



## HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS TWENTY SIXTH DAY OF APRIL 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 7.30 PM ON THE SECOND DAY OF MAY 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](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** –
  - i. To review and approve the Minutes of the Ordinary Meetings on 3<sup>RD</sup> April 2023
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 9<sup>th</sup> March 2023 and 31<sup>st</sup> March 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. **End of Year accounts** - April 1<sup>st</sup> 2022 – March 31<sup>st</sup> 2023 –To receive the reconciled bank statement and summary of receipts & payments and to accept them as an accurate record and comparison against budget
7. **Health & Safety**
  - i. **Training update**, (re: agenda item 13 from the previous meeting).

To review Current specific validated training, and record completion dates of training by staff and volunteers

Verification, To establish who is the Halls Responsible Person (Duty Holder), for Health and Safety/Fire (re: Health and Safety Executive for Village Halls, Legal Responsibilities).

Training – P Turton to advise on the availability, suitability and cost of training for members of the Village Hall Management Committee, and employees of the Village Hall and Parish Council.
  - ii. **HPC Governing Document**. – to agree an Understanding of section 6.2 of HPC Governing Document. As written in the deed, the provision and terms of reference which apply to the Managing Committee. section 6.2.1
  - iii. **Gas utility bill**. – To agree a defined action and completion date.
  - iv. **Charity Commission Financial Return**. - To agree a defined action and completion date for the Charity reporting which is overdue by 172 days at the time of writing. Component documentation is missing.
  - v. **Incident Log** - To Review the Village Hall Incident log and Accident records and to agree a course of action for any outstanding issues.
  - vi. **Alarm Testing** - To Review the Alarm test records agree a course of action for any outstanding issues

- 8. Terms & Conditions of Hire** - to review and approve the terms and conditions of hire compiled by P Platt.
- 9. Document Review Register** – to review and approve the new Document review/Register provided by P Platt

**10. Village Hall Maintenance Work Update**

- i.** Caretaker to Remove & dispose of Fridge
- j.** Caretaker to fit Slide lock to rear bin compound and key safe in Kitchen
- k.** Floor cleaner test to be carried out by cleaner using borrowed machine  
From Servicemaster - Chemicals to be agreed
- l.** FIS reply to request for dedicated response plan
- m.** Price required to adapt lock tight cupboard for dishwasher chemicals
- n.** Gas meter cupboard ordered – Gas engineer to respond after medical procedure

- 11. Future Meetings** - To agree future dates For Village Hall Management Committee Meetings in 2023 - 2024