



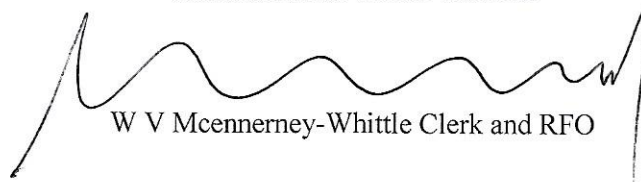
HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Thursday the 17th June 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**
COMMENCING AT 7.30PM



W V Mcennerney-Whittle Clerk and RFO

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 01772 733829

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 Council. 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 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. To receive Apologies
2. To consider and approve the Minutes of the Ordinary Meetings held on the 25th March 2019, 15th April 2019 and 16th May 2019 (enclosed)
3. To receive Declarations of Interest
4. To receive and note (if available) the police report on crime statistics

Please also note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.

5. To adjourn the meeting for a period of public participation

Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than parish council members or officials.

6. To authorise/ratify payment of the following accounts:

Since some documents have not yet been made available there remains some uncertainty as to what has or has not been authorised. Attached is the Cash Book Record which has been produced from the Bank Statements for April 2019 and which details all payments made up to 30th April 2019. In the circumstances these should now be ratified.

7. To receive an update with regard to the Village Hall.

Please note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.

8. To confirm that the Village Hall Manager should be enrolled into the LGPS since he qualifies for auto enrolment into a pension scheme (Government Legislation) and his contract states that this is the Pension Scheme that will be offered to him.
9. To adopt the enclosed Financial Regulations which were previously drawn up but not formally adopted with amendments having been made to cover on line payment of accounts and the facility for payments to be made between meetings subject to confirmation from the RFO that payment is due and authorisation by two members of the Council either by signing cheques or authorising on line payment.
10. To note the recalculated budget emanating from the January meeting now produced in standard format for the information of all Councillors so that they are fully aware of the budget which was agreed and will in future be updated quarterly with 'spend to date' to provide the information needed by Council Members in order that they can complete their responsibilities for the Governance and Accountability of the Public Purse.
11. To note that our payroll services company have increased their payroll charge to £147.00 per year due to the increase in the number of employees paid through the system which has doubled from 2 to 4 in recent months
12. To receive *FOR INFORMATION ONLY* the Draft Minutes of the Well Being Committee meeting held on the 28th May 2019
13. To note that the next meeting is scheduled for Thursday the 11th July 2019

Please note that Members are required to provide agenda items to the Clerk 10 days prior to the meeting so that the agenda can be prepared and issued in accordance with statutory requirements.

It must also be noted that agenda items require the specific details of the 'Items of Business to be transacted' in accordance with LGA 1972 Schedule 12 paragraph 10 (2) (b) – therefore any vague headings cannot be accepted – in case of doubt please refer to the Clerk who can assist with appropriate wording. Agenda items should be such that they are clear as to what decision the Council is being asked to decide.

**MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL 2018/19 HELD
ON MONDAY 25 MARCH 2019 AT 7.30PM IN HALE VILLAGE HALL, HALE,
HALTON, CHESHIRE, L24 4AE**

ATTENDANCE RECORD

Members of Hale Parish Council:

Cllr Luke Trevaskis (Chair)

Cllr Catherine Williams

Cllr Ann Kierman

Cllr Gary Wright

Cllr Peter Platt

Cllr Sheila Hunter

Cllr Bernie Cleary

Member(s) of Halton Borough Council:

No members in attendance.

Member(s) of Public:

Tracey Bellis (Clerk to Hale Parish Council)

Jimmy Ross, Bernie Mitchell

PART 1

APOLOGIES

Apologies received from Cllr Malcolm Spargo

DECLARATIONS OF INTEREST

Cllr Sheila Hunter declared an interest in item 13(b).

HALE POLICE REPORT

PCSO Stephen Marnick sent apologies.

MINUTES

Minutes approved of meetings held on 18 February 2019 and 21 January 2019.

PARISH COUNCILLOR VACANCY

The Chair advised the time for residents to request a bi election had passed. This meant that Councillors were able to co-opt a new Councillor for the vacancy. ChALC had provided an application form/job description.

Job description and application form agreed and to be placed on the Parish Council Website.

PLANNING

(a) Halton Borough Council will no longer produce paper notifications for Planning Applications. In future these will be forwarded electronically to the Parish Clerk.

Noted

(b) The Chair attended a recent meeting of Halewood Town Council regarding the development on Green Belt and land used by Shetland Rescue Centre. It was agreed at that meeting that there is a requirement for homes and it was stated that 1500 new homes would be built, with some of these being affordable homes. No proposal to build homes on the Shetland area of the land. However, there is a proposal to build a supermarket, which could cause traffic congestion around the proposed site. It was noted that the pond was showing as located in a different place on the map.

No objections to be made but concerns to be raised relating to siting of the supermarket due to traffic congestion at the intersection. Also, to be highlighted that the pond's location is incorrect on the plan.

CHILD OF HALE WALKING STICK

The Child of Hale walking stick will be on loan and displayed in the Village Hall.

Approved that the Parish Council would pay the extra insurance premium of £9.63 per annum (to commence once the insurance is renewed).

GARDENING EQUIPMENT

It was agreed by all that the community gardening equipment can be stored in the new storage container.

MONTHLY PARISH COUNCIL SURGERIES

Discussion in relation to holding monthly Parish Council surgeries with Councillors in the Village Hall once a month on a trial basis for 3 months - May/June/July 2019. Surgeries to be held whilst the coffee shop is open, which is hoped will create a relaxed atmosphere.

Surgeries will be advertised in April's newsletter.

PARISH COUNCIL FINANCE

(a) Receipts – No receipts to approve.

(b) Payments – All approved.

POLICIES

The Chair thanked Cllr Platt for drafting the new Financial Regulation and Risk Management Policy.

To be ratified at Resources Committee, which is to be rescheduled.

ASSET REGISTER

Assets to be listed at their original purchase price. The Child of Hale walking stick will be added to the Asset Register.

GRANTS

(a) Grant to Val Borlase, Hale Park Estate (Hale in Bloom) for £250 – Approved

(b) Grant to Ruth Nickson, Hale Dance and Social Society for £300 for audio equipment. Cllr Williams proposed that The Parish Council ask Ruth Nickson if other groups could use the equipment or offer to purchase the equipment so that the Parish Council retained ownership. This proposal was seconded by the Chair. Cllr Hunter abstained from this vote due to her interest. Vote of 6 in favour and 1 abstained - Approved

(c) Grant to Cerri Gallagher and Mal Sutton (Hale Carnival) for £660 – Approved. This included a sum of £200 for hire of the Village Hall, which would be paid back to the Parish Council. Questions were raised relating to the logic of giving funding for hire of the Village Hall if it was to be paid back to the Parish Council. Reason given for doing this was for accounting and record keeping purposes. There needs to be a record kept for Village Hall bookings. Cllr Wright checked the Village Hall diary and confirmed the proposed date for the Carnival of Saturday 8 June 2019 was available.

It was agreed that moving forward the grant procedure would need to be revisited.

CORRESPONDENCE

The Chair read out a letter from Williams Stephens, which was sent on behalf of Mr William Bagley, relating to damage caused to Mr Bagley's fence by vehicles entering and exiting the Village Hall car park. The main issue seems to be parking on Pepper Street which restricts the movement of vehicles accessing the car park. Some discussion as to what can be done and a suggestion from Cllrs Wright and Platt to install an angle iron to protect Mr Bagley's fence post was agreed could be the solution.

Agreed that the matter should be deferred to the Village Hall Management Committee.

URGENT ITEMS

None to consider.

PUBLIC FORUM

Mr Jimmy Ross said he has difficulty manoeuvring his vehicle in and out of the Village Hall car park due to cars being parked either side of the entrance. He asked if it was possible to have yellow lines put there.

Mr Ross also enquired when a Manager would be appointed for the Village Hall. The Chair explained it would be discussed further in the meeting.

Questions were raised by members of the public as to why the Parish Council had not handed the Village Hall back to the Charity. The Chair explained the complexities surrounding why this had not been done. The Chair said that the Parish Council hoped that once these issues had been resolved, together with the terms of the Lease, it was hoped the Village Hall would be handed back to the Charity.

Mr Ross read a note from Tony Collins in relation to the Parish Council ensuring that public footpaths and rights of way were registered.

Bernie Mitchell again raised the matter of the Chair's emails to her and felt that the minutes of the meeting held on 18 February 2019 were not a true reflection of what she had said. B Mitchell highlighted a number of further emails which dated back a number of months that included links and attachments to publications from NALC and the Parish Council's complaints procedure. B Mitchell read out a number of sentences from the emails and stated that the information provided by the Chair was not requested and that she felt the emails were most unnecessary. B Mitchell also wished to clarify that the term 'harassment' was a term used by her daughter, not herself, and that it was her daughter who felt the emails were not appropriate.

The Chair apologise if any emails had been perceived to cause offence and explained this had not been his intention. With a lot of misinformation being circulated the Chair felt it important to always clarify the facts and legislation that governs the PC when responding to any enquiries.

Bernie Mitchell said she felt the Parish Council were deliberately obstructing public attendance at meetings. Bernie asked why copies of the minutes from the last meeting and agenda for tonight's meeting were not available for the public tonight. The Chair explained it was impossible to predict how many people would be in attendance and it was not appropriate to print off numerous copies of the agenda and minutes. If a resident wished to have sight of a particular month's minutes, then they could request this directly from the Clerk or visit the website.

Bernie Mitchell asked why the Parish Council had not paid the hire fees for the Village Hall when this had been agreed at the last meeting. The Chair said that at the last meeting it was agreed that the Parish Council would make payments, however the Parish Council does not pay any sums until an invoice is presented. Payments may be made on a quarterly basis, if decided – a payment schedule has yet to be finalised. Bernie Mitchell stated that the PC had agreed to back pay sums from when it first occupied the new village hall. The Chair clarified this was not the case and the motion was to pay hire fees from the February meeting, as recorded in the minutes.

NEXT MEETING

Date of the next meeting was confirmed for Monday 15 April 2019 at 7.30pm,

EXCLUSION OF THE PRESS AND PUBLIC

The Council resolved to request members of the public and press to withdraw from the meeting so that confidential matters could be discussed forthwith.

PART 2

a) Councillors formally accepted the new Parish Clerk, Tracey Bellis.

b) Councillors formally accepted the new Village Hall manager appointment, Paul Daly.

c) Councillors formally accepted the Contract for the Parish Clerk subject to a few administrative changes. The Chair directed Councillors to the Employment Briefing from ChALC which he had forwarded to Councillors in relation to the Village Hall Manager. Discussion followed as to whether the new Manager should be given a fixed term employment contract. Cllrs Wright and Platt both said it had been there understanding that the Manager would be given a working agreement, not a contract of employment. A vote was taken with 6 in favour of a fixed term contract, 2 abstained. It was resolved to circulate the contract for final approval with a start date of 1 April 2019. d) Subject to a final agreement being drawn up by Cllr Cleary, it was agreed to approach the Village Hall Caretaker with a gesture of goodwill payment of £150 in final settlement relating to the termination of his employment. Flowers of £40 were also approved.

**MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL
2018/19 HELD ON MONDAY 15 APRIL 2019 AT 7.30PM IN
HALE VILLAGE HALL, HALE, HALTON, CHESHIRE, L24 4AE**

ATTENDANCE RECORD

Members of Hale Parish Council:

Cllr Luke Trevaskis (Chair)
Cllr Catherine Williams
Cllr Ann Kierman
Cllr Gary Wright
Cllr Peter Platt
Cllr Malcolm Spargo
Cllr Sheila Hunter
Cllr Bernie Cleary
Cllr Peter Healey

Member(s) of Halton Borough Council:

No members in attendance.

Member(s) of Public:

Tracey Bellis (Clerk to Hale Parish Council)

Meeting commenced at 7.35pm.

PART 1

APOLOGIES

No apologies received.

DECLARATIONS OF INTEREST

Cllr Sheila Hunter declared an interest in item 13(b).

MINUTES

Minutes of meeting were approved.

HALE POLICE REPORT

PCSO Stephen Marnick sent apologies but sent a representative.

COMMITTEE REPORTS

The Council received an update from the Village Hall Management Committee.

MERSEYTRAVEL CONCESSIONARY SCHEME

This item was deferred.

FLY-TIPPING

Motion was approved to note fly-tipping on the periphery of Hale Heath and along Oglet Lane and make representations to Peel and Liverpool John Lennon Airport requesting a copy of their land management mandate, seeking further clarification of how the fence will help resolve fly-tipping, and advising the risks associated with the fly-tipping and disappointment that the land does not appear to be managed adequately enough to ensure the debris is disposed of as a matter of urgency.

NALC

NALC report was noted, and it was agreed to enter Hale Parish Council into the 'Council of the Year' category for the rebuild of Hale Village Hall. Deadline is Friday 28 June 2019.

FUTURE HIGH STREET FUND

It was agreed to write to Halton Borough Council requesting a meeting to discuss the opportunities available for an improved shopping experience in Hale that would be a nod to the historical trade that used to exist in the village, whilst supplying a unique shopping provision that could not be found elsewhere in the borough.

CHRISTMAS LIGHTS

Cllr Hunter expressed a list of concerns regarding health and safety of the lights, their installation and associated costs.

Clerk advised Cllr Hunter that Christmas lights had just been installed in Elton and had been well received by residents. The Chair added that if numerous Councils around the country could overcome health and safety risks, so could Hale Parish Council.

The item was deferred.

FINANCE

The Council approved the schedule of payments.

It was agreed to delegate appointing an internal auditor to the Resources Exec Committee.

PRECEPT – NALC REPORT

It was noted that Hale Parish Council was the only Parish Council in Halton not to increase its precept levy for 2019/2020 and this remains at approximately £65.00 per

Band D household, below the national average, providing £43,225 to be spent improving the Parish over the next twelve months. This amount is much lower than neighbouring parishes such as Halewood who have increased their precept by approximately 10%, up £35,378 year on year to £407,791 – an amount equivalent to £77.80 per Band D property.

The largest precept increase in Halton was seen in Hale Bank with an increase of 22.2% year on year.

Despite Hale Parish Council not increasing its precept, the total Band D Council Tax in Halton has seen an increase of £86.46 (5.3%). It should be noted that this figure includes a new tax of £19.00 per Band D property that has been levied on residents to make up a Liverpool City Region Mayoral Precept raising a total of £0.664m across Halton.

PLANNING

CIL (Community Infrastructure Levy)

It was agreed to write to Halton Borough Council indicating the importance of such a levy to improve the infrastructure in areas that may be most affected by the Delivery and Allocations Local Plan and to request further information on whether or not the charge schedule will be approved in the near future.

Hale Bank Waste Transfer Site

It was agreed to write to Hale Bank Parish Council indicating support for their request for a judicial review into the decision regarding the new waste disposal site and to seek advice on any support that can be offered by Hale Parish Council.

Technical Consultation of Plan Viability Study

It was agreed to write to Halton Borough Council indicating the views of Hale Parish Council in relation to the economic viability of new development in Halton.

Residential Planning Applications

It was agreed to make no representations to 19/00139/PDE, 19/00165/FUL, 19/00174/FUL, and 19/00166/FUL.

18/00513/FUL

It was agreed to write to Liverpool John Lennon Airport and Peel and ask why at no point were the Parish Council informed that the 'open session' held in Hale Village Hall was to form part of the evidence base to a solar farm application submitted a week later.

It was agreed to write to Halton Borough Council asking for an update on the application, clarification on the number of times the deadline date changed for representations, alongside reasons as to why the dates for representation kept changing. It was also agreed to write to request the anticipated opening date for Bailey's Lane.

It was agreed to write to the Secretary of State asking for this application to be called in, owing to all the reasons stated in Hale Parish Council's objection.

It was agreed to write to Cllr Mike Wharton asking for this application to be called in, owing to all the reasons stated in Hale Parish Council's objection.

It was agreed to write to MP Derek Twigg asking for his support to object to this application, owing to all the reasons stated in Hale Parish Council's objection.

It was agreed to write to all other local MPs, Councillors and Local Authorities outlining the Parish Council's position and requesting their support, owing to all the reasons stated in Hale Parish Council's objection.

BOUNDARY REVIEW

Whilst Cllr Mike Wharton did not submit an objection to the merging of Hale with Ditton, and advised he was certain that three ward councillors would continue to promote the uniqueness of Hale, it is proposed to write to Cllr Wharton asking him to reconsider his position in light of the number of objections submitted by residents of Hale and the number of comments submitted by electors in support of the Parish Council's proposal to retain Hale as a single-member ward.

It was agreed to write to all Halton Councillors, MP Derek Twigg, and local organisations asking them to support the proposal made by Hale Parish Council in the second consultation.

DALP / GREEN BELT REVIEW

It was agreed to write to all Halton Councillors, MP Derek Twigg, and local organisations asking them to support the proposal made by Hale Parish Council to protect this land in the second consultation of the Delivery and Allocations Local Plan.

It was agreed to write to Cllr Mike Wharton requesting his support and advice on how to protect the 60 acres of Green Belt and to ask what he can do to help safeguard this land for future generations to come.

It was agreed to support Hale Bank Parish Council in their objection to the removal of Green Belt for their proposed housing allocation.

It was agreed to ensure earmarked reserve is used for the protection of Green Belt and to work with appropriate service providers at appropriate time – namely consultants used by Hale Bank Parish Council and Daresbury Parish Council.

COMMUNICATION

Item 14.1, 14.2, 14.3, 14.4 and 14.6 were deferred. The Council noted approved monthly surgery dates.

Sunday 28th April 2019 – 10am-12noon – Cllr Trevaskis, Cllr Kierman

Sunday 26th May 2019 – 10am-12noon – Cllr Trevaskis, Cllr Anderson

Sunday 30th June 2019 – 10am-12noon – Cllr Williams, Cllr Kierman

Sunday 28th July 2019 – 10am-12noon – Cllr Williams, Cllr Kierman

HISTORIC PROWs

Council approved a working party to report back – Cllr Trevaskis, Cllr Kierman, Cllr Anderson, Cllr Hunter and Cllr Williams.

LIVING WAGE EMPLOYER ACCREDITATION

The Council noted it had been operating as a Living Wage employer since 2018 and has become invited to become one of approximately 5,000 accredited employers across the UK.

It was approved for Hale Parish Council to become the first Parish Council in Halton (and one of only two in Cheshire) to become an officially recognised Living Wage Foundation employer. By becoming a recognised employer, the Parish Council would be entitled to use the Living Wage Foundation's recognised emblem, appear on their website, and contribute to press releases and campaign opportunities to promote Hale Parish Council as a fair employer. The official accreditation costs £60 and would need to be exercised during any future contracting process, to ensure all contractors and suppliers of Hale Parish Council also pay their staff a fair wage.

TRAINING

The new training date for Full Council was confirmed for 13th June 2019 at 6pm. All Councillors confirmed attendance.

It was deferred to discuss who to send to NALC's annual conference at a later date.

CORRESPONDENCE

Correspondence was noted and it was agreed to write to the Councillors of HBC involves with the approval of offering free council tax to foster carers.

URGENT ITEMS

None to consider.

PUBLIC FORUM

Heather Charles made representation about the gardening equipment stored in Hale Park.

Jimmy Ross questioned Hale Bank Parish Council's use of precept funds to fight against the waste transfer site that has already been erected.

Bernie Mitchell spoke of much confusion being caused by recent meetings changing dates.

NEXT MEETING

Date of the next meeting was confirmed for 7 May 2019 at 7.30pm.

Meeting closed at 9.24pm



HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



Minutes of the ANNUAL PARISH COUNCIL MEETING held on
Thursday the 16th May 2019 at HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE
COMMENCING AT 7.30PM

Present: Cllrs Trevaskis, Williams, Anderson, Spargo, Wright, Healey and Cleary

There were 13 members of the public present

1. To elect a Chairman for the next 12 months who will then sign a 'Declaration of Acceptance of Office'

Cllr Trevaskis was elected Chairman for the next 12 months – the 'Declaration of Acceptance of Office' was signed

2. To elect a Vice Chairman for the next 12 months.

Cllr Spargo was elected Vice Chairman for the next 12 months

3. To receive Apologies

Cllrs Hunter and Kierman

4. To consider and approve the Minutes of the Extra Ordinary Meeting held on the 1st May 2019 (enclosed)

It was resolved that the minutes of the Extra Ordinary Meeting held on the 1st May should be approved and signed by the Chairman as a true and accurate record

5. To receive Declarations of Interest

None

6. To receive and note (if available) the police report on crime statistics

No police report has been forthcoming

7. To adjourn the meeting for a period of public participation

The meeting was adjourned

A resident raised concerns at the content of the minutes of a recent meeting which referred to her personally. The Clerk explained that it was not best practice to name any member of the public in respect of any representations that they should make and that in future any minutes produced by the Clerk would not record who said what or any personal references to members of the public.

The same resident also expressed concern that recent meeting notices had been somewhat confusing. It was explained that this had been due to the resignation of another Clerk and that the recent appointment of the a new vastly experienced Clerk on a fixed term contract would hopefully bring some much-needed stability until such time as a permanent replacement could be found.

It was also explained that processes needed to be changed in order to comply with statutory requirements and that this was part of the role of the temporary Clerks appointment which would lead to a permanent appointment with the necessary hours to be able to do the job satisfactorily.

In response to a question from a member of the public it was explained that the Clerks mileage rate of 60p per mile was within NALC / SLCC guidelines and that the 45p referred to by the resident was an Inland Revenue figure used for tax purposes only.

The meeting was reconvened

8. To authorise payment of the following accounts:

There were no payments to be approved

9. To formally approve the enclosed Fixed Term Contract of Employment for W V Mcennerney-Whittle as Clerk and RFO

It was resolved that the contract as referred to above should be approved and signed by the Chairman on behalf of this Council

10. To consider the following planning applications and decide whether any representation should be made
19/00194/FUL – Proposed two storey side extension at 11 Pepper Street Hale Liverpool L24 4BB

It was resolved that no representation should be made

11. To receive an update with regard to the Village Hall.

Please also note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.

A report had been produced by the manager and already circulated to members with hard copies available for residents who wished to take one.

A meeting had taken place yesterday, the minutes for which will be available in due course.

12. To review Councillor membership and the need for the following Committees and appointments to Representative Bodies or Working Groups.

Please note that each Committee must have a minimum of THREE members, that Terms of Reference must be provided to each Committee, that all meetings must have agenda produced and advertised in accordance with statutory regulations, minutes recorded, minutes provided to the full Council for information and that the meetings must be open public and press. Where under the Terms of Reference a Committee has not been given a decision-making power, they must not make any decisions and must place their recommendations back to the full Council for approval

Parish Plan Committee

It was resolved that Councillors Wright, Williams, Anderson, Trevaskis and Kierman should be appointed to the above Committee

Village Hall Committee

It was resolved that Councillors Wright, Spargo, Trevaskis, Williams, Kierman and Anderson should be appointed to the above Committee

Community Wellbeing Committee

It was resolved that Councillors Williams, Wright, Trevaskis and Kierman should be appointed to the above Committee

Civic Service Committee to incorporate the previous War Memorial Committee

It was resolved that Councillors Spargo, Hunter, Healy and Cleary should be appointed to the above Committee

Staffing Committee

It was resolved that for the time being all staffing matters would be dealt with by the full Council

Liverpool Airport Liaison

It was resolved that Councillors Spargo and Trevaskis should be appointed as liaison members in respect of Liverpool Airport updates etc.

Finance Committee

It was resolved that Councillors Wright, Williams, Spargo and Trevaskis should be appointed to the above Committee

Guildswomen Committee

It was resolved that Councillors Anderson, Wright, Williams and Hunter should be appointed to the above Committee

Carnival Committee Representatives

It was resolved that Councillors Williams, Anderson, Kierman and Trevaskis should be appointed as representatives to the above Committee

Environmental Working Group

It was resolved that Councillors should be disbanded.

13. To consider holding future meetings in the main hall and providing tea and coffee for members of the public

It was resolved that the above motion should be approved on a trial basis

14. To consider appointing a working group to research ideas and costs for Christmas street lighting.

It was resolved that Cllrs Williams, Anderson, Spargo and Trevaskis should form the working group referred to above

15. To consider appointing a small working group to undertake compilation of a new and up to date Asset Register since it would appear that the present one is out of date and therefore is in breach of Audit Regulations.

It was resolved that Cllrs Wright and Cleary should form the working group referred to above to undertake compilation of a new and up to date Asset Register

16. To consider how this Council might promote the recently called by-election and note that the costs, if it is held, are £2854.70 to Halton Borough Council plus hall hire fee of £300.

It was resolved that the by-election call should be advertised on the website, social media, newsletter and /or flyers as appropriate. It was noted that following clarification the cost to this Council for the by-election would be £3004.70 should it actually take place.

17. To note that meetings have now been scheduled for Monday the 17th June and Thursday the 11th July 2019

Please note that Members are required to provide agenda items to the Clerk 10 days prior to the meeting so that the agenda can be prepared and issued in accordance with statutory requirements.

It must also be noted that agenda items require the specific details of the 'Items of Business to be transacted' in accordance with LGA 1972 Schedule 12 paragraph 10 (2) (b) – therefore any vague headings cannot be accepted – in case of doubt please refer to the Clerk who can assist with appropriate wording

It was noted that the dates above have been scheduled for the next two meetings.

HALE PARISH COUNCIL ACCOUNTS EXPENSES 2019/2020

DATE	DETAILS	CHQ NO	MINUTE NO	PYT NO	TOTAL
01/04/2019	ADULT LEARNING COURSE - SIMON MORRIS	ON LINE		1	450.00
01/04/2019	TABLET AND SPEAKER DANCING GROUP GRANT	DR CARD		2	288.00
01/04/2019	MISSING RECEIPT - ADMIN	DR CARD		3	3.58
02/04/2019	GOOGLE CLOUD GSUITE	DR CARD		4	15.32
02/04/2019	B & M BOXES	DR CARD		5	31.43
08/04/2019	ASDA STATIONERY	DR CARD		6	11.50
12/04/2019	SAB PRINT PRINTING	DR CARD		7	27.50
16/04/2019	PRINTING SIGN LANGUAGE COURSE	DR CARD		8	6.00
23/04/2019	SAB PRINT PRINTING	DR CARD		9	35.24
23/04/2019	B & M CONFECTIONERY	DR CARD		10	12.10
23/04/2019	HOBBYCRAFT EASTER EGGS	DR CARD		11	20.05
23/04/2019	ASDA EASTER EGGS	DR CARD		12	51.82
23/04/2019	HOBBYCRAFT FILLABLE EGGS	DR CARD		13	28.00
29/04/2019	B & M STATIONERY	DR CARD		14	24.85
30/04/2019	TRACEY SALARY	ON LINE		15	628.34
30/04/2019	DIAMON FACE PAINTING AT EASTER EGGHUNT	ON LINE		16	30.00
30/04/2019	VIKING CABINET HPC ASSET	DR CARD		17	238.80
					1902.53

HALE PARISH COUNCIL ACCOUNTS EXPENSES ANALYSIS 2019/2020

DATE	TOTAL	WELL BEING	GUILDWOMEN	AIRPORT	WAR MEMORIAL	PARISH PLAN	LEGAL FEES	VH RESERVE	DEFIB RESERVE	GREEN BELT RESERVE	GRANTS	CONTINGENCY	MAINTENANCE RESERVE	TRAINING	INSURANCE	WEB SITE	NEWSLETTER	AUDIT	SUBSCRIPTIONS	CLERK SALARY	ADMIN	ALLOW / EXPENSES	PAYROLL AND SCRIBE	VH COSTS	ELECTION	VAT	
01/04/2019	450.00	450.00																									
01/04/2019	288.00										240.00																48.00
01/04/2019	3.58																				3.58						
02/04/2019	15.32															15.32											
02/04/2019	31.43																				26.20						5.23
08/04/2019	11.50																				9.59						1.91
12/04/2019	27.50																				27.50						
16/04/2019	6.00	6.00																									
23/04/2019	35.24																				35.24						
23/04/2019	12.10	10.09																									2.01
23/04/2019	20.05	16.71																									3.34
23/04/2019	51.82	51.82																									
23/04/2019	28.00	23.33																									4.67
29/04/2019	24.85																										
30/04/2019	628.34												628.34														4.14
30/04/2019	30.00	30.00																									
30/04/2019	238.80											199.00															39.80
	1902.53	587.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	199.00	0.00	0.00	0.00	15.32	0.00	0.00	0.00	628.34	122.82	0.00	0.00	0.00	0.00	109.10	



Hale Parish Council

Serving the community since 1894

Hale Parish Council Financial Regulations

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by **Hale Parish Council** and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) shall be appointed by **Hale Parish Council**. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the council.
- 1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.2 The Council shall review the budget not later than the end of **January** each year and shall fix the **Precept** to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each councillor with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.4 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.
- 2.5 The Council will hold **Reserves** equal to at least fifty percent of the Precept at all times. Any reserves spent in any financial year must be replaced during the following financial year.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 3.4 The **Clerk** may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a

limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter.

- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account or payments authorised using online banking facilities in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by or authorised by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers or by means of online banking facilities.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, or where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council for ratification.
- 6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

- (b) Where it is intended to enter into a contract exceeding £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) Any invitation to tender issued under this regulation shall contain a statement to the effect of the current Standing Orders of Norton Parish Council.
- (h) When it is to enter into a contract less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) The Council will endeavour to support local businesses when awarding contracts.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

BUDGET 2019 2020				
BUDGET	INCOME			
6235	Balance b/f 1st April 2019			
43225	Precept			
	Bank Interest			
	V A T Recovered			
17000	Grant Neighbourhood Plan			
10857	Grant for VH Manager			
77317	Total			
	LESS EXPENDITURE			
5500	Well Being Committee			
500	Guidswomen Committee			
133	Liverpool Airport Committee			
1286	War Memorial Committee			
17000	Parish Plan Committee			
1000	Legal Fees			
1000	Village Hall Reserve			
100	Deibrillator Reserve			
1500	Green Belt Reserve			
5500	General Maintenance Reserve			
2000	Contingency			
3350	Grants			
1000	Training			
2000	Insurance			
550	Web Site			
1000	Newsletter			
1500	Audit			
750	Subscriptions			
13000	Staffing include NI exc Pension			
325	Administration			
1000	Allowances / Expenses			
374	Payroll and Scribe			
12438	Village Hall Running Costs			
3004	Election Costs			
10500	VH Manager			
86310	Total			
-8993	Balance in hand			
	Bank Balance			
	Net Balance			



HALE PARISH COUNCIL

Of the Halton Borough in the County of
Cheshire



MINUTES of the **Wellbeing Committee** meeting of Hale Parish Council held on
28 May 2019 at 3.30pm at
Hale Village Hall, High Street, Hale Village, L24 4AE

Meeting opened at 4.30pm

The Chair apologised to members of the public in attendance. A Councillor had been delayed in work which resulted in the meeting beginning an hour later than advertised. Given the importance of the business to be transacted, it was felt that the meeting should not be postponed.

1/19-20/HPCWBC

Apologies for absence received from Cllr Gary Wright.

2/19-20/HPCWBC

No declarations of interest were noted.

3/19-20/HPCWBC

It was agreed to defer the signing of the minutes until the next meeting.

4/19-20/HPCWBC

The success of the first British Sign Language adult learning class was noted. Over fifteen letters of thanks had been received by residents, with positive mentions on social media and around the village.

The first course was very popular and over-subscribed. A second course had been requested by a number of residents.

It was resolved to run a second course to begin in September. Costs would remain constant with £30 per hour charged by the course leader, for fifteen hours over a ten-week period. A total of £450.

Hall hire would remain the same at £10 per hour but availability of rooms would need to be checked. Hall hire would total two hours per week, at a total cost of £200 for the ten weeks.

It was agreed that twenty participants would be charged a subsidy of £1 per session – a total of £10 each for the ten-week course, payable to the Parish Council prior to the place on the course being confirmed. Direct bank payments to be made – no cash would be received by any Councillor. This £200 income will fully offset the hall hire costs.

5/19-20/HPCWBC

The Council considered three suppliers of similar cast iron benches – Hargreaves Foundry at a cost of £780.05+VAT, Broxap at a cost of £549+VAT, and Earth Anchors at a cost of £586+VAT.

Cast iron had been discussed in previous meetings as the desired material due to its strength, durability, recyclability, aesthetic appeal, fire resistance, low maintenance, sustainability and long-lasting cost-effectiveness.

It was resolved to purchase an anti-vandal cast iron bench from Broxap at a cost of £549+VAT. The Chair to arrange a meeting with Halton Brough Council's open spaces manager, Paul Wright, to agree a location.

6/19-20/HPCWBC

The Committee would like to place a planter either side of the entrance to Hale Park should this be suitable and not cause any issues to pedestrian/vehicular access.

It was resolved to defer this item until a meeting with Halton Brough Council's open spaces manager, Paul Wright, had taken place.

7/19-20/HPCWBC

The Chair advised the Committee an amount of £250 had been secured in the way of a donation from Dobbie's for bedding plants.

It was resolved to use this donation to plant up the new planters once purchased for the entrance to Hale Park. It was also resolved to speak with Halton Brough Council's open spaces manager, Paul Wright, to see if a border could be created in the land at the entrance to Arklow Drive, from Ramsbrook Lane. If permission is granted, the remaining amount of the donation can be used to provide a colourful border to be enjoyed by all who enter/exit that part of the village.

8/19-20/HPCWBC

Nugent Education have provided a number of workshops for Young Addaction Halton that have been well received by young people in the Borough. Nugent Education have agreed to waive their £10 travel fee and 4% admin fee for any youth activities arranged for Hale Parish Council.

It was resolved to commission the below youth activity workshops with Nugent Education.

- 1) 2 Hour graffiti art workshop to take place at the back of the Village Hall in July for up to 30 x 10-18yr olds at a cost of £225 plus £2 per attendee for materials. Total cost up to £285.*
- 2) 2 Hour African drumming workshop to take place in the Village Hall in August for up to 30 children of all ages at a cost of £225.*
- 3) 2 Hour street/urban dance workshop to take place in the Village Hall in September for up to 30 x 10-18yr olds at a cost of £225.*

It was resolved to hold another pumpkin carving workshop in October. Kits purchased last year will be used again. Committee will seek donation of pumpkins.

It was resolved to hold a bee house decorating workshop for children under the age of 10 in July. Committee already has paint and brushes so, aside from hall hire, the only additional purchase required is two packs of 30 houses totalling £61.50 from Baker Ross.

It was resolved to hold a Christmas wreath making workshop for the over 50s in November. Budget set at £200 plus hall hire.

It was resolved to hold a games workshop with a 'play your cards right' style theme. Games already purchased so only hall hire will need to be accounted for.

Availability of Village Hall will need to be checked for all above workshops at a cost of £10 per hour. A budget of £25 per session will be allocated for refreshments.

It was resolved to hold a history talk, tree trail, bat walk, and newt hunt – course leaders to be paid £50 each. Dates to be confirmed. No hall hire or refreshments required.

9/19-20/HPCWBC

A request from a resident was noted for a course on technology to be run in the Village Hall. A meeting will be arranged with a resident to see if this could be offered by him and a further meeting will take place with the Committee to discuss costs.

A request from a resident to hold a household economics course was also noted.

It was resolved to hold a sewing course in the Village Hall for ten weeks beginning in September. The course will be available for ten residents and the course leader, a resident in the village, has agreed to run this without charge. Material costs may be incurred. It was resolved to request donation/loan of materials/equipment from Halton Learning. If success is not forthcoming, the below costs were budgeted:

2 pairs scissors (£5 each), 2 ironing boards (£12 each), 2 irons (£15 each), £500 materials (£5 per person per week).

It was agreed that twenty participants would be charged a subsidy of £1 per session – a total of £10 each for the ten-week course, payable to the Parish Council prior to the place on the course being confirmed. Direct bank payments to be made – no cash would be received by any Councillor. This £200 income will fully offset the hall hire costs.

10/19-20/HPCWBC

It was resolved to defer discussions on the 125 years of Local Government.

11/19-20/HPCWBC

It was resolved to advertise for volunteers to assist with a 'games in the park' scheme to run over the summer period.

Games such as badminton, giant chess and giant Jenga were noted. Committee will approach John Moores University outreach volunteers to see if they can assist.

It was resolved to purchase two sets of racquets and shuttlecocks at a cost of £10 each.

It was resolved to approach MPAC (Merseyside Play Action Council) to see if they can loan the games at an annual cost of £30.

It was resolved to purchase an additional cabinet at a cost of £200 to securely store all equipment of the Wellbeing Committee.

12/19-20/HPCWBC

It was resolved to hold a meeting next month, date to be confirmed after meeting with Paul Wright from Halton Borough Council had taken place.

Meeting closed at 6.05pm.

Signed:

Dated: