



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



MINUTES OF ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON TUESDAY 9TH NOVEMBER 2021 AT 7.30pm

Present: Cllr Wright, Cllr Trevaskis, Cllr Spargo, Cllr McNamara, Cllr Williams

In attendance: Mr Brian Hargreaves (Proper Officer) and eight members of the Public

1. **Apologies** – Cllr Anderson recorded her apologies
2. **Declarations of Interest** – None were received
3. **Minutes** – The minutes of the ordinary meeting on 11TH August 2021 were accepted as a true record.

Proposed by Cllr McNamara Seconded by Cllr Wright

The Motion was approved

4. **Public Participation** –

- i. **Income & Expenditure** - A member of the public enquired about the ongoing running costs and profitability of the Village Hall. Cllrs Wright & Spargo explained that the annual budget exercise took all financial considerations into account when set and that the previous year had been difficult to gauge given the intermittent nature of the Village Hall's activities due to the Covid-19 pandemic. In addition, prudent on-going capital investment should be a consideration to increase the attraction for potential and existing users
- j. **Windows** – A member of public enquired about the servicing of the Velux windows in the roof of the Village Hall. She expressed concerns about the units not working at present and the availability of a fresh airflow into the hall. As a short term solution the kitchen hatches could be opened and also the doors at the front of the building to give

additional ventilation. The Clerk will make further enquiries to secure an engineer and to resolve the issue.

- k. **Revenue Stream** – The Lord Mayor expressed a view that the addition of a temporary bar is a necessity to increase the offering supplied by the Village Hall. He feels that the ability to offer this resource to current and potential hirers is invaluable and would help with the viability and profitability of the venue. The community area could be adapted to accommodate the bar with temporary fixtures and fittings being stored between events.

- 5. **Payments & Receipts** - The list of payments made between 1st August 2021 and 11th October 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 Spargo Seconded Cllr Williams

The Motion was approved

- 6. **Income & Expenditure** – The Clerk presented a current overview of of the Village Hall financial position
- 7. **Capital Expenditure**

- i. **Acoustic Drapes** – this item was deferred to a future Village Hall Committee meeting to allow a local resident to examine another alternative.
- ii. **Tap** – A budget of up to £150 was agreed for installation of an outside tap

Proposed by Cllr Wright and seconded by Cllr Trevaskis

The Motion was approved

- iii. **Skip** – A budget of £200 was approved for the hire of a skip to remove waste material and clear unused & obsolete items from the Village Hall

Proposed by Cllr Wright and seconded by Cllr Williams

The Motion was approved

- iv. **Cushions** – This item was deferred for Cllr McNamara to obtain quotations for cushions and enquire about acoustic curtains for the Village Hall

- v. **Paint & Varnish** – A budget of up to £100 was agreed for the purchase of paint & varnish to complete current installations.

Proposed by Cllr Spargo and seconded by Cllr Williams

The Motion was approved

- vi. **New Picture of Her Majesty Queen Elizabeth II.** – The Lord Mayor agreed to pay for a new portrait of the Queen to be displayed in the Village Hall.

- vii. **Windows** – It was agreed that the Clerk will make further enquiries and find a solution to service/repair the Velux windows in the roof of the Village Hall

- viii. **Buffer for Hall** – It was agreed the the Clerk will obtain advice and if appropriate hire a buffer up to the value of £100 to clean the village Hall floor surface.

Proposed by Cllr Wright and seconded by Cllr Trevaskis

The Motion was approved

- 8. **Naming of Rooms in the Village Hall** – Cllr Trevaskis informed the meeting that the process of naming the rooms in the Village Hall had taken place previously and was evidenced in previous minutes from a meeting possibly in 2018. Cllr Wright will review the archived minutes and advise.
- 9. **Additional Village Hall Committee Members** – It was resolved that Cllr Spargo will collate the relevant information for a leaflet to be produced advertising the Vacancies available to non-council members on the Hale Village Hall management committee. In addition it was agreed that the position of Bookings Officer which will become available shortly should be advertised simultaneously.
- 10. **Defibrillator update & Training** – It was noted that the defibrillator is now in position and fully operational. Cllr Trevaskis asked the resident responsible for securing the unit to forward copies of all relevant documents relating to the installation of the unit to the Clerk. The resident agreed to arrange a date and consult with the Clerk to deliver the training previously agreed.
- 11. **Village Hall Tariff** – Cllr Spargo presented a report and analysis of local Village Hall hire costs and informed the meeting that a more extensive discussion is required to fully appreciate the complexity of the setting of an appropriate tariff.

This item is deferred pending further discussion and a proposed new tariff

- 12. Xmas Decorations** – The date for installing Christmas decorations was agreed as Tuesday 30th November at 5pm – All volunteers will be welcome to assist
- 13. Parking Area** – Both the Chairman and the Clerk have contacted Savills regarding the area at the rear of Hale Village Hall adjacent to the existing parking area which has been “adopted “ by a local resident. Savills are making enquiries and will revert in due course. It was agreed that a land registry search should be conducted to establish the land ownership if the matter is not resolved quickly by Savills.
- 14. Exclusion of Press & Public** – The public and press were excluded due to the confidential nature of business to be conducted.
- i. It was resolved to advertise the position of Bookings Officer with additional responsibility to maintain an active online presence and commitment to updating and enhancing existing social media activity. It was resolved to increase the hourly pay rate to £12.50 per hour for a 15 hr per week contract.

Proposed by Cllr Trevaskis and seconded by Cllr Spargo

The Motion was approved

- ii. **Appraisals** – Cllrs Spargo and Williams agreed to arrange for the appraisals of existing staff to be undertaken in due course. The format should be consistent with previous appraisals undertaken by Hale Parish Council.
- iii. **Kickstart Scheme Job Specification** – The Job specification was reviewed by members and approved for use by the Clerk under his delegated authority.

The Meeting was closed by the Chairman at 9.30pm