



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



DATED THIS THIRTEENTH DAY OF SEPTEMBER 2023
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY PARISH COUNCIL MEETING OF
HALE PARISH COUNCIL AT 7.30 PM
ON THE EIGHTEENTH DAY OF SEPTEMBER 2023
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

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. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Minutes** – To approve the Minutes of the ordinary Meeting of Hale Parish Council on 17th July 2023 as a true and accurate record
4. **Payments and Receipts** - To receive and accept the list of payments and receipts made between 1st July 2023 & 8th September 2023 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 (See Attached)
5. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 1st July 2023 & 8th September 2023 and to accept them as an accurate record and comparison against budget (See Attached)
6. **Holidays** – To authorise Clerks Leave - **October 16th to October 20th**
7. **Parish Council Website** – Update from the Chair about updating Parish Council website with Shaun Corness
8. **D-Day 80th Anniversary Celebrations 6th June 2024** – Update from Cllr Roberts
9. **Insurance Cover for non-Parish events (Umbrella Cover)** – Clerk to Update
10. **Time Consideration for PC Meetings** – To consider changing and agreeing a time/day for Parish Council meetings due to the noise produced by Village Hall users
11. **Public Participation Agenda Item moved back to beginning** – To consider returning the “Public Participation” Item on all Parish Council & Village Hall agendas to the top as requested by a number of members of the public.

12. 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.*

13. Exclusion of Press & Public - To exclude the public and press owing to the confidential nature of the business to be transacted.

Staffing – To discuss staffing Issues

14. Date of next Meeting - Monday 16th October 2023 at 7.30pm in Hale Village Hall



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL
ON MONDAY 17th JULY 2023 AT 7.30pm**

Present: Cllr Mitchell, Cllr Brown, Cllr Healey, Cllr Anderson, Cllr King,
Cllr Williams, Cllr Roberts, Cllr Lewis

In attendance: The Clerk and Fifteen members of public were also present

1. **Apologies** - Apologies were received from Cllr Cleary by the Clerk
2. **Declarations of Interest** – Cllr Lewis stated an interest in Item 12 regarding the Art Class support request.
3. **Minutes.** - The minutes of the Ordinary Meeting of 19th June 2023 were approved as a true and accurate account.

Proposed by Cllr Healey, seconded by Cllr Anderson.

The Motion was approved

4. **Payments & Receipts** – Cllr King proposed that all payments and receipts for the period 1st April 2023 and 30th June 2023 are a true and accurate record. This was seconded by Cllr Anderson.

The Motion was approved

5. **Accounts** – The reconciled bank statement and summary of receipts and payments were accepted as a true and accurate record and comparison against budget.

Proposed by Cllr Anderson, seconded by Cllr Mitchell

The Motion was approved

6. **Internal Audit Report** – The Internal Audit report was received

Proposed by Cllr Healey, seconded by Cllr Roberts

The Motion was approved

7. **Notice of Public Rights and Publication of Unaudited Annual Governance** – It was noted that the period of Publication is 1st July 2023 until 5th August 2023

8. Standing Orders & Financial Regulations –

i. The amended Standing Orders were approved

Proposed by Cllr Lewis and seconded by Cllr Anderson

ii. The Financial Regulations were approved

Proposed by Cllr Healey and seconded by Cllr Anderson

The Motion was approved

9. Risk Management Scheme and Policy- The risk management Scheme and policy were approved without amendment

Proposed by Cllr Lewis seconded by Cllr King

The Motion was approved

10. Members Code of Conduct – The Members code of conduct and policy were approved without amendment

Proposed by Cllr King seconded by Cllr Roberts

The Motion was approved

11. Policies – The following Policies were approved pending small amendments to update names of current officers

1. Grievance Policy

2. Dignity at work Policy

3. Scheme of Delegation

4. Disciplinary Policy

5. Social Media Policy

6. Complains Procedure

7. Public Complaints Procedure

Proposed by Cllr Roberts seconded by Cllr Anderson

The Motion was approved

12. Art Class Support – It was resolved to support the Village Art Class with a 50% part funding of £360.00 from the wellbeing budget towards the cost of employing a permanent tutor. The Chair enquired about the possibility of a current student or students holding art sessions for youngsters of the village who may have an interest. The chairman of the Art Group thanked the Parish Council for the support and said that consideration would be given to the Chairman’s request.

13. D-Day 80th Anniversary Celebrations 6th June 2024 - It was noted that the 6th June 2024 marks the 80th Anniversary of the D-Day landings and that national celebrations will be taking place to mark the event. Cllr Roberts stated that he will co-ordinate a meeting between representatives of the Parish Council and other stakeholders who may have an interest in organising appropriate events to celebrate the occasion. Cllr Roberts will report back to the Parish Council with any proposals for consideration. It was agreed that this needs be actioned as soon as possible.

14. Public Participation – The Chair allowed a number of speakers to address the meeting.

- i. The Lord Mayor welcomed two new councillors Cllr Roberts and Cllr Lewis wishing them a productive term on the Parish Council. He also thanked the two previous Cllrs, Malcolm Spargo and Ann McNamara, recognising the commitment they had given to the Parish Council and acknowledging their work arranging events & functions during their terms of office. He went on to enquire whether previous events such as the Christmas Party would continue and if so how would they be insured if not organised by the Parish Council. He said that Parish Councillors were noticeable by their absence at certain events and asked that there be more commitment to attending Village occasions such as the Shore Dash and having a higher profile generally. The Lord Mayor was also very keen to see that people who have committed their time and effort organising events should be recognised and thanked accordingly.
- ii. The Chair said she would contact Shaun Corness to enquire about the proposed work on the Parish Council websites and Social media platforms and enquire about a way forward
- iii. Cllr Roberts stated that all current members had now agreed to renew the Councillors Code of Conduct and as such should be mindful at all times of that commitment. He also stated that enquiries about an “Umbrella” type insurance policy could be explored for events not covered by the current Parish council Policy.

The Clerk agreed to check the policy and add this Insurance item to the Agenda for the Parish Council meeting on 18th September 2023

- iv. A local resident enquired about the recent internal audit and specifically about the comments by the Auditor regarding the setting of the Budget to support the Precept. He stated that the issue identified was addressed a number of years ago and he felt there had been a step backwards in the budget preparation.

The resident went on to enquire about a proposed meeting being planned by the Village Hall Committee which will not open to the public. The chair explained that it is private meeting with confidential matters being discussed. She explained that it is a Village Hall Management meeting and that there are two items to discuss. She acknowledged that no formal decisions can be made. Cllr Roberts assured the meeting that he would ensure matters are conducted in a proper legal manner.

- v. A member of the Public asked whether the Parish Council would consider a change to the day/time of Parish Council meetings as there is considerable noise produced by the Majorettes who's hire of the main hall clashes with PC meetings on Monday Nights. The Clerk agreed to put this on the Agenda for discussion on 18th September 2023

- vi. A different member of the public enquired about inviting a representative of Liverpool John Lennon Airport to explain about the recent increase in traffic and more specifically about an increase in traffic between the hours of midnight and 6am. which are causing disturbances in the sleep patterns of residents living close to the airport

The resident went on to request that the Agenda item "Public Participation" be returned to the beginning of the Agenda so residents comments could have a bearing on the decision making further down the Agenda. It was noted that in its current format decisions have often been made before any contributions by residents have been offered.

The Clerk agreed to put this item on the Agenda for the Ordinary meeting on 18th September 2023

15. Date of Next Meeting - The date for the next Parish Council Meeting is Monday 18th September 2023 at 7.30pm in Hale Village Hall

The Chair thanked everyone for attending and closed the meeting at 8.45 pm.

Hale Parish Council

Summary of Receipts and Payments

12 September 2023 (2023-2024)

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				1,000.00		1,000.00	1,000.00 (100%)
2	Wellbeing Fund				5,000.00	2,539.67	2,460.33	2,460.33 (49%)
3	Guildswomen Working Group				100.00		100.00	100.00 (100%)
4	War Memorial Working Group				1,286.00		1,286.00	1,286.00 (100%)
5	Civic Service Working Group				500.00		500.00	500.00 (100%)
7	Legal/Consultation Fees				5,000.00		5,000.00	5,000.00 (100%)
8	Grants				1,500.00		1,500.00	1,500.00 (100%)
9	Training				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,000.00	1,402.80	1,597.20	1,597.20 (53%)
11	Web Site				750.00	69.00	681.00	681.00 (90%)
13	Audit				1,000.00	597.00	403.00	403.00 (40%)
14	Subscriptions/Advisory Bodies				2,000.00	1,206.27	793.73	793.73 (39%)
15	Staffing Including NI				20,000.00	7,016.00	12,984.00	12,984.00 (64%)
17	Administration				250.00	18.00	232.00	232.00 (92%)
18	Staff Allowances/Expenses				300.00	80.60	219.40	219.40 (73%)
19	Payroll & Scribe				750.00	423.60	326.40	326.40 (43%)
21	Election Costs				3,500.00		3,500.00	3,500.00 (100%)
22	Hall Hire (Rent)				500.00	92.00	408.00	408.00 (81%)
23	Vat							(N/A)
35	General Reserve				5,000.00	10.00	4,990.00	4,990.00 (99%)
SUB TOTAL					52,436.00	13,454.94	38,981.06	38,981.06 (74%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	37,000.00	37,000.00					(0%)
25	Vat Recovered	2,354.45	2,354.45					(0%)
SUB TOTAL		39,354.45	39,354.45					(0%)

Summary

NET TOTAL	39,354.45	39,354.45	52,436.00	13,454.94	38,981.06	38,981.06 (42%)
V.A.T.				587.44		
GROSS TOTAL		39,354.45		14,042.38		

Hale Parish Council

Transaction listing for account 60-83-01 20415507 from 30 Jun 2023 to 08 Sep 2023

Date	Time	Description	Serial No	Debits	Credits	Balance
07Sep2023	06:17	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		49,623.03
01Sep2023	06:19	Direct Debit (HISCOX)		(280.56)		49,636.83
31Aug2023	06:27	Salary		(1,076.33)		49,917.39
31Aug2023	06:25	Expences		(10.00)		50,993.72
31Aug2023	06:25	Salary		(326.87)		51,003.72
18Aug2023	14:36	B/P to: Risk Support Serv.		(297.00)		51,330.59
18Aug2023	14:36	B/P to: Risk Support Serv.		(319.27)		51,627.59
18Aug2023	14:36	B/P to: Hale Village Hall		(18.00)		51,946.86
18Aug2023	14:36	B/P to: Living Wage Found.		(79.20)		51,964.86
18Aug2023	14:36	B/P to: DM PAYROLL SERVICE		(78.00)		52,044.06
07Aug2023	06:20	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		52,122.06
01Aug2023	06:19	Direct Debit (HISCOX)		(280.56)		52,135.86
25Jul2023	14:30	B/P to: Hale Art Group		(360.00)		52,416.42
25Jul2023	09:13	Repayment		(12.00)		52,776.42
25Jul2023	09:13	B/P to: Chalc		(31.50)		52,788.42
25Jul2023	09:13	B/P to: JDH BUS SERVICES		(597.00)		52,819.92
25Jul2023	09:13	B/P to: Mal T Sutton		(120.00)		53,416.92
25Jul2023	09:13	Salary		(1,076.53)		53,536.92
25Jul2023	09:13	Expenses		(10.00)		54,613.45
25Jul2023	09:13	Salary		(326.67)		54,623.45
07Jul2023	06:17	Direct Debit (GOOGLE CLOUD EMEA)		(13.80)		54,950.12
05Jul2023	11:06	Expenses		(10.00)		54,963.92
05Jul2023	11:06	Salary		(1,076.33)		54,973.92
05Jul2023	11:06	Salary		(326.87)		56,050.25
05Jul2023	11:06	B/P to: Hale Village Hall		(12.00)		56,377.12
05Jul2023	11:06	Repayment		(30.60)		56,389.12
03Jul2023	06:19	Direct Debit (HISCOX)		(280.56)		56,419.72
30Jun2023	18:58	Service Charge		(18.00)		56,700.28

Hale Parish Council

Transactions for All Banks

Voucher Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
				STARTING BALANCE					24,324.76	
1 03/04/2023	Hale Parish Council	Precept		Precept	Halton Borough Council	37,000.00		37,000.00	61,324.76	03/04/2023
1 03/04/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	61,044.20	03/04/2023
2 11/04/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	61,030.40	11/04/2023
3 02/05/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	60,749.84	02/05/2023
2 05/05/2023	Hale Parish Council	Vat Recovered		Vat Refund	VAT Refund	2,354.45		2,354.45	63,104.29	05/05/2023
4 09/05/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	63,090.49	09/05/2023
5 12/05/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.53		-1,076.53	62,013.96	12/05/2023
7 12/05/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.67		-326.67	61,687.29	12/05/2023
9 12/05/2023	Hale Parish Council	Staff Allowances/E		Clerks Expenses	Hale Parish Council	-10.00		-10.00	61,677.29	12/05/2023
6 12/05/2023	Hale Parish Council	Wellbeing Fund		Easter Eggs/Sweets	Repayment	-314.02		-314.02	61,363.27	12/05/2023
8 12/05/2023	Hale Parish Council	Wellbeing Fund		Easter Eggs/Sweets	Repayment	-33.92	-33.92	-33.92	61,329.35	12/05/2023
10 01/06/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	61,048.79	01/06/2023
11 07/06/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	61,034.99	07/06/2023
21 21/06/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.33		-1,076.33	59,958.66	21/06/2023
15 21/06/2023	Hale Parish Council	Subscriptions/Advi		Subscription	Chalc	-582.01		-582.01	59,376.65	21/06/2023
19 21/06/2023	Hale Parish Council	Wellbeing Fund		Decorations	Hale PC	-68.50	-13.70	-82.20	59,294.45	21/06/2023
23 21/06/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-326.87		-326.87	58,967.58	21/06/2023
12 21/06/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-22.00		-22.00	58,945.58	21/06/2023
16 21/06/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-40.00		-40.00	58,905.58	21/06/2023
13 21/06/2023	Hale Parish Council	Wellbeing Fund		Donation	St Mary's Church	-750.00		-750.00	58,155.58	21/06/2023
14 21/06/2023	Hale Parish Council	Wellbeing Fund		Donation	Hale Village Gardener	-500.00		-500.00	57,655.58	21/06/2023
22 21/06/2023	Hale Parish Council	Staff Allowances/E		Clerks Expenses	Hale PC	-10.00		-10.00	57,645.58	21/06/2023
17 21/06/2023	Hale Parish Council	Payroll & Scribe		Payroll & Scribe	Scribe (Starboard Sys	-345.60	-69.12	-414.72	57,230.86	21/06/2023
18 21/06/2023	Hale Parish Council	Wellbeing Fund		Queens Jubilee Trees	Halton Borough Council	-420.00	-84.00	-504.00	56,726.86	21/06/2023
20 21/06/2023	Hale Parish Council	Wellbeing Fund		Repayment	A B Mitchell	-7.15	-1.43	-8.58	56,718.28	21/06/2023
24 30/06/2023	Hale Parish Council	Administration		Bank Charges	Unity Bank	-18.00		-18.00	56,700.28	30/06/2023
25 03/07/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	56,419.72	03/07/2023
27 05/07/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-12.00		-12.00	56,407.72	05/07/2023
28 05/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-1,076.33		-1,076.33	55,331.39	05/07/2023
29 05/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.87		-326.87	55,004.52	05/07/2023
30 05/07/2023	Hale Parish Council	Staff Allowances/E		Clerks Expenses	Hale Parish Council	-10.00		-10.00	54,994.52	05/07/2023
26 05/07/2023	Hale Parish Council	Staff Allowances/E		Clerks Expenses	Clerk Expenses	-30.60		-30.60	54,963.92	05/07/2023
31 07/07/2023	Hale Parish Council	Web Site		Internet/Website	Google Ireland Ltd	-13.80		-13.80	54,950.12	07/07/2023

Hale Parish Council

Transactions for All Banks

Voucher Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
37 25/07/2023	Hale Parish Council	Subscriptions/Advi		Subscription	Chalc	-31.50		-31.50	54,918.62	25/07/2023
36 25/07/2023	Hale Parish Council	Audit		Internal Audit	JDH Business Service	-597.00		-597.00	54,321.62	25/07/2023
32 25/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.67		-326.67	53,994.95	25/07/2023
33 25/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-1,076.53		-1,076.53	52,918.42	25/07/2023
35 25/07/2023	Hale Parish Council	Wellbeing Fund		Decorations	M T Sutton	-120.00		-120.00	52,798.42	25/07/2023
39 25/07/2023	Hale Parish Council	Wellbeing Fund		Donation	Hale Parish Council	-360.00		-360.00	52,438.42	25/07/2023
38 25/07/2023	Hale Parish Council	General Reserve		Clerk	Repayment	-10.00	-2.00	-12.00	52,426.42	25/07/2023
34 25/07/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Clerk Expenses	-10.00		-10.00	52,416.42	25/07/2023
40 01/08/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	52,135.86	01/08/2023
41 07/08/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	52,122.06	07/08/2023
45 18/08/2023	Hale Parish Council	Subscriptions/Advi		Support	Risk Support Services	-266.06	-53.21	-319.27	51,802.79	18/08/2023
46 18/08/2023	Hale Parish Council	Subscriptions/Advi		Support	Risk Support Services	-247.50	-49.50	-297.00	51,505.79	18/08/2023
43 18/08/2023	Hale Parish Council	Subscriptions/Advi		Subscription	Living Wage Foundatit	-79.20		-79.20	51,426.59	18/08/2023
44 18/08/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-18.00		-18.00	51,408.59	18/08/2023
42 18/08/2023	Hale Parish Council	Payroll & Scribe		Payroll & Scribe	DM Payroll Services L	-78.00		-78.00	51,330.59	18/08/2023
47 31/08/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Clerk Salary	-326.87		-326.87	51,003.72	31/08/2023
48 31/08/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Clerk Salary	-1,076.33		-1,076.33	49,927.39	31/08/2023
49 31/08/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Clerk Expenses	-10.00		-10.00	49,917.39	31/08/2023
50 01/09/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	49,636.83	01/09/2023
CLOSING BALANCE									49,636.83	
						25,899.51	-587.44	25,312.07		