



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON TUESDAY 2ND MAY AT 7.30pm

Present: Cllr Mitchell, Cllr Cleary Cllr King, Cllr Brown, N. Thompson, P Turton, P Platt,
G Wright

In attendance: Mr Brian Hargreaves (Proper Officer) & 1 Member of the Public

1. **Apologies** – No apologies were received by the Clerk
2. **Declarations of Interest** – None were received
3. **Minutes** – With minor amendments to the minutes of the Hale Village Hall Committee Ordinary meeting on 3rd April 2023 were approved as a true and accurate account
 - i. Item 4 - Councillor Mitchell clarified that she had authorised an independent Auditor to look at the Village Hall accounts in her role as a private citizen .She agreed that no explanation of her action was recorded at the April Village Hall Meeting and no amendment or adjustment to the Minutes had been recorded
 - j. Item 15 – due to the number of items on tonight’s agenda the remainder of the outstanding items from the maintenance audit have been deferred until June’s meeting. It was agreed to make the Audit a 6 monthly review Item to be resolved at the meeting in June
 - k. Item 9 – P Platt requested that the Charity Commission report be itemised solely as 2021 to avoid any ambiguity.

Proposed by N Thompson and seconded by Paul Turton

The Motion was approved

4. Public Participation – The Chair allowed a resident to speak and he asked whether a printed layout of the Village Hall as a public building would benefit from a copy pinned to the notice board in the entrance foyer. It was agreed that this was a good idea and could be an agenda item for a future meeting.

5. Payments & Receipts - The list of payments and receipts made between 8th November 2022 and 9th March 2023 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed were accepted as a true record.

Proposed by G Wright and Seconded Paul Turton

The Motion was approved

6. End of year Accounts – 2022 – 2023 – It was agreed to defer this item pending further clarification on two items by the Clerk

Proposed by Cllr Mitchell and Seconded Cllr Cleary

The Motion was approved

7. Health & Safety –

- i. The Clerk agreed to collate hard copies of all health & Safety documents currently in use. Peter Platt said he has identified a requirement for 19 Health and Safety and safeguarding documents and an additional 10 Risk Assessment issues. It appears that there is a shortfall in the documentation available and in its being current. The Clerk agreed to meet with Risk Services, the third party Risk Assessment Company used by Hale Parish Council and to attain the most up to date documents in use.

- ii. Peter Platt stated that he feels The Village Hall is lacking a Manager who can oversee Health & Safety matters and ensure documentation & training is kept up to date.
 - iii. It was agreed that there are limits to the training available and whether it takes the form of “formal” or “informal” delivery.
 - iv. Paul Turton agreed to put together a package of informal “awareness” training for staff and would present it with costing’s at the next Village Hall management committee meeting.
 - v. There was discussion regarding the wording of section 6.2 of the Hale Village Hall Governing Document. It was agreed that the provisions described may not align with the terms of reference needing further amendments to be appropriate.
 - vi. **Gas Utility** – After considerable discussions regarding the long standing problems with securing a Gas Utility company to acknowledge the Gas supply to Hale Village Hall, it was suggested by Cllr Brown that having the gas supply capped and then re-instated as a new installation may be the most effective course of action. It was agreed that the matter should be addressed without delay and a resolution found to re-instate payment for the supply being provided. Cllr Brown took specific details from the gas meter and volunteered to contact the utilities supplier to resolve matters.
- **At this point Gary Wright gave his apologies and left the meeting to address a work commitment**
- vii. **Charity Commission Financial Return** – It was agreed that the best course of action to assist with Charity Commission Return’s being submitted on time is to change the accounting period to coincide with the annual Village Hall accounts which run from 1st April – 31st March each year. This will be a matter for a meeting of the parish Council as Trustees of Hale Village Hall.

It was noted that the accounts submission for the Charity Commission comprises 400+ pages

- viii. **Incident Log** – There were no additional incidents to report at this meeting
- ix. **Alarm Testing** - The Alarm test book is held in the Cleaners cupboard and is always available for review and inspection. P Platt agreed that he has reviewed the testing book and is happy with the record. The Clerk confirmed that sound testing is carried out during testing. All tests are carried out by the Caretaker and recorded in the test log.

8. Terms & Conditions of Hire – An updated copy of terms & conditions of Hire for all hirers of Hale Village Hall was reviewed and several amendments were suggested by members. It was agreed that P Platt will make the additional amendments and supply to members for final approval at the June Village Hall meeting.

9. Document Review Register – This was noted by members and agreed to be useful in reviewing the documents suggested in section 7

10. Village Hall Maintenance Work Update –

- i. Having contacted FIS about the availability of a bespoke service The Clerk has received costings to be included as an Agenda item for the next meeting of Hale Parish Council as Trustees of Hale Village Hall Charity. An option for the installation of an external bell/siren and contact with designated Hall key holders is included and rates including standard and premium rates for out of business hours call outs.
- ii. Price for adapting cupboard for storing dishwasher chemicals to be attained

iii. Clerk to Contact gas engineer for update on fitting new gas cupboard.

11. It was agreed that the next meeting of the Village Hall Committee will take place on **Monday 5th June at 7.30pm.**

The Meeting was closed at 9.35pm