



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 11TH 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 28TH 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 1st April 2021 and 31st 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