



## HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS TWENTY NINTH DAY OF MARCH 2023  
MEMBERS OF HALE VILLAGE HALL MANAGEMENT COMMITTEE  
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING  
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,  
HALE, HALTON L24 4AE  
AT 7.30 PM ON THE THIRD DAY OF APRIL 2023  
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

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

### **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or telephone 07803611222.

A handwritten signature in black ink, appearing to be 'BH' followed by a stylized flourish.

**Mr. Brian Hargreaves**  
**Clerk and Responsible Financial Officer**

### **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
2. **Declarations of Interest** - To receive declarations of interest.
3. **Minutes** - To review and approve the Minutes of
  - i. the Ordinary Meetings on 28<sup>TH</sup> March 2022  
and
  - j. the Ordinary Meeting on 24<sup>th</sup> February 2023  
as true and accurate records.
4. **Public Participation** - To adjourn the meeting for a period of public participation.
5. **Payments & Receipts** - To receive and approve the list of payments and receipts made between 8<sup>TH</sup> November 2022 to 9<sup>th</sup> March 2023 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed below
6. **Hale Village Hall Management Committee - Building Audit** – To review the report compiled by Cllr Brown and Mr Peter Platt. To discuss its findings and to agree a course of action for any outstanding issues.
7. **Health & Safety** –
  - i. To Review the Village Hall Incident log and Accident records and to agree a course of action for any outstanding issues.
  - ii. To Review the Alarm test records agree a course of action for any outstanding issues.
8. **Alarm Monitoring** – To Consider 2 Quotations supplied by Current Alarm maintenance company FIS for
  - i. Monitoring Alarm
  - ii. Providing Keyholder Service
9. **Charity Commission Reports** – To Review the current position regarding submissions to the Charity Commission in respect of Hale Village Hall.
10. **Cover for Employee absence** – To discuss the current arrangements for holiday & illness cover for current employees.

- 11. First Aid Box** – To inspect the contents of the first aid box and to confirm that items are complete and in date. Also confirm that the box is available and in sight as per P.Platt's recommendation.
- 12. Gas Meter Cupboard** – To delegate authority for the Clerk to purchase a certified cover for the external Gas meter
- 13. Training** – To ask P Turton to advise on the availability and suitability of training for members of the Village Hall Management Committee, and employees of the Village Hall and Parish Council.