



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## MINUTES OF THE MEETING OF HALE PARISH COUNCIL FINANCE COMMITTEE

HELD ON MONDAY 4<sup>TH</sup> JULY 2022 AT 7.30pm

Present: Cllr Spargo, Cllr King, Cllr Cleary, Cllr Trevaskis, Cllr Mitchell, Cllr Brown

In attendance: Mr Brian Hargreaves (Proper Officer) & 3 Members of the  
Public

1. **Election of Chairman** - Cllr Mitchell was proposed by Cllr Cleary and seconded by Cllr Brown

**The Motion was approved**

2. **Vice Chair** - Cllr Cleary was proposed by Cllr Mitchell and seconded by Cllr King

**The Motion was approved**

3. **Apologies** - No apologies were recorded

4. **Declarations of Interest** - No declarations of interest were received

5. **Public Participation** – No relevant issues were discussed

6. **Accounts** – The Clerk explained that the newly acquired sign within the Village Hall foyer is entered on the Asset list at cost ex vat. Also that the purchase for £189.71 allocated to the environmental budget is for plants and decorative material bought prior to the Civic Service in April. The Clerk agreed that this amount could be moved into the Village Hall accounts as a direct cost to the Hall.

7. **Sample Invoices** – Cllr Cleary examined 3 sample invoices against payment information recorded on Hale Parish Council's Unity Trust Bank account.

- i. Louise Beaton Inv. Ref: CHA 215 – OK
- ii. Risk Support Services Inv. Ref: 41691754 – Change of Bank details found – The Clerk will update his records.
- iii. Lakes & Rivers Inv Ref: 001 2022 - OK

- 8. Payments** – Cllr Trevaskis advised that as the accounts are produced on a “Receipts & Payments” basis and that all bank reconciliations should be to month end no pre payments or accruals should be recorded and amounts should only be entered once they have cleared the Parish Council bank account. The Clerk agreed to reconcile all payments in this way in future.

**Two further dates/times for quarterly meetings of this committee were agreed**

**10<sup>th</sup> October 2022 at 7.00pm**

**23<sup>rd</sup> January 2023 at 7.00pm**

**The Chair closed the meeting at 8.40pm**