



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



DATED THIS SEVENTEENTH DAY OF MAY 2023
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ANNUAL PARISH COUNCIL MEETING OF
HALE PARISH COUNCIL AT 8.00PM
ON THE TWENTY SECOND DAY OF MAY 2023
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

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

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

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

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

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 should 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. **Election of Chairman** – To duly elect a Chairman
2. **Election of Vice Chairman** – To duly elect a Vice Chairman
3. **Apologies** - To Receive apologies for absence
4. **Declarations of Interest** - To Receive declarations of Interest
5. **Public Participation** – To adjourn the meeting for a period of public participation.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

6. **Minutes** –
 - i. To approve the Minutes of the Ordinary Meeting of Hale Parish Council on 24th April 2023 as a true and accurate record
 - j. To discuss and approve the Minutes of the Ordinary Meeting of Hale Parish Council on 20th March 2023 as a true and accurate record
7. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 13th February 2023 & 31st March 2023 and to accept them as an accurate record and comparison against budget (See Attached)
8. **End of Year accounts** - April 1st 2022 – March 31st 2023 –To receive the reconciled bank statement and summary of receipts & payments and to accept them as an accurate record and comparison against budget
9. **AGAR Return 2022 – 2023** – To accept and approve the Annual Governance and Accountability statement for 2022/2023
10. **Standing Orders & Financial Regulations** – To receive and agree the reviewed /amended (Highlighted) versions of Standing Orders and Financial Regulations for approval. Documents having been edited by the working group as agreed in the Parish Council meeting on 24th April 2023

11. Risk Management Scheme & Policy - To receive and agree the reviewed /amended (Highlighted) versions of Risk Management Scheme and Policy documents for approval. Documents having been edited by the working group as agreed in the Parish Council meeting on 24th April 2023

12. Members Code of Conduct - To receive and agree the reviewed /amended (Highlighted) versions of Members Code of Conduct documents for approval. Documents having been edited by the working group as agreed in the Parish Council meeting on 24th April 2023

13. Policies - To review /amended current versions of the following Parish Council Policy documents for approval :-

- i. Grievance Policy**
- j. Dignity at work Policy**
- k. Scheme of Delegation**
- l. Disciplinary Policy**
- m. Social Media Policy**
- n. Complaints Procedure**
- o. Public Complaints Procedure**

14. Terms of Reference - To review /amended current versions of the following Parish Council Terms of Reference and record membership for approval :-

- i. Personnel Committee** – Cllrs Cleary, Williams, Mitchell, Anderson & Trevaskis
- j. Wellbeing Committee** – Cllrs Williams, Anderson, Mitchell & Trevaskis
- k. Finance Committee** – Cllrs Cleary, King, Brown, Mitchell & Trevaskis

15. Asset Register - To review current version of the Asset list and amend as required :-

16. Date of Next Meetings 2023 – To approve the dates of the Ordinary Parish Council meetings for 2023 as recorded below

19th June 2023

17th July 2023

18th September 2023

23rd October 2023

20th November 2023