



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



DATED THIS THIRTEENTH DAY OF JULY 2022
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY PARISH COUNCIL MEETING OF
HALE PARISH COUNCIL TO BE HELD AT 7.30pm
ON THE EIGHTEENTH DAY OF JULY 2022
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
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. **Apologies** - To Receive apologies for absence

2. **Declarations of Interest** - To Receive declarations of Interest

3. **Public Participation** – To adjourn the meeting for a period of public participation

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

4. **Minutes** –
 - i. To approve the Minutes of Hale Parish Council Annual Parish Council meeting held on Thursday 12th May 2022 as a true record
 - ii. To approve the Minutes of Hale Parish Council Ordinary Parish Council meeting held on Wednesday 22nd June 2022 as a true record

5. **Matters Arising From the Previous Parish Council meeting**
 - i. **Operation London Bridge** - Cllr Cleary to give an update

6. **Ward Councillors Report** – To receive a report from local Ward Councillors if available

7. **Complaints** – To address a request to ask about historical complaints and to give an update on the current situation regarding formal complaints.

- 8. Payments and Receipts** - To receive and accept the list of payments and receipts made between 10th June 2022 & 7th July 2022 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 below

13 July 2022 (2022-2023)

**Hale Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43	Environmental	24/06/2022	Hale Parish Council Unity Bank		Repayment	Bookings Officer	S	189.71	37.94	227.65
44	Staffing Including NI	28/06/2022	Hale Parish Council Unity Bank		Clerk Salary	Hale Parish Council	Z	1,039.65		1,039.65
45	Staff Allowances/Exper	28/06/2022	Hale Parish Council Unity Bank		Clerks Expenses	Hale Parish Council	Z	63.00		63.00
46	Staff Allowances/Exper	28/06/2022	Hale Parish Council Unity Bank		Clerks Expenses	Hale Parish Council	Z	10.00		10.00
47	Staffing Including NI	28/06/2022	Hale Parish Council Unity Bank		Clerk Salary	Hale Parish Council	Z	370.64		370.64
49	Administration	30/06/2022	Hale Parish Council Unity Bank		Bank Charges	Unity Bank	Z	18.00		18.00
50	Insurance	01/07/2022	Hale Parish Council Unity Bank		Insurance	Hiscox	S	244.93	48.99	293.92
48	Subscriptions/Advisory	04/07/2022	Hale Parish Council Unity Bank		Subscription	Chalc	Z	566.28		566.28
51	Web Site	07/07/2022	Hale Parish Council Unity Bank		Internet/Website	Google Ireland Ltd	Z	13.80		13.80
Total								2,516.01	86.93	2,602.94

- 9. Accounts** - To receive the reconciled bank statement and summary of receipts & payments (10th June 2022 – 7th July 2022 and to accept them as an accurate record and comparison against budget

Bank Statement 10th June – 7th July

07-Jul-22	Direct Debit (GOOGLE CLOUD EMEA)	82385888GBHJUPBEER	-£13.80	£56,434.41
06-Jul-22	B/P to: Chalc	CHALC SUBS.	-£566.28	£56,448.21
06-Jul-22	Salary	HPC	-£1,112.65	£57,014.49
06-Jul-22	Salary	120PA00288525 1806	-£370.64	£58,127.14
01-Jul-22	Direct Debit (HISCOX)	HISCOX PIB 8187826	-£293.92	£58,497.78
30-Jun-22	Service Charge	Unity Bank	-£18.00	£58,791.70
27-Jun-22	B/P to: Hale Village Hall	ROOM HIRE (MTGS)	-£220.00	£58,809.70
27-Jun-22	B/P to: Louise Beaton	INV CHA 215	-£175.00	£59,029.70
27-Jun-22	Repayment	REPAYMENT	-£227.65	£59,204.70
10-Jun-22	Direct Debit (GOOGLE CLOUD EMEA)	82385888G447L7K4OF	-£13.80	£59,432.35

- 10. AGAR Return** - To accept the amended AGAR return for 2021-2022 as per the Internal Audit Report
- 11. Internal Audit Report** - To Receive the Internal Audit Report for Hale Parish Council 1st April 2021 – 31st March 2022
- 12. Terms of Reference - Finance Committee** – To consider the draft Terms of Reference preferred by Cllr Mitchell.

- 13. Finance Committee** – To consider a report by Cllr Mitchell
- 14. Jubilee Mugs** – To consider a draft design for Jubilee Mugs.
- 15. CLOPUD** – To Note that planning application ref: 22/00019/PLD by Liverpool John Lennon Airport for a Lawful Development Certificate has been refused (29th June 2022) by Halton Borough Council.
- 16. Benches** - To approve the quotation and expenditure for 4 matching vandal proof benches for installation around the village. Placements to be agreed.
- 17. Chalc HR Training Sessions** – To consider the two evening (6pm – 8pm) options offered in HR training by Chalc
- 18. Village Forum** - To consider establishing a village forum so that all local groups can discuss the activities they are undertaking each year, coordinating efforts and reducing the risk of duplicating events. The promotion of this forum can be in the next newsletter.
- When Resolution 1014055 made the Parish Council Sole Trustee of the Village Hall in March 2020, a clause was included which stated:-
"Clause 5.9 :- to establish or support a local forum of representatives of community groups, voluntary organisations ,statutory authorities and individuals involved with community work".
- 19. Proms in the Park** – To receive an update from the Chair and agree a course of action.
- 20. Bat Detector** - To consider the purchase of a bat detector device, stored in a central and easily accessible location (possibly the front of the Village Hall) to encourage local residents and community groups to explore local wildlife.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL ON THURSDAY 12th MAY 2022 AT 7.30pm

Present: Cllr Mitchell, Cllr Anderson, Cllr Spargo, Cllr Cleary, Cllr Trevaskis, Cllr Brown, Cllr McNamara Cllr Williams, Cllr King, Cllr Healey

In attendance: The Clerk and twenty six members of public were also present

- 1. Election of Chairman** – The Chairman used his casting vote in a tied vote to confirm his re-election as Chairman for 2022-2023. He validated his appointment by explaining that he feels that the vast experience he has gained since the age of eighteen as a Parish Councillor coupled with his commitment to the position are wholly appropriate for the post. He is confident that he can continue to fulfill the role competently and looks forward to continuing his work for the benefit of Hale Village. He proposed that Cllr Mitchell should be considered for the position of Vice-Chairman.
- 2. Election of Vice - Chairman** – There were 3 candidates proposed for the position of Vice-Chairman. Cllr Mitchell was proposed by Cllr Trevaskis and seconded by Cllr Spargo. She received an absolute majority and was duly elected to the position.
- 3. Apologies** – No apologies were received by the Clerk
- 4. Declarations of Interest** – No declarations of interest were recorded by the Clerk
- 5. Minutes** – Cllr Trevaskis proposed that the Minutes of Hale Parish Council Ordinary meeting 25th April 2022 should be approved as a true record with two minor amendments. Cllr Spargo seconded the proposal.

The Motion was approved

Adjournment – The Chairman proposed an adjournment of the meeting for a period of public participation. This was seconded by Cllr Spargo

- i.** Cllr Spargo gave an update on the progress of the painting of Hale Lighthouse. He gave it as an example of what can be achieved when different groups within the Village pull together and work for the benefit of everyone. This was supported by another local resident who cited the Village ladies who held an afternoon Tea event and raised £1000+ as another instance.
- ii.** A member of Public from the Baileys Lane area made an emotional representation which identified a perceived lack of interest by Hale Parish Council in the area in and around Baileys Lane. She felt that there is a lack of interest at that end of the Village which she feels is “cut off” and in need of attention from the PC. She explained that she felt that some of the trees in the area needed urgent attention to insure against injury in the overgrowth. She also mentioned that Speeding, large dog control and dog waste management are a constant problem and are very disturbing for residents.
The chairman agreed with the resident and agreed to focus more attention on the area in question but explained that unfortunately many the issues of concern which have been identified here are in genera the responsibility of the Higher Tier authority and that it might be more appropriate for the resident in question to contact Halton Borough Council to seek a favourable outcome. He went on to identify the speeding Issues as matters for the local Police Authorities but along with Cllr McNamara proposed that Hale PC might be inclined to explore the possibility of funding a series of appropriate signs.
- iii.** The Lord Mayor gave thanks for the help and assistance which local people had offered in the run up to the Platinum Jubilee Years opening events. He made a special note of the help that Peter Doyle who has recently passed away has made and three other residents were also singled out for praise. It was also noted that all elements of the total project including the renovation and installation of the cannon at Hale Village Hall, the Lighthouse Road repair, and the replacement of the lighthouse window are now nearing completion.

Reconvene - The Chairman proposed to reconvene the meeting which was seconded by Cllr Spargo

6. Standing Orders – The previous standing Orders (adopted on 15th February 2021) were re-adopted with the following amendments.

- i. The index was amended to reflect the true content of the standing orders following the removal of a previous item.
- ii. Item 11 Rules of Debate – Amendment to item dd) Will now read “After discussion, The Chairman shall.....etc”
- iii. Code of Conduct Sec 3 Item c) – Will be amended to read as follows: -

C) Councillors should not get involved in the day to day operational management of services. Councillors must not contact contractors of the Council, unless it is in writing and the proper officer is copied in. Councillors are only permitted to contact advisory bodies such as Chalc, Nalc, ACRE, SLCC, ICO, CCA Equally, Officers should not get involved in politics.

The Standing orders with the relevant amendments were proposed for acceptance by Cllr Trevaskis and seconded by Cllr Cleary.

In a named vote Cllrs Trevaskis, Spargo, Williams, McNamara, Healey, King, Cleary, Anderson and Brown were in favour of the motion.

Cllr Mitchell was against.

The Motion was approved

7. Financial Regulations – It was proposed by Cllr Trevaskis that the previous Financial Regulations (adopted on 15th February 2021) should be approved and re-adopted with the following amendment.

- i. Amendment to the footnote 2 under Item 12

“**Payments under Contracts for building or other construction works**”
Due to a change in the thresholds of these contract limits the amounts have been amended.

Cllr Spargo seconded the motion and in a named vote Cllrs Trevaskis, Spargo, Williams, McNamara, Healey, and Anderson were in favour of the motion.

Cllrs Mitchell, King and Brown were against.

There was one abstention

The Motion was approved

8. Risk Management Scheme - The previous Risk Management Scheme (adopted on 17th May 2021) was re-adopted without amendment.

Proposed by Cllr Trevaskis and seconded by Cllr McNamara

The Motion was approved

- 9. Code of Conduct** – The new “model” Code of Conduct for Councillors produced by the Local Government Association was adopted without amendment.

The Clerk will contact Chalc regarding the availability of training for new councillors and refresher sessions for existing members and will arrange sessions where appropriate.

Proposed by Cllr Trevaskis and seconded by Cllr Williams

The Motion was approved

- 10. Personnel Committee** – It was proposed by Cllr Trevaskis that the Personnel Committee shall consist of the following Members

Cllr Cleary, Cllr Williams, Cllr Mitchell, Cllr Anderson, Cllr McNamara, Cllr Trevaskis and that the current Terms of Reference adopted on 15th February 2021 should be re-adopted with no amendments

The Clerk will contact Chalc regarding the availability of Human Resources training for councillors and will arrange sessions where appropriate.

Cllr McNamara seconded the motion.

The Motion was approved

10a. Committee's

i. Wellbeing Committee

A proposal by Cllr Trevaskis under Standing Order 10(j) to appoint a committee or sub-committee without notice was seconded by Cllr Spargo.

To re-assign the current wellbeing working group as a Wellbeing Committee

Members are Cllr McNamara, Cllr Williams, Cllr Anderson, Cllr Mitchell and Cllr Trevaskis (5)

Terms of reference were approved at the Parish Council Meeting on May 12th 2022

ii. Finance Committee

A proposal by Cllr Mitchell under Standing Order 10(j) to appoint a committee or sub-committee without notice was seconded by Cllr Cleary.

Members are Cllr Cleary, Cllr King, Cllr Mitchell, Cllr Spargo, Cllr Brown (5) Terms of reference were approved at the Parish Council Meeting on May 12th 2022

The Clerk will contact Chalc regarding the availability of Financial training for councillors and will arrange sessions where appropriate.

11. Dates for Meetings 2022 - 2023 – It was proposed by Cllr Mitchell that the following dates be accepted for future Parish Council Meetings. The dates were seconded by Cllr Trevaskis

Wednesday 22nd June 2022
Monday 18th July 2022
Monday 19th September 2022
Monday 17th October 2022
Monday 21st November 2022
Monday 16th January 2023
Monday 20th February 2023
Monday 20th March 2023
Monday 17th April 2023

The Motion was approved

The Chairman closed the Meeting at 9.30pm



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL
ON WEDNESDAY 22nd JUNE 2022 AT 7.30pm**

Present: Cllr Mitchell, Cllr Spargo, Cllr Cleary, Cllr Trevaskis, Cllr Brown, Cllr McNamara Cllr Williams, Cllr Healey

In attendance: The Clerk and three members of public were also present

1. **Apologies** – Apologies were received by the Clerk from Cllr Anderson, Cllr King,
 - i. The Chairman gave a verbal apology to members in support of his previous email. In it he explained the reasons for his offering mis-information at the previous Parish Council meeting relating to the Volunteer work he has undertaken recently. He also gave members an opportunity to retract any statements made by them at the previous meeting.
2. **Declarations of Interest** – No declarations of interest were recorded by the Clerk
3. **Public Participation** – No matters were discussed. A member of the public was advised that an Item he had wished to discuss should be lodged with the Clerk for addition to the agenda for the meeting on 18th July 2022.
4. **Minutes** – Cllr Trevaskis proposed that the Minutes of Hale Parish Council Ordinary meeting on 12th May 2022 should be deferred pending two minor amendments to the record item 10a (i) and 10a (ii) and the addition of discussions taken with members of the public outside the meeting

The Motion was approved

5. Matters Arising from the Previous Parish Council Meeting –

- i. The Clerk has enquired about the availability of relevant training courses for members of the Finance Committee and the Personnel Committee. Suitable training may be difficult to find outside of usual daytime working hours. The Clerk agreed to contact Chalc to explore the opportunities for dedicated training in the evenings or at weekends to accommodate those members who have daytime work.

6. **Ward Councillors Report** – The Clerk did not receive an update on this occasion. A request was made by members for the Clerk to write to all Ward Councillors and extend an invitation to attend future Parish Council meetings.

The Motion was approved

7. **AGAR Submission 2021 - 2022** – The Clerk was asked by Cllr Brown why the AGAR submission document was presented as a single sheet and not as the complete document consisting of 6 pages. The Clerk admitted that on this occasion he had made a mistake and that there should actually be two pages which are relevant, for use by the Internal auditor. Cllr Brown explained that his inexperience meant that he had never seen the AGAR return and that he believed that all 6 pages of the submission should have been distributed by the Clerk for review and approval. The Clerk agreed to ensure that this was the case in future and explained that he was attempting to keep unnecessary printing costs to a minimum.

It was proposed by Cllr Spargo and seconded by Cllr McNamara that page 5 The Accounting Statement should be submitted for review by the Internal auditor.

The Motion was approved

The Chairman used his casting vote to approve that page 4 (The assertions) should be approved for submission to the Internal Auditor

The Motion was approved

8. **Payments & Receipts** – Cllr Mitchell proposed that all payments and receipts for the period 1st April 2022 – 10th June 2022 are a true and accurate record. This was seconded by Cllr McNamara.

The Motion was approved

9. **Accounts** – Cllr Mitchell proposed that the accounts presented for the period 1st April 2022 – 10th June 2022 are a true and accurate record and Cllr McNamara seconded the proposal.

The Motion was approved

10. **Terms of Reference** - It was noted that the amended Terms of reference for the newly formed Finance and Wellbeing Committees are now properly documented.

11. **Operation London Bridge** – Cllr Cleary agreed to make enquiries regarding the protocols which will be applied in the United Kingdom in the event of the death of a senior member of the Royal Family and will advise on the production of a plan for the Parish Council to facilitate such an event.

12. **Hale Park Estate Volunteer Gardeners Group** – It was resolved to allocate a budget of £500 to this organisation to be used for replacing redundant tools and machinery. Official Vat receipts will be supplied to the Clerk who will arrange repayment for items purchased from the budget and adjust the remaining allocation accordingly.

Proposed by Cllr Mitchell and seconded by Cllr Trevaskis

The Motion was approved

13. **Request for Benches** – A proposal by Cllr Mitchell to purchase two anti-vandal benches similar to the existing bench outside the Village Hall was subject to a

friendly amendment by Cllr Brown who proposed that four benches would be a more appropriate quantity. In addition it was agreed that each bench should have a small plaque commemorating the Queens's Platinum Jubilee Year on it.

Proposed by Cllr Brown and seconded by Cllr Mitchell

The Motion was approved

14. Action Plan – The Chairman asked the meeting whether anybody had any ideas or proposals for the staging of events during the Queens Jubilee year. A number of suggestions were offered as follows;-

- i. ***Coach Trip*** – It was suggested that a coach trip may be of interest for the more senior members of the community. However it was noted that such trips are arranged by another local resident sporadically and that the combined liabilities the Council would have to consider for events outside the village could be prohibitive
- ii. ***Refurbishment of the park changing rooms*** or possible re-purposing for use by the younger members of the community as an information station or workshop. Halton BC would have to be consulted and included in any discussions.
- iii. ***Guided tour on "The Danny"*** - a Trip to the steam boat "The Daniel Adamson" moored on the River Weaver in Frodsham. A historical experience with information available from a designated tour guide. The expense and accessibility might be restrictive for this trip
- iv. ***Proms in the Park Event*** – To stage a musical/cultural event for members of the Village in Hale Park.

Members thought that this may be an ideal opportunity to stage an event over the bank Holiday Weekend at the end of August.28th/29th. A local freeman may be able to assist with booking entertainment, stage construction, purchase or hire and a comprehensive sound system. Entertainment such as a local Samba band, Merseywave Choir, Local schools/clubs, Rossendale Brass Band etc might be considered. The format and specifics including all costings, legal & safety checks would need to be properly established

An overall budget of £3000 was proposed by Cllr Trevaskis and seconded by Cllr Brown. All budget lines will be agreed at the July meeting of the Parish Council,

The Motion was approved

15. Commemorative Mugs – It was resolved to allow the Clerk under his delegated authority to oversee the design and procurement of a Quantity (to be confirmed) of commemorative mugs for distribution as a memento or the local children of Hale Village.

The Chairman closed the Meeting at 10.35pm

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				2,000.00	154.00	1,846.00	1,846.00 (92%)
2	Wellbeing working group				3,000.00	124.51	2,875.49	2,875.49 (95%)
3	Guildswomen Working Group				150.00	25.00	125.00	125.00 (83%)
4	War Memorial Working Group				1,286.00		1,286.00	1,286.00 (100%)
5	Civic Service Working Group				650.00	494.42	155.58	155.58 (23%)
7	Legal/Consultation Fees				5,000.00	175.00	4,825.00	4,825.00 (96%)
8	Grants				1,500.00		1,500.00	1,500.00 (100%)
9	Training				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,000.00	979.72	2,020.28	2,020.28 (67%)
11	Web Site				750.00	27.60	722.40	722.40 (96%)
12	Newsletter				500.00		500.00	500.00 (100%)
13	Audit				1,000.00		1,000.00	1,000.00 (100%)
14	Subscriptions/Advisory Bodies				1,500.00	901.38	598.62	598.62 (39%)
15	Staffing Including NI				20,000.00	4,230.87	15,769.13	15,769.13 (78%)
17	Administration				250.00	46.92	203.08	203.08 (81%)
18	Staff Allowances/Expenses				300.00	93.00	207.00	207.00 (69%)
19	Payroll & Scribe				750.00	288.00	462.00	462.00 (61%)
20	Village Hall Support Costs				3,000.00		3,000.00	3,000.00 (100%)
21	Election Costs				3,500.00		3,500.00	3,500.00 (100%)
22	Hall Hire (Rent)				500.00	238.00	262.00	262.00 (52%)
35	General Reserve				6,695.00		6,695.00	6,695.00 (100%)
39	Environmental				10,000.00	189.71	9,810.29	9,810.29 (98%)
SUB TOTAL					66,331.00	7,968.13	58,362.87	58,362.87 (87%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept		47,500.00	47,500.00	47,500.00		47,500.00	95,000.00 (200%)
25	Vat Recovered							(N/A)
SUB TOTAL			47,500.00	47,500.00	47,500.00		47,500.00	95,000.00 (200%)

Summary

NET TOTAL	47,500.00	47,500.00	113,831.00	7,968.13	105,862.87	153,362.87 (134%)
V.A.T.				494.69		
GROSS TOTAL	47,500.00			8,462.82		

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

HALE PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/EMAIL PAGE ADDRESS <https://www.haleparishcouncil.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HALE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2021

and recorded as minute reference:

Minute 4 28/06/2021 REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

(Signature)
 SIGNATURE REQUIRED
(Signature)
 SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS <https://www.haleparishcouncil.gov.uk/> ADDRESS

Section 2 – Accounting Statements 2021/22 for

HALE PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	14,916	18,117	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	49,000	43,724	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1,283	2,662	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	14,103 Restated	17,304	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	32,979 Restated	29,806	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	18,117	17,392	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	18,117	17,392	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,001,452	1,002,668	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

10/06/2022

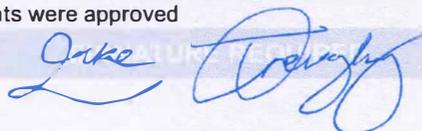
I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2022

as recorded in minute reference:

Minute Ref: 7 22/06/2022

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

EHLE PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

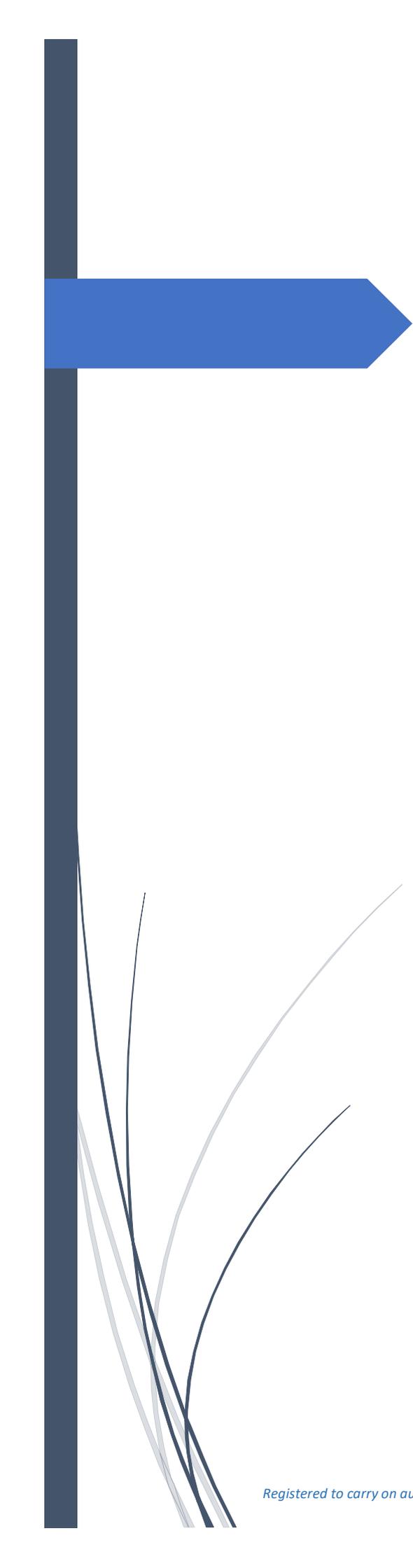
ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



Hale Parish Council

Internal Audit 2021/22

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

INTERNAL AUDIT REPORT

The internal audit of Hale Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- Reviewing whether the council has met its responsibilities as a trustee

Conclusion

On the basis of internal audit work carried out, which was limited to the tests above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The analysis of staff costs from SCRIBE, minus the expenses included in the analysis, could not be agreed to the figure for staff costs in the AGAR.	<i>The council should review the SCRIBE ledger analysis of staff costs and ensure the correct figure is disclosed the AGAR accounts.</i>	
2	<p>The risk assessment does not address the risk of supplier fraud which is a significant risk currently faced by public and independent sector organisations. Supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the 	<i>Risk assessment should include an assessment of supplier fraud risk including the adequacy of supplier onboarding controls, and the implementation of appropriate risk mitigation measures.</i>	

INTERNAL AUDIT REPORT

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>process undertaken to verify the supplier details change</p> <ul style="list-style-type: none"> - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 		
2020/21 internal audit			
1	The council did not update, review and approve the risk assessment during 2020/21.	<i>The risk assessment should be updated, reviewed and approved by council each financial year.</i>	Implemented
2	The minutes do not clearly evidence that budgetary control reports are provided to the council quarterly for review, as required by the Financial Regulations.	<i>Budget monitoring should occur throughout the financial year and minutes should clearly evidence the review of budgetary control information</i>	Implemented – evidence of budgetary is included in the agenda

INTERNAL AUDIT REPORT

	ISSUE	RECOMMENDATION	FOLLOW UP
3	<p>There are a number of errors in the AGAR accounts:</p> <ul style="list-style-type: none"> - The instructions require all the figures to be rounded to nearest £1, however, this is not the case. - All boxes must be completed, even if a zero is required. - The fixed asset figure is incorrectly stated and does not agree to the asset register (as too many zeros have been included in the figure) 	<p><i>The AGAR accounts should be amended as noted. A sense check of the AGAR accounts and a review to ensure it has been completed in accordance with requirements should be carried out before submitting the AGAR for internal audit.</i></p>	Implemented
4	<p>The council is sole trustee to a charity. However, review of the Charity Commission website shows that a number of year's annual returns are outstanding.</p> <p>No evidence was provided that the council met as sole trustee twice in the financial year as required by the charity deed.</p>	<p><i>Annual returns to the Charity Commission for the sole trustee charity should be brought up to date and submitted to the Charity Commission.</i></p> <p><i>The council should provide evidence annually to the internal auditor that at least two meeting of the council as sole trustee have been held in the financial year.</i></p>	Implemented
2019/20 internal audit			
1	<p>The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make</p>	<p><i>The council must ensure that it makes proper provision for the exercise of public rights for every financial year</i></p>	Implemented

INTERNAL AUDIT REPORT

	ISSUE	RECOMMENDATION	FOLLOW UP
	proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts as the approval date of the accounts in the AGAR annual return was after the start date of the period for the exercise of public rights.		
2	The council made a number of payments earlier in the financial year via a Debit Payments Card. After the review of our 2018/19 internal audit report at the end of August 2019, usage of a debit card ceased. The Financial Regulations do not authorise the use of a Debit Payment Card. Therefore, there were no regulations in place setting the control procedures for the use of the Debit Card. including setting a maximum transaction limit, authorising procedures for payments, and a maximum monthly and annual limit.	<i>Financial Regulations must always be updated to authorise the use of a new form of payment such as a Debit Card. Should a debit card, credit card or other payments card be considered for use in the future, the Financial Regulations must be updated to establish the internal controls over the use of the council payment card . These controls should ensure there is a transaction limit placed on the card as well as a monthly and annual limit.</i>	NB this is a recommendation for any potential future use of a payments card. Our 2018/19 recommendation regarding the Debit Card was implemented during 2019/20 as use of a Debit Card ceased.
3	Fixed Assets: <ul style="list-style-type: none"> • Expenditure testing identified purchases of benches and a sewing machine in 2019/20, however, these additions could not be identified in the fixed asset register. • The asset register does not contain a column for date of purchase 	<i>The council need to review the 2019/20 fixed asset register and ensure that all capital items that are fixed asset additions and that are owned by the council are included in the asset register. The council need to review capital expenditure annually and update the asset register for capital items that are fixed assets (ie have</i>	NB The council have updated the asset register and included the revised fixed asset value in the final 2019/20 AGAR

INTERNAL AUDIT REPORT

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>(month and year), therefore, it is difficult to identify in which financial year additions and disposals occurred.</p> <ul style="list-style-type: none"> • Community assets are valued at £nil, however, the Practitioner's Guide requires all assets to have a value of at least £1: 'In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one pound (£1) value as a proxy for the zero cost.' • The valuation method of the village hall has changed from cost to insurance value. The practitioner's guide states 'Where an authority changes its method of asset valuation during a financial year, it will need to restate the prior year's figure in Line 9 of the Annual Governance and Accountability Return.' 	<p><i>a useful life of in excess of one year) which are owned by the council.</i></p> <p><i>The asset register format should be improved by adding month as well as year of purchase.</i></p> <p><i>The asset register should be amended to record community assets at £1 value each.</i></p> <p><i>The Council need to review the asset register and disclose the correct value in the Annual Return which should equate to the value for fixed assets disclosed in the 2018/19 annual return plus additions at cost less disposals at carrying value, unless there is a council resolution that supports the changes that have been made to the fixed asset accounting policy. If the council has authorised a change in valuation policy then the prior year comparative will also need to be changed.</i></p>	

Hale Parish Council

DRAFT FOR DISCUSSION

Finance Committee - TERMS OF REFERENCE

1. The Finance Committee is constituted to monitor all Parish Council income and expenditure.
2. The primary objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters. This includes the preparation of the annual budget, delegated to it by the Council, and in reviewing and making recommendations on major financial transactions and the annual rate precept to the Full Council.
3. The Finance Committee has no decision-making powers but instead makes recommendations to Hale Parish Council for agreement.
4. The Financial Regulations of Hale Parish Council govern the conduct of all financial transactions of the Council.
5. The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
6. Membership numbers are not limited but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
7. The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held prior to the full council meetings.
8. The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.
9. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Parish Council meeting.
10. The Finance Committee allows members of the public to address the Finance Committee meeting about items on the agenda. However, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted.
11. The agenda shall be circulated by e-mail to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.
12. At the Annual Meeting of Hale Parish Council the Chair and membership of the Finance Committee are reviewed and voted on annually together with these Terms of Reference for the Finance Committee.



GIFTED BY
HALE PARISH COUNCIL
TO THE
CHILDREN OF HALE VILLAGE
TO COMMEMORATE
THE PLATINUM JUBILEE
OF
HM QUEEN ELIZABETH II
1952 - 2022



Comments Search Again

First Previous

Page 1 of 1

Next Last

Details

Documents

Case No:	22/00019/PLD	Officer name:	Duty Planner
Applicants name:	Liverpool Airport Limited	Applicants Address:	Liverpool John Lennon Aviation House Speke Liverpool L24 1YD
Agents name:	Mr Rob Riding	Agents Address:	Pegasus Group Pegasus House Querns Business Centre Whitworth Road Cirencester GL7 1RT
Details of proposal:	Application for a Lawful Development Certificate for a proposed use of development for the installation of a solar farm (ground mounted solar photovoltaic panels) at Liverpool John Lennon Airport, Land Bounded By Dungeon Lane, Hale Road And Baileys Lane To The East Of Liverpool John Lennon Airport Speke Liverpool L24 1YD		
Ward:	Ditton, Hale Village & Halebank		
Status:	Application Refused	Date Received	24 December 2021
Date Valid:	24 December 2021	Comment Between	24 December 2021 and 03 February 2022 Comment Now
Target Date	18 February 2022	Decision Date	29 June 2022
Record: 1 of 1			

First Previous

Page 1 of 1

Next Last

pa2...

RE: BENCH SALES ORDER ORD00261402 11/2 2020 ACCOUNT H1432

1 message

29 June 2022 at 11:20

Hi Brian,

The seats have increased in price since your original order but I can offer as below.

2x (or 4x) BX 2020-AV-CI

Broxap's Cast Iron 'Eastgate' Seat

Features: Two Cast iron ends, with a set of nine mild steel hollow section slats.

Dimensions: 1800mm (L) x 830mm (H) x 620mm (W).

Finish: Frames - Painted with primer undercoat and two pack acrylic topcoat.

Slats: Galvanised and Painted with primer undercoat and two pack acrylic topcoat.

Fixing: Baseplated

No Logos required

Coated Black RAL 9005

£542 each**2x (or 4x) BX14 S-2092**

Broxap's Set of 4 Ground Fixing Bolts

Fischer FSA 12/75 B anchor bolt BZP 8.8 (146 lg o/all)

£17 per set**1x BX CARRIAGE**

Carriage Charge

Excludes Off Loading unless Hiab vehicle stated below

Zone 1 Postcode Area

Standard Delivery

Double Pallet x 1

Tail-lift offload

£160 OR £320 for 4No units

Lead time – approx. 4 weeks on a supply only basis, stock levels permitting.

PLEASE NOTE: ALL PRICES ARE EX. VAT

If you would like to go ahead with an order please respond by return confirming the descriptions/prices shown above, also confirming your invoice/delivery addresses and any order numbers that you would like us to reference; or provide an official PO.

We will then issue an order confirmation, if you have an open account with us, or a pro-forma invoice for advanced payment if an account is not active. Alternatively, credit/debit card details can be taken over the phone or you can order via a builders merchant of your choice (please forward this quote and my contact details over to them to order on your behalf).

Prices and availability of raw materials continue to fluctuate; however, we are working hard to continue to offer our Value for Money solutions and remain competitive within the market. Where unavoidable, any adjustments to the prices or lead times stated within this offer will be confirmed in line with the Quotations

Dear Brian

I have arranged for p.d. solutions to deliver an online (via Zoom) evening training session between 6pm and 8pm later this year on Wednesday 21st September. p.d.solutions have suggested a couple of courses and it would be helpful to understand which one you feel would best suit your council's needs. I have provided details below and would be grateful if you could get back to me fairly quickly so I can confirm which course with the trainer. This offer will also be opened up to the wider membership (we will require a minimum number to make it viable) and the cost will be £30 per ChALC member or £45 for non-members.

1 The Essentials of being a Good Employer

A comprehensive review of both the practical and legal considerations for Councils in their role as Employer, including.

1. Conducting a successful recruitment exercise.
2. The legal requirements of inductions.
3. Producing legal Employment contracts that suit the needs of the Council.
4. Managing Sickness and Absenteeism.
5. Dealing with Grievance and Disciplinary issues.

2 Appraisal Skills

Town and Parish Councils know that it would be good practice to conduct appraisals, but struggle to overcome hurdles, such as Employee reluctance, finding the time and knowing how to do it confidently.

This 90-minute presentation helps Clerks and Councilors overcome these concerns, as well as;

1. Helps the Council to understand the purpose of Appraisals and their benefit to the Council.
2. Address Employee concerns and reluctance.
3. Plan effectively to ensure they conduct a professional and effective Appraisals.
4. Design an Appraisal Form that is right for their Council.
5. Produce effective and workable action plans.
6. Address issues within the Council regarding the role of Appraisals in Managing Performance.
7. Ensure Appraisals are conducted in a confidential manner and comply with GDPR obligations.

Sharon Angus-Crawshaw
Admin Support Officer (Part-time)