



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS SEVENTEENTH DAY OF OCTOBER 2024
MEMBERS OF HALE PARISH COUNCIL ACTING AS
SOLE TRUSTEE OF HALE VILLAGE HALL
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL,
HIGH STREET, HALE, HALTON L24 4AE
ON TWENTY EIGHTH DAY OF OCTOBER 2024 AT **8.00pm**
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 either by e-mail clerk@haleparishcouncil.gov.uk or telephone 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
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 review the minutes of the Special Meeting of Hale Parish Council acting as sole Trustee on 5th August 2024 and to record as a true and accurate record.
 - ii. To review the minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee 10th September 2024 and to record as a true and accurate record.
5. **Sound Proofing** – To agree a course of action and to discuss a scope of work and budget to address this matter
6. **Village Hall Maintenance** – To agree a schedule and to receive estimates for painting exterior woodwork.
7. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
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DRAFT MINUTES OF THE SPECIAL MEETING OF HALE PARISH COUNCIL ACTING AS SOLE TRUSTEE OF HALE VILLAGE HALL

HELD ON MONDAY 5TH AUGUST 2024 AT 7.30pm IN HALE VILLAGE HALL

Present: Cllr Lewis, Cllr Anderson, Cllr Wright, Cllr Healey, Cllr Roberts,

Cllr Williams,

In attendance: Mr. Brian Hargreaves (Proper Officer)

1. **Apologies** – No apologies were received by the Clerk.
2. **Declarations of Interest** – No declarations of interest were received
3. **Part 2** - It was resolved to close the meeting to press & public due to confidential nature of the business to be discussed.

The motion was proposed by Cllr Roberts and Seconded by Cllr J McNamara

The Motion was approved unanimously

Staffing matter ref SSP. July 24

- i. This matter was discussed by the members present and it was agreed that the Clerk would ask the temporary Bookings Officer to continue working on the same basis as the absent permanent officer @ 15hrs per week and at the same rate of pay (£12.50/hr) in the short term.

The motion was proposed by Cllr Lewis and Seconded by Cllr Wright

The Motion was approved unanimously

- ii. It was agreed that Cllr Roberts should seek the free advice of a colleague to achieve a course of action which takes into consideration all staff members. The Clerk will contact Chalc for employment advice and will also contact the Bookings Officer to enquire about her general health.

Cllr Roberts asked that the temporary Bookings Officer should produce a report highlighting the issues she has had to contend with since taking over the bookings function.

The Chair closed the meeting at 9.00pm



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**DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL
ACTING AS SOLE TRUSTEE OF HALE VILLAGE HALL
HELD ON TUESDAY 10TH SEPTEMBER 2024 AT 8.00pm
IN HALE VILLAGE HALL**

Present: Cllr Lewis, Cllr Anderson, Cllr Wright, Cllr Healey,

In attendance: Mr. Brian Hargreaves (Proper Officer) & 2 Members of the Public

In the absence of the Chair of Hale Parish Council it was agreed that Cllr G Wright would chair the meeting

- 1. Apologies** – Apologies for absence were received from Cllr Roberts and Cllr McNamara. No apologies were received from Cllrs Williams or Cleary,
- 2. Declarations of Interest** – No declarations of interest were received
- 3. Public Participation** – A member of Hale Village Hall Management Committee (HVHMC) stated his preference for all future Village Hall Management Committee meetings to be held within the two week period prior to any future meeting of the Trustee. The Chair stated that this is to be discussed as Item 8 on this Agenda but that he is happy to move the item forwards if members are happy. This was agreed and a motion to hold Meetings of the Trustee two weeks after any future HVHMC meetings was agreed unanimously.

The motion was proposed by Cllr Wright and seconded by Cllr Anderson

The Motion was approved unanimously

- 4. Minutes** – The draft minutes of the Ordinary Meeting of Hale Parish Council as Trustee of Hale Village Hall on 9th July 2024 were accepted as a true and accurate record.

The motion was proposed by Cllr Wright and Seconded by Cllr Anderson

The Motion was approved unanimously

- 5. Parish Council Charity Events Room Hire**

It was agreed that Hale Parish Council will be charged £12.50 per hr for Charity/Fundraising events held in the Village Hall

Proposed by Cllr Anderson and seconded by Cllr Lewis

The Motion was approved unanimously

6. Security Upgrade – It was agreed that the Clerk should make further enquiries about upgrading the current alarm provision at the Village Hall. Comparable quotes should be acquired for review at a future meeting of the Trustee.

7. Social Media/Website update – The Clerk explained that the project has made good progress and that he has instructed the developer to continue with the chosen format. A current version is available at <https://halevillagehall-com.stackstaging.com/>

The Clerk will arrange a Zoom meeting asap (27th, 29th and 31st Sept) for members to discuss the project with the developer.

The motion was proposed by Cllr Wright and Seconded by Cllr Lewis

The Motion was approved unanimously

8. Village Hall meetings Regularity – As per Item 3 on this Agenda

The motion was proposed by Cllr Wright and seconded by Cllr Anderson

The Motion was approved unanimously

9. Grants & Revenue Streams – Discussions took place regarding exploring availability of grants & additional revenue streams to help to support the Village Hall. It was noted that Cllr Trevaskis has experience in submitting applications for funding and that his experience could be drawn upon, In addition it was noted that Cllrs Lewis, McNamara and the Clerk will shortly be attending a day long course to learn how to select suitable funding and then submit an appropriate application

Proposed by Cllr Lewis and seconded by Cllr Anderson

The Motion was approved unanimously

10. Next Meeting – It was agreed that the next meeting of the Parish Council as Trustee of the Village Hall Charity will take place on 28th October 2024 at 7.30pm in Hale Village Hall

Proposed by Cllr Wright and seconded by Cllr Anderson

The Motion was approved unanimously

The Chair closed the meeting at 8.50pm