



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON TUESDAY 2nd September 2025 AT 8.00pm

Present: Cllr P Lewis, Cllr J McNamara, P Turton, A McNamara,

Cllr C Anderson, Cllr G Wright

In attendance: The Clerk. Three Members of the Public were present

- 1. Apologies** – Apologies were received from Cllr M Roberts and N Thompson
- 2. Declarations of Interest** – A declaration of interest in item 9 was received from Cllr P Lewis
- 3. Public Participation** – A local resident who is an ex-councillor informed the members that he has access to a substantial amount of office & kitchen equipment which may soon be available at a minimal or no cost. He suggested that a small number of councillors should visit the company with him to establish which items may be of use to the Village Hall. It was agreed that any items which were to be available at no cost could be accepted without formal approval. Items which need paying for would need formal approval from the Trustee.

The resident advised that he is happy to assist with the catering for the proposed Civic Service in October and asked that the organisers keep him in touch with the progress.

A second resident informed the meeting of the sudden serious illness of a neighbour of the Village Hall and asked for members to send their best wishes to his family at this difficult time.

- 4. Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 14th July 2025 were approved and accepted as a true and accurate account.

Proposed by Cllr C Anderson and seconded by Cllr P Lewis

The Motion was approved

- 5. Payments & Receipts** - The list of payments and receipts made between 2nd July 2025 – 18th August 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 Cllr P Lewis and Seconded by P Turton

The Motion was approved

6. **Accounts** – The reconciled bank statement and summary of receipts & payments 2nd July 2025 – 18th August 2025 were accepted as an accurate record and comparison against budget.

Proposed by P Turton and Seconded by Cllr P Lewis

The Motion was approved

7. **Disabled Access for the Village Hall** – The matter of access to the Village Hall for disabled users was addressed again. Cllr Roberts has not currently submitted a quotation from local contractor Paul Shakeshaft for replacing the current pathway & parking area with a more suitable solution due to his annual leave. Paul Turton advised the meeting that he has been in contact with an officer at Halton BC who has advised that funding for this project might be available in the form of a grant from one of their registered stakeholders and that she would happily help with an application.
8. **Health & Safety Working Group** – Paul Turton from the Health & safety working group stated that he has replenished the items in the Village Hall first aid box on at least three occasions and that they need attention again. He stated that it may be cost effective to install a brand new kit. The Clerk will ask the Bookings Officer to inform the regular users about what appears to be excessive use of the first aid items and that no supporting records are present within the accident book to justify their use. Any casual first aid items such as plasters to prevent blisters should be supplied by the respective hall user.
- A check on the maintenance records conducted by the Caretaker were found to be up to date and all in order.
9. **Equipment Required for Caretaker.** – It was resolved that the purchase items of equipment to support the role of the Caretaker to a total value of £500 should be proposed. It was agreed that a basic tool kit, a small battery powered lawn mower (using existing battery), a small pressure washer and other miscellaneous items could be purchased from the capital equipment budget.
10. **Flower Boxes** – it was resolved that the Caretaker would be asked to examine the extent of the damage to the flower boxes on the forecourt of the Village Hall and to give an estimate of materials required to repair/replace the boxes. Plastic decking panels should be considered to prolong the life of the boxes.
11. **Chairs** – It was agreed that up to date estimates for banqueting chairs for use in the Village Hall should be acquired. Approximately 110 matching chairs are required for use in formal events. A local resident with experience in banqueting has agreed to supply costing's to the Clerk.
12. **Wall Panels** – It was agreed to acquire up to date costing's for completing the installation of the soundproofing panels in the Village Hall. The panels should not be fitted at each end of the Hall and repainting those sections should be further considered dependent on costs. The Caretaker will inform the Clerk of current

material costs. The Clerk will ask local contractors to supply quotations for the installation of the final 12 panels.

13. New Member – It was agreed to advertise for the vacant position on the Village Hall Management Committee in the Autumn Newsletter. Applicants will be advised that all members will be up for re-election in January 2026.

14. Future Meeting – It was agreed that the next village Hall meeting will take place on 13th October 2025 at 8.00pm

Proposed by Cllr J McNamara and seconded by Cllr G Wright

The Motion was approved