| 156     | 05/01/2026 |             | ICO                     | ICO                               | -47.00    | 20,027.77         | 09/01/2026  |
| 157     | 08/01/2026 |             | Google Invoice          | Google Ireland Ltd                | -70.00    | 19,957.77         | 09/01/2026  |
| 19      | 12/01/2026 |             | Salary Chargeback       | Hale Village Hall                 | 2,488.79  | 22,446.56         | 14/01/2026  |
| 27      | 12/01/2026 |             | Salary Chargeback       | Hale Village Hall                 |           | 22,446.56         | 10/02/2026  |
| 158     | 12/01/2026 |             | Payroll & Scribe        | Dalton Smith                      | -54.00    | 22,392.56         | 14/01/2026  |
| 163     | 19/01/2026 |             | Consultation            | Worknest                          | -416.35   | 21,976.21         | 10/02/2026  |
| 28      | 23/01/2026 |             | Salary Chargeback       | Hale Village Hall                 | 2,488.79  | 24,465.00         | 10/02/2026  |
| 164     | 23/01/2026 |             | Employer Pension        | Hale Parish Council               | -328.40   | 24,136.60         | 10/02/2026  |
| 165     | 23/01/2026 |             | Christmas Party Goods   | Joe McNamara                      | -67.19    | 24,069.41         | 10/02/2026  |
| 166     | 23/01/2026 |             | Donation                | Ruth Nickson - Lin                | -213.50   | 23,855.91         | 10/02/2026  |
| 167     | 23/01/2026 |             | Cleaner - Salary        | Hale Parish Council               | -750.20   | 23,105.71         | 10/02/2026  |
| 168     | 23/01/2026 |             | Payroll & Scribe        | Dalton Smith                      | -108.00   | 22,997.71         | 10/02/2026  |
| 169     | 23/01/2026 |             | HMRC                    | Hale Parish Council               | -1,032.20 | 21,965.51         | 10/02/2026  |
| 170     | 23/01/2026 |             | Christmas Tree          | Mal Sutton                        | -120.00   | 21,845.51         | 10/02/2026  |
| 171     | 23/01/2026 |             | Clerk Salary            | Clerk Salary                      | -1,164.28 | 20,681.23         | 10/02/2026  |
| 172     | 23/01/2026 |             | Clerks Expenses         | Hale Parish Council               | -10.00    | 20,671.23         | 10/02/2026  |
| 173     | 23/01/2026 |             | Employee Pension        | Hale Parish Council               | -68.43    | 20,602.80         | 10/02/2026  |
| 174     | 23/01/2026 |             | Caretaker - Salary      | Hale Parish Council               | -524.20   | 20,078.60         | 10/02/2026  |
| 175     | 23/01/2026 |             | Booking Officer Salary  | Hale Parish Council               | -692.64   | 19,385.96         | 10/02/2026  |
| 176     | 27/01/2026 |             | Christmas Party Goods   | Joe McNamara                      | -150.00   | 19,235.96         | 10/02/2026  |
| 177     | 31/01/2026 |             | Bank Charges            | Unity Bank                        | -6.00     | 19,229.96         | 10/02/2026  |
| 178     | 06/02/2026 |             | Google Invoice          | Google Ireland Ltd                | -70.00    | 19,159.96         | 10/02/2026  |
|         |            |             | <b>CLOSING BALANCE</b>  |                                   |           | <b>19,159.96</b>  |             |
|         |            |             |                         | <b>Bank statement should show</b> |           | <b>£19,159.96</b> |             |

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

11 February 2026 (2025-2026)

**Expenditure**

| Code             | Title                            | Receipts |        |          | Payments         |                  |                 | Net Position         |
|------------------|----------------------------------|----------|--------|----------|------------------|------------------|-----------------|----------------------|
|                  |                                  | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance        | +/- Under/over spend |
| 1                | Asset Purchase                   |          |        |          | 500.00           |                  | 500.00          | 500.00 (100%)        |
| 13               | Audits                           |          |        |          | 1,500.00         | 742.00           | 758.00          | 758.00 (50%)         |
| 17               | Bank Charges/Admin.              |          |        |          | 300.00           | 244.50           | 55.50           | 55.50 (18%)          |
| 5                | Civic Service Working Group      |          |        |          | 750.00           | 358.03           | 391.97          | 391.97 (52%)         |
| 21               | Election Reserve                 |          |        |          | 3,500.00         |                  | 3,500.00        | 3,500.00 (100%)      |
| 35               | General Reserve                  |          |        |          | 10,840.00        |                  | 10,840.00       | 10,840.00 (100%)     |
| 8                | Grants                           |          |        |          | 250.00           | 552.92           | -302.92         | -302.92 (-121%)      |
| 3                | Guildswomen Working Group        |          |        |          | 150.00           |                  | 150.00          | 150.00 (100%)        |
| 22               | Hall Hire (Rent)                 |          |        |          | 600.00           | 797.50           | -197.50         | -197.50 (-32%)       |
| 10               | Insurance                        |          |        |          | 2,500.00         | 2,606.96         | -106.96         | -106.96 (-4%)        |
| 7                | Legal/Consultation Fees          |          |        |          | 500.00           | 270.00           | 230.00          | 230.00 (46%)         |
| 37               | Newsletters                      |          |        |          | 1,000.00         | 285.00           | 715.00          | 715.00 (71%)         |
| 19               | Payroll & Scribe                 |          |        |          | 700.00           | 871.60           | -171.60         | -171.60 (-24%)       |
| 40               | Salary Chargeback                |          |        |          |                  |                  |                 | (N/A)                |
| 18               | Staff Allowances/Expenses        |          |        |          | 150.00           | 1,121.70         | -971.70         | -971.70 (-647%)      |
| 15               | Staffing Including NI , Pensions |          |        |          | 29,500.00        | 40,197.39        | -10,697.39      | -10,697.39 (-36%)    |
| 14               | Subscriptions/Advisory Bodies    |          |        |          | 4,500.00         | 4,999.22         | -499.22         | -499.22 (-11%)       |
| 9                | Training                         |          |        |          | 300.00           | 243.00           | 57.00           | 57.00 (19%)          |
| 38               | Village Hall Support Costs       |          |        |          | 10,000.00        | 10,000.00        |                 | (0%)                 |
| 4                | War Memorial Working Group       |          |        |          | 811.80           | 147.53           | 664.27          | 664.27 (81%)         |
| 11               | Web Site                         |          |        |          | 600.00           | 1,087.73         | -487.73         | -487.73 (-81%)       |
| 2                | Wellbeing Fund                   |          |        |          | 5,000.00         | 5,605.82         | -605.82         | -605.82 (-12%)       |
| <b>SUB TOTAL</b> |                                  |          |        |          | <b>73,951.80</b> | <b>70,130.90</b> | <b>3,820.90</b> | <b>3,820.90 (5%)</b> |

**Income**

| Code             | Title             | Receipts         |                  |                  | Payments |        |          | Net Position           |
|------------------|-------------------|------------------|------------------|------------------|----------|--------|----------|------------------------|
|                  |                   | Budgeted         | Actual           | Variance         | Budgeted | Actual | Variance | +/- Under/over spend   |
| 42               | Credit Interest   |                  | 29.37            | 29.37            |          |        |          | 29.37 (N/A)            |
| 39               | Donations         |                  | 4,737.58         | 4,737.58         |          |        |          | 4,737.58 (N/A)         |
| 24               | Precept           | 62,432.62        | 62,432.62        |                  |          |        |          | (0%)                   |
| 36               | Refund            |                  | 1,363.63         | 1,363.63         |          |        |          | 1,363.63 (N/A)         |
| 41               | Salary Chargeback |                  | 14,932.74        | 14,932.74        |          |        |          | 14,932.74 (N/A)        |
| 25               | Vat Recovered     | 1,876.93         | 1,993.41         | 116.48           |          |        |          | 116.48 (6%)            |
| <b>SUB TOTAL</b> |                   | <b>64,309.55</b> | <b>85,489.35</b> | <b>21,179.80</b> |          |        |          | <b>21,179.80 (32%)</b> |

**Summary**

|                    |                  |                  |                  |                  |                  |                 |                  |
|--------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
| <b>NET TOTAL</b>   | <b>64,309.55</b> | <b>85,489.35</b> | <b>21,179.80</b> | <b>73,951.80</b> | <b>70,130.90</b> | <b>3,820.90</b> | <b>25,000.70</b> |
| <b>V.A.T.</b>      |                  |                  |                  |                  | <b>2,225.56</b>  |                 |                  |
| <b>GROSS TOTAL</b> |                  | <b>85,489.35</b> |                  |                  | <b>72,356.46</b> |                 |                  |

# Reconcile Bank

Bank reconciliation is the process of matching the balances in your accounting records to the corresponding information on a bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

## Reconciliation of Instant Access Account

|                                     |                |
|-------------------------------------|----------------|
| Balance in Scribe Accounts          | 3680.32        |
| Payments not cashed (Add)           | 0.00           |
| Receipts not cashed (Subt)          | 0.00           |
| <hr/>                               |                |
| Scribe calculated statement balance | <b>3680.32</b> |



**Hale Parish Council****Instant Access**

60-83-01 • 20527673

Balance Available balance

£ **3,680.32** £ **3,680.32**

Show:

|              |   |
|--------------|---|
| Transactions | ▼ |
|--------------|---|

Balances are correct as of 10:10 on 11 Feb 2026.

| ↓ Date   | Description                         | Paid in  | Paid out  | Balance  |
|----------|-------------------------------------|----------|-----------|----------|
| 28/01/26 | PAYPAL • PPWDL5NXJ2223ZPV4U         | 0.98     |           | 3,680.32 |
| 23/01/26 | Credit • 10                         | 300.00   |           | 3,679.34 |
| 31/12/25 | Credit Interest                     | 15.01    |           | 3,379.34 |
| 31/12/25 | Manual Credit - Handling Charge     |          | -9.50     | 3,364.33 |
| 02/12/25 | Credit • 9                          | 310.00   |           | 3,373.83 |
| 25/11/25 | Credit • 8                          | 441.00   |           | 3,063.83 |
| 24/11/25 | • Hales got Talent                  | 113.00   |           | 2,622.83 |
| 21/11/25 | PAYPAL CODE 7142 • PAYPAL CODE 7142 | 0.01     |           | 2,509.83 |
| 30/10/25 | Credit • 7                          | 932.50   |           | 2,509.82 |
| 25/10/25 | Transfer to 20415507                |          | -1,063.63 | 1,577.32 |
| 22/10/25 | • Quiz night                        | 270.00   |           | 2,640.95 |
| 30/09/25 | Credit Interest                     | 13.38    |           | 2,370.95 |
| 30/09/25 | Manual Credit - Handling Charge     |          | -1.50     | 2,357.57 |
| 30/06/25 | Credit Interest                     | 9.04     |           | 2,359.07 |
| 30/06/25 | Manual Credit - Handling Charge     |          | -12.00    | 2,350.03 |
| 18/06/25 | Credit • 6                          | 225.00   |           | 2,362.03 |
| 27/05/25 | Credit • 5                          | 157.50   |           | 2,137.03 |
| 17/04/25 | Credit • 4                          | 1,230.50 |           | 1,979.53 |

|          |            |               |               |
|----------|------------|---------------|---------------|
| 17/04/25 | Credit • 3 | <b>430.70</b> | <b>749.03</b> |
| 17/04/25 | Credit • 2 | <b>275.00</b> | <b>318.33</b> |
| 17/04/25 | Credit • 1 | <b>43.33</b>  | <b>43.33</b>  |

## Hale Parish Council

### Transactions for Instant Access Account

| Voucher                 | Date       | Chq/Rec No. | Description      | Supplier            | Total                             | Balance          | Cashed date |
|-------------------------|------------|-------------|------------------|---------------------|-----------------------------------|------------------|-------------|
| <b>STARTING BALANCE</b> |            |             |                  |                     |                                   |                  |             |
| 4                       | 17/04/2025 |             | Halloween Goods  | Halloween           | 43.33                             | 43.33            | 17/04/2025  |
| 5                       | 17/04/2025 |             | Easter Donations | Hale PC             | 275.00                            | 318.33           | 17/04/2025  |
| 6                       | 17/04/2025 |             | Hale Bake Off    | Hale PC             | 430.70                            | 749.03           | 17/04/2025  |
| 7                       | 17/04/2025 |             | Hales Got Talent | Hale PC             | 1,230.50                          | 1,979.53         | 17/04/2025  |
| 8                       | 27/05/2025 |             | Donation         | Hale PC             | 157.50                            | 2,137.03         | 27/05/2025  |
| 43                      | 30/05/2025 |             | Bank Charges     | Unity Bank          | -12.00                            | 2,125.03         | 30/06/2025  |
| 9                       | 18/06/2025 |             | Carnival Cafe    | Carnival Cafe       | 225.00                            | 2,350.03         | 30/06/2025  |
| 10                      | 30/06/2025 |             | Credit Interest  | Unity Bank          | 9.04                              | 2,359.07         | 30/06/2025  |
| 13                      | 30/09/2025 |             | Credit Interest  | Unity Bank          | 13.38                             | 2,372.45         | 30/10/2025  |
| 87                      | 30/09/2025 |             | Bank Charges     | Unity Bank          | -1.50                             | 2,370.95         | 30/10/2025  |
| 14                      | 22/10/2025 |             | Quiz Night       | Carol Anderson      | 270.00                            | 2,640.95         | 30/10/2025  |
| 88                      | 25/10/2025 |             | Quiz Night       | LWC Merseyside      | -1,063.63                         | 1,577.32         | 30/10/2025  |
| 15                      | 30/10/2025 |             | Quiz Night       | Income              | 932.50                            | 2,509.82         | 30/10/2025  |
| 20                      | 21/11/2025 |             | Bank Credit      | Unity Bank          | 0.01                              | 2,509.83         | 14/01/2026  |
| 21                      | 24/11/2025 |             | Hales Got Talent | Hale Village Hall   | 113.00                            | 2,622.83         | 14/01/2026  |
| 22                      | 25/11/2025 |             | Hales Got Talent | Hale Village Hall   | 441.00                            | 3,063.83         | 14/01/2026  |
| 23                      | 02/12/2025 |             | Table Sale       | Hale Village Hall   | 310.00                            | 3,373.83         | 14/01/2026  |
| 25                      | 31/12/2025 |             | Credit Interest  | Unity Bank          | 15.01                             | 3,388.84         | 14/01/2026  |
| 159                     | 31/12/2025 |             | Bank Charges     | Unity Bank          | -9.50                             | 3,379.34         | 14/01/2026  |
| 24                      | 23/01/2026 |             | Quiz Night       | Hale Parish Council | 300.00                            | 3,679.34         | 10/02/2026  |
| 26                      | 28/01/2026 |             | Bank Credit      | Bank Credit         | 0.98                              | 3,680.32         | 10/02/2026  |
| <b>CLOSING BALANCE</b>  |            |             |                  |                     |                                   | <b>3,680.32</b>  |             |
|                         |            |             |                  |                     | <b>Bank statement should show</b> | <b>£3,680.32</b> |             |

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

11 February 2026 (2025-2026)

**Expenditure**

| Code             | Title                            | Receipts |        |          | Payments         |                  |                 | Net Position         |
|------------------|----------------------------------|----------|--------|----------|------------------|------------------|-----------------|----------------------|
|                  |                                  | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance        | +/- Under/over spend |
| 1                | Asset Purchase                   |          |        |          | 500.00           |                  | 500.00          | 500.00 (100%)        |
| 13               | Audits                           |          |        |          | 1,500.00         | 742.00           | 758.00          | 758.00 (50%)         |
| 17               | Bank Charges/Admin.              |          |        |          | 300.00           | 244.50           | 55.50           | 55.50 (18%)          |
| 5                | Civic Service Working Group      |          |        |          | 750.00           | 358.03           | 391.97          | 391.97 (52%)         |
| 21               | Election Reserve                 |          |        |          | 3,500.00         |                  | 3,500.00        | 3,500.00 (100%)      |
| 35               | General Reserve                  |          |        |          | 10,840.00        |                  | 10,840.00       | 10,840.00 (100%)     |
| 8                | Grants                           |          |        |          | 250.00           | 552.92           | -302.92         | -302.92 (-121%)      |
| 3                | Guildswomen Working Group        |          |        |          | 150.00           |                  | 150.00          | 150.00 (100%)        |
| 22               | Hall Hire (Rent)                 |          |        |          | 600.00           | 797.50           | -197.50         | -197.50 (-32%)       |
| 10               | Insurance                        |          |        |          | 2,500.00         | 2,606.96         | -106.96         | -106.96 (-4%)        |
| 7                | Legal/Consultation Fees          |          |        |          | 500.00           | 270.00           | 230.00          | 230.00 (46%)         |
| 37               | Newsletters                      |          |        |          | 1,000.00         | 285.00           | 715.00          | 715.00 (71%)         |
| 19               | Payroll & Scribe                 |          |        |          | 700.00           | 871.60           | -171.60         | -171.60 (-24%)       |
| 40               | Salary Chargeback                |          |        |          |                  |                  |                 | (N/A)                |
| 18               | Staff Allowances/Expenses        |          |        |          | 150.00           | 1,121.70         | -971.70         | -971.70 (-647%)      |
| 15               | Staffing Including NI , Pensions |          |        |          | 29,500.00        | 40,197.39        | -10,697.39      | -10,697.39 (-36%)    |
| 14               | Subscriptions/Advisory Bodies    |          |        |          | 4,500.00         | 4,999.22         | -499.22         | -499.22 (-11%)       |
| 9                | Training                         |          |        |          | 300.00           | 243.00           | 57.00           | 57.00 (19%)          |
| 38               | Village Hall Support Costs       |          |        |          | 10,000.00        | 10,000.00        |                 | (0%)                 |
| 4                | War Memorial Working Group       |          |        |          | 811.80           | 147.53           | 664.27          | 664.27 (81%)         |
| 11               | Web Site                         |          |        |          | 600.00           | 1,087.73         | -487.73         | -487.73 (-81%)       |
| 2                | Wellbeing Fund                   |          |        |          | 5,000.00         | 5,605.82         | -605.82         | -605.82 (-12%)       |
| <b>SUB TOTAL</b> |                                  |          |        |          | <b>73,951.80</b> | <b>70,130.90</b> | <b>3,820.90</b> | <b>3,820.90 (5%)</b> |

**Income**

| Code             | Title             | Receipts         |                  |                  | Payments |        |          | Net Position           |
|------------------|-------------------|------------------|------------------|------------------|----------|--------|----------|------------------------|
|                  |                   | Budgeted         | Actual           | Variance         | Budgeted | Actual | Variance | +/- Under/over spend   |
| 42               | Credit Interest   |                  | 29.37            | 29.37            |          |        |          | 29.37 (N/A)            |
| 39               | Donations         |                  | 4,737.58         | 4,737.58         |          |        |          | 4,737.58 (N/A)         |
| 24               | Precept           | 62,432.62        | 62,432.62        |                  |          |        |          | (0%)                   |
| 36               | Refund            |                  | 1,363.63         | 1,363.63         |          |        |          | 1,363.63 (N/A)         |
| 41               | Salary Chargeback |                  | 14,932.74        | 14,932.74        |          |        |          | 14,932.74 (N/A)        |
| 25               | Vat Recovered     | 1,876.93         | 1,993.41         | 116.48           |          |        |          | 116.48 (6%)            |
| <b>SUB TOTAL</b> |                   | <b>64,309.55</b> | <b>85,489.35</b> | <b>21,179.80</b> |          |        |          | <b>21,179.80 (32%)</b> |

**Summary**

|                    |                  |                  |                  |                  |                  |                 |                  |
|--------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
| <b>NET TOTAL</b>   | <b>64,309.55</b> | <b>85,489.35</b> | <b>21,179.80</b> | <b>73,951.80</b> | <b>70,130.90</b> | <b>3,820.90</b> | <b>25,000.70</b> |
| <b>V.A.T.</b>      |                  |                  |                  |                  | <b>2,225.56</b>  |                 |                  |
| <b>GROSS TOTAL</b> |                  | <b>85,489.35</b> |                  |                  | <b>72,356.46</b> |                 |                  |

*Please ask for: Holly Bradley Extn: Quoting 26/00018/TPO*

Date: 22.01.2026

Dear Sir/Madam,

**TOWN AND COUNTRY PLANNING ACT 1990**

Application Number: 26/00018/TPO

Proposed works to trees protected by TPO 027 and in a Conservation Area: T1 London Plane - reduce over garden by 2.5m, T2 London Plane - reduce over drive way by 2.5m, T3 Beech - full crown reduction by 1.5m and crown lift of 4m, T4 Oak - remove heavy limb and remove any major deadwood and T5 Beech - remove snapped hanging branch and reduce by 2m at 33 Hale Road Hale Liverpool L24 5RB

The Council has received the above planning application and would welcome any comments you may wish to make. Should you wish to make any comments on the proposed development, would you please reply by e-mail to [dev.control@halton.gov.uk](mailto:dev.control@halton.gov.uk) within 21 days of the date of this letter. The plans and supporting information can be viewed at :

<https://pa.halton.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8UYCMHTMU900>

Should we not hear from you within 21 days we will presume you have no comments to make on the application.

Yours faithfully



Andrew Plant  
Divisional Manager - Planning & Development

Email sent to [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk)

It's all happening **IN HALTON**













*Please ask for: Holly Bradley Extn: Quoting 26/00009/FUL*

Date: 15.01.2026

Dear Sir/Madam,

**TOWN AND COUNTRY PLANNING ACT 1990**

Application Number: 26/00009/FUL

Proposed increase in ridge height to form 2nd floor with front and rear dormers and changes to fenestration, erection of single storey front, side and rear extensions following demolition of rear conservatory at 72 Church Road Hale Liverpool L24 4BA

The Council has received the above planning application and would welcome any comments you may wish to make. Should you wish to make any comments on the proposed development, would you please reply by e-mail to [dev.control@halton.gov.uk](mailto:dev.control@halton.gov.uk) within 21 days of the date of this letter. The plans and supporting information can be viewed at :

<https://pa.halton.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8L7NRHTMPV00>

Should we not hear from you within 21 days we will presume you have no comments to make on the application.

Yours faithfully

Andrew Plant  
Divisional Manager - Planning & Development

Email sent to [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk)

It's all happening **IN HALTON**

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Contact:  
07919222347  
hello@futures3.co.uk  
155 Score Lane, Liverpool, L16 5EE  
www.future3.co.uk

PROJECT 72 Church Road  
Hale  
L24 4BA

PROJECT N° 25049  
CLIENT Joel Hitchmough

DRAWING Existing front & rear Elevations

STATUS

SCALE (@ A3) 1 : 100

DRAWN BY LL

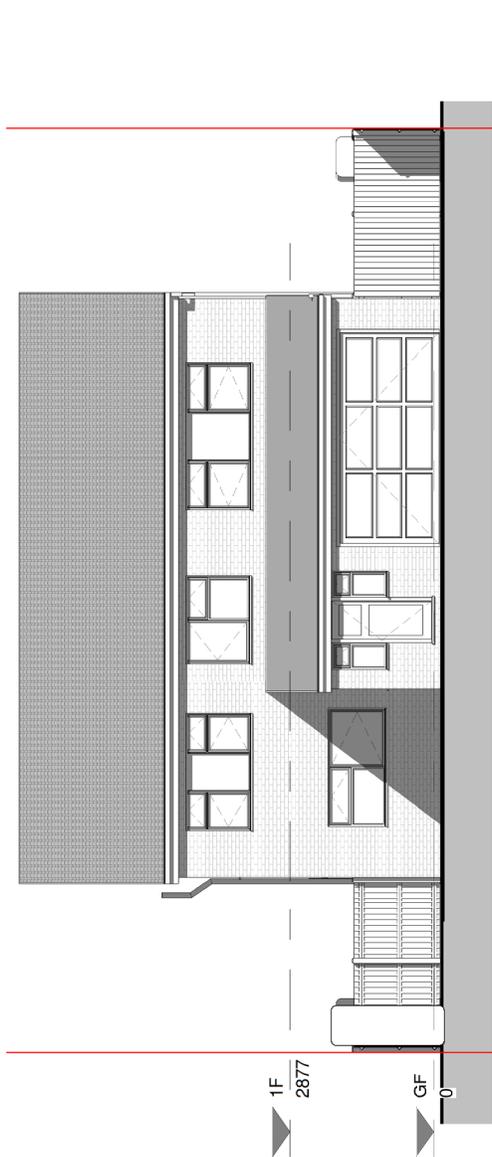
DATE 29.09.25

DRAWING NUMBER

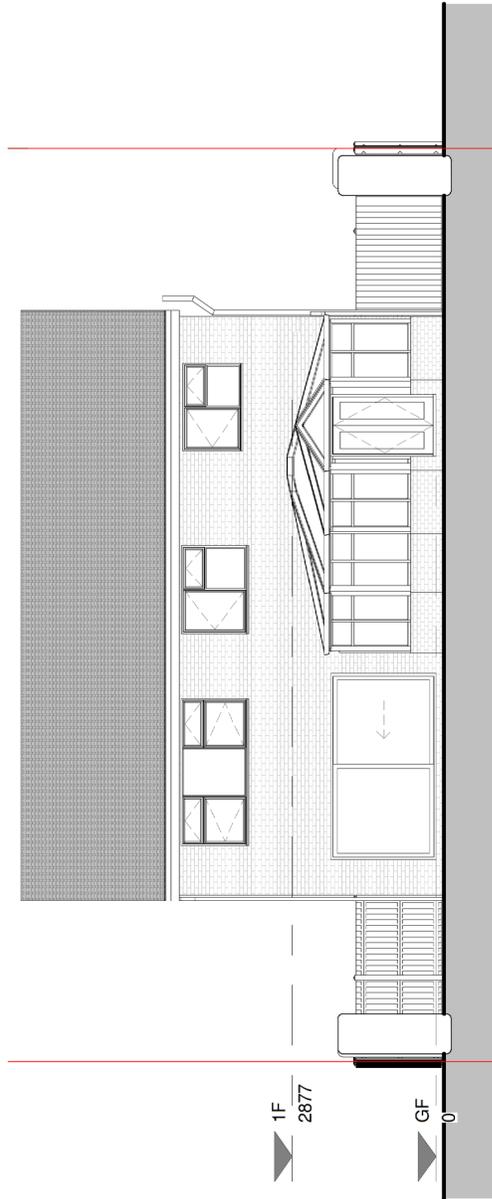
25049 - 04

REV

A



FRONT ELEVATION



REAR ELEVATION

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Contact:  
07919222347  
hello@future3.co.uk  
155 Score Lane, Liverpool, L16 5EE  
www.future3.co.uk

PROJECT 72 Church Road  
Hale  
L24 4BA

PROJECT N° 25049

CLIENT Joel Hitchmough

DRAWING Existing plans

STATUS Existing plans

SCALE (@ A3) 1 : 100

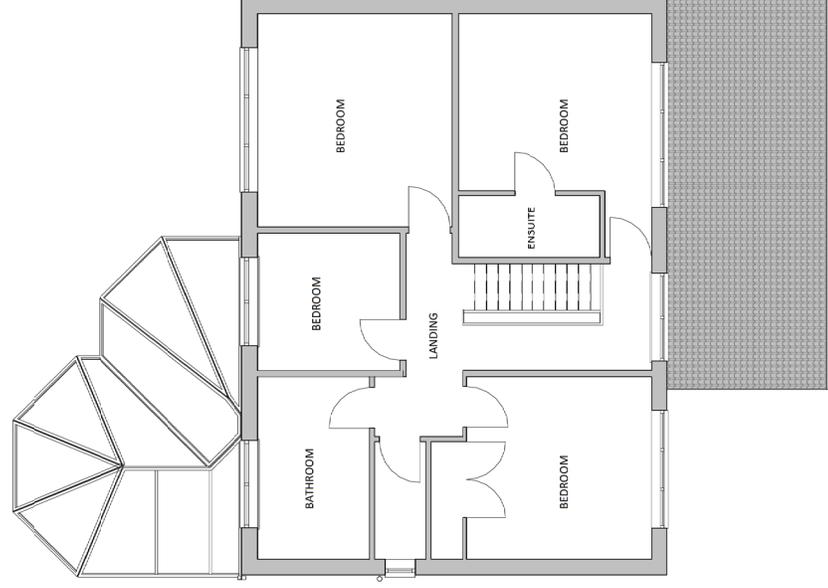
DRAWN BY LL

DATE 29.09.25

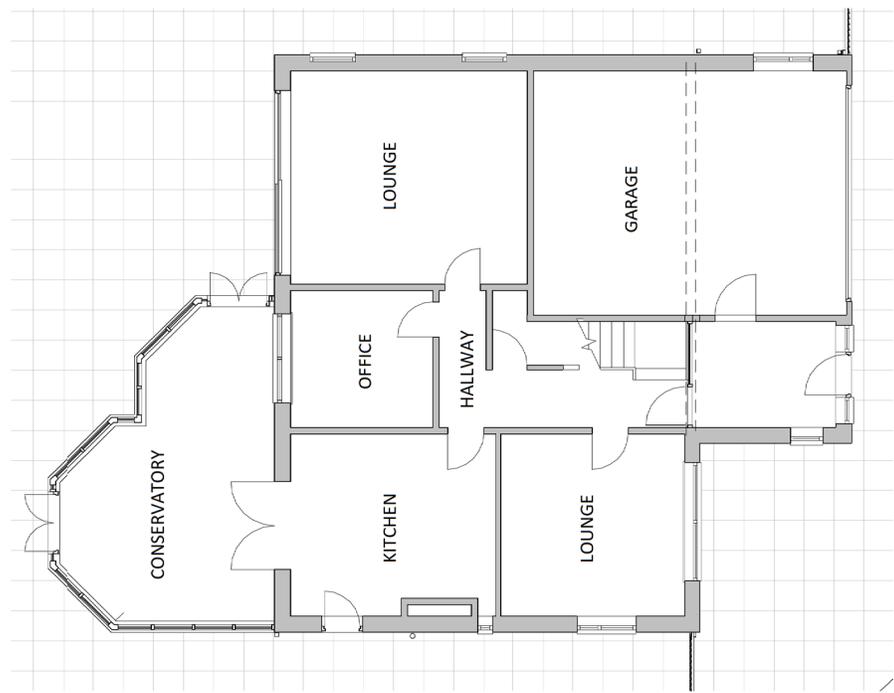
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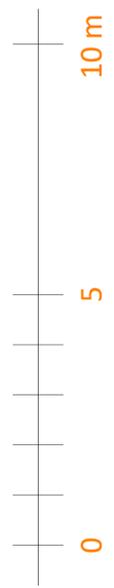
REV A



FIRST FLOOR PLAN  
1:100@A3



GROUND FLOOR PLAN  
1:100@A3



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PROJECT 77 Church Road  
 area

PROJECT NO L24-18A

CLIENT 25049  
 Joel Hitchmough

DRAWING Proposed Elevations & 3D

STATUS Project Status

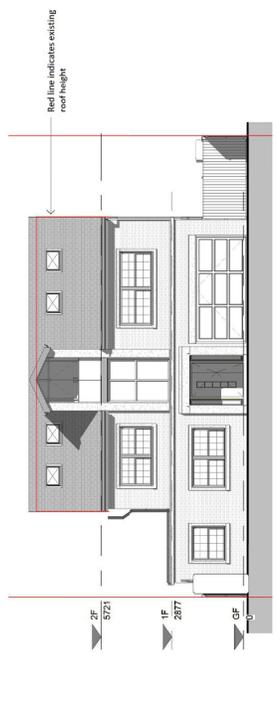
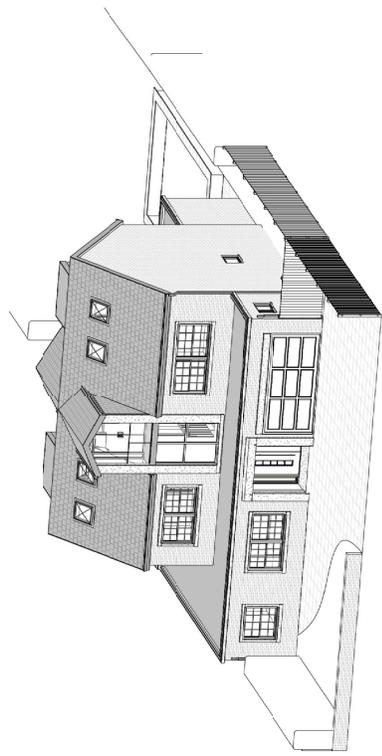
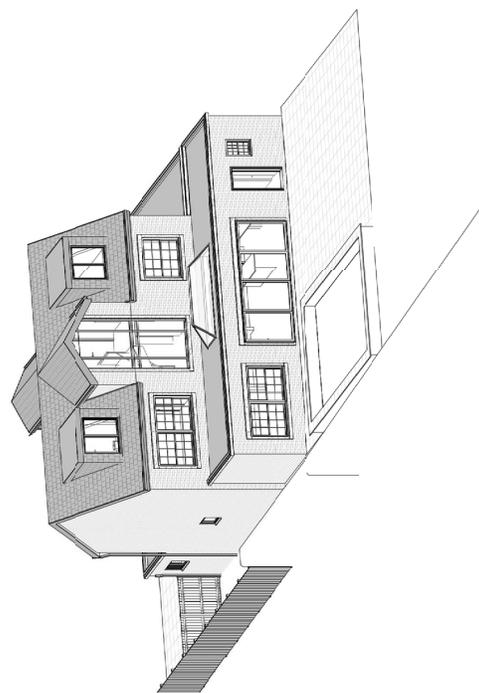
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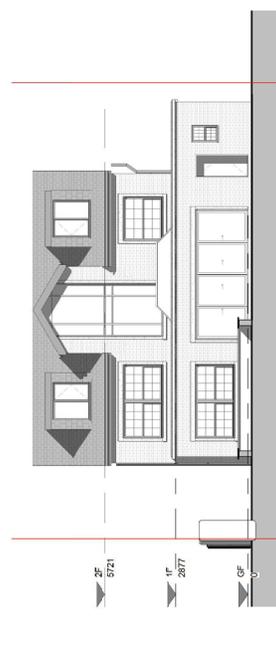
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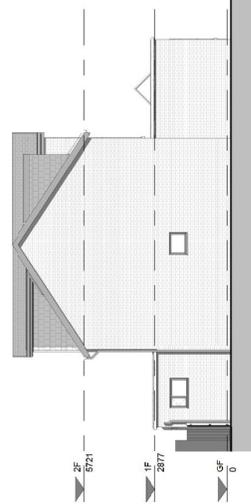
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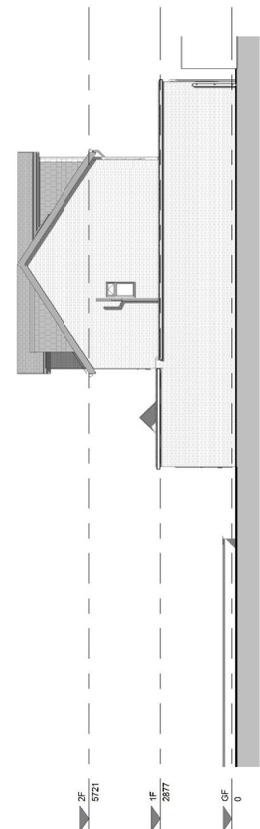
FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION I



SIDE ELEVATION II

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PROJECT 72 Church Road  
 Hale  
 L24 8BA

PROJECT Nº 25049

CLIENT Joel Hitchmough

DRAWING Proposed first floor plan

STATUS Project Status

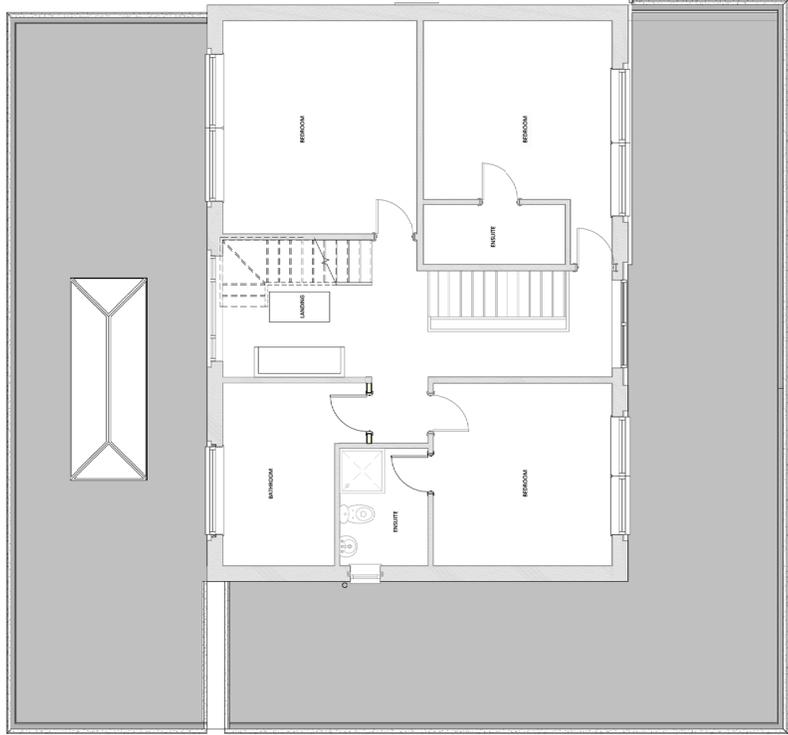
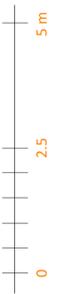
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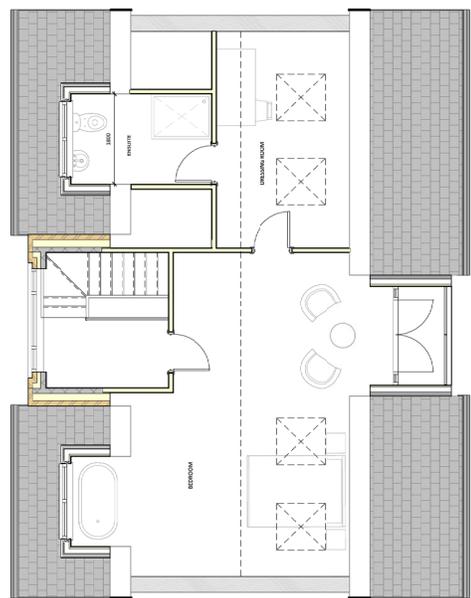
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DRAWING NUMBER 25049 - 08

REV A



PROPOSED FIRST FLOOR PLAN  
 1:50@A3



PROPOSED SECOND FLOOR PLAN  
 1:50@A3

# Hale Parish Council Employer Pensions Discretions Policy

## 1. Introduction and Overview

This Policy sets out the decisions of Hale Parish Council (“the Council”) regarding the exercise of its discretionary functions under the Local Government Pension Scheme.

The Council employs staff directly. Some employees are members of the LGPS, while others are enrolled in alternative pension schemes such as NEST or are below automatic enrolment thresholds.

This Policy ensures compliance with the LGPS Regulations 2013, Transitional Regulations 2014, and historical regulations for former scheme members.

Decisions made under this Policy will normally be taken by Full Council. The Staffing Committee or Responsible Financial Officer (RFO) may be delegated to review cases and make recommendations; however, any decision involving financial strain costs or employer expenditure must be approved by Full Council.

All staff are employed by the Council and have contracts of employment in place. At the date of this Policy, one or more employees are active members of the Local Government Pension Scheme (LGPS). Some employees are enrolled in an alternative qualifying workplace pension scheme (e.g. NEST) and/or do not currently meet automatic enrolment thresholds. The Council is the Trustee of Hale Village Hall Charity and the employment cost of certain roles (all except the Clerk/Responsible Officer) is recharged to Hale Village Hall Charity. This Policy applies only to employees who are (or become) members of the LGPS. It does not apply to employees who are only members of NEST or any other non-LGPS scheme.

## 2. Mandatory Employer Discretions

2.1 These are the discretions that the Council is required by law to have a written policy on under the LGPS Regulations. The Council must publish how it will approach these decisions to ensure transparency, consistency and compliance with the Scheme requirements.

### 2.2 Regulation 31 Power to Award Additional Pension

2.2.1 The Council does not routinely award additional pension. This discretion will only be considered in exceptional circumstances where it is in the Council’s interests and subject to affordability. Approval must be given by Full Council following consideration of the financial implications and advice from the RFO.

### 2.2 Regulation 16 Shared Cost Additional Pension Contributions (SCAPC)

2.2.1 The Council will meet its statutory obligation to contribute towards Shared Cost APCs where an employee has authorised unpaid leave and elects to purchase lost pension within 30 days of return. The Council will not contribute voluntarily to any other SCAPCs.

## 3. Principles and Legal Framework

This Policy is made under the Local Government Pension Scheme Regulations 2013 (“the 2013 Regulations”), the LGPS (Transitional Provisions and Savings) Regulations 2014 (“the 2014 Transitional Regulations”), and earlier regulations applicable to former members. In exercising discretions the Council will act reasonably, consistently, and having regard to the public law duties of fairness, proper purpose and relevant considerations, including cost to the employer and impact on service delivery.

Key principles guiding decisions under this Policy include:

- compliance with LGPS legislation and any guidance issued by the administering authority;
- financial prudence, including assessment of any pension strain or employer cost;
- consistency between employees in comparable circumstances while allowing for individual facts;
- equality, diversity and inclusion considerations and the Council’s Public Sector Equality Duty;
- transparency and clear recording of decisions and reasons.

## 4. Decision Making Process

Applications will normally be submitted to the Clerk and/or Responsible Financial Officer (RFO) for initial review. A report setting out the relevant regulation, options, costs (including any strain cost calculated by the administering authority), and a recommendation will be prepared for the Staffing Committee where

constituted, and thereafter for Full Council for decision. Urgent or sensitive matters may be considered under delegated authority only where such delegation has been expressly resolved by Full Council.

## **5. Evidence Requirements and Compassionate Grounds**

Where a discretion refers to 'compassionate grounds', the Council will require appropriate evidence. Examples include, without limitation:

- serious ill-health of the member or a dependent (medical letters may be required);
- caring responsibilities that cannot reasonably be mitigated;
- exceptional personal hardship demonstrably linked to the timing of retirement or reduction in benefits.

The absence of alternative reasonable solutions and the proportionality of any employer cost will also be considered.

## **6. Financial Assessment**

Where a discretion may give rise to a cost to the employer (including pension strain), the RFO will obtain costings from the administering authority and confirm budget availability before any recommendation is made. As a default position, the Council will not approve cases that give rise to a material unfunded strain cost unless overriding reasons exist.

## **7. Mandatory Employer Discretions (Post 31 March 2014 members)**

7.1 This section relates specifically to the mandatory discretions that apply to employees who are active members of the LGPS on or after 1 April 2014. Under the current regulations, the Council must state its policy on each of these discretions and confirm whether it will, will not, or may exercise them in individual cases.

### **7.2 Regulation 31 Power of Employer to Grant Additional Pension**

7.2.1 The Council will not normally grant additional annual pension under Regulation 31. In exceptional and evidenced circumstances, Full Council may approve an award having received advice from the RFO on affordability and value for money. Any award must fall within the statutory maximum additional pension permitted at the time of decision. No award will be made where it would create an undue burden on public funds.

### **7.2 Regulation 16 Shared Cost Additional Pension Contribution (SCAPC)**

7.2.1 The Council will comply with the statutory requirement to contribute two-thirds towards a SCAPC where an active member elects within the permitted time to purchase pension lost during a period of authorised unpaid leave, relevant child-related leave or reserve forces leave. The Council will not ordinarily enter into any other voluntary SCAPC arrangements.

### **7.3 Regulation 30 Flexible Retirement**

7.3.1 Employees aged 55 or over may request flexible retirement where they reduce their hours and/or move to a lower grade. The Council may consent where service delivery can be maintained, recruitment is viable, and there is no material adverse cost to the employer. As a guideline, a minimum and sustained reduction in contractual hours and/or grade will be expected; the specific reduction required will be confirmed at the time of any approval. Benefits released may be subject to actuarial reduction unless waived under Regulation 30(5) below.

### **7.4 Regulation 30(5) Waiver of Actuarial Reductions on Compassionate Grounds**

7.4.1 The Council may waive, in whole or in part, any actuarial reduction that would otherwise apply where compassionate grounds are established and the cost is affordable. Each case will be determined on its merits following receipt of evidence and a cost report from the administering authority. Approval rests with Full Council.

### **7.5 Transitional Provisions Rule of 85 "Switch On" (TP1 & Sch. 2)**

7.5.1 For members with Rule of 85 protections who voluntarily take benefits before age 60, the Council may agree to 'switch on' the Rule of 85 having regard to affordability and fairness. This will not be approved where a material pension strain would fall on the employer unless there are overriding reasons.

## **8. Recommended (Non-Mandatory) Employer Discretions**

- 8.1 These discretions do not legally require a written policy. However, it is considered good practice for employers to set out their approach in writing to support fairness, transparency and to assist the pension fund in administering the Scheme correctly.
- 8.2 Shared Cost Additional Voluntary Contributions (SCAVC)
  - 8.2.1 The Council will not establish a SCAVC arrangement or contribute to members' AVCs other than where expressly required by law.
- 8.3 Extension of Time for SCAPC Election (Reg 16(16))
  - 8.3.1 Where permitted by the Regulations, the Council may extend the election deadline for SCAPC in respect of authorised unpaid absence where there is a good reason for delay and no additional employer cost arises beyond that envisaged by the Regulations.
- 8.4 Extension of 12-Month Time Limit to Transfer Pension Rights (Reg 100(6))
  - 8.4.1 The Council may agree to extend the 12-month limit for requesting transfer-in of pension rights where administratively practicable and where no additional cost falls to the employer. Members should submit reasons and evidence for late requests.
- 8.5 Extension of Time to Elect Not to Aggregate Post-2014 LGPS Benefits (Reg 22(7) & (8))
  - 8.5.1 The Council may extend the 12-month period for electing not to aggregate post-2014 benefits with current membership where justified and where no additional employer cost or administrative detriment is incurred.
- 8.6 Extension of Time to Aggregate Pre-2014 Deferred Benefits (TP10(6) as amended)
  - 8.6.1 The Council may allow an extension to the time limit for electing to aggregate eligible pre-2014 deferred benefits with membership starting on or after 14 May 2018, subject to the administering authority's rules and absence of employer detriment.
- 8.7 Employee Contribution Banding (Reg 9 & 10)
  - 8.7.1 On joining, employees will be allocated to a contribution band based on actual pensionable pay reasonably expected for the Scheme year. Bands will be reviewed at each 1 April and on any material change to pensionable pay. Decisions will be applied consistently and recorded.
- 8.8 Assumed Pensionable Pay Inclusion of Regular Lump Sums (Reg 21(4))
  - 8.8.1 When calculating assumed pensionable pay, the Council may include 'regular lump sum payments' where there is a reasonable expectation that such payments would recur. Consistency and auditability will be maintained through payroll records.
- 8.9 Assumed Pensionable Pay Substitution with a Higher Level (Reg 21(5A) & (5B))
  - 8.9.1 Where pensionable pay in the reference period is materially lower than normal, the Council may substitute a higher level that more fairly reflects the member's usual pensionable pay, having regard to evidence and the administering authority's guidance.

## **9. Historic Discretions for Former Members**

- 9.1 These discretions apply to former employees who left the LGPS before 1 April 2014 under previous sets of regulations. The Council may still need to make decisions affecting their deferred or pensioner benefits, so a clear and consistent policy approach is still required.
- 9.2 Members Who Left Between 1 April 2008 and 31 March 2014
  - 9.2.1 The Council may agree to switch on the Rule of 85 for eligible deferred members who take benefits between ages 55 and 60, subject to affordability.
  - 9.2.2 On compassionate grounds, the Council may waive actuarial reductions that would otherwise apply to deferred benefits paid before age 65, subject to cost.
- 9.3 Members Who Left Between 1 April 1998 and 31 March 2008
  - 9.3.1 The Council may consent to early payment where justified and affordable.
  - 9.3.2 The Council may approve switching on protections where eligible, considering employer cost.
  - 9.3.3 On compassionate grounds, the Council may waive actuarial reductions for benefits paid before age 65, where affordable.

9.4 Members Who Left Before 1 April 1998

9.4.1 The Council may consent to early payment on or after age 50 and before normal retirement age on compassionate grounds, subject to cost and evidence.

**10. Administration, Records and Publication**

All decisions will be documented, including the regulation considered, evidence reviewed, costings, the decision maker and the reasons for decision. This Policy will be supplied to the administering authority and made available to scheme members on request and via the Council's website where appropriate.

**11. Review and Amendment**

This Policy will be reviewed at least every three years, or sooner where there is a material change in legislation, guidance, or the Council's circumstances. Interim updates may be approved by Full Council. Any change will be notified to affected employees and to the administering authority.

Approved by Full Council on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Minute reference: \_\_\_\_\_

Signed (Chair): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed (Clerk/RFO): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_