



# HALE PARISH COUNCIL

of the Halton Borough in the County of  
Cheshire



## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Monday the 16th March 2020 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**  
**COMMENCING AT 7.30PM**

W V Meennerney-Whittle Clerk and RFO –13<sup>th</sup> March 2020

### Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail  
[clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or telephone 01772 733829

### Note to Public:

*Members of the public wishing to address the Council should note that they must advise the clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Council. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the council has not considered or resolved the question on an agenda item at a previous meeting. Should this be the case, the Council will advise correspondence with the clerk to request the item be discussed at a future parish council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.*

## MEETING AGENDA

1. To receive Apologies
2. To consider and approve the Minutes of the meeting held on the 27<sup>th</sup> February 2020
3. To receive Declarations of Interest
4. To receive and note (if available) the police report on crime statistics

*Please also note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decision can be made in respect of any of its content.*

5. To receive an update with regard to the Village Hall.

*Please note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.*

6. To adjourn the meeting for a period of public participation

*Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than parish council members or officials. This session will be conducted by the Clerk as it is not part of the official Council meeting.*

7. To receive and ratify the list of payments (enclosed) made between 1<sup>st</sup> February 2020 and 29<sup>th</sup> February 2020 recorded in the Cash Book Record which has been reconciled to the Bank Statements to that date all payments having been made under Financial Regulation 6.4 as detailed below:

07/02/2020	GOOGLE	ONLINE	121	37.26
07/02/2020	RISK SUPPORT SERVICES QTRY PAYMENT	ONLINE	122	270.00
10/02/2020	REFUND B MITCHELL RE TABLETOP SALE	ONLINE	123	10.00
10/02/2020	PARKINSON PARTNERS VAT CONSULTANT	ONLINE	124	1985.82
10/02/2020	ROYAL BRIT LEGION POPPY APPEAL	ONLINE	125	50.00

8. To approve and adopt the following policies/documentation which have already been circulated to members in advance of this meeting

- Information Security Policy
- Document Retention and Disposal Policy

9. **To consider the exclusion of the public and press under the Public Bodies (Admission to Meetings Act) 1960 on the grounds of the confidential nature of the business to be transacted.**

10. To note the decision of the panel who have appointed the Bookings Officer in accordance with minutes 10 of the meeting on the 27<sup>th</sup> February 2020 and now agree the terms of the proposed 12-month contract to run from 1<sup>st</sup> April 2020 which has already been circulated.

11. To note that the short-term employment contract of the VH cleaner and caretaker expires on the 31<sup>st</sup> March 2020 and consider what arrangements should be put in place thereafter.

12. To note that the short-term employment contract of the lengthsman expires on the 31<sup>st</sup> March 2020 and consider what arrangements should be put in place thereafter.

13. To consider whether when releasing recent complaint letters to the data subject whether the personal data of the third parties copied into the letters should be redacted or remain. Please see response to question from our Data Protection Officer

*The council or yourself with delegated responsibility have to balance the data rights of not just the data subject who has submitted the SAR but also third-party data and decide whether the third party data can be disclosed or whether it should be redacted.*

14. To note that the next meeting is scheduled for Monday the 20<sup>th</sup> April 2020



# HALE PARISH COUNCIL

of the Halton Borough in the County of  
Cheshire



Minutes of the PARISH COUNCIL MEETING held on  
Thursday the 27<sup>th</sup> February 2020 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**  
**COMMENCING AT 7.30PM**

Present: Cllrs Trevaskis, Spargo, Mitchell, Cleary, Healey, Williams, Wright and Anderson

There were six members of the public present.

1. To receive Apologies

***Cllrs Hunter and Kierman***

2. To consider and approve the Minutes of the meetings held on the 23<sup>rd</sup> January 2020 and 4<sup>th</sup> February 2020

***It was resolved that the Minutes of the meetings held on the 23<sup>rd</sup> January 2020 and 4<sup>th</sup> February 2020 should be approved and that the Chairman should be authorised to sign them as a true and accurate record.***

3. To receive Declarations of Interest

***None***

4. To receive and note (if available) the police report on crime statistics

*A police report was handed out to members and residents present – there were few incidents to report – further concern about speeding traffic was mentioned and it was confirmed that the police would be given a key to the VH for the conducting of their surgeries.*

5. To receive an update with regard to the Village Hall.

*A short verbal report was provided – there have been no recent issues – bookings are at a high and the VH is very busy.*

6. To adjourn the meeting for a period of public participation

*It was mentioned that the cleaner / caretaker was now back at work*

7. To receive and ratify the list of payments (enclosed) made between 1<sup>st</sup> January 2020 and 31<sup>st</sup> January 2020 recorded in the Cash Book Record which has been reconciled to the Bank Statements to that date all payments having been made under Financial Regulation 6.4 as detailed below:

24/01/2020	GOOGLE MONTHLY SUBSCRIPTION	ONLINE	115	37.26
29/01/2020	WV MCENNERNEY WHITTLE SAL AND EXPENSES	ONLINE	116	1026.72
29/01/2020	VIKING DIRECT STATIONERY	ONLINE	117	270.71
29/01/2020	MT SUTTON XMAS TREE SUPPLY AND ERECT	ONLINE	118	120.00
29/01/2020	HMRC TAX AND NI DEDUCTIONS	ONLINE	119	615.76
29/01/2020	SCOTT HARRIS GARDEN SERVICES	ONLINE	120	30.00

***It was resolved that the payments referred to above should be ratified***

8. To approve and adopt the following policies/documentation which have already been circulated to members in advance of this meeting

- Safeguarding Children and Young People / Vulnerable Adults Policy
- Complaints Policy
- Publication Scheme
- Equality and Diversity Policy
- General External Privacy Notice
- General Internal Privacy Notice for Staff, Councillors and Role Holders
- Data Protection Policy

***It was resolved that the documentation mentioned above should be approved and that the Clerk would be the Safeguarding Officer with Cllr Anderson as the Assistant***

9. To consider and approve that John Henry should be appointed as the Internal Auditor for 2019/2020

***It was resolved that John Henry should be appointed as the Internal Auditor for 2019/2020***

10. To appoint a panel to consider the applications for the role of 'bookings officer' who will then undertake any required sift, undertake interviews and appoint a suitable candidate

***It was resolved that Cllrs Spargo, Trevaskis, Mitchell and Wright should form the panel and that they would undertake any required sift, undertake structured interviews (the questions to be drafted for approval by the Clerk) and appoint a suitable candidate.***

11. To note that the next meeting is scheduled for Monday the 16<sup>th</sup> March 2020

***It was noted that the next meeting is scheduled for Monday the 16<sup>th</sup> March 2020***