



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



**DATED THIS TWELFTH DAY OF MAY 2021**

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

**TO BE HELD AT 7.30PM ON THE SEVENTEENTH DAY OF MAY 2021**

**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](mailto: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**
- 2/ **Election of 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
- 6/ **Minutes** - To consider and approve the Minutes of Hale Parish Council Ordinary meeting held on Monday 26<sup>TH</sup> April 2021
- 7/ **Payments** - To receive the list of payments made between 1<sup>st</sup> April 2021 and 10th May 2021 as recorded in the cash book record which has been reconciled to the Bank statement to these dates, all payments having been made under Financial Regulation 6.4 as detailed below

### April/May 2021 Payments

Date	Description	Debits	Credits	Balance
10May2021	Hale Village Hall (Room Hire)	(10.00)		60,101.81
10May2021	Living Wage Foundation (Subscription)	(72.00)		60,111.81
10May2021	B/P to: Chalc (Training)	(612.60)		60,183.81
10May2021	B/P to: B Hargreaves (ICO Registration)	(40.00)		60,796.41
10May2021	B/P to: Chalc (Training)	(25.00)		60,836.41
10May2021	Direct Debit (GOOGLE IRELAND LTD)	(13.80)		60,861.41
06May2021	B/P to: Risk Support Serv.	(270.00)		60,875.21
04May2021	Direct Debit (ECCLESIASTICAL)	(217.83)		61,145.21
04May2021	HMRC VTR (Vat Return)		2,586.51	61,363.04
26Apr2021	B/P to: HMRC	(389.69)		58,776.53
26Apr2021	B/P to: Salary	(1,026.41)		59,166.22
12Apr2021	Direct Debit (GOOGLE IRELAND LTD)	(13.80)		60,192.63
01Apr2021	B/P to: HMRC	(392.38)		60,206.43
01Apr2021	B/P to: Salary	(1,024.41)		60,598.81
01Apr2021	Direct Debit (ECCLESIASTICAL)	(217.93)		61,623.22
01Apr2021	HALTON BOR COUNCIL (Precept)		43,724.00	61,841.15

- 8/ **Transactions** – To note the full list of transactions for 2020 - 2021
- 9/ **Final Account Summary** – To note the Final account summary for 2020 – 2021 and comparison against budget

**10/ Financial Risk Assessment Internal Control** – To re-Adopt the current Financial Risk Assessment Internal Control document without amendment.

**11/ Annual Parish Meeting** - To Note that the Annual Parish Meeting will take place on Wednesday 26<sup>th</sup> May 2021 in Hale Village Hall at 7.30pm. All Electors and local groups are welcome to make representations.



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



**DRAFT MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL**  
**HELD REMOTELY ON MONDAY 26<sup>th</sup> APRIL 2021 AT 7.30pm**

Present: Cllr Mitchell, Cllr Kierman, Cllr Williams, Cllr Trevaskis, Cllr Wright,  
Cllr Cleary, Cllr Anderson, Cllr Spargo

In attendance: Mr. Brian Hargreaves (Proper Officer) and 4 Members of the public

1. **Apologies** – No Apologies for absence were received
2. **Declarations of Interest** – No declarations on interest were recorded
3. **Public Participation** – A resident asked for an update on the progress of plans to install a defibrillator in a re-purposed Red Telephone box at Hale Village Hall. The Chairman gave a comprehensive update. It was further explained that the scope of the project had widened since initially approved and additional funding is being provided through the Village Hall Committee and as such comes within the remit of the Village Hall Committee meeting.
4. **Minutes** - A named vote to approve the Minutes for Hale Parish Council Ordinary meeting held on 26th April 2021 was taken  
  
Cllrs Spargo, Trevaskis, Wright, Anderson Kierman and Williams voted in favour of the minutes being a true record.  
  
Cllrs Mitchell and Cleary were against  
  
**The Motion was approved**
5. **Payments** – This Item was deferred until the Ordinary meeting on 17<sup>th</sup> May 2021  
  
**\*\* The Chairman Withdrew from the meeting at this point \*\***  
  
**The Vice Chairman cllr. Spargo took control of the meeting in his absence.**
6. **Precept** – It was noted that the precept of £43,724.00 was received from Halton Borough Council on 1st April 2021
7. **Transactions** - This Item was deferred until the Ordinary meeting on 17<sup>th</sup> May 2021
8. **Final Account Summary** - This Item was deferred until the Ordinary meeting on 17<sup>th</sup> May 2021

**9. To Agree Dates for Parish Council Meetings 2021 - 2022.**

It was resolved that the following dates are approved for Parish Council meetings in 2021. Provided that Government restrictions permit and that all guidance is considered “live” meetings will resume on 17<sup>th</sup> May 2021.

**Agreed Meeting dates for 2021**

**17<sup>th</sup> May 2021 at 7.30pm**  
**21<sup>st</sup> June 2021 at 7.30pm**  
**19<sup>th</sup> July 2021 at 7.30pm**  
**20<sup>th</sup> September 2021 at 7.30pm**  
**18<sup>th</sup> October 2021 at 7.30pm**  
**15<sup>th</sup> November 2021 at 7.30pm**  
**TBC 17<sup>th</sup> January 2022**  
**TBC 21<sup>st</sup> February 2022**  
**TBC 21<sup>st</sup> March 2022**

**10. Risk Assessment Contract** – It was resolved to pay the outstanding fees in respect of the contract agreed in 2020 and to continue with the existing arrangement on a three month rolling mutual release agreement.

**11. Planning Applications** – Consideration was given to 2 planning applications

Ref 21/00215/FUL and Ref 21/00224/TCA - It was resolved that no representations should be made by the Parish Council on behalf of residents in respect of these two applications.

The Meeting was closed at 8.55pm

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 May 2021 (2020 - 2021)

**Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				1,000.00		1,000	1,000 (100%)
2	Wellbeing Committee				5,500.00	2,033.64	3,466	3,466 (63%)
3	Guildswomen Committee				100.00		100	100 (100%)
4	War Memorial Committee				1,286.00		1,286	1,286 (100%)
5	Civic Service Committee				600.00		600	600 (100%)
6	Parish Plan Committee							(N/A)
7	Legal/Consultation Fees				3,100.00	8,850.00	-5,750	-5,750 (-185%)
8	Grants				1,500.00	473.00	1,027	1,027 (68%)
9	Training				1,000.00	947.50	53	53 (5%)
10	Insurance				750.00	1,415.37	-665	-665 (-88%)
11	Web Site				550.00	380.52	169	169 (30%)
12	Newsletter				1,000.00		1,000	1,000 (100%)
13	Audit				800.00	1,009.00	-209	-209 (-26%)
14	Subscriptions				1,100.00	911.14	189	189 (17%)
15	Other Staffing Including NI				18,050.00	15,599.44	2,451	2,451 (13%)
16	Village Hall Reserve							(N/A)
17	Administration		0.69	1	1,000.00	175.18	825	826 (82%)
18	Staff Allowances/Expenses				1,600.00	100.00	1,500	1,500 (93%)
19	Payroll & Scribe				100.00	380.40	-280	-280 (-280%)
20	Village Hall Support Costs				7,000.00	6,775.00	225	225 (3%)
21	Election Costs							(N/A)
22	Rent				900.00		900	900 (100%)
23	Vat							(N/A)
31	Defibrillator Reserve							(N/A)
33	Liverpool Airport Committee							(N/A)
34	Green Belt Reserve							(N/A)
35	General Maintenance Reserve					580.00	-580	-580 (N/A)
36	Contingency							(N/A)
38	Grant - Bookings Officer					6,552.00	-6,552	-6,552 (N/A)
<b>SUB TOTAL</b>			<b>0.69</b>	<b>1</b>	<b>46,936.00</b>	<b>46,182.19</b>	<b>754</b>	<b>755 (1%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	49,000.00	49,000.00					(0%)
25	Vat Recovered	840.00	1,282.25	442				442 (52%)
26	Grant - Bookings Officer							(N/A)
27	Other							(N/A)
28	Class Fees - Village Hall							(N/A)
37	Grant- Neighbourhood Plan							(N/A)
<b>SUB TOTAL</b>		<b>49,840.00</b>	<b>50,282.25</b>	<b>442</b>				<b>442 (0%)</b>

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 May 2021 (2020 - 2021)

**Summary**

---

<b>NET TOTAL</b>	<b>49,840.00</b>	<b>50,282.94</b>	<b>443</b>	<b>46,936.00</b>	<b>46,182.19</b>	<b>754</b>	<b>1,197 (1%)</b>
<b>V.A.T.</b>		0.00			2,586.51		
<b>GROSS TOTAL</b>		<b>50,282.94</b>			<b>48,768.70</b>		

**Hale Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	14,916.12	
Cash in Hand		
Asset Purchase		
Wellbeing Committee		2,033.64
Guildswomen Committee		
War Memorial Committee		
Civic Service Committee		
Parish Plan Committee		
Legal/Consultation Fees		8,850.00
Grants		473.00
Training		947.50
Insurance		1,415.37
Web Site		380.52
Newsletter		
Audit		1,009.00
Subscriptions		911.14
Other Staffing Including NI		15,599.44
Village Hall Reserve		
Administration	0.69	175.18
Staff Allowances/Expenses		100.00
Payroll & Scribe		380.40
Village Hall Support Costs		6,775.00
Election Costs		
Rent		
Vat		
Precept	49,000.00	
Vat Recovered	1,282.25	
Grant - Bookings Officer		
Other		
Class Fees - Village Hall		
Defibrillator Reserve		
Liverpool Airport Committee		
Green Belt Reserve		
General Maintenance Reserve		580.00
Contingency		
Grant- Neighbourhood Plan		
Grant - Bookings Officer		6,552.00
VAT		2,586.51
	<b>50,282.94</b>	<b>48,768.70</b>
<b>Closing Balances:</b>		
Balances in Bank Account		16,430.36
Cash in Hand		
<b>TOTAL</b>	<b>65,199.06</b>	<b>65,199.06</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed

  
Responsible Financial Officer

Date

12/05/2021



## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>14,916.12</b>	
1	01/04/2020		CANCELLED	Google Ireland Ltc		14,916.12	23/08/2020
1	01/04/2020		Halton BC	Hale PC	49,000.00	63,916.12	23/08/2020
2	01/04/2020		Google Refund	Hale PC	0.33	63,916.45	23/08/2020
65	01/04/2020		CANCELLED	duplicate		63,916.45	20/11/2020
3	03/04/2020		Refund Debit Interest	Hale PC	0.36	63,916.81	18/09/2020
2	07/05/2020		Google Invoice	Google Ireland Ltc	-37.26	63,879.55	23/08/2020
39	21/05/2020		Room Hire	Hale Village Hall	-10.00	63,869.55	23/08/2020
3	22/05/2020		Garden Services	Scott Harris Garde	-280.00	63,589.55	23/08/2020
4	22/05/2020		Bank Charges	Hale PC	-36.90	63,552.65	23/08/2020
5	09/06/2020		Clerk Salary	Hale PC	-996.21	62,556.44	23/08/2020
6	09/06/2020		Clerks Expenses	Hale PC	-10.00	62,546.44	23/08/2020
7	09/06/2020		Clerk Salary	Hale PC	-81.83	62,464.61	23/08/2020
8	09/06/2020		Clerk Salary	Hale PC	-328.75	62,135.86	23/08/2020
38	09/06/2020		Google Invoice	Google Ireland Ltc	-37.26	62,098.60	23/08/2020
37	30/06/2020		Service Charge	Unity Bank	-18.00	62,080.60	23/08/2020
9	02/07/2020		Contract	Risk Support Serv	-270.00	61,810.60	23/08/2020
10	02/07/2020		Room Hire	Hale Village Hall	-35.00	61,775.60	23/08/2020
11	02/07/2020		Subscription	Communicorp Dire	-100.00	61,675.60	23/08/2020
12	02/07/2020		Room Hire	Hale Village Hall	-10.00	61,665.60	23/08/2020
13	02/07/2020		Booking Officer Salary	Hale PC	-6,552.00	55,113.60	23/08/2020
14	02/07/2020		Training	High Speed Trainii	-297.00	54,816.60	23/08/2020
15	02/07/2020		Room Hire	Hale Village Hall	-20.00	54,796.60	23/08/2020
16	02/07/2020		Clerk Salary	Hale PC	-996.01	53,800.59	23/08/2020
17	02/07/2020		Clerk Salary	Hale PC	-328.95	53,471.64	23/08/2020
18	02/07/2020		Clerks Expenses	Hale PC	-10.00	53,461.64	23/08/2020
19	02/07/2020		Clerk Salary	Hale PC	-81.83	53,379.81	23/08/2020
20	02/07/2020		Accreditation	Hale PC	-72.00	53,307.81	23/08/2020
21	11/07/2020		Bank Charges	Hale Village Hall	-66.28	53,241.53	23/08/2020
22	15/07/2020		Clerk Salary	Hale PC	-51.75	53,189.78	23/08/2020
30	06/08/2020		Clerk Salary	Town Clerk	-1,069.81	52,119.97	23/08/2020
31	06/08/2020		Clerk Salary	Hale PC	-255.15	51,864.82	23/08/2020
32	06/08/2020		Clerk Salary	Town Clerk	-81.83	51,782.99	23/08/2020
33	06/08/2020		Clerks Expenses	Hale PC	-73.00	51,709.99	23/08/2020
25	10/08/2020		Payroll & Scribe	Scribe (Starboard	-271.68	51,438.31	23/08/2020
27	10/08/2020		Room Hire	Hale Village Hall	-15.00	51,423.31	23/08/2020
28	10/08/2020		Signage	Printstat Ltd	-406.00	51,017.31	23/08/2020
29	11/08/2020		Internal Audit	JDH Business Ser	-850.80	50,166.51	17/09/2020
34	11/08/2020		Contract	Risk Support Serv	-270.00	49,896.51	17/09/2020
35	11/08/2020		CANCELLED	Impact Support Sc		49,896.51	23/08/2020
23	13/08/2020		Subscription	Chalc	-610.08	49,286.43	23/08/2020
24	13/08/2020		Subscription	Cheshire Commur	-50.00	49,236.43	23/08/2020
26	13/08/2020		Room Hire	Hale Village Hall	-20.00	49,216.43	23/08/2020
36	20/08/2020		Google Invoice	Google Ireland Ltc	-37.26	49,179.17	23/08/2020
40	27/08/2020		Clerk Salary	Hale PC	-1,014.61	48,164.56	17/09/2020
41	27/08/2020		Clerks Expenses	Hale PC	-10.00	48,154.56	17/09/2020
42	27/08/2020		Clerk Salary	Hale PC	-81.83	48,072.73	17/09/2020
43	27/08/2020		Clerk Salary	Hale PC	-310.35	47,762.38	17/09/2020
45	19/09/2020		Room Hire	Hale Village Hall	-7.50	47,754.88	05/10/2020
46	19/09/2020		Decorations	Ann Kierman	-109.70	47,645.18	05/10/2020
47	30/09/2020		Clerk Salary	Hale PC	-1,014.41	46,630.77	05/10/2020
48	30/09/2020		Clerks Expenses	Hale PC	-10.00	46,620.77	05/10/2020
49	30/09/2020		Clerk Salary	Hale PC	-392.38	46,228.39	05/10/2020
50	30/09/2020		Bank Charges	Unity Bank	-18.00	46,210.39	30/09/2020
51	02/10/2020		Google Invoice	Google Ireland Ltc	-37.26	46,173.13	08/10/2020

## Hale Parish Council

## Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>14,916.12</b>	
52	08/10/2020		Google Invoice	Google Ireland Ltc	-20.30	46,152.83	08/10/2020
53	21/10/2020		Bank Transfer	Hale Village Hall	-6,495.00	39,657.83	08/11/2020
77	03/11/2020		Clerk Salary	Town Clerk	-392.38	39,265.45	22/12/2020
85	06/11/2020		Google Invoice	Google Ireland Ltc	-12.42	39,253.03	08/12/2020
54	08/11/2020		Subscription	Freethought Intern	-120.00	39,133.03	08/11/2020
55	08/11/2020		Clerk Salary	Hale PC	-1,014.61	38,118.42	08/11/2020
56	08/11/2020		Signage	Royal British Legic	-17.50	38,100.92	04/12/2020
57	08/11/2020		Room Hire	Hale Village Hall	-5.00	38,095.92	20/11/2020
58	08/11/2020		Room Hire	Hale Village Hall	-80.00	38,015.92	20/11/2020
59	08/11/2020		Contract	Risk Support Serv	-270.00	37,745.92	20/11/2020
60	08/11/2020		Insurance	Came & Company	-219.09	37,526.83	23/12/2020
61	08/11/2020		Subscription	Cheshire Commur	-40.00	37,486.83	20/11/2020
62	08/11/2020		Decorations	The Fabricc Place	-125.00	37,361.83	20/11/2020
63	08/11/2020		Decorations	B&M	-14.98	37,346.85	20/11/2020
64	08/11/2020		Payroll & Scribe	DM Payroll Servici	-82.00	37,264.85	20/11/2020
66	08/11/2020		Clerks Expenses	Hale PC	-10.00	37,254.85	08/11/2020
67	08/11/2020		Clerk Salary	Hale PC	-392.18	36,862.67	08/11/2020
44	17/11/2020		Room Hire	Hale Village Hall	-25.00	36,837.67	22/12/2020
68	18/11/2020		Donation	Hale Parish Council	-305.50	36,532.17	20/11/2020
69	18/11/2020		Decorations	Goldfry	-155.00	36,377.17	20/11/2020
70	18/11/2020		Training	Chalc	-75.00	36,302.17	20/11/2020
71	18/11/2020		Donation	Hale Parish Council	-150.00	36,152.17	20/11/2020
74	20/11/2020		Decorations	Carol Anderson	-40.50	36,111.67	20/11/2020
83	25/11/2020		Insurance	Came & Company	-461.88	35,649.79	21/12/2020
75	30/11/2020		Clerk Salary	Town Clerk	-1,014.41	34,635.38	30/11/2020
76	30/11/2020		Clerks Expenses	Town Clerk	-10.00	34,625.38	30/11/2020
84	01/12/2020		Insurance	Came & Company	-230.89	34,394.49	21/12/2020
72	05/12/2020		Decorations	Town Clerk	-303.33	34,091.16	22/12/2020
73	05/12/2020		External Audit	PKF Accountants	-360.00	33,731.16	22/12/2020
86	08/12/2020		Google Invoice	Google Ireland Ltc	-12.42	33,718.74	08/12/2020
78	21/12/2020		Maintenance	M T Sutton	-580.00	33,138.74	22/12/2020
79	21/12/2020		Room Hire	Hale Village Hall	-70.00	33,068.74	22/12/2020
80	21/12/2020		Internet/Website	Wix	-115.20	32,953.54	22/12/2020
81	21/12/2020		Decorations	Ann Kierman	-25.00	32,928.54	04/01/2021
82	21/12/2020		Decorations	Home Bargains	-209.56	32,718.98	04/01/2021
87	22/12/2020		Clerk Salary	Hale Parish Council	-1,014.61	31,704.37	23/12/2020
88	22/12/2020		Clerks Expenses	Hale Parish Council	-10.00	31,694.37	23/12/2020
89	22/12/2020		Clerk Salary	Hale Parish Council	-392.18	31,302.19	23/12/2020
90	31/12/2020		Bank Charges	Unity Bank	-18.00	31,284.19	31/12/2020
91	04/01/2021		Insurance	Came & Company	-257.09	31,027.10	04/01/2021
92	08/01/2021		Google Invoice	Google Ireland Ltc	-13.80	31,013.30	12/01/2021
4	12/01/2021		HMRC	VAT Refund	1,282.25	32,295.55	12/01/2021
93	15/01/2021		Payroll & Scribe	DM Payroll Servici	-72.00	32,223.55	05/02/2021
98	19/01/2021		Easter Costume	ETSY	-157.18	32,066.37	05/02/2021
99	01/02/2021		Insurance	Came & Company	-256.92	31,809.45	01/02/2021
94	02/02/2021		Clerk Salary	Hale Parish Council	-1,014.41	30,795.04	03/02/2021
97	02/02/2021		Carbon Footprint offset	Chew Valley Trees	-391.20	30,403.84	05/02/2021
95	03/02/2021		Clerks Expenses	Hale Parish Council	-10.00	30,393.84	03/02/2021
96	03/02/2021		Clerk Salary	Hale Parish Council	-392.38	30,001.46	03/02/2021
101	05/02/2021		Google Invoice	Google Ireland Ltc	-13.80	29,987.66	05/02/2021
100	09/02/2021		Contract	F Taylor Buildings	-3,600.00	26,387.66	09/02/2021
102	25/02/2021		Training	Chalc	-100.00	26,287.66	03/03/2021
103	25/02/2021		Training	Chalc	-30.00	26,257.66	03/03/2021
109	25/02/2021		Training	Chalc	-25.00	26,232.66	22/03/2021

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>14,916.12</b>	
104	01/03/2021		Insurance	Came & Company	-256.92	25,975.74	01/03/2021
112	02/03/2021		Training	SLCC	-410.00	25,565.74	11/03/2021
113	02/03/2021		Contract	Risk Support Serv	-270.00	25,295.74	
105	03/03/2021		Clerk Salary	Hale Parish Council	-1,014.61	24,281.13	03/03/2021
106	03/03/2021		Clerks Expenses	Hale PC	-10.00	24,271.13	03/03/2021
107	03/03/2021		Clerk Salary	Hale Parish Council	-392.18	23,878.95	03/03/2021
108	05/03/2021		Google Invoice	Google Ireland Ltd	-13.80	23,865.15	05/03/2021
110	08/03/2021		Training	Chalc	-60.00	23,805.15	22/03/2021
111	11/03/2021		Contract	F Taylor Buildings	-5,940.00	17,865.15	11/03/2021
114	25/03/2021		Clerk Salary	Hale Parish Council	-1,014.41	16,850.74	
115	25/03/2021		Clerks Expenses	Hale Parish Council	-10.00	16,840.74	
116	25/03/2021		Clerk Salary	Hale Parish Council	-392.38	16,448.36	
117	31/03/2021		Bank Charges	Unity Bank	-18.00	16,430.36	31/03/2021
			<b>CLOSING BALANCE</b>			<b>16,430.36</b>	
			<b>Value of uncashed entries</b>	<b>£-1,686.79</b>	<b>Bank statement should show</b>	<b>£ 18,117.15</b>	



**HALE PARISH COUNCIL – RISK MANAGEMENT REGISTER 2019**  
**ADOPTED MINUTE 13 MEETING OF 18<sup>TH</sup> NOVEMBER 2019**

<b>RISK</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>	<b>CONTROL</b>	<b>RESPONSIBILITIES</b>
Personal injury or damage to member (s) of the public or their property arising from defect (s) in Council property.	Low – Council property comprises fixed installations as set out in the Asset Register	Claims for compensation and costs to the Council in defending claims where appropriate.	Covered under the Council’s insurance policy  Public Liability Section	Regular maintenance and prompt repair of any damage.	Clerk  Clerk
Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.	Low – given the nature of the Clerk’s duties.	Claims for compensation and associated costs.	Potential liabilities, including costs, covered by Council’s insurance policy  Employers Liability Section	Maintain adequate insurance cover.	Clerk
Loss of cheques, cash etc. held on the Council’s behalf.	Low – Receipts are rarely in cash. More usually by cheque, but infrequent.	Reduction in Council’s financial resources.	Such losses are covered by insurance policy – include theft. (Extent of cover depends on circumstances). Prompt payment of receipts into bank. Precept & VAT refund paid direct into bank account.	Maintain adequate insurance cover. Prompt payment of receipts into bank.	Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Financial loss due to banking error (e.g. leading to loss of interest or bank charges levied)	Low	Reduction in Council's financial resources.	Regular monitoring & review and reconciliation of Bank Accounts	Application of financial regulations, including scrutiny of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	Clerk  Clerk
Loss of monies due to fraudulent action by employee (s).	Low – any significant incident should be easily detected. Trust in integrity of serving Clerk.	Reduction in Council's financial resources.	All payments authorised by two Councillors, against invoices. All expenditure approved by Council. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.	Application of financial regulations.	Council.
Damage to Council property by 3 <sup>rd</sup> party.	Low – confined to items listed on Asset Register	Repair costs to be covered.	Council's insurance policy covers items	Maintain property in good condition with regular monitoring for damage	Council and Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Compensation claim resulting from (alleged) negligent act or accidental omission by the Council or its employee(s).	Low – given the limited activities of the Council.	Potentially substantial cost to the Council.	Risk covered by Council’s insurance policy	Maintain adequate insurance cover. Ensure Council decisions are based on full information, including professional advice when necessary.	Clerk Council
Actions against the Council for libel or slander.	Low – Proper conduct of Council meetings and Clerk’s professional judgement regarding correspondence.	Potentially substantial cost to the Council.	Risk covered by the Council’s insurance policy	Members’ awareness. Proper conduct of meetings by Chairman. Professional advice from Clerk.	Chairman Clerk
Failure to represent community interest adequately in relation to matters likely to impact significantly on the parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life, or missed opportunity to benefit from external funding or advice.	Council recognised by other agencies for consultation and information. Membership of NALC/LALC.	Threats & opportunities reported to Council meetings. Special meetings to be called as required. Representatives provide feedback as appropriate	Council Clerk

<p>Loss of council paper records and computer files due to accident or otherwise</p> <p>Unauthorised release of personal data contrary to GDPR 2018</p>	<p>Low - Council records are maintained in Clerks home and on his personal computer.</p> <p>Legal / historical records held in HVH</p> <p>Low – Amount and type of data is limited mainly to contact details of some residents on either hard copy or in electronic form</p>	<p>Inconvenience in tracing information particularly legal and historical records</p> <p>Risk of fine by ICO if data breach is occasioned</p>	<p>Paper records maintained in metal cabinet providing a degree of fire protection</p> <p>Computer records regularly backed up to CD / External Hard Drive</p> <p>Data maintained to be reviewed on a regular basis and removed where no longer required</p>	<p>Legal / Historical records are archived at LRO</p> <p>Member awareness of Council responsibilities including their own where data is provided to them whilst undertaking Council duties</p>	<p>Clerk</p> <p>Councillors / Clerk</p>
---	--	---	--	--	---

<p>Precept is not submitted on time, not paid by Principle Authority or is inadequate for purpose or does not provide sufficient reserves</p>	<p>Low</p>	<p>Reduction in Councils financial resources</p> <p>Inability to deliver services</p>	<p>Budget and Precept considered each year in line with standing orders and statutory requirements</p> <p>Full PC minute - RFO to follow up</p> <p>Check receipt</p> <p>Quarterly review against budget</p>	<p>Diarised by RFO</p> <p>Reminder normally sent by Principle Authority</p>	<p>Council and Clerk</p>
<p>Salaries wrongly calculated and paid.</p> <p>False employees.</p> <p>Tax and NI deductions incorrect</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Reduction in Council's financial resources.</p>	<p>Payment is by on line payment or cheque in accordance with Contract of Employment and Financial Regulations.</p> <p>Staff paid under Inland Revenue Tax deduction scheme using Inland Revenue software</p>	<p>Procedures in place and cheques signed / payment authorised in accordance with Financial regulations</p> <p>Quarterly budget comparison by Council</p> <p>Individual payments minuted or ratified at each meeting</p>	<p>Council</p>



Payment made for goods not received	Low	Reduction in Council's financial resources.	Purchases made from reputable known suppliers and generally only paid after receipt of goods/service	Payment after receipt	Clerk
Councillors Allowances / Expenses overpaid	Low	Reduction in Council's financial resources.	No Allowances have been approved	Payment only after detailed claim submitted in respect of expenses and resolution of Council	Council and Clerk
Reserves too low	Low	Reduction in Council's financial resources.  Inability to deliver services	Annual Budget approved.  Regular review against Budget headings  New expenditure only undertaken where reserves allow. Reserves maintained at level commensurate with expenditure commitments and historical experience	Careful budget monitoring and formal approval and costings for new services and /or projects whilst maintaining reserves in line with past practical experience	Council and Clerk

Loss of key personnel	Low	Inability to operate and deliver services	<p>Ensure Clerk and other staff have adequate training, support and hours to undertake role to avoid stress, leading to long term sickness or early departure.</p> <p>Ensure regular back up of computer based work is maintained and sufficient notice periods are provided within contract to allow replacement to be obtained if necessary</p>	<p>Maintain regular contact and approve training and support mechanisms as appropriate</p> <p>Review contract terms if appropriate and back up computer files on regular basis</p>	<p>Council</p> <p>Council and Clerk.</p>
Financial Records inadequate and not archived as required by legislation leading to potential fraudulent activity	Low	Loss of ability to prove payments, failure to comply with statutory legislation and loss of monies	Ensure Financial Regulations are maintained and reviewed on a regular basis and that due governance is undertaken by Council	<p>Internal Controls are in place and reviewed as required</p> <p>Internal Audit report confirms Controls are adhered to with no adverse comment</p>	Council and RFO
Banks and Banking incl Internet Banking	Low	Loss through lack of governance and control	Bank accounts managed in accordance with legislation and reconciled on a regular basis	Internal Controls adhered to	Council and RFO

Hale Parish Council Organised Activities	Low	Risk of Financial Loss  Failure to follow legal procedures resulting in claim against Council	All activities organised by HPC must have full risk assessment undertaken and comply with any statutory requirements with permissions being obtained as and when required thereby ensuring Public Liability insurance is complied with	Documented Risk Assessments undertaken	Council
VAT	Low	Risk of Financial Loss	Ensure VAT reclaims are made in a timely fashion	Regular Budget monitoring by Council at quarterly meetings	Council
Internal and External Audit, HMRC returns	Low	Risk of Financial Loss including late return penalties	Compliance with regulatory requirements	Member awareness of governance responsibilities and undertaking of training as required	Council

GDPR Compliance	Low	Risk of Financial Loss due to penalties and reputational damage to Council	<p>Compliance with regulatory requirements</p> <p>Appointment of external data control professional to check and advise accordingly.</p>	<p>Member awareness of legal requirements</p> <p>Audit, policies and appropriate privacy statements and notices in place</p> <p>Retention of records policy in place</p> <p>Personal data only retained for purpose for which it was required in the first place</p>	Council
Damage to Council Assets as defined on Asset Register by third party which include street furniture, VH contents and VH building	Low / Medium	Financial Loss / Repair costs to be covered	Council's insurance policy covers on an all risks basis for street furniture, VH contents and buildings cover for VH	Maintain property in good condition with regular monitoring for damage – ensure electrical equipment is PAT tested at required intervals	Council and Clerk



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



**DATED THIS TWELFTH DAY OF MAY 2021**  
**NOTICE IS HEREBY GIVEN THAT THE ANNUAL PARISH MEETING (APM)**  
**WILL BE HELD AT HALE VILLAGE HALL, HALE VILLAGE**  
**ON WEDNESDAY 26<sup>TH</sup> MAY 2021**

**THE MEETING WILL COMMENCE AT 7.30PM**

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**

For further information

Please email: [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or call 07803611222

**(Light Refreshments will be available from 7.15pm)**

**MEETING AGENDA**

- 1/ Introduction and Welcome**
- 2/ Annual Report** – An Annual report for year ending 31<sup>st</sup> March 2021 will be presented
- 3/ Reports from Local Organisations** – Local Groups and organisation's are invited to give updates on their activities.
- 5/ Invitation for the public to raise any matters of interest**