



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 25<sup>TH</sup> MARCH 2024 AT 8.00pm

Present: N. Thompson, P Turton, A McNamara, Cllr G Wright, Cllr M Roberts, Cllr P Lewis, Cllr J McNamara,

In attendance: Mr. Brian Hargreaves (Proper Officer) & 3 Members of the Public

1. **Apologies** – Apologies from Cllr Anderson and K Atkinson were received by the Clerk
2. **Declarations of Interest** – No interests were declared
3. **Public Participation** – nobody from the public forum wished to address the meeting
4. **Minutes** – The minutes of the Hale Village Hall Committee Ordinary meeting on 3rd July 2023 were approved as a true and accurate account

Proposed by Cllr Roberts and seconded by P Turton

**The Motion was approved**

5. **Payments & Receipts** - The list of payments and receipts made between 1<sup>st</sup> September 2023 and 8<sup>th</sup> March 2024 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed were accepted by the committee

Proposed by N Thompson and Seconded Cllr M Roberts

**The Motion was approved**

6. **Accounts** – The reconciled bank statement and summary of receipts & payments 1<sup>st</sup> September 2023 and 8<sup>th</sup> March 2024 were accepted as an accurate record and comparison against budget

Proposed by N Thompson and Seconded Cllr M Roberts

**The Motion was approved**

## 7. **Village Hall Working Groups – Update**

- i. **Room Hire Rates** – N Thompson & Cllr Wright have made extensive enquiries with similar (local) Village Hall roomhire to compare with Hale. There were a number of points to note including current hire charges and also their application to current hirers payments. Generally it was agreed that a report should be submitted to the next Trustee meeting with a view to increasing hire rates and re-establishing the types of hire available. Hirers status as “not for Profit” or for “Charity” needs to be established properly as it was felt that much needed income was being missed by catagorising hire groups incorrectly. The Clerk will review current tariffs with the Bookings Officer to obtain a better understanding of the hire rates being applied to different groups.

A member of the Public noted that a better understanding of the operational finances of the Village would be useful and perhaps the Clerk might be able to supply this.

It was agreed that N Thompson and Cllr Wright will review their findings and submit a proposal at the Trustee meeting on 18<sup>th</sup> April 2024

- ii. **Social Media/ Website Update** – The Clerk gave an account of the work being carried out on the websites and social media offerings. Still very much a “work in progress” he agreed to send a link which is able to access some of the work being done. This will give an oversight of the layout.
- iii. **Village Hall Cladding Repairs** – Mal Sutton gave an account of the current state of the cladding on the front of the Village Hall. Having

surveyed the situation with the original architect of the building it was agreed that the materials used were not appropriate to hold up against the weather and that water ingress is the main reason for the deterioration in the materials used. This could not be attributed to any individual or single organisation and it was agreed that it served no purpose to try to apportion blame. It is estimated that the cost of materials to repair the fascia would amount to approximately £2000. In addition labour costs and scaffolding would need to be factored into the cost. Mal Sutton advised that he had assembled a group of local contractors who are willing to donate their time free of charge but that not all work can be done for free and that the work would take approximately 3 days. Additional time would be required for painting/preserving the fascia.

Cllr M Roberts proposed that a maintenance plan be created and submitted to the Trustee meeting for consideration This was seconded by N Thompson

**The Motion was approved**

- iv. **Replacement Seating** – In the absence of Cllrs Trevaskis, Williams & Anderson It was agreed to defer the discussions about replacement seating.

**Proposed by Cllr Wright and seconded by P Turton**

**The Motion was approved**

*\*P Turton will enquire about some seating which may become available from a local College at a reasonable cost and report back to the Management Committee*

- v. **Sound Proofing** – The Clerk explained the report he had received from Sonata Accoustics Ltd. which identified the sound issues being experienced in Hale Village Hall. It offers a solution based broadly in line with the BB93 guidance for acoustics within the UK and is

believed to be a good benchmark upon which the Hall can be judged for future work.

- 8. Training Update** – It was recorded that 3 members of the Village Hall staff (Cleaner, booking Officer and Caretaker ) and the Clerk have completed the Health & Safety training recommended by this management committee in two 3 hr sessions on Wednesday 2<sup>nd</sup> August 2023 and Monday 21<sup>st</sup> August 2023
- 9. Key Box Access & Useage** – It was agreed to recommend to the trustee meeting the replacing of the locks and all the front door keys for entrance to the Village Hall
- Proposed by Cllr M Roberts and seconded by Cllr McNamara

**The Motion was approved**

- 10. Key Holder Policy** – It is recommended that the policy should be reviewed by members and that any amendments be sent directly to the Clerk for his inclusion on the Agenda for the meeting of Trustees on 8<sup>th</sup> April 2024.
- 11. Terms & Conditions of Hire** - It is recommended that the policy should be reviewed by members and that any amendments be sent directly to the Clerk for his inclusion on the Agenda for the meeting of Trustees on 8<sup>th</sup> April 2024.
- 12. Fire Extinguisher Replacement** – It was agreed to accept the quotation by H Roberts the current Fire protection experts used by the Village Hall for £189.90 + vat.
- Proposed by Cllr M Roberts and seconded by Cllr P Turton

**The Motion was approved**

- 13. Green Bin Requirement** – It was agreed to approve the hire of 3 green garden waste bins from Halton Borough Council
- Proposed by Cllr J McNamara and seconded by Cllr G Wright

**The Motion was approved**

**14. Mirror & Lock Replacement for the Village Hall** – It was agreed that a replacement door handle for the disabled toilet which is more user friendly should be purchased and installed.

It was also agreed that a mirror for use in the disabled toilet be purchased and installed by the caretaker

Proposed by Cllr P Lewis and seconded by N Thompson

**The Motion was approved**

**15. Next Meeting** – It was agreed that the next meeting will take place on Thursday 18<sup>th</sup> April 2024 at 7.30pm

**The Chairman closed the Meeting at 10.10pm**