



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS 1<sup>st</sup> MAY 2025**  
**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**  
**ON 13<sup>th</sup> MAY 2025 AT 7.30pm**  
**TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

## **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 'B. Hargreaves'.

**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.*

*\* 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** - To allow for a period of public participation.
4. **Minutes** – To approve the draft Minutes of the Ordinary Meeting on 14<sup>th</sup> April 2025 and accept them as a true record
5. **Payments & Receipts** - To receive and consider the list of payments and receipts made between 1<sup>st</sup> April – 1<sup>st</sup> May 2025 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.
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments between 1<sup>st</sup> April – 1<sup>st</sup> May 2025 to consider accepting them as an accurate record and comparison against budget (See Attached)
7. **Disabled Access for the Village Hall** - Access to the front of the Village Hall is limited due to the presence of the bus stop.
  - i. To consider Tarmacking / Flagging the pathways for better disabled access from the rear of the building.
8. **Health & Safety Working Group** – To review the recent Health & Safety records & take any appropriate action.
9. **Village Hall Damage Deposit** – To discuss including a damage deposit in the conditions of hire to ensure any damage incurred is covered by the hirer.
10. **Future Meeting** - To agree a date for the next Village Hall Management Committee Meeting.

*In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public are 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.”*

## **PART TWO**

### **Private & Confidential**

- 1. HR**– To review & consider the updated Contracts of employment and the new employee handbook
- 2. Employee Pension** - To consider the options for choice of pension for employees who qualify



# 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 MONDAY 14<sup>th</sup> APRIL 2025 AT 7.30pm

Present: Cllr P Lewis, Cllr J McNamara, Cllr G Wright, P Turton, A McNamara,  
Cllr M Roberts, N Thompson, Cllr C Williams, Cllr C Anderson

In attendance: The Clerk and two members of the public

1. **Apologies** – No Apologies were received by the Clerk
2. **Declarations of Interest** – No declarations were noted
3. **Public Participation** – One regular volunteer gave an account of the planning for Saturday's Easter Egg Hunt.
4. **Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 10<sup>th</sup> February 2025 were approved and accepted as a true and accurate account.

Proposed by P Turton and seconded by Cllr P Lewis

**The Motion was approved**

5. **Payments & Receipts** - The list of payments and receipts made between 25<sup>th</sup> February 2025 – 31<sup>st</sup> March 2025 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

Proposed by N Thompson and Seconded by Cllr P Lewis

**The Motion was approved**

6. **Accounts** – The reconciled bank statement and summary of receipts & payments 25<sup>th</sup> February 2025 – 31<sup>st</sup> March 2025 were accepted as an accurate record and comparison against budget.

Proposed by Cllr M Roberts and Seconded by Cllr J McNamara

**The Motion was approved**

7. **Disabled Access for the Village Hall** – The matter of access to the Village Hall for disabled users was discussed. It was suggested that an approach to Liverpool Airport be made for funding to improve the walkways and car park at the rear of the building which have become uneven and potentially dangerous.
8. **Solar Panels** – An appraisal by a local contractor was discussed and a proposal for the Trustee was agreed. The installation of the solar panels currently in position on the building was never completed properly so that a contribution towards the running cost could be achieved.
9. **Health & Safety Working Group** – The Clerk gave an account of the progress being achieved in addressing the issues raised on the recent Worknest Risk assessment. It was agreed that any H&S issues should be addressed officially by way of an inclusion on all management committee meeting agendas moving forwards
10. **Village Hall Funding** – Paul Turton agreed to make enquiries regarding the ability to fund local community halls such as the one in Hale, by communities of a similar size. It was noted that comparable establishments appear to have external funding or support from the higher tier authority to secure their continued use. The Clerk suggested that ACRE and Chalc would be good initial points of reference for assistance.
11. **Future Meeting** – It was agreed that the next village Hall meeting will take place on 13<sup>th</sup> May 2025 at 7.30pm

Proposed by Cllr M Roberts and seconded by Cllr J McNamara

**The Motion was approved**

**Hale Village Hall**  
**RECONCILIATION - Unity Trust Bank Current A/C 01-05-2025**

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From Accounts . . . . . £23,987.23

Payments not cashed . . . . . Add . . . . .

Receipts not entered . . . . . Subtract . . . . .

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**Statement should be . . . . . £23,987.23**

## Hale Village Hall

### Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>15,170.41</b>	
1	01/04/2025		Hall Rental	J LDS McNABB	18.00	15,188.41	01/04/2025
1	01/04/2025		Rates	Halton BC	-213.32	14,975.09	01/04/2025
2	01/04/2025		Hall Rental	JL Smith	27.00	15,002.09	01/04/2025
3	03/04/2025		Hall Rental	Knitting Club	60.00	15,062.09	03/04/2025
4	04/04/2025		Hall Rental	M B Dancing (Mer	54.00	15,116.09	04/04/2025
5	07/04/2025		Hall Rental	Ruth Nickson	27.50	15,143.59	07/04/2025
6	07/04/2025		Hall Rental	JL Smith	27.00	15,170.59	07/04/2025
7	07/04/2025		Hall Rental	J LDS McNABB	42.00	15,212.59	07/04/2025
8	09/04/2025		Hall Rental	K Savage & A Rot	165.00	15,377.59	09/04/2025
9	09/04/2025		Hall Rental	EJ Preston	580.00	15,957.59	09/04/2025
10	10/04/2025		Bank Transfer	Hale Parish Council	10,000.00	25,957.59	10/04/2025
2	11/04/2025		Music Licence	PPL PRS Licence	-504.00	25,453.59	11/04/2025
3	11/04/2025		Repairs	Lucas Electrical	-230.00	25,223.59	11/04/2025
4	11/04/2025		Fire Equipment Maintenance	FIS Solutions	-45.15	25,178.44	11/04/2025
5	11/04/2025		Fire Equipment Maintenance	FIS Solutions	-48.18	25,130.26	11/04/2025
6	11/04/2025		Village Hall supplies	Brian Hargreaves	-101.28	25,028.98	11/04/2025
11	14/04/2025		Hall Rental	Ruth Nickson	27.50	25,056.48	22/04/2025
12	15/04/2025		Hall Rental	J Oliveira Gulinel	54.00	25,110.48	22/04/2025
7	22/04/2025		Hall Internet/Wifi	BT Group	-67.44	25,043.04	22/04/2025
8	22/04/2025		Gas	Crown Gas & Pow	-296.49	24,746.55	22/04/2025
9	22/04/2025		Bookings Mobile Phone	O2 Mobile Phones	-45.60	24,700.95	22/04/2025
13	22/04/2025		Hall Rental	Charly Root	72.00	24,772.95	22/04/2025
14	22/04/2025		Hall Rental	T Dillon	100.00	24,872.95	22/04/2025
15	22/04/2025		Hall Rental	Charly Root	9.00	24,881.95	22/04/2025
16	22/04/2025		Hall Rental	D Murupala	251.00	25,132.95	22/04/2025
17	22/04/2025		Hall Rental	J LDS McNABB	30.00	25,162.95	22/04/2025
10	24/04/2025		Water	Water Plus	-50.86	25,112.09	24/04/2025
18	24/04/2025		Hall Rental	Martin P&F Roys	37.50	25,149.59	24/04/2025
19	25/04/2025		Hall Rental	L Doran - Boogie 1	27.00	25,176.59	25/04/2025
20	25/04/2025		Hall Rental	Lucia Thomas	15.00	25,191.59	25/04/2025
21	25/04/2025		Hall Rental	M B Dancing (Mer	36.00	25,227.59	25/04/2025
22	25/04/2025		Hall Rental	M B Dancing (Mer	36.00	25,263.59	25/04/2025
23	25/04/2025		Hall Rental	M B Dancing (Mer	27.00	25,290.59	25/04/2025
24	28/04/2025		Hall Rental	McGregor	54.00	25,344.59	28/04/2025
25	28/04/2025		Hall Rental	Ruth Nickson	27.50	25,372.09	28/04/2025
26	28/04/2025		Hall Rental	Activity Co.	48.00	25,420.09	28/04/2025
27	28/04/2025		Hall Rental	Rebecca Riley	152.00	25,572.09	28/04/2025
28	29/04/2025		Hall Rental	Art Group (Cheque	325.00	25,897.09	29/04/2025
29	29/04/2025		Hall Rental	R W Mudie	130.00	26,027.09	29/04/2025
30	29/04/2025		Hall Rental	JL Smith	27.00	26,054.09	29/04/2025
31	29/04/2025		Hall Rental	Francis Doyle	180.00	26,234.09	29/04/2025
11	30/04/2025		Bookings Officer	Hale Village Hall	-670.98	25,563.11	30/04/2025
12	30/04/2025		Cleaner	Hale Village Hall	-750.40	24,812.71	30/04/2025
13	30/04/2025		Fire Equipment Maintenance	FIS Solutions	-48.18	24,764.53	30/04/2025
14	30/04/2025		Solar Panel - Register	Vanguard Renewa	-1,078.80	23,685.73	30/04/2025
32	30/04/2025		Hall Rental	Hale Parish Council	90.00	23,775.73	30/04/2025
33	30/04/2025		Hall Rental	Hale Parish Council	67.50	23,843.23	30/04/2025
34	30/04/2025		Hall Rental	Knitting Club	60.00	23,903.23	30/04/2025
15	01/05/2025		Bank Charges	Unity Bank	-6.00	23,897.23	01/05/2025
35	01/05/2025		Hall Rental	N Haughey	90.00	23,987.23	01/05/2025
			<b>CLOSING BALANCE</b>			<b>23,987.23</b>	
				<b>Bank statement should show</b>		<b>£23,987.23</b>	



Hale Village Hall  
RCN: 1014055  
60-83-01 • 20430715

Balance Available  
£ 23,987.23 £ 23,987.23

Balances are correct as of 08:42 on 01 May 2025.

↓ Date	Description	Paid In	Paid out	Balance
01/05/25	N Haughey • 28th may nicole	90.00		23,987.23
30/04/25	Service Charge		-6.00	23,897.23
30/04/25	Hale Ladies Knitti • HVH-2020-1205	60.00		23,903.23
30/04/25	B/P to: Vanguard Renewable • INV 0172		-1,078.80	23,843.23
30/04/25	B/P to: • APRIL SALARY		-750.40	24,922.03
30/04/25	B/P to: • APRIL SALARY		-670.98	25,672.43
30/04/25	B/P to: FIS • INVOICE 60302		-48.18	26,343.41
30/04/25	HALE PARISH COUNCI • INV 1197	67.50		26,391.59
30/04/25	HALE PARISH COUNCI • INV 1196	90.00		26,324.09
29/04/25	FRANCIS DOYLE • HVH-2020-1194	180.00		26,234.09
29/04/25	SMITH JL • DANCEBOOTCAMP	27.00		26,054.09
29/04/25	MUDIE R W • HVH-2020-1198	130.00		26,027.09
29/04/25	Credit • 57	325.00		25,897.09
28/04/25	REBECCA RILEY • HVH-2020-1172	152.00		25,572.09
28/04/25	ACTIVITY CO T/AS • HVH-2020-1169	48.00		25,420.09
28/04/25	RUTH NICKSON • hale dance club	27.50		25,372.09
28/04/25	MCGREGOR S & P • HVH-2020-1175	54.00		25,344.59
25/04/25	MB DANCING (MERSEYBEATS) • 17 apr	27.00		25,290.59
25/04/25	MB DANCING (MERSEYBEATS) • 24 apr	36.00		25,263.59
25/04/25	MB DANCING (MERSEYBEATS) • 17 apr	36.00		25,227.59
25/04/25	THOMAS LJO • LUCIA THOMAS	15.00		25,191.59



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	Telephone / Internet /website				1,500.00	101.80	1,398.20	1,398.20 (93%)
2	Water				700.00	42.38	657.62	657.62 (93%)
6	Rates				170.00	213.32	-43.32	-43.32 (-25%)
7	Subscriptions				1,000.00	621.92	378.08	378.08 (37%)
8	Repairs & Maintenance				4,000.00	314.40	3,685.60	3,685.60 (92%)
10	Refunds							(N/A)
11	Electricity				3,500.00	899.00	2,601.00	2,601.00 (74%)
21	Gas				2,500.00	247.07	2,252.93	2,252.93 (90%)
24	Capital Equipment				2,500.00		2,500.00	2,500.00 (100%)
26	Staff Costs				31,000.00	1,421.38	29,578.62	29,578.62 (95%)
27	Contingency				1,500.00		1,500.00	1,500.00 (100%)
29	Bank Charges				100.00	6.00	94.00	94.00 (94%)
<b>SUB TOTAL</b>					<b>48,470.00</b>	<b>3,867.27</b>	<b>44,602.73</b>	<b>44,602.73 (92%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Room/Hall Hire	30,000.00	2,973.50	-27,026.50				-27,026.50 (-90%)
17	Hale Parish Council Support	10,000.00	10,000.00					(0%)
<b>SUB TOTAL</b>		<b>40,000.00</b>	<b>12,973.50</b>	<b>-27,026.50</b>				<b>-27,026.50 (-67%)</b>

**Summary**

<b>NET TOTAL</b>	<b>40,000.00</b>	<b>12,973.50</b>	<b>-27,026.50</b>	<b>48,470.00</b>	<b>3,867.27</b>	<b>44,602.73</b>	<b>17,576.23 (19%)</b>
<b>V.A.T.</b>					<b>289.41</b>		
<b>GROSS TOTAL</b>		<b>12,973.50</b>			<b>4,156.68</b>		

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**Re: Sign up process**

1 message

24 April 2025 at 13:38

Hi Brian

Thank you for your time just now.

I highlight below some points made on our phone call, some of which will need approving by Councillors.

**Auto enrolment pension**

Based on Jannine's new pay rate from April 2025, she will be required to be auto enrolled into a pension, if she is not being enrolled into the LGPS pension scheme.

I will need confirmation of which Pension provider Hale Parish Council wish to use. A lot of employers choose to use NEST due to it being free to set up the Employer pension scheme, as opposed to other Pension providers such as the People's Pension and Smart pensions, where they charge a few hundred pounds to set up the scheme.

I do run payroll services for a few other Councils and they use either NEST or the People's Pension or Smart Pension. Links can be found below for you to be able to make a decision:

- NEST - <https://www.nestpensions.org.uk/schemeweb/nest.html>
- The People's Pension - <https://thepeoplespension.co.uk/>
- Smart Pensions - <https://www.smartpension.co.uk/>

For employees being auto enrolled into the workplace pension, and employer must pay a minimum of 3% of the employees pensionable earnings and an employEE must pay a minimum of 5% of the employees pensionable earnings.

An employer can choose to pay more than the 3%. In your example, an employer can choose to pay 10%, with the employee still only needing to pay their minimum of 5% of their pensionable earnings.

There are different classes of workers in terms of a pension scheme, please see below:

**Entitled worker**

- Aged 16-74
- Working in the UK
- Earning below £6,240

These workers have the right to join the auto enrolment pension scheme

**Eligible jobholder**

- Aged 22 - State pension age