



HALE PARISH COUNCIL OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



DATED THIS FIFTEENTH DAY OF JULY 2020

**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED TO ATTEND
THE ORDINARY MEETING OF
HALE PARISH COUNCIL**

TO BE HELD AT 7.30PM ON THE TWENTIETH DAY OF July 2020 TO
TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

This meeting is to be held remotely, adhering to the legislation of the Coronavirus Act 2020.

The meeting will be accessible to members of the public via the internet or telephone. For instructions on how to access the meeting, please email clerk@haleparishcouncil.co.uk or call 07803611222.

**Mr Brian Hargreaves
Clerk + RFO**

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

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 Chairman. 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 prior 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 receive declarations of interest.
3. To adjourn the meeting for a period of public participation.

4. To approve as a record the minutes of the meetings held on 3 March 2020, 16 March 2020, and 27 April 2020.
5. To receive and ratify the list of payments made between 1 March 2020 and 30 June 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:

March 2020 Payments

2/3/20 - Salaries - £1602.99
4/3/20 - Hale Village Hall - Hire - £260.00
4/3/20 - JDH Business Services - Annual Data Protection Consultant - £720.00
4/3/20 - DM Payroll Service - £72.00
4/3/20 - S H Garden Services - £450.00
6/3/20 - Google Ireland - £37.26
27/3/20 - L Beaton - Hale Village Hall Legal - £340.00
27/3/20 - SAB Print - SAR - £55.82
27/3/20 - Broxap Bench - £808.80
27/3/20 - S H Garden Services - £1180.00
27/3/20 - Salaries - 1482.99
30/3/20 - S H Garden Services - £120.00
31/3/20 - Bank Charges - £18.36
31/3/20 - Bank Charges - £18.00

April 2020 Payments

8/4/20 - Google Ireland - £37.26

May 2020 Payments

11/5/20 - Google Ireland - £37.26
21/5/20 - Hale Village Hall - Hire - £10.00
22/5/20 - S H Garden Services - £280.00

June 2020 Payments

8/6/20 - Google Ireland - £37.26
9/6/20 - Salaries - £1416.79
30/6/20 - Bank Charges - £18.00
30/6/20 - Bank Charges - 19.02

It is noted that the above payments relate to Unity Trust bank accounts 20415507 and 20415510. Whilst one account was initially intended for use by Hale Parish Council and the other for use by Hale Village Hall, both accounts have been used to process transactions of Hale Parish Council. Due to this error (made by a previous member of staff), the two bank accounts are being used concurrently and one will soon be closed. A new bank account will then be opened for Hale Village Hall.

6. To note the precept of £49,000 has been received from Halton BC on 1/4/20.
7. To note the full list of transactions for 2019/2020.
8. To note the final account summary for 2019/2020 and comparison against budget.
9. To approve the draft Section 2 of the Accounting Statements for 2019/2020.
10. To note that the Civic Service Working Party and Guildswomen Working Party have not yet submitted any schedule to the Clerk or Council for approval. It is noted that Covid-19 may require some annual traditions to be postponed.
11. To note that all the documentation for the annual audit has been compiled and is soon to be delivered to the internal auditor for review.
12. 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.
13. To consider the below staffing matters.

ACCOUNT SUMMARY ~~2019/20~~ 2019/2020

6235	Balance b/f 1st April 2019	6235.15	
POSITION 31st March 2020			
BUDGET	INCOME		
43225	Precept	43225.00	
	Bank Interest		
2500	V A T Recovered	2173.41	
17000	Grant Neighbourhood Plan		
10857	Grant for VH Manager	10857.00	
179	Other	179.00	
20	Class Fees	100.00	
	Google credit	0.48	
	Hale Village Hall - Unity Acc	18.00	
73781	Total	56552.89	
	LESS EXPENDITURE		
600	Asset Purchase	587.17	
5500	Well Being Committee	4542.19	
500	Guildswomen Committee	100.00	
1286	War Memorial Committee		
500	Civil Service Committee	704.20	
17000	Parish Plan Committee		
1000	Legal / Consultation Fees	3790.82	
3350	Grants	1000.04	
1000	Training	583.40	
2700	Insurance	2750.98	
550	Web Site	147.02	
1000	Newsletter	125.00	
1500	Audit	993.00	
1100	Subscriptions	1146.12	
15000	Staffing	15570.03	
	National Insurance	1231.48	
700	Administration	893.71	
1600	Staff Allowances/ Expenses	1678.19	
400	Payroll and Scribe	144.00	
6000	Village Hall Support Costs	1930.59	
3000	Election Costs	3004.70	
10875	VH Manager	4666.67	
1200	Rent	1000.00	
1200	Vat	1282.25	
77561	Total	47871.56	
-3780	Balance in hand	14916.48	
	Bank Balance 31st March 2020	14916.48	
	Net Balance	14916.48	

Section 2 – Accounting Statements 2019/20 for

Hale Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	-418	6,235	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	43,225	43,225	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,179	13,328	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,012	23,146	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	36,623	24,725	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	6,235	14,916	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	6,235	14,916	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	594,958	999,855	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

HALE PARISH COUNCIL ACCOUNTS EXPENSES 2019/2020

DATE	DETAILS	CHQ NO	MINUTE NO	PYMT NO	TOTAL
4/1/19	ADULT LEARNING COURSE - SIMON MORRIS	ON LINE	MINUTE 6 17/6/2019	1	£450.00
4/1/19	TABLET AND SPEAKER DANCING GROUP GRANT	DR CARD	MINUTE 6 17/6/2019	2	£288.00
4/1/19	MISSING RECEIPT - ADMIN	DR CARD	MINUTE 6 17/6/2019	3	£3.58
4/2/19	GOOGLE CLOUD GSUITE	DR CARD	MINUTE 6 17/6/2019	4	£15.32
4/2/19	B & M BOXES	DR CARD	MINUTE 6 17/6/2019	5	£31.43
4/8/19	ASDA STATIONERY	DR CARD	MINUTE 6 17/6/2019	6	£11.50
4/12/19	SAB PRINT PRINTING	DR CARD	MINUTE 6 17/6/2019	7	£27.50
4/16/19	PRINTING SIGN LANGUAGE COURSE	DR CARD	MINUTE 6 17/6/2019	8	£6.00
4/23/19	SAB PRINT PRINTING	DR CARD	MINUTE 6 17/6/2019	9	£35.24
4/23/19	B & M CONFECTIONERY	DR CARD	MINUTE 6 17/6/2019	10	£12.10
4/23/19	HOBBYCRAFT EASTER EGGS	DR CARD	MINUTE 6 17/6/2019	11	£20.05
4/23/19	ASDA EASTER EGGS	DR CARD	MINUTE 6 17/6/2019	12	£51.82
4/23/19	HOBBYCRAFT FILLABLE EGGS	DR CARD	MINUTE 6 17/6/2019	13	£28.00
4/29/19	B & M STATIONERY	DR CARD	MINUTE 6 17/6/2019	14	£24.85
4/30/19	TRACEY SALARY	ON LINE	MINUTE 6 17/6/2019	15	£628.34
4/30/19	DIAMON FACE PAINTING AT EASTER EGGHUNT	ON LINE	MINUTE 6 17/6/2019	16	£30.00
4/30/19	VIKING CABINET HPC ASSET	DR CARD	MINUTE 6 17/6/2019	17	£238.80
					£1,902.53
5/1/19	JOHN LEWIS	DR CARD	MINUTE 7 11/7/2019	18	£95.04
5/1/19	SAB PRINT LTD AGENDAS	DR CARD	MINUTE 7 11/7/2019	19	£27.50
5/2/19	GOOGLE WEB SITE	DR CARD	MINUTE 7 11/7/2019	20	£29.70
5/16/19	POST OFFICE VIP PASSES HALE CARNIVAL	DR CARD	MINUTE 7 11/7/2019	21	£9.54
5/17/19	SAB PRINT LTD AGENDAS	DR CARD	MINUTE 7 11/7/2019	22	£14.40
5/21/19	PAUL DALY VH MANAGER SALARY	ON LINE	MINUTE 7 11/7/2019	23	£681.28
5/24/19	WILLIAM STEPHENS HALE PARK CLEAN	ON LINE	MINUTE 7 11/7/2019	24	£45.00
5/24/19	WILLIAM STEPHENS HALE PARK CLEAN	ON LINE	MINUTE 7 11/7/2019	25	£45.00
5/24/19	TRACEY BELLIS	ON LINE	MINUTE 7 11/7/2019	26	£43.50
5/24/19	TRACEY BELLIS	ON LINE	MINUTE 7 11/7/2019	27	£60.79
5/24/19	HMRC	ON LINE	MINUTE 7 11/7/2019	28	£215.25
6/3/19	MCENNERNEY - WHITTLE SALARY	ON LINE	MINUTE 7 11/7/2019	29	£850.00
6/3/19	HMRC	ON LINE	MINUTE 7 11/7/2019	30	£815.43
6/3/19	PAUL DALY VH MANAGER SALARY	ON LINE	MINUTE 7 11/7/2019	31	£681.28
					£5,516.24
6/4/19	HIRE HVH	ON LINE	MINUTE 7 23/9/2019	32	£150.00
6/4/19	G SUITE	POS	MINUTE 7 23/9/2019	33	£29.70
6/4/19	HIRE HVH	ON LINE	MINUTE 7 23/9/2019	34	£105.00
6/4/19	HIRE HVH	ON LINE	MINUTE 7 23/9/2019	35	£200.00

9/11/19	ABAKHAN FABRICS	ON LINE	MINUTE 7 18/11/2019	75	£69.21		
9/13/19	B & Q	ON LINE	MINUTE 7 18/11/2019	76	£75.37		
9/17/19	STARTTRAFFIC SIGNAGE	ON LINE	MINUTE 7 18/11/2019	77	£40.99		
9/26/19	W V MC SEPTEMBER SALARY AND EXPENSES INC TRAINING	ON LINE	MINUTE 7 18/11/2019	78	£1,227.63		
9/26/19	HMRC	ON LINE	MINUTE 7 18/11/2019	79	£888.76		
9/26/19	PAUL DALY	ON LINE	MINUTE 7 18/11/2019	80	£233.47		
9/27/19	VIKING DIRECT STATIONERY & CONSUMABLES	ON LINE	MINUTE 7 18/11/2019	81	£190.77		
					£24,352.81		
10/2/19	CAME AND CO INSURANCE	ON LINE	MINUTE 7 18/11/2019	82	£2,750.98		
10/2/19	DM PAYROLL SERVICES	ON LINE	MINUTE 7 18/11/2019	83	£72.00		
10/2/19	EVENTS SUPPLIES	ON LINE	MINUTE 7 18/11/2019	84	£55.75		
10/3/19	GOOGLE SUITE	DD	MINUTE 7 18/11/2019	85	£37.26		
10/25/19	BESTWAY	ON LINE	MINUTE 7 18/11/2019	86	£21.29		
10/25/19	S E LOVE HR CONSULTANT	ON LINE	MINUTE 7 18/11/2019	87	£500.00		
10/25/19	LITTLEJOHN EXTERNAL AUDIT	ON LINE	MINUTE 7 18/11/2019	88	£360.00		
10/25/19	LIVING WAGE FOUNDATION	ON LINE	MINUTE 7 18/11/2019	89	£72.00		
10/25/19	4 MAT DIGITAL	ON LINE	MINUTE 7 18/11/2019	90	£58.80		
10/25/19	POSTAGE CIVIC SERVICE	ON LINE	MINUTE 7 18/11/2019	91	£16.80		
10/25/19	LAKES AND RIVERS GUILDSWOMEN	ON LINE	MINUTE 7 18/11/2019	92	£100.00		
10/28/19	COSTCO CIVIC SERVICE	ON LINE	MINUTE 7 18/11/2019	93	£336.41		
10/28/19	COSTCO CIVIC SERVICE	ON LINE	MINUTE 7 18/11/2019	94	£160.33		
10/28/19	ASDA	ON LINE	MINUTE 7 18/11/2019	95	£81.44		
10/29/19	W V MC OCTOBER SALARY	ON LINE	MINUTE 7 18/11/2019	96	£874.63		
10/29/19	HMRC	ON LINE	MINUTE 7 18/11/2019	97	£615.76		
10/30/19	WIX	ON LINE	MINUTE 7 18/11/2019	98	£122.40		
					£30,588.66		
11/4/19	GOOGLE SUITE	ON LINE	MINUTE 7 23/01/2020	99	£37.26		
11/18/19	PRINSTAT - CIVIC SERVICE	ON LINE	MINUTE 7 23/01/2020	100	£78.00		
11/18/19	PRINTSTAT - TABLE SALE BANNER	ON LINE	MINUTE 7 23/01/2020	101	£48.00		
11/18/19	PRINTSTAT - NEWSLETTER	ON LINE	MINUTE 7 23/01/2020	102	£150.00		
11/18/19	WREATH MAKING PROVISIONS	ON LINE	MINUTE 7 23/01/2020	103	£173.28		
11/18/19	SIMON MORRIS SIGN LANGUAGE COURSE LEADER	ON LINE	MINUTE 7 23/01/2020	104	£450.00		
12/2/19	SEWING COURSE HIRE VILLAGE HALL	ON LINE	MINUTE 7 23/01/2020	105	£220.00		
12/2/19	HMRC TAX DEDUCTED SALARIES AND NI EMPLOYER	ON LINE	MINUTE 7 23/01/2020	106	£639.24		
12/3/19	GOOGLE SUITE	ON LINE	MINUTE 7 23/01/2020	107	£37.26		
12/4/19	W/MCENNERNEY WHITTLE NET SALARY AND EXPENSES	ON LINE	MINUTE 7 23/01/2020	108	£987.23		
					£33,408.93		
12/19/19	ANN KIERMAN - REIMBURSE PUMPKIN EVENT	ONLINE	MINUTE 7 23/01/2020	109	£100.54		
12/19/19	SCOTT HARRIS - OPEN SPACE WORK AS PER CONTRACT	ONLINE	MINUTE 7 23/01/2020	110	£360.00		
12/19/19	WV MCENNERNEY WHITTLE SALARY AND EXPENSES	ONLINE	MINUTE 7 23/01/2020	111	£867.23		
12/30/19	HALE VILLAGE HALL ROOM HIRE APRIL TO DECEMBER	ONLINE	MINUTE 7 23/01/2020	112	£850.00		
12/30/19	HMRC TAX AND NI DEDUCTIONS	ONLINE	MINUTE 7 23/01/2020	113	£629.11		

12/31/19	BANK CHARGES	ONLINE	MINUTE 7 23/01/2020	114	£18.00				
12/31/19	SERVICE CHARGE	ONLINE			£18.00				
					£36,251.81				
1/24/20	GOOGLE	ONLINE	MINUTE 7 27/02/2020	115	£37.26				
1/29/20	WV MCENNERNEY WHITTLE SAL AND EXPENSES	ONLINE	MINUTE 7 27/02/2020	116	£1,026.72				
1/29/20	VIKING DIRECT STATIONERY	ONLINE	MINUTE 7 27/02/2020	117	£270.71				
1/29/20	MT SUTTON XMAS TREE	ONLINE	MINUTE 7 27/02/2020	118	£120.00				
1/29/20	HMRC TAXAND NI DEDUCTIONS	ONLINE	MINUTE 7 27/02/2020	119	£615.76				
1/29/20	SCOTT HARRIS GARDEN SERVICES	ONLINE	MINUTE 7 27/02/2020	120	£30.00				
					£38,352.26				
2/7/20	GOOGLE	ONLINE		121	£37.26				
2/7/20	RISK SUPPORT SERVICES QTRY PAYMENT	ONLINE		122	£270.00				
2/10/20	REFUND B MITCHELL RE TABLE TOP SALE	ONLINE		123	£10.00				
2/10/20	PARKINSON PARTNERS VAT CONSULTANT	ONLINE		124	£1,985.82				
2/10/20	ROYAL BRIT LEGION POPPY APPEAL	ONLINE		125	£50.00				
					£40,705.34				
3/2/20	WV MCENNERNEY WHITTLE SAL AND EXPENSES	ONLINE		126	£987.63			PAID	
3/2/20	HMRC	ONLINE		127	£615.36			PAID	
3/4/20	HALE VILLAGE HALL	ONLINE		128	£260.00			PAID	
3/4/20	JDH BUSINESS SERVICES	ONLINE		129	£720.00			PAID	
3/4/20	DM PAYROLL SERVICES	ONLINE		130	£72.00			PAID	
3/4/20	SCOTT HARRIS GS	ONLINE		131	£450.00			PAID	
3/6/20	GOOGLE	D/D		132	£37.26			PAID	
3/27/20	LO BEATON	ONLINE		133	£340.00			PAID	
3/27/20	SAB PRINT	ONLINE		134	£55.82			PAID	
3/27/20	BROXAPBENCH	ONLINE		135	£808.80			PAID	
3/27/20	SCOTT HARRIS GS	ONLINE		136	£1,180.00			PAID	
3/27/20	HMRC	ONLINE		137	£615.76			PAID	
3/27/20	WV MCENNERNEY WHITTLE SAL AND EXPENSES	ONLINE		138	£867.23			PAID	
3/30/20	SCOTT HARRIS GS	ONLINE		139	£120.00			PAID	
3/31/20	DEBIT INTEREST	ONLINE		140	£0.36			PAID	
3/31/20	BANK CHARGE T1 HPC ACC	ONLINE		141	£18.00			PAID	
3/31/20	SERVICE CHARGE	ONLINE			£18.00				
					£47,871.56				

HALE PARISH COUNCIL ACCOUNTS EXPENSES ANALYSIS 2019/2020

DATE	TOTAL	WELL BEING	RENT	IC SERV	MEMOR	HALL	NAT INS	T PURCTS	/ DONA	TRAINING	SURANC	WEB SITE	CONSUL	TICKS	EXPEW	SLETTE	AUDIT	SCRIPT	CKERK	SALAI	ADMIN	ELECTION	L AND	S/H	COSTS	VAT	
01/04/2019	450.00	450.00																									
01/04/2019	288.00								240.00																	48.00	
01/04/2019	3.58																				3.58						
02/04/2019	15.32											15.32															
02/04/2019	31.43																				26.20					5.23	
08/04/2019	11.50																				9.59					1.91	
12/04/2019	27.50																				27.50						
16/04/2019	6.00																										
23/04/2019	35.24																				35.24						
23/04/2019	12.10																									2.01	
23/04/2019	20.05																									3.34	
23/04/2019	51.82																										
23/04/2019	28.00																									4.67	
29/04/2019	24.85																									4.14	
30/04/2019	628.34																				628.34						
30/04/2019	30.00																										
30/04/2019	238.80								199.00	CABINET																39.80	
	1902.63	587.95	0.00	0.00	0.00	0.00	0.00	0.00	199.00	240.00	0.00	15.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	628.34	122.82	0.00	0.00	0.00	0.00	109.10	
01/05/2019	95.04								95.04																		
01/05/2019	27.50																				27.50						
02/05/2019	29.70											29.70															
16/05/2019	9.54																										
17/05/2019	14.40																										
21/05/2019	681.28																										
24/05/2019	45.00																										
24/05/2019	45.00																										
24/05/2019	43.50																										
24/05/2019	60.79																										
24/05/2019	215.25																										
03/06/2019	850.00																										
03/06/2019	815.43																										
03/06/2019	681.28																										
	5516.24	587.95	0.00	0.00	0.00	0.00	0.00	0.00	1750.00	123.24	199.00	335.04	0.00	45.02	0.00	0.00	0.00	0.00	0.00	1971.84	170.27	0.00	0.00	90.00	113.09		
04/06/2019	150.00																										
04/06/2019	29.70																										
04/06/2019	105.00																										
04/06/2019	200.00																										
04/06/2019	337.50																										

