



**HALE PARISH COUNCIL**  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS TENTH DAY OF OCTOBER 2020**

**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED  
TO ATTEND THE ORDINARY MEETING OF  
HALE PARISH COUNCIL**

**TO BE HELD AT 7.30PM ON THE FIFTEENTH DAY OF OCTOBER 2020 TO  
TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

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

This meeting will be accessible to members of the public via the internet or by  
telephone. For instructions on how to access the meeting, please email:  
[clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or call 07803611222

**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.

**Note to Public**

*Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.*

## MEETING AGENDA

1. To Receive Apologies
2. To Receive declarations of Interest
3. To adjourn the meeting for a period of public participation
4. To consider and approve the Minutes of the meetings held on the 31<sup>st</sup> August 2020 and 21<sup>st</sup> September 2020,
5. To receive the list of payments made between 3<sup>rd</sup> September 2020 and 5<sup>th</sup> October 2020 as recorded in the cash book record which has been reconciled to the Bank statement to these dates, all payments having been made under Financial Regulation 6.4 as detailed below

### September/October 2020 Payments

30/09/2020 – Bank Charges - £18.00

2/10/2020 – Google Ireland - £37.26

5/10/2020 – HMRC - £392.38

5/10/2020 – Salary - £1024.41

5/10/2020 – Room Hire - £7.50

5/10/2020 – Ann K Halloween Goods – £109.70

6. To receive and approve the Hale Parish Council Financial statement for period 01/04/2020 to 8/10/2020 as presented by the Clerk.
7. To receive and approve the recently amended Quotation for Renewal of the Insurance policy with Ecclesiastical. (As Attached)
8. To Consider a request by Hale British Legion to stage a small socially distanced service within the railings of the War memorial Green on Sunday 8<sup>th</sup> November at 11.00am. Taking into consideration that the accountability for external safety considerations including social distancing and associated risk assessments will be the responsibility of the Royal British Legion. Also to acknowledge and notify Bill Sergeant of the Parish Council's agreed course of action.
9. To Consider the approval of a volunteer project to improve the appearance of the entrance to Hale Park by undertaking light maintenance work including power washing, pruning and removal of general debris subject to sight of all insurance documents, risk assessments, scope of work and relevant documentation and including adherence to all current covid-19 guidelines.
10. To consider sending correspondence to Hale Estates & Halton BC regarding vacant/empty properties within Hale Village.

11. To consider a request from local Volunteer Gardeners for a donation to assist with equipment and gardening supplies for use within Hale Village. A proposal of £300 was suggested by Cllr Cleary and a B&Q gift card to that value should be considered as a donation. In return, an opportunity to photograph the presenting of a contribution should be afforded to the Parish Council for its records
12. To Approve that an allocation of 4 hours per week from the Clerks weekly 12 hr work schedule be specifically dedicated to training and associated working towards his attaining the Cilca accreditation approved by this Council at the Ordinary meeting on 20<sup>th</sup> July 2020



**HALE PARISH COUNCIL**  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**MINUTES OF EXTRA ORDINARY MEETING OF HALE PARISH COUNCIL HELD REMOTELY ON  
MONDAY 31st AUGUST 2020 AT 7.30pm**

Present: Cllr Mitchell, Cllr Spargo, Cllr Kierman, Cllr Williams, Cllr Trevaskis,  
Cllr Wright, Cllr Cleary, Cllr Anderson.

- 1/ Apologies received from Cllr Healey
- 2/ No interests were declared.
- 3/ No members of the public were present to make representation
- 4/ The Internal auditors report for year ending 31<sup>st</sup> March 2020 was received and accepted by members.  
The Chairman thanked the Clerk for his input and stated that this year's successful outcome was a "collective" effort.

Cllr Mitchell expressed a view that she felt that the majority of the audit preparatory work had been completed by the previous Town Clerk prior to his departure from office. The Chairman re-iterated his point that this was a collective effort and acknowledged that while the previous Clerk had contributed in part to the overall proposal the current Clerk and a number of Councillors had completed the extensive work on the formal submission to ensure the unmitigated success of this year's Audit.

- 5/ The Notice of Public Rights to inspect the accounts for the year ending 31<sup>st</sup> March 2020 were approved unanimously. It was agreed that papers should be posted for a period of 30 working days (Tuesday 1<sup>st</sup> September – Monday 12<sup>th</sup> October) in line with :-

- a) **Local Audit and accountability Act 2014 Sections 25, 26 and 27.**
- b) **The Accounts and Audit Regulations 2015 (SI 2015/234)**
- c) **The Accounts and Audit (Coronavirus) (amendment) Regulations 2020 (SI 2020/404)**

Cllr Mitchell asked that the Clerk might display laminated copies on the two Village Notice boards (in Baileys Lane and at Hale Village Hall) as the boards are in need of repair and any notices will be susceptible to inclement weather conditions. The Clerk agreed that two additional copies would be displayed in the Village Hall front window and in the front window of Cllr Wright's convenience store in Town Lane. In addition an electronic version of the papers would be displayed upon the Parish Council website.

The Clerk agreed to contact local Joiner Mal Sutton once again to ask about repair/renovation of the two notice boards so that full use can be re-instated.

- 6/ It was agreed unanimously that the approval of Item 5 above constituted an acknowledgement that all outstanding matters arising from the 2019/20 audit report were now resolved and that there are currently no outstanding governance or accounting issues that Hale parish Council need to address.
- 7/ It was noted that the Internal Auditor advised that Hale Parish Council had completely “transformed” and made “amazing progress” and that it can be evidenced by “anybody who compares the findings of 2018/2019 report with that of 2019/2020”  
  
Cllr Mitchell stated that she “did not doubt he said it” and that these comments were in fact made by the External Auditor but refused to “note” the comments as there was no written evidence to support the comments. The Chairman and Clerk explained to Cllr Mitchell that the Auditor has been asked to provide a written comment which could be used in support of Hale Parish Council in a subsequent report or press release.
- 8/ Members considered Section 1 of the Annual Governance Statement 2019/2020 and the 9 objectives set out within the section. Their deliberation was recorded as follows:-
  1. It was agreed that Hale Parish Council ***“Prepared its account statements in accordance with the accounts and audit regulations”***
  2. It was agreed unanimously that Hale Parish Council ***“Made proper arrangements and accepted proper responsibility for safeguarding the public money and resources in its charge”***
  3. It was agreed unanimously that Hale Parish Council ***“ has done what it has the legal power to do and has complied with proper practices in doing so”***
  4. It was agreed that Hale Parish Council ***“during the year gave all persons interested the opportunity to inspect and ask questions about the authority’s account”*** The Notice of Rights to inspect although presented later than required was available on the Parish Council website and it was recognised that all requests to view the accounts were available and would always be accommodated at any time of year.
  5. It was agreed that Hale Parish Council ***“considered and documented the financial and other risks it faces and dealt with them properly”*** A copy of the existing Ecclesiastical Insurance policy document was forwarded to all councillors by the Clerk in response to a request by cllr. Mitchell
  6. It was agreed that Hale Parish Council ***“arranged for a competent person, independent of the financial contracts and procedures to give an objective view on whether internal controls meet the needs of this smaller authority.”*** Cllr Mitchell expressed a view that she was “not convinced” that the Parish Council were fulfilling this requirement. However it was recognised by the other members that both the auditor (who is independent) and the Clerk had reviewed the financial information and were happy to approve them as a true record. On that basis it was agreed that the requirement was fulfilled. Additional external examination could prove costly and were deemed unnecessary in this instance.

7. It was agreed unanimously that Hale Parish Council ***“responded to matters brought to its attention by internal and external auditors”***
8. It was agreed unanimously that Hale Parish Council ***“disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant”***
9. It was agreed unanimously that Hale Parish Council ***“met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts”***. Cllr Mitchell enquired about the availability of up to date accounts and reports for the Village Hall charity. It was explained that due to the Covid-19 pandemic and the Village Hall being closed for a long period of time the accounting and any issues relating to planned meetings etc are only now being addressed by the Clerk. It was acknowledged that a Village Hall committee Annual meeting was required in the near future. The Chairman re-iterated the reasons for the Parish Council’s preference to follow the remote “video link” model which ensures 100% protection to all attendees of meetings. Cllr Williams expressed the view that a socially distanced meeting in Hale Village hall would be impractical at best given that attendees would need to be separated and wear face coverings in a hall which has bad acoustics and proves very difficult for some people to hear and to be heard. The Chairman noted that Halton Borough Council as an example had limited the number of meetings held since the start of the Pandemic and that any meetings which have taken place did so remotely. Cllr Mitchell stated that although the situation was far from ideal, members of Parliament were returning to parliament shortly and if it was suitable for them it should be suitable for Hale Parish Council. The Chairman advised that we will always work in the best interests of the public, employees, volunteers and Councillors at all times. Cllr Spargo recorded that he was happy to follow the current guidance and would abide by the members preferences.

The Chairman advised that there was a need to update the current details on the Parish Council website and agreed to work in conjunction with the Clerk.

- 9/ The Annual Governance Statement was approved unanimously for submission by Hale Parish Council

The Chairman thanked members and closed the meeting at 8.45pm



**HALE PARISH COUNCIL**  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL HELD REMOTELY ON  
MONDAY 21st September 2020 AT 7.30pm**

Present: cllr Mitchell, cllr Kierman, cllr Williams, cllr Travaskis, cllr Wright,  
cllr Cleary, cllr Anderson

1. Apologies from cllr Spargo
2. No interests were declared
3. No members of the public were present to make representation.
4. The Minutes for Hale Parish Council meeting on 20<sup>th</sup> July 2020 were considered. Cllr Mitchell's proposed the remove the words "aggrieved" and "bullying" from the draft record. It was agreed that the amendments to the minutes be made and motion was carried.
5. All payments for the period July 2020 – September 2020 were ratified by members. Cllr Mitchell questioned the Clerk's permission to use his delegated authority to make payments (up to the value of £500) without prior approval. She expressed a view that she believed that the current Clerk's inexperience made it unreasonable for him to use the authority which the Council has previously approved and which is part of the Parish Council's Financial Regulations (para. 3.4). She indicated that she felt that the previous Clerk who was fully trained was suitably practised and qualified sufficiently to use the above authority because of his experience. The chairman re-iterated that delegated authority was in place for the Clerk to spend (up to the value of £500) regardless of any other considerations and that the majority of payments are for service contracts and payment of salaries which the Parish Council is committed to and are covered under para 6.4 of the Parish Council's Financial regulations.
6. It was agreed that the Clerk would seek three competitive quotations for the future appoint of a firm of Internal Auditors to fulfil the Parish Council's annual financial and governance obligations. It was noted by the Chairman that continuity was a consideration in auditing the Parish Council's affairs as any points of action would be more suitably addressed by the same

auditor who initially raised the matters of concern. A quotation for a three year commitment will be requested by the Clerk.

7. An email received by the Clerk asking for support from the Parish Council for a resident who is objecting to the planning application ref: 20/00478/ADJ was considered. It concerned a proposed installation of a 5G telecommunication mast near the bridleway on Hale Road. It was felt by the Chairman that the planning application may have been submitted initially to the wrong authority and the Clerk was asked to acquire some further information. It was also noted that the time scale for objection was somewhat prohibitive (objections should be submitted by October 1<sup>st</sup> 2020)

The chairman suggested that the principles of a previous objection letter submitted on behalf of the Parish Council in respect of the proposed solar energy plant could be adapted to suit this objection as a large number of the environmental considerations were relevant. It was felt that the positioning and the possible disguising of the Mast should be considered a priority. Cllr Cleary asked that the proposed positioning of the mast should be confirmed as the post code appeared to give a different location than that indicated by the resident complainant. It was agreed that a letter of objection be submitted to Halton Borough Council when all considerations had been explored.

8. The proposed renewal of Insurance cover for the Parish Council and Hale Village Hall was discussed. It was thought that a “split” policy which addressed the individual requirements of the Parish Council and also the Village Hall would be preferable but upon review the cost was agreed to be prohibitive. The Clerk had been given a quotation for renewal of the existing Policy and the premium was presented at a substantially reduced rate. It was agreed to proceed on that basis. However the premium was questioned by the Council as to its validity and the Clerk agreed to contact Richard Matthews at Came & Co. immediately to review the renewal cost as the policy needed to be in place by October 1<sup>st</sup> 2020.
9. Consideration was given to a recent proposal by a local resident who expressed a view that the Parish Council should be pro-actively involved in addressing the recognised areas of concern highlighted more recently by the increased outdoor activity levels of locals and visitors to Hale Village and the surrounding areas:-

Namely

- i/ Litter
- ii/ Dog Fouling
- iii/ Parking

It was agreed that a line of dialogue with Halton BC’s open spaces dept. should be opened. Cllr Mitchell advised that the local ward councillor cllr Wharton be included in all fact finding activities. The initial intention of acquiring information for review was agreed and cllr Mitchell agreed that she would assist with a survey when appropriate, taking into consideration the difficulties posed by the Covid restrictions. Further questions regarding

parking enforcement, litter & dog fouling fines being increased to the national maximum and about educating school children should be submitted to Halton BC. The information should be received and collated then discussed with a course of action agreed upon. Cllr Mitchell advised that the Liverpool echo was actively encouraging readers to visit Hale Village as a “beauty spot” and felt that that would in itself encourage more “traffic” of all kinds within the area of the Village. The Chairman felt that the Parish Council should explore the possibility of installing a waste bin close to Hale Lighthouse in Lighthouse Lane.

The meeting was closed at 9.15pm.



Hale Clerk &lt;clerk@haleparishcouncil.gov.uk&gt;

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**Formal e-mail Correspondence Notification**

1 message

**Peter N Platt**

6 October 2020 at 19:15

Reply-To: Peter N Platt

To: "clerk@haleparishcouncil.gov.uk" &lt;clerk@haleparishcouncil.gov.uk&gt;

To: [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk)

From:

06th October 2020

Subject: Voluntary work to be undertaken by the Friends of Hale Village (FoHV).

Clerk,

The Friends of Hale Village community support group have followed a survey and consultation process working closely with Halton Borough Council (HBC) Open Space Services. The conclusion being authorisation and approval from HBC has been given in order to commence a project to refurbish the gated entrance leading from High Street into Hale Park.

Work will be undertaken by a host of resident volunteers in the forthcoming days of which being pro active and prudent polite notification to Hale Parish Council communicates our intent and purpose of this project.

The group have welcomed, utilised and continue to benefit from the assistance of a wide range of subject matter experts from within the Village who will support the project based on a voluntary service, indeed auxiliary tools, materials and equipment have been donated to help support the project from both a safety and quality perspective.

Halton Borough Council have been consulted regarding the groups (EH&S stage1) safety review documents comprising of:

Public liability insurance

A safe system of work including a daily Permit to Work

Scope of Work

Risk Assessment

Deeds of Surrender regarding the lease of the park and

Project Management time scale provide quality assurance to the project.

All works (EH&S Stage2) will be carried out and made sustainable following governance guidance of the Management of Health and Safety at Work Act 1999. Work will be undertaken during low pedestrian and vehicle activity as detailed by Risk Assessment control measures.

The conclusion of works (EH&S Stage3) will be a hand over review and completion of work record.

We look forward to progressing the Hale Park entrance project with a motive to further encourage and promote future voluntary participation which can only enhance other Village assets with a satisfactory and rewarding outcome that benefits all.

Respectfully

Peter Platt

Friends of Hale Village Chair

Please confirm receipt of this e-mail.





Hale Clerk &lt;clerk@haleparishcouncil.gov.uk&gt;

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**Fw: Fw: Funding for Hale Park Estate volunteer gardeners.**

1 message

8 October 2020 at 16:34

Hi Brian ,

I'm not sure if you have heard anything back from the Parish Council but I just wanted to keep you up to date.

I think I have found a good grass trimmer / edger.

It is a Bosch universal grass cut 18 -26 universal cordless grass trimmer / edger - 18 v battery.  
I have seen it reduced on amazon at £96.99

The product descrip on says that it can cut the edges of 8 tennis courts on one charge which sounds good to me and it only takes 1 hr to charge up.  
It comes with the battery.

We no longer need the tool sharpener, thank you.

Kind Regards

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**From:****Sent:** 01 October 2020 08:59**To:** Hale Clerk <clerk@haleparishcouncil.gov.uk>**Subject:** Re: Fw: Funding for Hale Park Estate volunteer gardeners.

That's great Brian, thank you  
Regards

Get [Outlook for Android](#)

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**From:** Hale Clerk <clerk@haleparishcouncil.gov.uk>**Sent:** Thursday, October 1, 2020 9:24:37 AM**To:****Subject:** Re: Fw: Funding for Hale Park Estate volunteer gardeners.

Hi  
Thank you for your email  
With your permission I will share this with the other members of the Council and get their comments ?

kind Regards  
Brian

*Brian Hargreaves*  
*Proper Officer*  
*Hale Parish Council*

07803611222

Sorry Brian, I got the email address wrong first me round !!

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**From:****Sent:** 30 September 2020 14:18**To:** [theclerk@haleparishcouncil.gov.uk](mailto:theclerk@haleparishcouncil.gov.uk) <[theclerk@haleparishcouncil.gov.uk](mailto:theclerk@haleparishcouncil.gov.uk)>**Subject:** Funding for Hale Park Estate volunteer gardeners.

Hi Brian,

It was good to speak to you yesterday and explain our situation.

As I mentioned, we have been gardening on the estate for 4 years now and we use a lot of our own equipment which is getting worn and blades are becoming blunt. I have seen a tool on Amazon which can sharpen blades and edges of spades etc. This will be much cheaper than replacing equipment.

**Multi-Sharp** **ti1301** **tiMulti-PurposetiBladetiSharpenertifortiRotarytiLawntiMower,tiSpades,tiHoes,tiLawn-Edgers,tiShears,tiAxestiantdiOthertiGardentiools**

**Brand: MULTI-SHARP costing £17.00 from Amazon.**

I am also trying to source a suitable tool to help with the edging of the grass verges on the estate. A battery operated appliance would be the best but so far I have only found one with a battery lasting 20 minutes which is unsuitable for our needs. I imagine the cost of such an appliance would be about £100.

Other Items needed are:

- 1) A heavy duty yard brush
- 2) Secateurs
- 3) Gardening gloves for a year for 5 people
- 4) Then we need to buy new seasonal plants, compost and feed.

I think it would be a good idea to use a gift voucher for B&Q for these 4 items so we can use it throughout the year. I guess it's up to the Council to determine a realistic value on that.

I hope this meets with the Council's requirements from us but please feel free to come back to me if you need further information. Obviously, we will keep all receipts for your perusal.

Many Thanks and Kind Regards



Hale Clerk &lt;clerk@haleparishcouncil.gov.uk&gt;

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**Private & Confidential: Hale Parish Council - Ecclesiastical - Insurance Renewal  
[Contact Ref: 3110228]**

1 message

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To: "clerk@haleparishcouncil.gov.uk"  
<clerk@haleparishcouncil.gov.uk>

24 September 2020 at 15:39

Dear Brian,

Further to our recent conversation, I apologise for any confusion caused on terms provided to date. The terms provided for the council and village Hall were issued on the basis of splitting the existing council policy into two separate quotations/policies and as such the terms for the parish council DID NOT include cover for the village hall itself.

The attached terms are more in line with expiring terms bar any changes we have made further to provision of assets requiring cover.

As you can see from the attached and below we are recommending terms with Ecclesiastical on cover and price which include legal expenses cover and premium is actually reduced from expiring terms with Hiscox.

Thank you for choosing to arrange your insurance through Came & Company Local Council Insurance brokers last year. The renewal for Hale Parish Council is due on 1st October 2020 and we have pleasure in presenting our proposals for the upcoming insurance renewal, in accordance with your requirements.

**Important Information - Insurance Act**

The renewal quotation for Hale Parish Council is based upon the information previously provided to us and held by your insurers and the attached statement of fact, details of which are shown on the attached schedule.

If you wish to proceed with renewing the Council's cover, you must be sure that none of this information has changed (or, if it has, you must tell us about the changes before we arrange cover).

Additionally, under the Insurance Act 2015 you now have a new duty to provide a 'fair presentation' of the risk to insurers, which replaces the previous duty to disclose all material facts. This means that you must now clearly disclose every material circumstance which you, your Councillors or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material you are advised to disclose it.

Please note that failure to disclose a material circumstance may entitle the insurer(s) to impose different terms on your cover or reduce the amount of a claim payable. In some cases your cover could be invalidated, which would mean that a claim would not be paid.

**To avoid the risk of under-insurance it is vitally important that your sums insured / indemnity limits are maintained at a correct level. I would, therefore, ask you to consider whether the policy coverage and sums insured / indemnity limits are sufficient to ensure that you will be adequately protected in the event of a claim.**

### **Hale Parish Council Renewal Summary.**

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Based on the information we hold, we have assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

Please see the attached cover comparison which details a summary of the core covers automatically included with all Came & Company Local Council Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

In preparing our recommendation for Hale Parish Council we undertook a full review of our panel of insurers and the below table summarises the quotations we were able to obtain:

<b>Insurer</b>	<b>Insurer Premium</b>	<b>Administration Fee</b>
Hiscox	£2,877.34 *excluding legal expenses	£50.00
Ecclesiastical	£2,589.51	£50.00

Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate

**Our recommendation is that you accept the Ecclesiastical quotation to meet the demands and needs of Hale Parish Council.**

	<b>Insurer Premium</b>	<b>Administration Fee</b>	<b>Total Premium</b>
<b>Annual Policy with Ecclesiastical</b>	£2,589.51	£50.00	<b>£2,639.51</b>
<b>3 Year Long Term Agreement Option</b>	£2,460.03	£50.00	<b>£2,510.03</b>

**with Ecclesiastical**

*Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate*

**Quote Reference** 3110228

**Cover Period** 1st October 2020 to 30th September 2021

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In handling this policy we will act as your agent when sourcing the policy and assisting you with any claims, but as agent of the insurer under a delegated authority when placing the business.

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**Long Term Agreement Option**

In order to ensure rate stability, Hale Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with **Ecclesiastical**, at an LTA premium of £2,510.03. This means Hale Parish Council will commit to keep their policy with Ecclesiastical for the period of the LTA.

In return Ecclesiastical agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding 40% , **releases** Hale Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

**Renewal Comparison****Premium**

This Year's Annual Premium

£2,589.51

Last Year's Annual Premium

£2,700.98

We have included last year's annual premium so that you can see how it has changed. If you have made any changes to the policy in the last 12 months, that altered the premium, this is reflected.

Index linking is currently calculated at 4% for both buildings and contents. Please contact the office should you not wish to index link these items.

The difference in annual premium will also be as a result of any rate changes applied by the recommended insurer and the index linking of any items insured against loss or damage.

Should Hale Parish Council wish to protect themselves against future rate increases applied by insurers, insurer rate stability can be achieved by setting up a 3 year binding Long Term Agreement (LTA), as detailed in the recommendation above.

### **Renewal Payment Options**

<b>Option</b>	<b>Notes</b>
Bank Transfer – <b>Please note our new bank details</b>	If you'd like to pay by bank transfer, please send your payment to :  Bank : Lloyds  Sort Code : 30-80-12  Account : 19511668  Account Name: Arthur J. Gallagher  Please quote reference: 3110228
Cheque	Made payable to Came & Company, quoting 3110228 on the reverse
Direct Debit	Please contact our office should this option be required

### **Our Remuneration**

<p>We arrange the policy with the insurer on your behalf. You do not pay us a fee for doing this. We receive commission from the insurer which is a percentage of the total annual premium.</p>	
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When you take out a policy with us we charge you an administration fee of £50.00. In addition, we receive commission from the insurer which is a percentage of the total annual premium.	X
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### **Important Documents**

We have pleasure in attaching the following documents on behalf of Ecclesiastical;

- Hale Parish Council Schedule of Insurance
- Hale Parish Council Employers' Liability Certificate
- Ecclesiastical Policy Summary
- Ecclesiastical Statement of Fact
- Summary of policy changes if applicable

Please also find attached the following documents sent on behalf of Came & Company Local Council Insurance;

- Statement of Demands and Needs
- Comparison Sheet
- Ecclesiastical Invoice – please note payment must be made no later than 1st October 2020

**We strongly recommend that you familiarise yourself with these documents as they contain important information explaining the terms under which we operate; including how we handle your payment, and how and why we have selected the insurer. A specimen of the full policy wording is available on request.**

### **Next Steps**

This renewal quotation, the attached Renewal Schedule and Statement of Demands & Needs, should clearly describe the insurance requirements of Hale Parish Council and how we plan to meet them. In order **to renew the policy you must;**

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Hale Parish Council
3. Request that the policy for Hale Parish Council is renewed with via [renewals@cameandcompany.co.uk](mailto:renewals@cameandcompany.co.uk) or via phone on 01483 462860. **It is essential that you confirm whether the policy is for a 1 or 3 year term.**
4. Pay for your policy before 1st October 2020

Failure to provide renewal instructions before 1st October 2020 could result in your policy and cover lapsing.

On receipt of payment, a full policy wording will be issued accordingly.

We trust that you will find our quotation to be competitive and look forward to continuing to provide for your insurance needs, but should you need any assistance or wish to review our recommendation in anyway, please do contact Came & Company Local Council Insurance on 01483 462860 or via [renewals@cameandcompany.co.uk](mailto:renewals@cameandcompany.co.uk).

Kind regards,

*Richard*

**Richard Matthews BSc (Hons) Cert CII**

Client Director, Community



Mobile – 07770 931 630

Email - [Richard.Matthews@cameandcompany.co.uk](mailto:Richard.Matthews@cameandcompany.co.uk) \_

**Came & Company**

Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY

[www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)

Gallagher continue to support our staff by maintaining a home working or agile working environment for those who require it.

As such our working hours may fall outside of the usual 9-5 but we will endeavour to provide our usual excellent service during these unusual times for all and respond as quickly as we are able to.

Came & Company Local Council Insurance is a trading name of Arthur J. Gallagher Insurance Brokers Limited, which is authorised and regulated by the Financial Conduct Authority.

Registered Office: Spectrum [Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT](#). Registered in Scotland.

Company Number: SC108909

<https://www.ajg.com/uk/>

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## 8 attachments

 **Hale Parish Council - Ecclesiastical Schedule 2020.pdf**  
384K

 **Hale Parish Council - Ecclesiastical Invoice 2020.pdf**  
177K

 **Ecclesiastical - Policy Summary.pdf**  
265K

 **comparison sheet.pdf**  
414K

 **Hale Parish Council - Employers Liability Certificate 2020.pdf**  
204K

 **Statement of Demands and Needs.pdf**  
62K

 **Changes to your policy.pdf**  
126K

 **Hale Parish Council - Ecclesiastical Statement of Fact 2020.pdf**  
23K





Hale Clerk &lt;clerk@haleparishcouncil.gov.uk&gt;

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**Remembrance Sunday, 8th November 2020.**

1 message

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**william sergeant** To: Hale Clerk  
<clerk@haleparishcouncil.gov.uk>

5 October 2020 at 15:32

Brian, can you please raise the following with the Chairman and PC as a matter of urgency.

Due to the current situation re COVID19, advice from The Royal British Legion to branches is that we should observe Government and Local guidance and regulations. Halton Council have advised us that there should be no parade and major service at the Village War Memorial; TRBL have given us similar advice, especially in view of the recent stricter lockdown in this area. As a result we have cancelled the attendance of the Clan Wallace Pipe Band and will not be organising the usual parade from Arran Close. My committee recommended that we restrict our contribution to organising, if the Parish Council agree, a very restricted short ceremony inside the railings of the War Memorial Green at 1100am, Sunday, 8th November. As our role is to facilitate whatever the Parish Council decides, I am asking them to consider this proposal. We/HPC would need to be very strict re the number and identity of any invitees - possibly aiming to comply as near as possible with the "Rule of Six". We would need the RBL standard bearer, somebody to raise and lower the Union Flag and somebody to play a disc which includes the Last Post and Reveille. The latter could be sufficiently distant from the others as to be deemed not to count! I or my nominee (I am waiting to go into hospital for an operation and Sods Law says this would clash with Sunday 8th November!) would say the Exhortation and Kohima Epitaph; the Chair of the PC (or his nominee) would lay a wreath on behalf of the village; one of our Village veterans could lay a wreath on behalf of the Armed Services; would we need to invite the Chairman of Halebank PC? or the Lord Mayor of Hale? or Mike Wharton to represent Halton Council? Anybody else who should be invited? As you can see, we are already up to considerably more than six! The Govt has said Remembrance Services can be held on Remembrance Sunday provided there is a risk assessment and attendances are severely restricted so that social distancing can be observed. I don't think the new local restrictions affect that position and we could probably have up to about 12 in attendance? As you are aware, TRBL have given strict instructions that we, the Branch, are only acting as facilitators for the local council, so I wait for the PC's observations. Once we decide on the format of this "service" we would need to consult Reverend Roland Harvey and Father Ed, who usually conduct our service, to check whether they would wish to attend, so a prompt reply would help us get on with whatever we agree to do and importantly let the village community know, advising them not to attend at 1100am but to pay their respects and lay wreaths between then and Armistice Day itself, Wednesday, 11th November.

Bill Sergeant  
Chairman  
Hale Branch, RBL.



Hale Clerk &lt;clerk@haleparishcouncil.gov.uk&gt;

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**Vacant properties**

1 message

**Bernie Mitchell >**

7 October 2020 at 18:07

To: "Clerk (Brian Hargreaves) Parish Council" &lt;clerk@haleparishcouncil.gov.uk&gt;

Good evening Brian,

Could I please ask for two items to go on the agenda for the next meeting?

Firstly, could "Correspondence" be restored to the agenda please? All members need to be aware of any correspondence received by the Council.

Secondly, could I please propose that "Vacant properties in the Village" be discussed and correspondence then sent to Hale Estates and Halton BC?

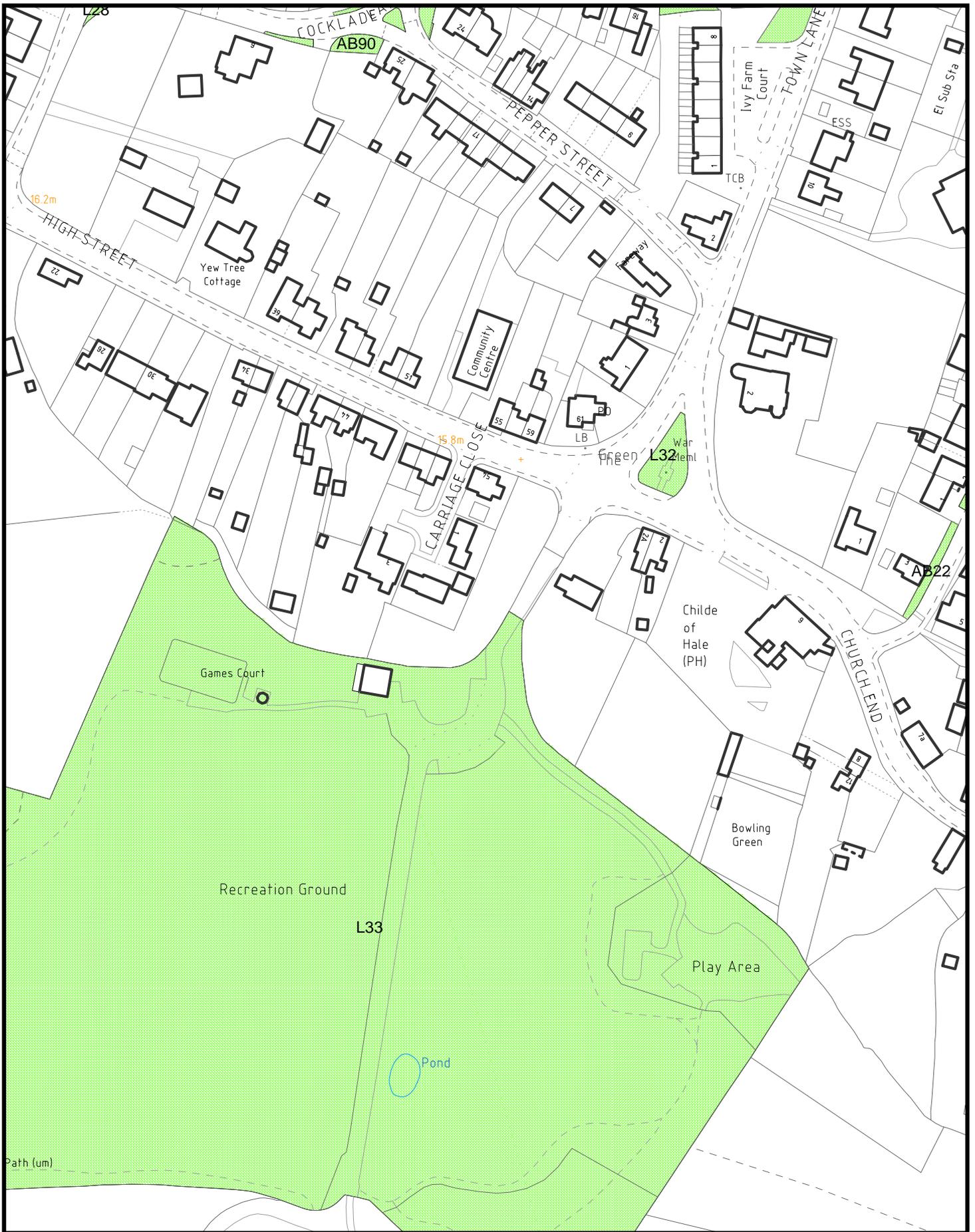
There are two thatched cottages on Church End that have been empty for some time and the gardens are very overgrown. Also, number 42 High Street is empty and neglected. Empty properties soon become targets for vandalism. It is a great shame that any properties should stand empty when there is an acute housing shortage.

Thank you Brian.

Regards,

Bernie M

Sent from my iPad



TITLE : HBC Managed Greenspace

Date :  
Scale :



## Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Administration	03/04/2020		Hale Parish Council Ur		CANCELLED	Unity Bank	Z	0.00	0.00	0.00
2 Subscriptions	07/05/2020	Ordinary MTG 20	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	37.26	0.00	37.26
39 Rent	21/05/2020	Ordinary MTG 20	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	10.00	0.00	10.00
3 Village Hall Support Costs	22/05/2020	Ordinary MTG 20	Hale Parish Council Ur		Garden Services	Scott Harris Garden Services	Z	280.00	0.00	280.00
4 Administration	22/05/2020	Ordinary MTG 20	Hale Parish Council Ur		Bank Charges	Hale PC	Z	36.90	0.00	36.90
5 Clerk Salary- inc N.Ins	09/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	996.21	0.00	996.21
6 Clerk Expenses	09/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Clerks Expenses	Hale PC	Z	10.00	0.00	10.00
7 Clerk Salary- inc N.Ins	09/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	81.83	0.00	81.83
8 Clerk Salary- inc N.Ins	09/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	328.75	0.00	328.75
38 Subscriptions	09/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	S	31.05	6.21	37.26
37 Administration	30/06/2020	Ordinary MTG 20	Hale Parish Council Ur		Service Charge	Unity Bank	Z	18.00	0.00	18.00
9 Subscriptions	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Subscription	Risk Support Services Ltd	S	225.00	45.00	270.00
10 Rent	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	E	35.00	0.00	35.00
11 Subscriptions	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Subscription	Communicorp Direct	E	100.00	0.00	100.00
12 Rent	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	10.00	0.00	10.00
13 Grant - Bookings Officer	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Booking Officer Salary	Hale PC	E	6,552.00	0.00	6,552.00
14 Training	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Training	High Speed Training	S	247.50	49.50	297.00
15 Rent	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	E	20.00	0.00	20.00
16 Clerk Salary- inc N.Ins	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	996.01	0.00	996.01
17 Clerk Salary- inc N.Ins	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	328.95	0.00	328.95
18 Clerk Expenses	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale PC	Z	10.00	0.00	10.00
19 Clerk Salary- inc N.Ins	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	81.83	0.00	81.83
20 Subscriptions	02/07/2020	Ordinary Meeting	Hale Parish Council Ur		Accreditation	Hale PC	S	60.00	12.00	72.00
21 Administration	11/07/2020	Ordinary Meeting	Hale Parish Council Ur		Bank Charges	Hale Village Hall	Z	66.28	0.00	66.28
22 Clerk Salary- inc N.Ins	15/07/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	51.75	0.00	51.75
30 Clerk Salary- inc N.Ins	06/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Town Clerk	Z	1,069.81	0.00	1,069.81
31 Clerk Salary- inc N.Ins	06/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	255.15	0.00	255.15
32 Clerk Salary- inc N.Ins	06/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Town Clerk	Z	81.83	0.00	81.83
33 Clerk Expenses	06/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale PC	Z	73.00	0.00	73.00
25 Payroll & Scribe	10/08/2020	Ordinary Meeting	Hale Parish Council Ur		Payroll & Scribe	Scribe (Starboard Systems)	S	226.40	45.28	271.68
27 Rent	10/08/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	E	15.00	0.00	15.00
28 Wellbeing Committee	10/08/2020	Ordinary Meeting	Hale Parish Council Ur		Signage	Printstat Ltd	E	406.00	0.00	406.00
29 Audit	11/08/2020	Ordinary Meeting	Hale Parish Council Ur		Internal Audit	JDH Business Services Ltd	S	709.00	141.80	850.80
34 Village Hall Support Costs	11/08/2020	Ordinary Meeting	Hale Parish Council Ur		Contract	Risk Support Services Ltd	S	225.00	45.00	270.00
35 Village Hall Support Costs	11/08/2020		Hale Parish Council Ur		CANCELLED	Impact Support Solutions	S	0.00	0.00	0.00
26 Rent	13/08/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	20.00	0.00	20.00

## Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23 Subscriptions	13/08/2020	Ordinary Meeting	Hale Parish Council Ur		Subscription	Chalc	E	610.08	0.00	610.08
24 Subscriptions	13/08/2020	Ordinary Meeting	Hale Parish Council Ur		Subscription	Cheshire Community Action	E	50.00	0.00	50.00
36 Subscriptions	20/08/2020	Ordinary Meeting	Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	S	31.05	6.21	37.26
40 Clerk Salary- inc N.Ins	27/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	1,014.61	0.00	1,014.61
41 Clerk Expenses	27/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerks Expenses	Hale PC	Z	10.00	0.00	10.00
42 Clerk Salary- inc N.Ins	27/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	81.83	0.00	81.83
43 Clerk Salary- inc N.Ins	27/08/2020	Ordinary Meeting	Hale Parish Council Ur		Clerk Salary	Hale PC	Z	310.35	0.00	310.35
44 Rent	27/08/2020	Ordinary Meeting	Hale Parish Council Ur		Room Hire	Hale Village Hall	Z	55.00	0.00	55.00
45 Rent	19/09/2020		Hale Parish Council Ur		Room Hire	Hale Village Hall	E	7.50	0.00	7.50
46 Wellbeing Committee	19/09/2020		Hale Parish Council Ur		Decorations	Ann Kierman	S	91.42	18.28	109.70
47 Clerk Salary- inc N.Ins	30/09/2020		Hale Parish Council Ur		Clerk Salary	Hale PC	Z	1,096.24	0.00	1,096.24
48 Clerk Expenses	30/09/2020		Hale Parish Council Ur		Clerks Expenses	Hale PC	Z	10.00	0.00	10.00
49 HMRC	30/09/2020		Hale Parish Council Ur		HMRC	Hale PC	Z	310.55	0.00	310.55
50 Administration	30/09/2020		Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00	0.00	18.00
51 Subscriptions	02/10/2020		Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	S	31.05	6.21	37.26
52 Subscriptions	08/10/2020		Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	S	16.92	3.38	20.30
<b>Total</b>								<b>17,440.11</b>	<b>378.87</b>	<b>17,818.98</b>

**Hale Parish Council**  
**RECEIPTS LIST**

<b>Voucher Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Receipt No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
1 Precept	01/04/2020		Hale Parish Council Ur		Halton BC	Hale PC	Z	49,000.00	0.00	49,000.00
2 Administration	01/04/2020		Hale Parish Council Ur		Google Refund	Hale PC	Z	0.33	0.00	0.33
3 Administration	03/04/2020		Hale Parish Council Ur		Refund Debit Interest	Hale PC	Z	0.36	0.00	0.36
							<b>Total</b>	<b>49,000.69</b>	<b>0.00</b>	<b>49,000.69</b>

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

10 October 2020 (2020 - 2021)

**Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				1,000.00		1,000	1,000
2	Wellbeing Committee				5,500.00	497.42	5,003	5,003
3	Guildswomen Committee				100.00		100	100
4	War Memorial Committee				1,286.00		1,286	1,286
5	Civic Service Committee				600.00		600	600
6	Parish Plan Committee							
7	Legal/Consultation Fees				3,100.00		3,100	3,100
8	Grants				1,500.00		1,500	1,500
9	Training				1,000.00	247.50	753	753
10	Insurance				750.00		750	750
11	Web Site				550.00		550	550
12	Newsletter				1,000.00		1,000	1,000
13	Audit				800.00	709.00	91	91
14	Subscriptions				1,100.00	1,192.41	-92	-92
15	Other Staffing Including NI				18,050.00		18,050	18,050
16	Village Hall Reserve							
17	Administration		0.69	1	1,000.00	139.18	861	862
18	Staff Allowances/Expenses				1,600.00		1,600	1,600
19	Payroll & Scribe				100.00	226.40	-126	-126
20	Village Hall Support Costs				7,000.00	505.00	6,495	6,495
21	Election Costs							
22	Rent				900.00	172.50	728	728
23	Vat							
29	Clerk Salary- inc N.Ins					6,775.15	-6,775	-6,775
31	Defibrillator Reserve							
32	Clerk Expenses					113.00	-113	-113
33	Liverpool Airport Committee							
34	Green Belt Reserve							
35	General Maintenance Reserve							
36	Contingency							
38	Grant - Bookings Officer					6,552.00	-6,552	-6,552
39	HMRC					310.55	-311	-311
<b>SUB TOTAL</b>			<b>0.69</b>	<b>1</b>	<b>46,936.00</b>	<b>17,440.11</b>	<b>29,496</b>	<b>29,497</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	49,000.00	49,000.00					
25	Vat Recovered	840.00		-840				-840
26	Grant - Bookings Officer							
27	Other							
28	Class Fees - Village Hall							
37	Grant- Neighbourhood Plan							
<b>SUB TOTAL</b>		<b>49,840.00</b>	<b>49,000.00</b>	<b>-840</b>				<b>-840</b>

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

10 October 2020 (2020 - 2021)

**Summary**

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<b>NET TOTAL</b>	<b>49,840.00</b>	<b>49,000.69</b>	<b>-839</b>	<b>46,936.00</b>	<b>17,440.11</b>	<b>29,496</b>	<b>28,657</b>
<b>V.A.T.</b>		<b>0.00</b>			<b>378.87</b>		
<b>GROSS TOTAL</b>		<b>49,000.69</b>			<b>17,818.98</b>		

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>		<b>14,916.12</b>	
1	01/04/2020		Halton BC	49,000.00	63,916.12	23/08/2020
2	01/04/2020		Google Refund	0.33	63,916.45	23/08/2020
1	03/04/2020		CANCELLED		63,916.45	23/08/2020
3	03/04/2020		Refund Debit Interest	0.36	63,916.81	18/09/2020
2	07/05/2020		Google Invoice	-37.26	63,879.55	23/08/2020
39	21/05/2020		Room Hire	-10.00	63,869.55	23/08/2020
3	22/05/2020		Garden Services	-280.00	63,589.55	23/08/2020
4	22/05/2020		Bank Charges	-36.90	63,552.65	23/08/2020
5	09/06/2020		Clerk Salary	-996.21	62,556.44	23/08/2020
6	09/06/2020		Clerks Expenses	-10.00	62,546.44	23/08/2020
7	09/06/2020		Clerk Salary	-81.83	62,464.61	23/08/2020
8	09/06/2020		Clerk Salary	-328.75	62,135.86	23/08/2020
38	09/06/2020		Google Invoice	-37.26	62,098.60	23/08/2020
37	30/06/2020		Service Charge	-18.00	62,080.60	23/08/2020
9	02/07/2020		Subscription	-270.00	61,810.60	23/08/2020
10	02/07/2020		Room Hire	-35.00	61,775.60	23/08/2020
11	02/07/2020		Subscription	-100.00	61,675.60	23/08/2020
12	02/07/2020		Room Hire	-10.00	61,665.60	23/08/2020
13	02/07/2020		Booking Officer Salary	-6,552.00	55,113.60	23/08/2020
14	02/07/2020		Training	-297.00	54,816.60	23/08/2020
15	02/07/2020		Room Hire	-20.00	54,796.60	23/08/2020
16	02/07/2020		Clerk Salary	-996.01	53,800.59	23/08/2020
17	02/07/2020		Clerk Salary	-328.95	53,471.64	23/08/2020
18	02/07/2020		Clerks Expenses	-10.00	53,461.64	23/08/2020
19	02/07/2020		Clerk Salary	-81.83	53,379.81	23/08/2020
20	02/07/2020		Accreditation	-72.00	53,307.81	23/08/2020
21	11/07/2020		Bank Charges	-66.28	53,241.53	23/08/2020
22	15/07/2020		Clerk Salary	-51.75	53,189.78	23/08/2020
30	06/08/2020		Clerk Salary	-1,069.81	52,119.97	23/08/2020
31	06/08/2020		Clerk Salary	-255.15	51,864.82	23/08/2020
32	06/08/2020		Clerk Salary	-81.83	51,782.99	23/08/2020
33	06/08/2020		Clerks Expenses	-73.00	51,709.99	23/08/2020
25	10/08/2020		Payroll & Scribe	-271.68	51,438.31	23/08/2020
27	10/08/2020		Room Hire	-15.00	51,423.31	23/08/2020
28	10/08/2020		Signage	-406.00	51,017.31	23/08/2020
29	11/08/2020		Internal Audit	-850.80	50,166.51	17/09/2020
34	11/08/2020		Contract	-270.00	49,896.51	17/09/2020
35	11/08/2020		CANCELLED		49,896.51	23/08/2020
23	13/08/2020		Subscription	-610.08	49,286.43	23/08/2020
24	13/08/2020		Subscription	-50.00	49,236.43	23/08/2020
26	13/08/2020		Room Hire	-20.00	49,216.43	23/08/2020
36	20/08/2020		Google Invoice	-37.26	49,179.17	23/08/2020
40	27/08/2020		Clerk Salary	-1,014.61	48,164.56	17/09/2020
41	27/08/2020		Clerks Expenses	-10.00	48,154.56	17/09/2020
42	27/08/2020		Clerk Salary	-81.83	48,072.73	17/09/2020
43	27/08/2020		Clerk Salary	-310.35	47,762.38	17/09/2020
44	27/08/2020		Room Hire	-55.00	47,707.38	
45	19/09/2020		Room Hire	-7.50	47,699.88	05/10/2020
46	19/09/2020		Decorations	-109.70	47,590.18	05/10/2020
47	30/09/2020		Clerk Salary	-1,096.24	46,493.94	05/10/2020
48	30/09/2020		Clerks Expenses	-10.00	46,483.94	05/10/2020
49	30/09/2020		HMRC	-310.55	46,173.39	05/10/2020
50	30/09/2020		Bank Charges	-18.00	46,155.39	30/09/2020
51	02/10/2020		Google Invoice	-37.26	46,118.13	08/10/2020

**Hale Parish Council****Transactions for Hale Parish Council Unity Bank**

<b>Voucher</b>	<b>Date</b>	<b>Chq/Rec No.</b>	<b>Description</b>	<b>Total</b>	<b>Balance</b>	<b>Cashed date</b>
			<b>STARTING BALANCE</b>		<b>14,916.12</b>	
52	08/10/2020		Google Invoice	-20.30	46,097.83	08/10/2020
			<b>CLOSING BALANCE</b>		<b>46,097.83</b>	
			Value of uncashed entries £-55.00	Bank statement should show	<b>£ 46,152.83</b>	

Hi Brian,

It was good to speak to you yesterday and explain our situation.

As I mentioned, we have been gardening on the estate for 4 years now and we use a lot of our own equipment which is getting worn and blades are becoming blunt. I have seen a tool on Amazon which can sharpen blades and edges of spades etc. This will be much cheaper than replacing equipment.

**Multi-Sharp 1301 Multi-Purpose Blade Sharpener for Rotary Lawn Mower, Spades, Hoes, Lawn-Edgers, Shears, Axes and Other Garden Tools**

**Brand: MULTI-SHARP costing £17.00 from Amazon.**

I am also trying to source a suitable tool to help with the edging of the grass verges on the estate. A battery operated appliance would be the best but so far I have only found one with a battery lasting 20 minutes which is unsuitable for our needs. I imagine the cost of such an appliance would be about £100.

Other items needed are:

- 1) A heavy duty yard brush
- 2) Secateurs
- 3) Gardening gloves for a year for 5 people
- 4) Then we need to buy new seasonal plants, compost and feed.

I think it would be a good idea to use a gift voucher for B&Q for these 4 items so we can use it throughout the year. I guess it's up to the Council to determine a realistic value on that.

I hope this meets with the Council's requirements from us but please feel free to come back to me if you need further information. Obviously, we will keep all receipts for your perusal.

Many Thanks and Kind Regards