



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## DRAFT MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON TUESDAY 15<sup>th</sup> OCTOBER 2024 AT 8.00pm

Present: Cllr Williams, N. Thompson, P Turton, A McNamara, Cllr P Lewis,  
Cllr J McNamara,

In attendance: 3 Members of the Public, Bookings Officer and The Clerk

**\*\* *In the absence of the Chairman Cllr Williams agreed to Chair the meeting***

- 1. Apologies** – Cllr Roberts, Cllr Wright, Cllr Anderson
- 2. Declarations of Interest** – No interests were declared
- 3. Public Participation** – A volunteer member from the Public forum updated the meeting on the progress of the Halloween event planned for 27<sup>th</sup> October 2024. Plans are well under way and no problems are anticipated. It is expected that the Hall can be set up and decorated on the evening of the 26<sup>th</sup> October in preparation for the event.

A local tradesman who volunteered his help with repairs to the Village Hall gave an update and stated that there were still a number of small areas of concern. He stated that he could make some additional repairs which will need to be painted and would recommend that a maintenance plan be formalised to extend the life of the Village Hall external cladding.

A Village Hall management committee members volunteered the loan of some scaffolding equipment for use in carrying out the maintenance tasks required.

- 4. Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 23<sup>rd</sup> July 2024 were approved and accepted as a true and accurate account

Proposed by N Thompson and seconded by P Turton

**The Motion was approved**

- 5. Payments & Receipts** - The list of payments and receipts made between 17<sup>th</sup> July 2024 and 4<sup>th</sup> October 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

**\*\* The Clerk was asked to check two payments to BT which appeared to be excessive. This will be clarified at the November meeting**

Proposed by Cllr Lewis and Seconded by N Thompson

**The Motion was approved**

- 6. Accounts** – The reconciled bank statement and summary of receipts & payments 17<sup>th</sup> July 2024 – 4<sup>th</sup> October 2024 were accepted as an accurate record and comparison against budget

Proposed by Cllr McNamara and Seconded by P Turton

**The Motion was approved**

- 7. Soundproofing -**

- i. It was resolved to defer this matter until more information is gathered about the quality of the material used and the possibility of using “Sail” type material to help with sound quality

Proposed by Cllr Williams and seconded by Cllr J McNamara

- 8. Village Hall Internal Decoration-**

- i. A budget of £100 was agreed for materials to paint the internal walls of the Village Hall. The Clerk agreed to purchase items and reclaim the money from the Village Hall account.

- 9. Village Hall activity Cover** – It was agreed that Cllrs Lewis, McNamara and Turton will make themselves available for opening & closing the Village Hall if and when required and more importantly when employees and other volunteer’s may not be available

- 10. Insurance** – It was agreed to defer this item until further renewal information has been received by The Clerk

Proposed by J McNamara and seconded by Cllr Williams

**The Motion was approved**

## PART 2

*In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”*

11. **Booking Officer** – The Clerk agreed to contact ACAS for advice regarding the on-going situation and to report back to the Trustee Meeting on 28<sup>th</sup> October 2024
12. **Formal HR/HS Contract** – The Clerk distributed a number of bespoke proposals for consideration by the Village Hall Management Committee (VHMC). It is noted that ultimately decisions relating to this matter will be the responsibility of the Parish Council but that the members of the VHMC may have an interest and wish to offer some input.  
  
Paul Turton requested that the Clerk should check the Insurance cover currently held by Hale Parish Council to establish the level of cover currently in place.
13. **Future Meeting** – Monday 11<sup>th</sup> November 2024

**The meeting Closed at 9.45pm**