



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS TWENTIETH DAY OF JANUARY 2023
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
AT 7.00 PM ON THE TWENTY FOURTH DAY OF 2023
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

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

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

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.

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Minutes** - To review and approve the Minutes of
 - i. the Ordinary Meetings on 28TH March 2022 and
 - j. the Ordinary Meeting on 28th November 2022as true and accurate records.
4. **Public Participation** - To adjourn the meeting for a period of public participation.
5. **Payments & Receipts** - To receive and approve the list of payments and receipts made between 8TH November 2022 to 6th January 2023 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 below
6. **Hale Village Hall Management Committee - Building Audit** – To review the report compiled by Cllr Brown and Mr Peter Platt. To discuss its findings and agree a course of action for outstanding issues..
7. **Health & Safety Report** (Mr Peter Platt) – To review Health & Safety working documents including Accident/Incident register and to agree any courses of action.
8. **Alarm Monitoring** – To Consider 2 Quotations supplied by Current Alarm maintenance company FIS for
 - i. Monitoring Alarm
 - j. Providing Keyholder Service
9. **Keys** – To agree an allocation of additional keys to the Village Hall Management Committee. To nominate a member of the VHMC to co-ordinate and keep records of those people currently holding keys with appropriately signed disclaimer (as per the insurance requirement) To confirm that each key holder has genuine requirement for holding keys.
10. **Website & Media Upgrade** - To arrange a date to meet with Shaun Corness about the booking system. Shaun has requested an evening meeting as he is in Manchester each day.
11. **Floor Renovation** – To agree funding of a maximum of £300 for a “trial “ weeks use of a floor renovation machine to improve the condition of the Village Hall floor

12. Declaration of Acceptance of Office – For all Village Hall Committee members to sign a Declaration of Acceptance of Office.

An example can found in ACRE's Information Sheet 5, Appendix B.

13. Complaints Procedure – To Consider the attached Model Complaints policy and procedure and agree for the Clerk to edit it for the use of Hale Village Hall committee.