



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 14TH SEPTEMBER 2026 AT 7.30pm

Present: Cllr J McNamara, Cllr M Roberts, Cllr P Lewis, M Fisher, A McNamara, P Turton

In attendance: The Clerk

1. **Apologies** – Apologies were received from Cllr C Anderson, N Thompson
2. **Declarations of Interest** – No declarations of interest were received by the Clerk
3. **Public Participation** – As there were no members of the Public present this item was not discussed.
4. **Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 13th July 2026 were approved and accepted as a true and accurate account.

Proposed by A McNamara and seconded by Cllr M Roberts

The Motion was approved

5. **Payments and receipts** – The Payments and receipts for the period 8th July 2026 - 1st September 2026 were approved as a true and accurate account

Proposed by Cllr M Roberts and seconded by A McNamara

The Motion was approved

6. **Accounts** – The reconciled bank statement and summary of receipts & payments between 8th July 2026 - 1st September 2026 were accepted as an accurate record and comparison against budget.

Proposed by M Fisher and seconded by P Turton

The Motion was approved

7. **Health & Safety Working Group** – The following Items were discussed and the findings noted as follows

i. Accident Report – 28 August 2026

On the morning of Friday 28 August 2026, a participant attending the weekly keep fit class sustained an injury when a section of timberwork above the main hall entrance became dislodged and fell, making contact with her knee.

Full particulars of the incident have been recorded in the official accident register. On Sunday 30 August, the Chair of the Village Hall Management Committee, the Clerk, and the Bookings Officer visited the individual at her residence to offer formal apologies and express their sincere sympathies for the incident and the injury sustained.

The injured party confirmed that while the affected area was swollen and bruised with an accompanying graze, she was not experiencing significant discomfort, and extended her thanks to the committee members for their concern.

Similar decorative timberwork has been removed while a solution to the problem is agreed

- ii. **Village Hall Hirer Responsibility** - A member of the VHMC expressed his concerns regarding arrangements by Hirers of the Village Hall who undertake dangerous or risky practices during their hire period without prior notice to the Bookings Officer or Committee members. The Clerk agreed to review the conditions of Hire and if necessary recommend some guidance regarding the matters of concern
- iii. **Fire Extinguisher Training & Basic Life Support training** – It was agreed that the recent training supplied by P Turton was well attended and a great success. Thank you to Paul
- iv. **Further Training** – Members feel that there is an additional appetite for the training provided by P Turton and would like it to be included on the next Parish Council Agenda for discussion.

- 8. Liverpool John Lennon Airport Community Fund** – The Clerk will contact Emma Regan at Liverpool Airport Community Fund and arrange for her to visit the Hall to review the improvements which were partially funded by the Airport

9. Entertainment

- i. **Quiz Night** – It was noted that ticket sales have been slow but that last year there was a rush in the final few days and it was agreed that we will have approximately 10 team of 6 for the event itself. Members were asked by the Chair to please try and push the planned events noted here
- ii. **Jazz In The Village** – The Parish Council are staging a Jazz concert on 24th October and the Clerk has asked that members do their best to sell tickets for this event to ensure it is a success
- iii. **Halloween** – The Clerk will make sure that the member who took the lead in last years' event is happy to plan this again in 2026

NB – It was noted that there is a private “Bat Walk” planned for 25th September 2026 and to contact Cllr P Lewis to register for the walk if you are interested.

It was agreed that the next Village Hall Management Meeting will take place on 12th October 2026 at 7.30pm at Hale Village Hall