



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



**DATED THIS FOURTH OF NOVEMBER 2021  
MEMBERS OF HALE VILLAGE HALL COMMITTEE  
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING  
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,  
HALE, HALTON L24 4AE  
AT 7.30 PM ON THE NINTH OF NOVEMBER 2021  
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](mailto:clerk@haleparishcouncil.gov.uk) or telephone 07803611222.

A handwritten signature in black ink, appearing to be 'BH' followed by a stylized flourish.

**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 The Ordinary Meeting 11<sup>TH</sup> August 2021
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 1<sup>st</sup> August 2021 and 11th October 2021 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

11-Oct-21	18:33	SMITH JL	DANCEBOOTCAMP	£20.00	£16,449.45
11-Oct-21	03:09	H Ferris	heidi ferris party	£60.00	£16,429.45
08-Oct-21	18:32	RUTH NICKSON	hale dance club	£20.00	£16,369.45
08-Oct-21	03:18	MARTIN P&F/ROYS	SOCIAL MORNING	£28.14	£16,349.45
06-Oct-21	13:58	Support at Home Lt	HVH-2020-158	£30.00	£16,321.31
06-Oct-21	13:58	JADE BROWN	hvh-2020-223	£60.00	£16,291.31
06-Oct-21	12:48	MERSEY WAVE MUSIC	HVH-2020-253	£120.00	£16,231.31
05-Oct-21	11:49	FRANCIS DOYLE	HVH-2020-248	£180.00	£16,111.31
04-Oct-21	18:34	SMITH JL	DANCEBOOTCAMP	£20.00	£15,931.31
04-Oct-21	03:24	ACTIVITY CO T/AS	OCTOBER CHIKAKU	£75.00	£15,911.31
04-Oct-21	10:49	RUTH NICKSON	hale dance club	£20.00	£15,836.31
04-Oct-21	03:08	CHRISTIAN CON UK	HVH-2020-245	£60.00	£15,816.31
04-Oct-21	03:08	MCGREGOR PS	HVH-2020-247	£45.00	£15,756.31
01-Oct-21	13:09	MCGREGOR PS	HVH-2020-200	£60.00	£15,711.31
30-Sep-21	18:59	Service Charge		-£18.00	£15,651.31
30-Sep-21	16:30	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£15,669.31
30-Sep-21	06:39	B/P to: M T Sutton	INVOICE MT/21/07	-£800.00	£15,659.91
30-Sep-21	06:37	B/P to: HMRC	120/PA00288525	-£210.20	£16,459.91
30-Sep-21	06:36	Salary	SALARY	-£574.14	£16,670.11
30-Sep-21	06:33	Salary	SALARY	-£395.20	£17,244.25
30-Sep-21	06:33	Salary	SALARY	-£436.80	£17,639.45
30-Sep-21	03:15	CHRISTIAN CON UK	HVH-2020-244	£240.00	£18,076.25
29-Sep-21	03:12	FORBES C	HVH-2020-240	£40.00	£17,836.25
28-Sep-21	03:16	SMITH JL	DANCEBOOTCAMP	£20.00	£17,796.25
27-Sep-21	15:07	Borlase Valerie	HALL RENTAL	£30.00	£17,776.25
27-Sep-21	10:27	RUTH NICKSON	hale dance club	£20.00	£17,746.25
27-Sep-21	09:17	Lakes & Rivers Ltd	HVH-2020-226	£30.00	£17,726.25
27-Sep-21	03:08	CARROLL R	HVH-2020-230	£52.00	£17,696.25
23-Sep-21	12:57	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£17,644.25
22-Sep-21	06:34	Transaction: Credit	1	£50.00	£17,634.85
20-Sep-21	18:33	GREEN JL	DANCEBOOTCAMP	£20.00	£17,584.85
20-Sep-21	10:39	FOOTBALL PERFORMAN	HVH-2020-239	£408.75	£17,564.85
20-Sep-21	06:25	Direct Debit (BT GROUP PLC)	GP00340133-000035	-£44.94	£17,156.10
20-Sep-21	03:08	RUTH NICKSON	hale dance club	£20.00	£17,201.04

15-Sep-21	03:16	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£17,181.04
15-Sep-21	03:16	FOOTBALL PERFORMAN	HVH-2020-232 FPA	£105.00	£17,171.64
14-Sep-21	18:33	CROCKETT L	ROXY PARTY OCT 3RD	£45.00	£17,066.64
13-Sep-21	18:32	GREEN JL	DANCE 13TH SEPT	£20.00	£17,021.64
13-Sep-21	06:34	B/P to: FIS Int Solutions	INV 57120	-£43.00	£17,001.64
13-Sep-21	06:33	B/P to: Univ.Containers	HALE VILLAGE HALL	-£2,400.00	£17,044.64
13-Sep-21	06:33	B/P to: Freemans Ind. Sup.	INVOICE 18836	-£177.47	£19,444.64
13-Sep-21	06:31	B/P to: Plannet Plumbing	INV 25429	-£237.60	£19,622.11
13-Sep-21	06:30	B/P to: Plannet Plumbing	INV 25438	-£101.86	£19,859.71
13-Sep-21	03:15	MALONEY LE	HVH-2020-216	£100.00	£19,961.57
13-Sep-21	12:58	FRANCIS DOYLE	HVH-2020-203	£135.00	£19,861.57
13-Sep-21	03:09	RUTH NICKSON	hale dance club	£20.00	£19,726.57
10-Sep-21	13:34	HALE PARISH COUNCI	176/45/37/38/32	£201.25	£19,706.57
07-Sep-21	14:55	Salary	SALARY AUG 21	-£436.80	£19,450.92
07-Sep-21	14:55	B/P to: Ann Kierman	REFUND	-£120.00	£19,887.72
07-Sep-21	12:07	Hannah Lewis	HVH-2020-219	£60.00	£20,007.72
07-Sep-21	03:14	MERSEY WAVE MUSIC	HVH-2020-218	£150.00	£19,947.72
06-Sep-21	13:58	A Abdilla	HVH-2020-201 02/10	£15.00	£19,797.72
06-Sep-21	03:08	RUTH NICKSON	hale dance club	£20.00	£19,782.72
03-Sep-21	06:33	Salary	SALARY AUG 21	-£395.20	£19,762.72
03-Sep-21	06:33	Salary	120/PA00288525	-£210.00	£20,157.92
03-Sep-21	06:31	Salary	SALARY AUG 21	-£574.34	£20,367.92
02-Sep-21	09:19	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£20,942.26
01-Sep-21	13:58	C Fisher	Hall hire	£10.00	£20,932.86
01-Sep-21	12:48	Helen Wall	HELENSHYPNOTHERAPY	£25.00	£20,922.86
31-Aug-21	10:39	AUMEER R	HVH-2020-215 RATNA	£45.00	£20,897.86
31-Aug-21	10:39	AUMEER R	HVH-2020-214 RATNA	£395.00	£20,852.86
27-Aug-21	12:17	RUTH NICKSON	hale dance club	£20.00	£20,457.86
23-Aug-21	18:31	W Kenny	HVH-2020 214	£110.00	£20,437.86
23-Aug-21	14:09	CHRISTIAN CON UK	HVH-2020-199	£15.00	£20,327.86
20-Aug-21	09:29	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£20,312.86
20-Aug-21	06:36	B/P to: EW Carpet Cleaning	INV 2156 HALE VH	-£25.00	£20,303.46
20-Aug-21	06:34	Clerk	REPAYMENT TEL BOX	-£81.10	£20,328.46
20-Aug-21	06:31	B/P to: Plannet Plumbing	INV 25384	-£60.00	£20,409.56
19-Aug-21	06:23	Direct Debit (BT GROUP PLC)	GP00340133-000034	-£44.94	£20,469.56
17-Aug-21	08:28	KENNY R K PBM	HVH 2020 191 60TH	£150.00	£20,514.50
16-Aug-21	09:49	Yvonne Fitzsimmons	HVH-2020-205	£82.50	£20,364.50
16-Aug-21	06:43	B/P to: Clara Mabrouk	DEPOSIT REFUND	-£50.00	£20,282.00
13-Aug-21	18:33	RUTH NICKSON	hale dance club	£20.00	£20,332.00
13-Aug-21	03:17	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£20,312.00
12-Aug-21	14:38	CHRISTIAN CON UK	HVH-2020-199	£240.00	£20,302.60
12-Aug-21	07:38	A Abdilla	HVH-2020-201	£15.00	£20,062.60
11-Aug-21	03:11	Helen Wall	HELENSHYPNOTHERAPY	£40.00	£20,047.60
11-Aug-21	03:11	Chamonix Williams	birthday party	£60.00	£20,007.60
09-Aug-21	16:18	Nikki McCaw-Jones	JAX PARTY 10TH SEP	£15.00	£19,947.60
09-Aug-21	11:57	RUTH NICKSON	hale dance club	£20.00	£19,932.60
05-Aug-21	12:49	MARTIN P&F/ROYS	SOCIAL MORNING	£9.40	£19,912.60
05-Aug-21	09:40	FRANCIS DOYLE	hvh-2020-161	£225.00	£19,903.20
05-Aug-21	03:14	HEARNDEN J	HVH-2020-190	£100.00	£19,678.20
03-Aug-21	18:33	Nikki McCaw-Jones	jax party 10th sep	£45.00	£19,578.20
02-Aug-21	11:09	MERSEY WAVE MUSIC	HVH-2020-187	£60.00	£19,533.20
02-Aug-21	12:58	Simon Morris	room hire	£60.00	£19,473.20
02-Aug-21	03:09	CHRISTIAN CON UK	HVH-2020-130	£240.00	£19,413.20
02-Aug-21	03:09	CHRISTIAN CON UK	HVH-2020-183	£15.00	£19,173.20
02-Aug-21	03:09	MCGREGOR PS	HVH-2020-113	£60.00	£19,158.20

**6. Current Income & Expenditure** – To review the current financial position of the Hale Village Hall account against budget.

**7. Capital Expenditure -**

- i. **Acoustic Drapes** – To consider and approve the purchase of acoustic drapes at £3790.00 as per the amended quote attached.
  - ii. **Tap** – To consider and approve a budget of up to £150 for installation of an outside tap for use by Caretaker/Groundsman and Cleaner.
  - iii. **Skip** – To approve a maximum budget of £200 for a skip to remove waste from the rear of the Village Hall and also to clear unused and obsolete items from the Village Hall.
  - iv. **Cushions** – To receive an update from Cllr McNamara regarding the production costs for cushions to be available for use on top of the newly appointed storage seating in the main Village Hall
  - v. **Paint & Varnish** – To approve a budget of £100 for the purchase of Varnish & Paint to complete the installations of the Storage Container at the rear of the Village Hall and to seal the storage seating in the main Village Hall.
  - vi. **New Pic of Queen** – To approve a budget of up to £50 for the purchase of a current portrait of Her Majesty the Queen for display in the Village Hall.
  - vii. **Windows** – To authorise the Clerk to employ Specialist window engineers to examine the problem of the skylight windows not working correctly. It is believed that a “call out” charge will be required. The problem has been examined by a local electrical company who are not experienced in servicing the particular units (Velux) and have advised we consult with specialists
  - viii. **Buffer for Hall** – To authorise the clerk to obtain specialist advice regarding the condition of the Village Hall floor and approve the hire of a “buffer” to clean the surface if appropriate. A maximum budget of £100 to be approved
- 8. Naming of Rooms in Hale Village Hall** – To consider and approve the naming of rooms and community areas within the Village Hall (John Middleton room etc.)
- 9. Additional Village Hall Committee Members** – To ascertain the level of interest and agree a course of action and time scale for creating the new positions on the Village Hall Committee. To consider and approve the advertising/promotion and record interested applicants for non-council appointments.
- 10. Defibrillator Update & Training** – To acknowledge the current state of the defibrillator installation and to arrange the training schedule offered (at cost) by a local resident.
- 11. Village Hall Tariff** - To review current Village Hall tariff and conditions of booking and update accordingly.

**12. Xmas Decoration** – Agree a date (possibly Tuesday 30<sup>th</sup> November 2021 ?) when the Village Hall can be decorated and the Christmas tree installed for the festive period.

**13. Parking Area** – To consider the land at the rear of Hale Village Hall which the Parish Council arranged to lease from Savills and to agree a plan of action to safeguard its interest.

**14. Exclusion of Press & Public** - It was resolved to exclude the public and press owing to the confidential nature of the business to be transacted.

**15. Staffing** –

- i. Booking Clerk** – To consider the resignation of the current booking clerk and make arrangements for a replacement employee. To consider the job description of the booking clerk and to discuss the additional duty of updating & monitoring all social media outlets
- ii. Appraisals** - To arrange and propose dates for appraisals to be undertaken by Cllrs Spargo and Williams for current Village Hall staff
- iii. Kickstart Scheme** - To review the Job Specification produced by Cllr Trevaskis and amend/approve as appropriate

## 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>19,386.11</b>	
1	01/04/2021		Equipment	Siren Catering	-1,200.00	18,186.11	01/04/2021
1	12/04/2021		Hall Rental	C.Anson FPA Carr	45.00	18,231.11	12/04/2021
2	13/04/2021		Hall Rental	H Wall	35.00	18,266.11	13/04/2021
3	13/04/2021		Hall Rental	Y Fitzsimmons	82.50	18,348.61	13/04/2021
4	20/04/2021		Covid Grant	Halton BC	8,000.00	26,348.61	20/04/2021
7	20/04/2021		Hall Internet/Wifi	BT Group	-44.94	26,303.67	20/04/2021
8	30/04/2021		Water	Water Plus	-96.51	26,207.16	30/04/2021
5	04/05/2021		Hall Rental	H Wall	35.00	26,242.16	04/05/2021
2	06/05/2021		Salary	HMRC	-210.00	26,032.16	06/05/2021
3	06/05/2021		Salary	Kath Barnett	-574.34	25,457.82	06/05/2021
4	06/05/2021		Salary	J French	-436.80	25,021.02	06/05/2021
5	06/05/2021		Salary	Barry Crockett	-395.20	24,625.82	06/05/2021
6	06/05/2021		Electricity	Scottish Power	-194.55	24,431.27	06/05/2021
6	06/05/2021		Hall Rental	Christian Con UK	120.00	24,551.27	06/05/2021
7	06/05/2021		Hall Rental	C.Anson FPA Carr	45.00	24,596.27	07/05/2021
8	07/05/2021		HMRC Furlough Grant	HMRC	1,293.07	25,889.34	07/05/2021
9	10/05/2021		Hall Rental	L Manning	10.00	25,899.34	10/05/2021
9	10/05/2021		Repairs	B & V Hargreaves	-33.90	25,865.44	10/05/2021
10	10/05/2021		Hall Maintenance	B & V Hargreaves	-50.40	25,815.04	10/05/2021
10	10/05/2021		Hall Rental	Hale Parish Council	10.00	25,825.04	10/05/2021
11	10/05/2021		Intruder/Fire Alarm Maintenance	FIS Solutions	-129.00	25,696.04	10/05/2021
11	13/05/2021		Hall Rental	Football Performance	660.00	26,356.04	13/05/2021
12	17/05/2021		Hall Rental	A Abdilla	15.00	26,371.04	17/05/2021
13	17/05/2021		Hall Rental	Carol Anderson	45.00	26,416.04	17/05/2021
14	17/05/2021		Hall Rental	Ellis J	30.00	26,446.04	17/05/2021
15	17/05/2021		Hall Rental	Ellis J	30.00	26,476.04	17/05/2021
16	17/05/2021		Hall Rental	H Wall	70.00	26,546.04	17/05/2021
17	17/05/2021		Hall Rental	C Mabrouk	125.00	26,671.04	17/05/2021
12	18/05/2021		Hall Internet/Wifi	BT Group	-44.94	26,626.10	18/05/2021
18	21/05/2021		Hall Rental	C.Anson FPA Carr	90.00	26,716.10	21/05/2021
19	24/05/2021		Election Costs	Halton BC	300.00	27,016.10	24/05/2021
20	24/05/2021		Hall Rental	H Wall	70.00	27,086.10	24/05/2021
21	26/05/2021		Hall Rental	Football Performance	175.00	27,261.10	26/05/2021
22	27/05/2021		Hall Rental	A Abdilla	60.00	27,321.10	27/05/2021
23	27/05/2021		Hall Rental	McGregor	15.00	27,336.10	28/05/2021
24	01/06/2021		Hall Rental	Christian Con UK	240.00	27,576.10	01/06/2021
13	02/06/2021		Planning Application	Derek Cox	-300.00	27,276.10	02/06/2021
14	02/06/2021		Village Hall Furniture	Trent Furniture	-1,120.80	26,155.30	02/06/2021
15	02/06/2021		Salary	HMRC	-374.00	25,781.30	02/06/2021
16	02/06/2021		Salary	J French	-273.00	25,508.30	02/06/2021
17	02/06/2021		Salary	Kath Barnett	-574.14	24,934.16	02/06/2021
18	02/06/2021		Salary	Barry Crockett	-395.20	24,538.96	02/06/2021
19	02/06/2021		Repairs	Plannet Plumbing	-84.00	24,454.96	02/06/2021
25	02/06/2021		Hall Rental	L Manning	90.00	24,544.96	02/06/2021
26	04/06/2021		Hall Rental	McGregor	60.00	24,604.96	04/06/2021
27	04/06/2021		Hall Rental	Donna Citrine-Kay	45.00	24,649.96	04/06/2021
28	07/06/2021		Hall Rental	Joanne Green	20.00	24,669.96	07/06/2021
29	08/06/2021		HMRC Furlough Grant	HMRC	667.36	25,337.32	08/06/2021
30	09/06/2021		Hall Rental	Mr Martin (Acc no	20.62	25,357.94	09/06/2021
31	09/06/2021		Hall Rental	K Harrison	90.00	25,447.94	11/06/2021
32	14/06/2021		Hall Rental	Joanne Green	20.00	25,467.94	14/06/2021
33	16/06/2021		Hall Rental	Martin P&F Roys	9.40	25,477.34	16/06/2021
34	16/06/2021		Hall Rental	H Wall	100.00	25,577.34	16/06/2021
20	18/06/2021		Hall Internet/Wifi	BT Group	-44.94	25,532.40	18/06/2021

## 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>19,386.11</b>	
35	18/06/2021		Hall Rental	H Wall	10.00	25,542.40	18/06/2021
36	21/06/2021		Hall Rental	A Abdilla	75.00	25,617.40	21/06/2021
37	21/06/2021		Hall Rental	Joanne Green	20.00	25,637.40	21/06/2021
38	22/06/2021		Hall Rental	Martin P&F Roys	9.40	25,646.80	22/06/2021
39	22/06/2021		Hall Rental	M De Mattos	50.00	25,696.80	24/06/2021
21	24/06/2021		Red Phone Box	X2 Connect	-4,104.00	21,592.80	24/06/2021
22	28/06/2021		Salary	Barry Crockett	-395.20	21,197.60	28/06/2021
23	28/06/2021		Salary	HMRC	-373.80	20,823.80	28/06/2021
24	28/06/2021		Salary	J French	-273.00	20,550.80	28/06/2021
25	28/06/2021		Salary	Kath Barnett	-574.34	19,976.46	28/06/2021
26	28/06/2021		Intruder/Fire Alarm Maintenance	FIS Solutions	-172.00	19,804.46	28/06/2021
27	28/06/2021		Repairs	B & V Hargreaves	-65.96	19,738.50	28/06/2021
40	28/06/2021		Hall Rental	Martin P&F Roys	9.40	19,747.90	28/06/2021
41	28/06/2021		Hall Rental	Joanne Green	20.00	19,767.90	28/06/2021
42	28/06/2021		Hall Rental	A Kierman	380.00	20,147.90	28/06/2021
43	29/06/2021		Hall Rental	Football Performa	60.00	20,207.90	29/06/2021
44	29/06/2021		Hall Rental	Katherine Smith	120.00	20,327.90	29/06/2021
45	29/06/2021		Hall Rental	Hale Parish Council	40.00	20,367.90	29/06/2021
28	30/06/2021		Bank Charges	Unity Bank	-18.00	20,349.90	30/06/2021
46	30/06/2021		Hall Rental	M De Mattos	145.00	20,494.90	30/06/2021
47	30/06/2021		Hall Rental	Ruth Nickson	15.00	20,509.90	30/06/2021
48	30/06/2021		Hall Rental	Christian Con UK	300.00	20,809.90	30/06/2021
49	01/07/2021		Hall Rental	Mark Roberts	260.00	21,069.90	01/07/2021
50	01/07/2021		Hall Rental	McGregor	60.00	21,129.90	02/08/2021
51	05/07/2021		Hall Rental	Ruth Nickson	20.00	21,149.90	05/07/2021
52	05/07/2021		Hall Rental	Joanne Green	20.00	21,169.90	05/07/2021
53	06/07/2021		Hall Rental	Martin P&F Roys	9.40	21,179.30	06/07/2021
54	06/07/2021		Hall Rental	Hale Parish Council	10.00	21,189.30	06/07/2021
55	06/07/2021		Hall Rental	Hale Parish Council	30.00	21,219.30	06/07/2021
56	06/07/2021		Hall Rental	Lucy Hatton	90.00	21,309.30	08/07/2021
57	08/07/2021		Hall Rental	Sophie Walker	60.00	21,369.30	08/07/2021
29	09/07/2021		Equipment	Catering Appliances	-473.99	20,895.31	09/07/2021
58	12/07/2021		Hall Rental	Hayes H G	90.00	20,985.31	12/07/2021
59	12/07/2021		Hall Rental	Joanne Green	20.00	21,005.31	12/07/2021
30	14/07/2021		Water	Water Plus	-274.98	20,730.33	14/07/2021
31	16/07/2021		Hall Refund	M De Mattos	-50.00	20,680.33	16/07/2021
32	16/07/2021		Garden Waste Recycling	Halton BC	-105.00	20,575.33	16/07/2021
60	16/07/2021		Hall Rental	Martin P&F Roys	9.40	20,584.73	16/07/2021
33	19/07/2021		Hall Internet/Wifi	BT Group	-44.94	20,539.79	19/07/2021
61	19/07/2021		Hall Rental	Ruth Nickson	60.00	20,599.79	19/07/2021
62	19/07/2021		Hall Rental	Joanne Green	20.00	20,619.79	19/07/2021
42	20/07/2021		Repairs	Plannet Plumbing	-60.00	20,559.79	20/08/2021
63	26/07/2021		Hall Rental	Joanne Green	20.00	20,579.79	26/07/2021
64	26/07/2021		Hall Rental	Francis Doyle	45.00	20,624.79	26/07/2021
34	30/07/2021		Salary	HMRC	-101.00	20,523.79	30/07/2021
35	30/07/2021		Salary	Kath Barnett	-574.14	19,949.65	30/07/2021
36	30/07/2021		Salary	J French	-764.40	19,185.25	30/07/2021
37	30/07/2021		Salary	Barry Crockett	-395.20	18,790.05	30/07/2021
65	30/07/2021		Hall Rental	Martin P&F Roys	9.40	18,799.45	30/07/2021
66	30/07/2021		Hall Rental	Activity Co.	93.75	18,893.20	30/07/2021
67	30/07/2021		Hall Rental	Support at home	145.00	19,038.20	30/07/2021
68	02/08/2021		Hall Rental	McGregor	60.00	19,098.20	02/08/2021
69	02/08/2021		Hall Rental	Christian Con UK	15.00	19,113.20	02/08/2021
70	02/08/2021		Hall Rental	Christian Con UK	240.00	19,353.20	02/08/2021

## 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>19,386.11</b>	
71	02/08/2021		Hall Rental	Simon Morris	60.00	19,413.20	02/08/2021
72	02/08/2021		Hall Rental	Mersey Wave Chc	60.00	19,473.20	02/08/2021
73	03/08/2021		Hall Rental	Nikki McCraw-Jon	45.00	19,518.20	03/08/2021
43	05/08/2021		Hall Maintenance	FIS Solutions	-43.00	19,475.20	
45	05/08/2021		Hall Internet/Wifi	BT Group	-44.95	19,430.25	19/08/2021
74	05/08/2021		Hall Rental	J Hearnden	100.00	19,530.25	05/08/2021
75	05/08/2021		Hall Rental	Francis Doyle	225.00	19,755.25	05/08/2021
76	05/08/2021		Hall Rental	Martin P&F Roys	9.40	19,764.65	05/08/2021
39	08/08/2021		Keys Cut	Timpsons	-30.00	19,734.65	20/08/2021
77	09/08/2021		Hall Rental	Ruth Nickson	20.00	19,754.65	09/08/2021
78	09/08/2021		Hall Rental	Nikki McCraw-Jon	15.00	19,769.65	09/08/2021
99	11/08/2021		Hall Rental	H Wall	40.00	19,809.65	11/08/2021
100	11/08/2021		Hall Rental	Chamonix William	60.00	19,869.65	11/08/2021
44	12/08/2021		Cleaning Service	EW Carpet & Uph	-25.00	19,844.65	20/08/2021
97	12/08/2021		Hall Rental	Christian Con UK	240.00	20,084.65	12/08/2021
98	12/08/2021		Hall Rental	A Abdilla	15.00	20,099.65	12/08/2021
95	13/08/2021		Hall Rental	Ruth Nickson	20.00	20,119.65	13/08/2021
96	13/08/2021		Hall Rental	Martin P&F Roys	9.40	20,129.05	13/08/2021
54	16/08/2021		Hall Refund	C Mabrouk	-50.00	20,079.05	16/08/2021
94	16/08/2021		Hall Rental	Y Fitzsimmons	82.50	20,161.55	16/08/2021
93	17/08/2021		Hall Rental	Kenny R K PBM	150.00	20,311.55	17/08/2021
38	18/08/2021		Machine Hire	Jewsons	-20.40	20,291.15	20/08/2021
40	18/08/2021		Repairs	B&Q	-11.38	20,279.77	20/08/2021
41	19/08/2021		Repairs	Jewson	-19.32	20,260.45	20/08/2021
92	20/08/2021		Hall Rental	Martin P&F Roys	9.40	20,269.85	20/08/2021
90	23/08/2021		Hall Rental	W Kenny	110.00	20,379.85	23/08/2021
91	23/08/2021		Hall Rental	Christian Con UK	15.00	20,394.85	23/08/2021
46	25/08/2021		Salary	Barry Crockett	-395.20	19,999.65	25/08/2021
47	25/08/2021		Salary	Kath Barnett	-574.34	19,425.31	25/08/2021
48	25/08/2021		Salary	J French	-436.80	18,988.51	25/08/2021
49	25/08/2021		Salary	HMRC	-210.00	18,778.51	25/08/2021
52	25/08/2021		Repairs	Plannet Plumbing	-101.86	18,676.65	13/09/2021
50	26/08/2021		Cleaning Materials	Freemans Industri	-177.47	18,499.18	13/09/2021
51	26/08/2021		Hall Maintenance	Plannet Plumbing	-237.60	18,261.58	13/09/2021
89	27/08/2021		Hall Rental	Ruth Nickson	20.00	18,281.58	27/08/2021
87	31/08/2021		Hall Rental	Aumeer R	45.00	18,326.58	31/08/2021
88	31/08/2021		Hall Rental	Aumeer R	395.00	18,721.58	31/08/2021
85	01/09/2021		Hall Rental	C Fisher	10.00	18,731.58	01/09/2021
86	01/09/2021		Hall Rental	H Wall	25.00	18,756.58	01/09/2021
84	02/09/2021		Hall Rental	Martin P&F Roys	9.40	18,765.98	02/09/2021
58	03/09/2021		Village Hall Storage	Universal Contain	-2,400.00	16,365.98	13/09/2021
60	05/09/2021		Intruder/Fire Alarm Maintenance	FIS Solutions	-43.00	16,322.98	13/09/2021
82	06/09/2021		Hall Rental	A Abdilla	15.00	16,337.98	06/09/2021
83	06/09/2021		Hall Rental	Ruth Nickson	20.00	16,357.98	06/09/2021
53	07/09/2021		Hall Refund	A Kierman	-120.00	16,237.98	07/09/2021
80	07/09/2021		Hall Rental	Hannah Lewis	60.00	16,297.98	07/09/2021
81	07/09/2021		Hall Rental	Mersey Wave Chc	150.00	16,447.98	07/09/2021
79	08/09/2021		Hall Rental	Football Performa	30.00	16,477.98	08/09/2021
103	09/09/2021		Hall Rental	Martin P&F Roys	9.40	16,487.38	09/09/2021
104	09/09/2021		Hall Rental	A Abdilla	15.00	16,502.38	09/09/2021
105	10/09/2021		Hall Rental	Hale Parish Counc	201.25	16,703.63	10/09/2021
102	13/09/2021		Hall Rental	Joanne Green	20.00	16,723.63	13/09/2021
106	13/09/2021		Hall Rental	Ruth Nickson	20.00	16,743.63	13/09/2021
107	13/09/2021		Hall Rental	Francis Doyle	135.00	16,878.63	13/09/2021



## 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>19,386.11</b>	
108	13/09/2021		Hall Rental	Maloney LE	100.00	16,978.63	13/09/2021
109	14/09/2021		Hall Rental	L Crockett	45.00	17,023.63	15/09/2021
110	15/09/2021		Hall Rental	Football Performa	105.00	17,128.63	15/09/2021
111	15/09/2021		Hall Rental	Martin P&F Roys	9.40	17,138.03	15/09/2021
59	18/09/2021		Hall Internet/Wifi	BT Group	-44.94	17,093.09	20/09/2021
61	20/09/2021		Hall Maintenance	M T Sutton	-800.00	16,293.09	
63	20/09/2021		Cleaning Materials	Freemans Industri	-40.82	16,252.27	
112	20/09/2021		Hall Rental	Ruth Nickson	20.00	16,272.27	20/09/2021
113	20/09/2021		Hall Rental	Football Performa	408.75	16,681.02	20/09/2021
114	20/09/2021		Hall Rental	Joanne Green	20.00	16,701.02	20/09/2021
62	22/09/2021		Hall Maintenance	Jewson	-52.68	16,648.34	
115	22/09/2021		Hall Rental	Art Group (Cheque	50.00	16,698.34	22/09/2021
116	23/09/2021		Hall Rental	Martin P&F Roys	9.40	16,707.74	23/09/2021
117	27/09/2021		Hall Rental	R Carroll	52.00	16,759.74	27/09/2021
118	27/09/2021		Hall Rental	Lakes & Rivers	30.00	16,789.74	27/09/2021
119	27/09/2021		Hall Rental	Ruth Nickson	20.00	16,809.74	27/09/2021
120	27/09/2021		Hall Rental	Val Borlase	30.00	16,839.74	27/09/2021
121	28/09/2021		Hall Rental	JL Smith	20.00	16,859.74	28/09/2021
122	29/09/2021		Hall Rental	C Forbes	40.00	16,899.74	29/09/2021
64	30/09/2021		Salary	J French	-436.80	16,462.94	30/09/2021
65	30/09/2021		Salary	Barry Crockett	-395.20	16,067.74	30/09/2021
66	30/09/2021		Salary	Kath Barnett	-574.14	15,493.60	30/09/2021
67	30/09/2021		Salary	HMRC	-210.20	15,283.40	30/09/2021
68	30/09/2021		Equipment	M T Sutton	-800.00	14,483.40	30/09/2021
69	30/09/2021		Bank Charges	Unity Bank	-18.00	14,465.40	30/09/2021
123	30/09/2021		Hall Rental	Christian Con UK	240.00	14,705.40	30/09/2021
124	30/09/2021		Hall Rental	Martin P&F Roys	9.40	14,714.80	30/09/2021
125	01/10/2021		Hall Rental	McGregor	60.00	14,774.80	01/10/2021
126	04/10/2021		Hall Rental	McGregor	45.00	14,819.80	04/10/2021
127	04/10/2021		Hall Rental	Christian Con UK	60.00	14,879.80	04/10/2021
128	04/10/2021		Hall Rental	Ruth Nickson	20.00	14,899.80	04/10/2021
129	04/10/2021		Hall Rental	Activity Co.	75.00	14,974.80	04/10/2021
130	04/10/2021		Hall Rental	JL Smith	20.00	14,994.80	04/10/2021
131	05/10/2021		Hall Rental	Francis Doyle	180.00	15,174.80	05/10/2021
132	06/10/2021		Hall Rental	Mersey Wave Chc	120.00	15,294.80	06/10/2021
133	06/10/2021		Hall Rental	Jade Brown	60.00	15,354.80	06/10/2021
134	06/10/2021		Hall Rental	Support at home	30.00	15,384.80	06/10/2021
135	08/10/2021		Hall Rental	Martin P&F Roys	28.14	15,412.94	08/10/2021
136	08/10/2021		Hall Rental	Ruth Nickson	20.00	15,432.94	08/10/2021
137	11/10/2021		Hall Rental	H Ferris	60.00	15,492.94	11/10/2021
138	11/10/2021		Hall Rental	JL Smith	20.00	15,512.94	11/10/2021
			<b>CLOSING BALANCE</b>			<b>15,512.94</b>	
Value of uncashed entries			£-936.50	Bank statement should show	£ 16,449.44		



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF ORDINARY MEETING OF  
HALE VILLAGE HALL COMMITTEE HELD AT HALE VILLAGE HALL  
ON WEDNESDAY 11<sup>TH</sup> AUGUST 2021 AT 7.30pm**

Present: Cllr Wright, Cllr Trevaskis, Cllr Spargo, Cllr Kierman, Cllr Williams

In attendance: Mr Brian Hargreaves (Proper Officer) and two members of the Public

1. **Apologies** – Cllr Anderson recorded her apologies
2. **Declarations of Interest** – None were received
3. **Minutes** – The minutes of the Annual meeting on 28<sup>TH</sup> June 2021 were accepted as a true record. It was agreed that these will also be presented at the Annual meeting of trustees in 2022

Proposed by Cllr Williams seconded by Cllr Kierman

**The Motion was approved**

4. **Public Participation** - A member of the public enquired about the ongoing running costs for the Village Hall. Cllr Trevaskis explained that the Annual budget exercise took all financial considerations into account when set and that the previous year had been hard to gauge given the intermittent nature of the Village Hall's activities due to the Covid-19 pandemic. It was agreed that the Clerk would work with Cllr Spargo to provide a financial projection based upon the current level of activity and financial commitments.
5. **Payments** – The list of payments made between 1<sup>st</sup> April 2021 and 31<sup>st</sup> July 2021 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 were accepted as a true record.

Proposed by Cllr Wright and seconded by Cllr Spargo

**The Motion was approved**

## **6. Capital expenditure –**

- ii. A number of storage options were discussed and It was resolved that in the light of concerns raised by a member of the public the most appropriate course of action is to install a used shipping container at the rear of the Village Hall. This will accommodate all current requirements and provide additional storage for further needs. The Clerk has made initial enquiries and at this stage it is expected that the container can be placed in situ using local help from residents.

Proposed by Cllr Wright seconded by Cllr Williams

### **The Motion was approved**

- iii. It was resolved that Cllr Spargo will arrange for a detailed specification to be prepared highlighting the proposed specification/requirement for sound proofing in the main hall. Once that is received Cllr Spargo will circulate it to prospective suppliers to receive, compare and consider costings on a like-for-like basis.
- iv. It was resolved that the quote for Bowling Mat storage supplied by Mal Sutton should be formalised at circa £800. On that basis the installation is approved for work to commence.

Proposed by Cllr Wright seconded by Cllr Spargo

### **The Motion was approved**

- 7. **Additional Village Hall Committee Members** – It was resolved to undertake a recruitment exercise inviting members of the general public to join Hale Village Hall Committee. It was agreed that the Parish Council website and social media outlets should be used to advertise the prospective appointments and that in addition a newsletter be published to be distributed to all residents of Hale Village. A review of the level of interest and a record of any applicants will be undertaken in due course.

- 8. Defibrillator Update & Training** – It was agreed that Hale Village Hall committee will initially fund 10 positions for defibrillator training at £12 per candidate (at Cost) offered by a local resident. This training will be offered on the Parish Council website and on social media outlets and will be included in the proposed newsletter.

It was acknowledged that the defibrillator installation is almost ready for use but that there are some issues which need attention to ensure accessibility for all prospective users. It was proposed that some adjustment to the height for access to the telephone box be made to ensure the unit is fully inclusive of all potential user groups.

Proposed by Cllr Wright and seconded by Cllr Trevaskis

**The Motion was approved**

- 9. Exclusion of Press & Public** – Members of the public and press were asked to leave the meeting due to the nature of the following items to be discussed

**10. Staffing -**

- i. It was agreed that formal Appraisals for all members of Village Hall staff should be undertaken by Cllr Spargo and Cllr Williams in line with the conditions set out in their employment contracts.
- ii. The merits of the Government backed “Kickstart Scheme” were highlighted by Cllr Trevaskis and it was agreed that the scheme might be appropriate for additional staffing within the Village Hall. Funding is available within the scheme and an exercise to establish prospective roles within the Village Hall will be undertaken by Cllr Trevaskis. Possible new roles may include promotion/media/website development and proposed cafeteria staffing. It was agreed that this is an item to be reviewed by the full Parish Council at its next meeting.

The Meeting Ended at 9.15pm

**Hale Village Hall**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

9 November 2021 (2021-2022)

**Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Telephone / Internet /website				800.00	307.16	492.84	492.84 (61%)
2	Water				500.00	371.49	128.51	128.51 (25%)
6	Rates				300.00		300.00	300.00 (100%)
7	Subscriptions				400.00	213.00	187.00	187.00 (46%)
8	Repairs & Maintenance				2,000.00	2,846.29	-846.29	-846.29 (-42%)
10	Refunds					220.00	-220.00	-220.00 (N/A)
11	Electricity				1,000.00	279.55	720.45	720.45 (72%)
12	Supplies/Covid-19				1,000.00		1,000.00	1,000.00 (100%)
13	Booking Officer				6,552.00	3,057.60	3,494.40	3,494.40 (53%)
14	Caretaker				5,803.20	2,766.40	3,036.80	3,036.80 (52%)
15	Cleaner				6,770.40	4,019.58	2,750.82	2,750.82 (40%)
18	Insurance							(N/A)
21	Gas				1,000.00		1,000.00	1,000.00 (100%)
22	HMRC Tax					1,479.00	-1,479.00	-1,479.00 (N/A)
24	Capital Equipment					8,754.00	-8,754.00	-8,754.00 (N/A)
25	CCTV				2,500.00		2,500.00	2,500.00 (100%)
<b>SUB TOTAL</b>					<b>28,625.60</b>	<b>24,314.07</b>	<b>4,311.53</b>	<b>4,311.53 (15%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Room/Hall Hire	14,000.00	11,111.11	-2,888.89				-2,888.89 (-20%)
17	Hale Parish Council	7,000.00		-7,000.00				-7,000.00 (-100%)
19	Refund							(N/A)
20	Grant - Covid		9,960.43	9,960.43				9,960.43 (N/A)
23	Transfer							(N/A)
<b>SUB TOTAL</b>		<b>21,000.00</b>	<b>21,071.54</b>	<b>71.54</b>				<b>71.54 (0%)</b>

**Summary**

<b>NET TOTAL</b>	<b>21,000.00</b>	<b>21,071.54</b>	<b>71.54</b>	<b>28,625.60</b>	<b>24,314.07</b>	<b>4,311.53</b>	<b>4,383.07 (8%)</b>
<b>V.A.T.</b>					1,365.89		
<b>GROSS TOTAL</b>		<b>21,071.54</b>			<b>25,679.96</b>		



## Hale Village Hall

## Transaction listing for account 60-83-01 20430715 from 11 Aug 2021 to 11 Oct 2021

Date	Time	Description	Serial No	Debits	Credits	Balance
11Oct2021	18:33	SMITH JL			20.00	16,449.45
11Oct2021	03:09	H Ferris			60.00	16,429.45
08Oct2021	18:32	RUTH NICKSON			20.00	16,369.45
08Oct2021	03:18	MARTIN P&F/ROYS			28.14	16,349.45
06Oct2021	13:58	Support at Home Lt			30.00	16,321.31
06Oct2021	13:58	JADE BROWN			60.00	16,291.31
06Oct2021	12:48	MERSEY WAVE MUSIC			120.00	16,231.31
05Oct2021	11:49	FRANCIS DOYLE			180.00	16,111.31
04Oct2021	18:34	SMITH JL			20.00	15,931.31
04Oct2021	03:24	ACTIVITY CO T/AS			75.00	15,911.31
04Oct2021	10:49	RUTH NICKSON			20.00	15,836.31
04Oct2021	03:08	CHRISTIAN CON UK			60.00	15,816.31
04Oct2021	03:08	MCGREGOR PS			45.00	15,756.31
01Oct2021	13:09	MCGREGOR PS			60.00	15,711.31
30Sep2021	18:59	Service Charge		(18.00)		15,651.31
30Sep2021	16:30	MARTIN P&F/ROYS			9.40	15,669.31
30Sep2021	06:39	B/P to: M T Sutton		(800.00)		15,659.91
30Sep2021	06:37	B/P to: HMRC		(210.20)		16,459.91
30Sep2021	06:36	B/P to: Mrs Kath Barnett		(574.14)		16,670.11
30Sep2021	06:33	B/P to: Mr Barry Crockett		(395.20)		17,244.25
30Sep2021	06:33	B/P to: Miss J French		(436.80)		17,639.45
30Sep2021	03:15	CHRISTIAN CON UK			240.00	18,076.25
29Sep2021	03:12	FORBES C			40.00	17,836.25
28Sep2021	03:16	SMITH JL			20.00	17,796.25
27Sep2021	15:07	Borlase Valerie			30.00	17,776.25
27Sep2021	10:27	RUTH NICKSON			20.00	17,746.25
27Sep2021	09:17	Lakes & Rivers Ltd			30.00	17,726.25
27Sep2021	03:08	CARROLL R			52.00	17,696.25
23Sep2021	12:57	MARTIN P&F/ROYS			9.40	17,644.25
22Sep2021	06:34	Credit	1		50.00	17,634.85
20Sep2021	18:33	GREEN JL			20.00	17,584.85
20Sep2021	10:39	FOOTBALL PERFORMAN			408.75	17,564.85
20Sep2021	06:25	Direct Debit (BT GROUP PLC)		(44.94)		17,156.10
20Sep2021	03:08	RUTH NICKSON			20.00	17,201.04
15Sep2021	03:16	MARTIN P&F/ROYS			9.40	17,181.04
15Sep2021	03:16	FOOTBALL PERFORMAN			105.00	17,171.64
14Sep2021	18:33	CROCKETT L			45.00	17,066.64
13Sep2021	18:32	GREEN JL			20.00	17,021.64

13Sep2021	06:34	B/P to: FIS Int Solutions	(43.00)	17,001.64
13Sep2021	06:33	B/P to: Univ.Containers	(2,400.00)	17,044.64
13Sep2021	06:33	B/P to: Freemans Ind. Sup.	(177.47)	19,444.64
13Sep2021	06:31	B/P to: Plannet Plumbing	(237.60)	19,622.11
13Sep2021	06:30	B/P to: Plannet Plumbing	(101.86)	19,859.71
13Sep2021	03:15	MALONEY LE	100.00	19,961.57
13Sep2021	12:58	FRANCIS DOYLE	135.00	19,861.57
13Sep2021	03:09	RUTH NICKSON	20.00	19,726.57
10Sep2021	13:34	HALE PARISH COUNCI	201.25	19,706.57
09Sep2021	18:35	A Abdilla	15.00	19,505.32
09Sep2021	14:09	MARTIN P&F/ROYS	9.40	19,490.32
08Sep2021	06:29	FOOTBALL PERFORMAN	30.00	19,480.92
07Sep2021	14:55	B/P to: Miss J French	(436.80)	19,450.92
07Sep2021	14:55	B/P to: Ann Kierman	(120.00)	19,887.72
07Sep2021	12:07	Hannah Lewis	60.00	20,007.72
07Sep2021	03:14	MERSEY WAVE MUSIC	150.00	19,947.72
06Sep2021	13:58	A Abdilla	15.00	19,797.72
06Sep2021	03:08	RUTH NICKSON	20.00	19,782.72
03Sep2021	06:33	B/P to: Mr Barry Crockett	(395.20)	19,762.72
03Sep2021	06:33	B/P to: HMRC	(210.00)	20,157.92
03Sep2021	06:31	B/P to: Mrs Kath Barnett	(574.34)	20,367.92
02Sep2021	09:19	MARTIN P&F/ROYS	9.40	20,942.26
01Sep2021	13:58	C Fisher	10.00	20,932.86
01Sep2021	12:48	Helen Wall	25.00	20,922.86
31Aug2021	10:39	AUMEER R	45.00	20,897.86
31Aug2021	10:39	AUMEER R	395.00	20,852.86
27Aug2021	12:17	RUTH NICKSON	20.00	20,457.86
23Aug2021	18:31	W Kenny	110.00	20,437.86
23Aug2021	14:09	CHRISTIAN CON UK	15.00	20,327.86
20Aug2021	09:29	MARTIN P&F/ROYS	9.40	20,312.86
20Aug2021	06:36	B/P to: EW Carpet Cleaning	(25.00)	20,303.46
20Aug2021	06:34	B/P to: B Hargreaves	(81.10)	20,328.46
20Aug2021	06:31	B/P to: Plannet Plumbing	(60.00)	20,409.56
19Aug2021	06:23	Direct Debit (BT GROUP PLC)	(44.94)	20,469.56
17Aug2021	08:28	KENNY R K PBM	150.00	20,514.50
16Aug2021	09:49	Yvonne Fitzsimmons	82.50	20,364.50
16Aug2021	06:43	B/P to: Clara Mabrouk	(50.00)	20,282.00
13Aug2021	18:33	RUTH NICKSON	20.00	20,332.00
13Aug2021	03:17	MARTIN P&F/ROYS	9.40	20,312.00
12Aug2021	14:38	CHRISTIAN CON UK	240.00	20,302.60
12Aug2021	07:38	A Abdilla	15.00	20,062.60
11Aug2021	03:11	Helen Wall	40.00	20,047.60
11Aug2021	03:11	Chamonix Williams	60.00	20,007.60

12-Oct-21 Hale Village Hall  
53 High Street  
Hale  
L24 4AE

Estimate Reference **DM16863**  
Revision 2

For the attention of: Malcolm Spargo

Reference: Hale Village Hall

Dear Malcolm,

Further to your recent enquiry. Robena are delighted in offering our estimate for the site measure, manufacture and installation of the following products. Our price is based on 1 site visit to obtain manufacturing sizes and 1 visit for install.

		Fabric (Metres)		
3	Pair Pencil Pleat Headed Curtains in Bancroft Como Velvet Fabric (Colour TBC) with Blackout Lining. Hung from Heavy Duty Silent Gliss 6370 Cord Operated Track. 3 Pairs @ 600cm Width, 362cm Drop Install Charge	60	£	3,294.08
			£	496.27
Estimate Total				£ 3,790.35

All prices exclusive of VAT and will remain valid for 30 days

**50% DEPOSIT REQUIRED WITH ISSUE OF PURCHASE ORDER, BALANCES PAYABLE WITHIN 20 DAYS OF EACH PHASED DATE OF INVOICE**

Our estimated prices are calculated on having one visit to site with uninterrupted access for installation during our normal working hours of Monday - Thursday 8.00am - 5.00pm and Friday 8.00am - 12.00pm.

Any delays or re-visits to our works through lack of access, site readiness or interruption by other trades may be chargeable. The dressing of drapery and sheers will require 240v power for steaming. Should 240v power not be available in the room at the time of install and additional trips to site are required for dressing and steaming this will incur additional cost.

Yours sincerely for  
ROBENA CONTRACT FURNISHINGS LTD

Daryl Milnes  
On behalf of Alexandra Jones - Business Development Manager



2021

---

RECRUITMENT PACK

Hale Village Hall

entrance

# COFFEE SHOP ASSISTANT

Hale Parish Council

[WWW.HALEPARISHCOUNCIL.GOV.UK](http://WWW.HALEPARISHCOUNCIL.GOV.UK)

HALE PARISH COUNCIL  
HALE VILLAGE HALL  
53 HIGH STREET  
HALE  
HALTON  
CHESHIRE  
L24 4AE

[WWW.HALEPARISHCOUNCIL.GOV.UK](http://WWW.HALEPARISHCOUNCIL.GOV.UK)  
[CLERK@HALEPARISHCOUNCIL.GOV.UK](mailto:CLERK@HALEPARISHCOUNCIL.GOV.UK)

PARISH CLERK: MR BRIAN HARGREAVES

---

Dear applicant,

Thank you for your interest in applying for the role of Coffee Shop Assistant.

This pack is designed to give you more information about the role and our organisation.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters - so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be emailed or posted for the attention of Brian Hargreaves to:

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

**Post: Hale Parish Council, Hale Village Hall, 53 High Street, Hale, Halton, Cheshire,  
L24 4AE**

**by 12 noon on 8 November 2021**

If you would like an informal discussion about the role and our organisation, or if you have any other questions please email [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk).

Yours faithfully,

Brian Hargreaves  
Parish Clerk



## ABOUT US

---

Hale is a democratic unit with an active Parish Council that has ten elected members who assemble for ten full council meetings each year.

The Council works in the community with various groups, giving a voice to residents and ensuring the Parish continues to flourish by supporting activities to celebrate Easter, Halloween and Christmas.

Mentioned in the Domesday Book, Hale is one of Halton's oldest settlements and a historic market town with a population of approximately fifteen hundred electors. The Parish lies in the County of Cheshire, located to the south west of Hale Bank, separated by a rural buffer zone with approximately two miles of open countryside.

Once a holiday destination of Winston Churchill and since described by the Queen as 'a rural oasis', Hale is a small village in a bucolic setting enveloped by ancient woodlands, Sites of Special Scientific Interest, a UNESCO Ramsar Convention site, scheduled historic monuments, listed buildings, conservation areas, and Green Belt - intersected by the Trans Pennine Trail and bordered to the south by the popular Mersey Way coastal walk; offering valued views across the River Mersey and surrounding Grade 1 agricultural land.

Hale has a number of well used community facilities including a village hall, primary school, youth centre, sports field, playground, church, country walks and park.

With a vibrant tourism economy, Hale remains much as it was in the mid-twentieth century; lined with thatched whitewashed cottages and listed sandstone buildings.

Known for its famous "Childe of Hale", the gentle giant John Middleton grew to 9 foot 3 inches, wrestled for King James I and lived in the village from 1578 until 1623. Legend has it that the young boy fell asleep by Hale shore one day inside a huge figure that he had traced in the sand, only to wake up having grown to the full size of his outline.

Much credit is owed to the Blackburne family of Hale for their part in the early discovery and mining of rock salt below Hale Cliff, on the banks of Dungeon marsh. A site recognised by merchants as the catalyst that contributed to the early rise of the nearby Liverpool docklands. The Blackburne and subsequent Ireland-Blackburne and Hesketh families provided many of the foundations that have helped Hale to flourish, not least in establishing the buoyant agricultural economy that has ensured the village could continue to thrive as a rural community ever since.

## ABOUT THE ROLE

---

As a Coffee Shop Assistant you will support the council by assisting the team to deliver the directives of the Council by playing a key role in providing support for the delivery of the recently refurbished coffee shop in Hale Village Hall.

The role will require liaison with the Council, local community groups, residents and stakeholders, to implement community gatherings, assist with the day-to-day management of the coffee shop and deliver solutions to meet identified needs.

The role includes occasional weekend working.

## WORKING FOR THE PARISH COUNCIL

---

Hale Parish Council recognise its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and your manager has an open-door policy - welcoming and encouraging requests for support and guidance.

You will be required to attend frequent staff meetings which will be focussed on employee development, problem solving and action points.

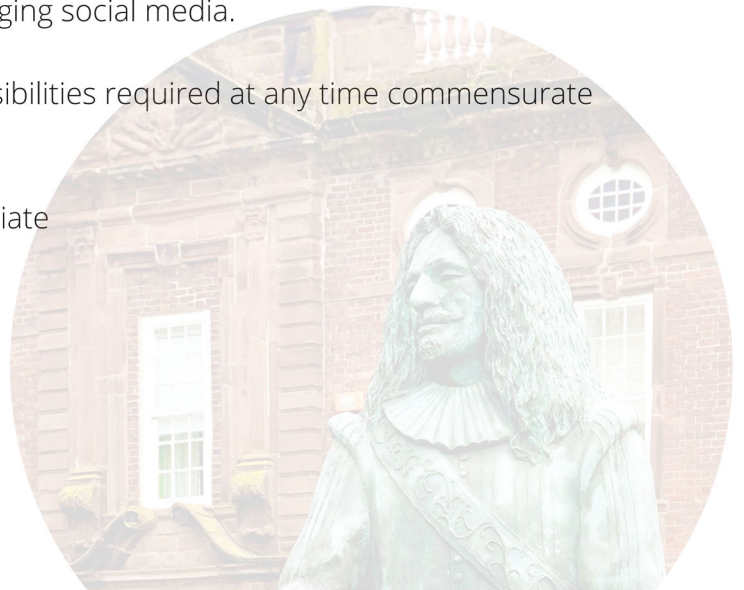
The council will provide team building activities at appropriate times to foster strong bonds between colleagues.



## JOB DESCRIPTION

---

1. Assist with research into competitor offerings and generate ideas for community gatherings to improve wellbeing of residents and tourists.
2. Set up the coffee shop facility ready for opening.
3. Ensure all equipment is operable and safe to use at all times.
4. Assist in the preparation of hot and cold menu (all training to be provided), ensuring orders are taken accurately and all customers have cutlery/condiments.
5. Restock displays throughout each day.
6. Ensure that wastage is minimised and recorded.
7. Maintain the cleanliness of the facility while in use, ensuring all cutlery/crockery is collected from tables, washed and correctly stored.
8. Respond to all customer queries and complaints in a professional manner.
9. Take payments and maintain correct payment system record.
10. Supervise dish washing and storage of cutlery and crockery.
11. Be professional, polite and well-presented whilst providing and maintaining excellent customer care at all times.
12. Complete stock takes and oversee deliveries, checking delivery notes and verifying delivered goods.
13. Assist with the effective promotion and advertising of services, activities and products, completing any required paperwork and managing social media.
14. To undertake any other duties and responsibilities required at any time commensurate with the post.
15. Attend team and staff meetings as appropriate
16. Report any problems to a line Manager.
17. Uphold all policies of the Council.



## PERSON SPECIFICATION

---

The person specification is used to decide if you are the right person for the job.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

### EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (D)

### SKILLS AND KNOWLEDGE

- Strong IT skills with full knowledge of Word and Excel (E)
- Good written and verbal communication skills (E)
- Ability to design promotional graphics for social media (D)
- Excellent organisational / administrative skills (E)

### EXPERIENCE

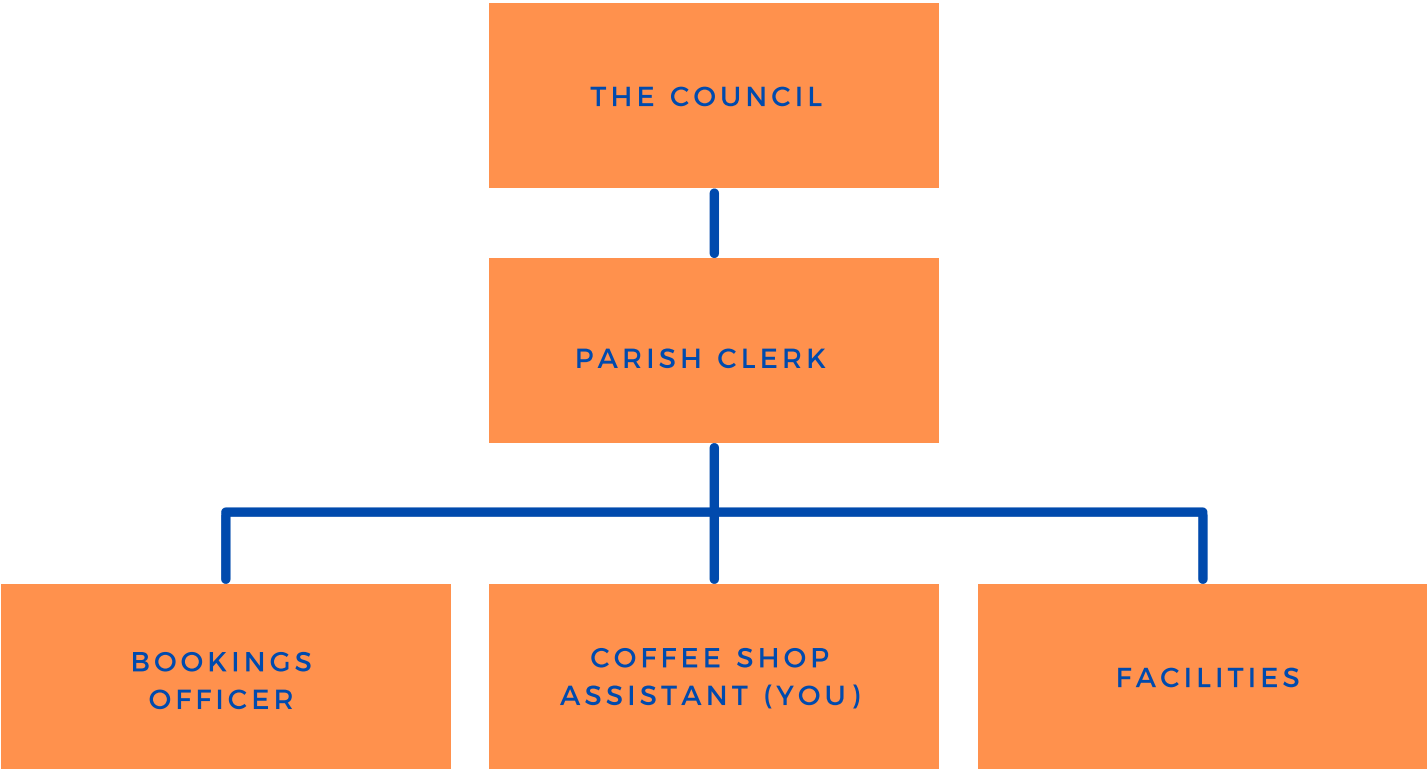
- Experience in a similar role (D)
- Multidisciplinary skills across social media platforms (D)
- Experience managing stock (D)
- Customer service experience (D)
- Experience working in a confidential environment (D)

### PERSONAL ATTRIBUTES

- Adaptable, flexible, enthusiastic and proactive approach to work (E)
- Ability to self manage and motivate (E)
- Creative and able to turn a project idea into a reality (E)
- Ability to work weekends as required (E)
- Ability to keep calm and measured, particularly whilst delivering service (E)
- Ability to manage a varied workload and multitask (E)
- Value the importance of community and the work of the Council (E)
- Excellent interpersonal and presentation skills (E)
- Good team spirit (E)
- Good attention to detail and concern for accuracy and quality of work (E)

ORGANISATIONAL STRUCTURE

---





## SELECTION PROCESS AND INTERVIEWS

---

The closing date for applications is 8 November 2021 at 12 noon.

A shortlisting panel comprising the Parish Clerk and Cllr Malcolm Spargo, Cllr Catherine Williams, Cllr Gary Wright from the Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. The panel will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters or any additional sources of information.

The Council aims to shortlist candidates for interview by 12 November 2021 and you will be notified by email of the outcome.

Interviews will be held during the week commencing 15 November 2021.

The shortlisting panel will undertake all interviews. The panel will then ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.



## PRINCIPAL TERMS OF EMPLOYMENT

---

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

### **JOB TITLE**

Coffee Shop Assistant

### **SALARY**

This role will be funded by the Kickstart Scheme and remuneration will be paid at the National Minimum Wage.

### **HOLIDAY**

You will receive a statutory holiday entitlement.

### **HOURS OF WORK**

This role is full time for 25 hours per week.

Evening and weekend working may be required in the delivery of services.

### **SICKNESS**

You will be paid in accordance with Statutory Sick Pay.

### **PENSION**

You will be enrolled in the Local Government Pension Scheme if you meet the criteria.

### **PROBATION**

New starters are subject to a three-month probation period.

### **APPRAISAL**

All staff undergo regular appraisals.

