



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



DATED THIS 25th FEBRUARY 2025
MEMBERS OF HALE VILLAGE HALL MANAGEMENT COMMITTEE
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
ON 10th MARCH 2025 AT 8.00pm
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

Note to Councillors:

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

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Public

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

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Public Participation** - To allow for a period of public participation.
4. **Minutes** – To approve the draft Minutes of the Ordinary Meeting on 10th February 2025 and accept them as a true record
5. **Payments & Receipts** - To receive and consider the list of payments and receipts made between 28th January 2025 – 25th February 2025 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed.
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 28th January 2025 - 25th February 2025 to consider accepting them as an accurate record and comparison against budget (See Attached)
7. **Health & Safety Working Group** – To agree membership of a working group to address the issues contained in the recent Risk Assessment undertaken by Worknest.
8. **Future Meeting** - To agree a date for the next Village Hall Management Committee Meeting.

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

PRIVATE & CONFIDENTIAL

1. To discuss current vacancies and to address staffing matters



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 10th FEBRUARY 2025 AT 7.30pm

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

In attendance: The Clerk and three members of the public

1. **Apologies** – No Apologies were received by the Clerk
2. **Declarations of Interest** – No declarations were noted
3. **Public Participation** – The meeting discussed the role and influence of non-council members in decision-making, particularly regarding a £500 increase in the wall panel funding decision increased from an agreed £1,000. The committee was criticised for poor communication and exclusion of non-council members.

Cllr Trevaskis explained that trustees can override decisions, but that the committee's input is often ratified without much discussion. Ann McNamara, Noreen Thompson and Paul Turton all expressed frustration about the perceived lack of influence of non-council members in decision-making. They all questioned the allocation of funds for the soundproofing, It was clarified that the amended decision was based on calculations and were not a deliberate exclusion. It was noted that an imbalance in the committee, with six Council members having a significant influence may be significant.

It was agreed that better communication could have prevented misunderstandings. The importance of diverse opinions in the decision-making process and a need for better communication and inclusion in future decisions was agreed by all.

4. **Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 13th January 2025 were approved and accepted as a true and accurate account.

Proposed by Cllr Roberts and seconded by Cllr Lewis

The Motion was approved

5. **Payments & Receipts** - The list of payments and receipts made between 31st December 2024 and 28th January 2025 as recorded in the cash book record which has

been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed were accepted by the committee

Proposed by A McNamara and Seconded by Cllr M Roberts

The Motion was approved

- 6. Accounts** – The reconciled bank statement and summary of receipts & payments 31st December 2024 and 28th January 2025 were accepted as an accurate record and comparison against budget (see attached)

Proposed by Cllr C Anderson and Seconded by Cllr P Lewis

The Motion was approved

- 7. Budget** – A planned budget for Hale Village Hall for FY2526 was discussed and a Proposal submitted to the Management Committee for discussion. A proposed budget of £48,470.00 was agreed with a General Reserve of £3,500.00 being maintained.

Proposed by Cllr M Roberts and Seconded by Cllr C Anderson

The Motion was approved Unanimously

PART TWO

Private & Confidential

1. A staffing matter was discussed and two sets of job roles and responsibilities updated

The meeting Closed at 8.58pm

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
STARTING BALANCE						594.64	
345	11/02/2025		Hall Rental	M Savva	15.00	18,234.95	11/02/2025
346	13/02/2025		Hall Rental	J Arnaud	36.00	18,270.95	13/02/2025
347	14/02/2025		Hall Rental	L R Roberts	160.00	18,430.95	14/02/2025
153	17/02/2025		Gas	Crown Gas & Pow	-572.95	17,858.00	17/02/2025
348	17/02/2025		Hall Rental	Ruth Nickson	27.50	17,885.50	17/02/2025
349	17/02/2025		Hall Rental	N Houghton	100.00	17,985.50	17/02/2025
350	17/02/2025		Hall Rental	J LDS McNABB	42.00	18,027.50	17/02/2025
351	17/02/2025		Hall Rental	Drops of Jupiter	120.00	18,147.50	17/02/2025
352	17/02/2025		Hall Rental	S Kumar	40.00	18,187.50	17/02/2025
353	17/02/2025		Hall Rental	Rebecca Riley	108.00	18,295.50	17/02/2025
154	19/02/2025		Bookings Mobile Phone	O2 Mobile Phones	-45.60	18,249.90	19/02/2025
155	20/02/2025		Accountancy	Gibson Schofield /	-480.00	17,769.90	20/02/2025
156	20/02/2025		Repairs	Steve Blundell	-39.00	17,730.90	20/02/2025
354	20/02/2025		Hall Rental	Hale Parish Counc	45.00	17,775.90	20/02/2025
355	20/02/2025		Hall Rental	Hale Parish Counc	80.00	17,855.90	20/02/2025
157	21/02/2025		Water	Water Plus	-94.68	17,761.22	21/02/2025
158	24/02/2025		Repairs	B&Q	-25.96	17,735.26	24/02/2025
159	24/02/2025		Cleaning Materials	Costco	-11.50	17,723.76	24/02/2025
356	24/02/2025		Hall Rental	Ruth Nickson	27.50	17,751.26	24/02/2025
357	24/02/2025		Hall Rental	J LDS McNABB	36.00	17,787.26	24/02/2025
358	24/02/2025		Hall Rental	N Hughes	145.00	17,932.26	24/02/2025
359	24/02/2025		Hall Rental	JL Smith	27.00	17,959.26	24/02/2025
CLOSING BALANCE						17,959.26	
Bank statement should show						£17,959.26	

Balances are correct as of 14:34 on 25 Feb 2025.

↓ Date	Description	Paid In	Paid out	Balance
24/02/25	SMITH JL • DANCEBOOTCAMP	27.00		17,959.26
24/02/25	NEIL HUGHES • NancyHughesParty	145.00		17,932.26
24/02/25	• COSTCO BINBAGS		-11.50	17,787.26
24/02/25	• B&Q REPAYMENT		-25.96	17,798.76
24/02/25	MCNABB J/LDS • SAX 26/02/25	36.00		17,824.72
24/02/25	RUTH NICKSON • hale dance club	27.50		17,788.72
21/02/25	Direct Debit (WATER PLUS) • 6000422984		-94.68	17,761.22
20/02/25	B/P to: Steve Blundell • FENCE PANEL HVH		-39.00	17,855.90
20/02/25	B/P to: Gibson Schofield • M005		-480.00	17,894.90
20/02/25	HALE PARISH COUNCI • INV 1122	80.00		18,374.90
20/02/25	HALE PARISH COUNCI • INV 1125	45.00		18,294.90
19/02/25	Direct Debit (O2) • 06085499/001		-45.60	18,249.90
17/02/25	REBECCA RILEY • HVH-2020-1110	108.00		18,295.50
17/02/25	Direct Debit (CROWN GAS & POWER) • L051447		-572.95	18,187.50
17/02/25	KUMAR S • RAJA KASINATHAN	40.00		18,760.45
17/02/25	Drops Of Jupiter In The Community C • HVH 2020 1130	120.00		18,720.45
17/02/25	MCNABB J/LDS • SAX 19/02/25	42.00		18,600.45
17/02/25	N Houghton • O houghton party	100.00		18,558.45
17/02/25	RUTH NICKSON • hale dance club	27.50		18,458.45
14/02/25	L Roberts • Leona Roberts	160.00		18,430.95
13/02/25	J Arnaud • CLT 4/11 February	36.00		18,270.95

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

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Telephone / Internet /website				750.00	1,371.54	-621.54	-621.54 (-82%)
2	Water				735.00	504.28	230.72	230.72 (31%)
6	Rates				160.00	81.05	78.95	78.95 (49%)
7	Subscriptions				1,600.00	790.33	809.67	809.67 (50%)
8	Repairs & Maintenance				10,000.00	7,303.56	2,696.44	2,696.44 (26%)
10	Refunds					161.73	-161.73	-161.73 (N/A)
11	Electricity				4,100.00	170.25	3,929.75	3,929.75 (95%)
21	Gas				8,000.00	7,297.02	702.98	702.98 (8%)
24	Capital Equipment				250.00		250.00	250.00 (100%)
26	Staff Costs				27,000.00	23,788.29	3,211.71	3,211.71 (11%)
27	Contingency				2,500.00		2,500.00	2,500.00 (100%)
29	Bank Charges					78.00	-78.00	-78.00 (N/A)
SUB TOTAL					55,095.00	41,546.05	13,548.95	13,548.95 (24%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Room/Hall Hire	25,000.00	28,708.15	3,708.15				3,708.15 (14%)
17	Hale Parish Council Support	31,000.00	31,000.00					(0%)
28	Refund		956.99	956.99				956.99 (N/A)
SUB TOTAL		56,000.00	60,665.14	4,665.14				4,665.14 (8%)

Summary

NET TOTAL	56,000.00	60,665.14	4,665.14	55,095.00	41,546.05	13,548.95	18,214.09 (16%)
V.A.T.					2,170.43		
GROSS TOTAL		60,665.14			43,716.48		

Hale Village Hall
RECONCILIATION - Unity Trust Bank Current A/C 24-02-2025

From Accounts	£17,959.26
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£17,959.26
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