



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 MONDAY 5TH JUNE 2023 AT 7.30pm

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

G Wright

In attendance: Mr Brian Hargreaves (Proper Officer) & 9 Members of the Public

The Chair informed the meeting that she would be recording the business being transacted in accordance with Standing Orders ref 1. m

1. **Apologies** – Apologies from Cllr Cleary were received by the Clerk
2. **Declarations of Interest** – Paul Turton expressed an interest in item 7:1
3. **Minutes** – With a minor amendment to item 7. iv. the minutes of the Hale Village Hall Committee Ordinary meeting on 2nd May 2023 were approved as a true and accurate account

Proposed by Noreen Thompson and seconded by Cllr King

The Motion was approved

4. **Public Participation** – The Chair allowed P Platt to speak regarding the composition of the meeting agendas. He enquired about the items included and asked who compiled the business to be transacted. He was extremely critical of the content and questioned the fulfillment of a number of agreed actions resulting from discussions. The Clerk explained that as the Proper officer he was able to oversee any actions taken but that his work schedule did not allow for him to complete the tasks personally. He suggested that the majority of the tasks identified should be addressed by the Committee. He went on to explain that since he had been employed by Hale Parish Council he had compiled the agenda in conjunction with the previous Chairman. He accepted that the agenda for future meetings should be reviewed and agreed by the current Chair prior to the meetings.

- 5. Payments & Receipts** - The list of payments and receipts made between 9th March 2023 and 31st 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 Cllr King and Seconded Noreen Thompson

The Motion was approved

- 6. End of year Accounts – 2022 – 2023** – It was agreed to defer this item until the Ordinary meeting on July 3rd 2023

Proposed by Cllr Mitchell and Seconded Cllr King

The Motion was approved

- 7. Health & Safety** –

- i. **Training Update** – It was agreed to accept Health & Safety training programme no. 2 at £60 per person (6 Hr Course) offered by Paul Turton for all 4 employees of Hale Parish Council (Hale Village Hall)

Proposed by Cllr King and seconded by Cllr Brown

The Motion was approved

- ii. **Gas Utilities Update** – Cllr Brown gave an update about the current situation regarding the Gas supply to the Village Hall. It was confirmed that the Gas supply will need to be disconnected formally and then re-instated before a new Utility supplier can be appointed. The Clerk agreed to pay the disconnection fee as a matter of urgency.

Architects Derek Cox and Peter Gerrard were available to offer help, advice and their recollections of the actions that were taken in respect of

the building of the New Hall and its handover. Mr. Cox provided a folder with relevant documents to assist in trying to establish who was responsible for installing the gas supply to the existing meter. They both confirmed that the building had been officially signed off by the building controller. It was requested that the Clerk inform the Charity Commission regarding the Issue with the Gas utility supply.

- **At this point Gary Wright gave his apologies and left the meeting to address a work commitment**
- **The Chair formally thanked Peter Gerrard and Derek Cox for their assistance and their recollections.**

iii. **Electricity Utility Update** – The Clerk confirmed that Southern Electric had recently taken £1702.18 as payment for Electricity used since the Parish Council employed Utility Aid to manage usage. The Chair enquired about the amount taken which does not appear to match the original agreed commitment. The Clerk agreed to contact Utility Aid for clarification.

iv. **Incident Log** –

- i. **Incident 017** - has been addressed and an investigation by Cadent is now underway. A disconnection fee has been agreed and paid by Hale Village Hall Committee.
- ii. **Incident 018** - has been addressed and the water heater is now repaired. P Platt asked the Clerk why this issue was not addresses as a “matter of urgency” The Clerk informed him of some health issues regarding the Plumber and explained that a second contractor was employed as soon as practicable. The Clerk agreed to inform the management Committee of any similar issues in the future.
- iii. **Incident 019** – It was resolved that P Platt would install signage advising against the wedging open of any fire doors

within the Village Hall at all times. The new terms and conditions of hire will also advise accordingly.

iv. **Incident 20** – The Clerk agreed to have the serving hatch roller shutters tested and certified by a suitable contractor. A schedule for checking at regular intervals will be agreed with the contractor.

v. **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 recently and is happy with the record. He stated that he would like to see a signature next to the confirmation of testing.

8. Terms & Conditions of Hire – The updated copy of terms & conditions of Hire for all hirers of Hale Village Hall will be approved at the July meeting provided there are no further amendments required

9. It was agreed that the next meeting of the Village Hall Committee will take place on

Monday 3rd July at 7.30pm.

A meeting of the Parish Council as trustees of Hale Village Hall was agreed for

Monday 26th June at 7.30pm

The Meeting was closed at 9.45pm