



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



DATED THIS THIRTEENTH DAY OF NOVEMBER 2024

**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL
ON THE EIGHTEENTH DAY OF NOVEMBER 2024 AT 8.00PM
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

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.

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

MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
4. **Minutes** –
 - i. To approve the Minutes of the Ordinary Meeting of Hale Parish Council on 21st October 2024 as a true and accurate record
5. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 14th October 2024 – 12TH November 2024 to accept them as a true and accurate record and comparison against budget (See Attached)
6. **Bank Signatory** – to agree a member to act as a signatory to arrange payments for approval by the Parish Council Unity Trust account
7. **Bike/Scooter Shed**

We have had many requests from children and parents at the school, asking for a scooter and bike shed so children can store them in the morning. We are currently looking at budgets and some fundraising ideas but we were wondering if you could offer up any donations if possible?

We feel this would be really beneficial as more parents might walk to school with children. The struggle for them is then they have to cart the bikes/scooters home once they have dropped off which puts several parents off.

Any help would be greatly appreciated if possible.

Stuart Taylor
8. **Crib** – To approve use of the Community Room for the installation of the Village Crib as last year and to make a donation towards the room hire
9. **Cenotaph** – To Consider work required & recent requests to builders by residents.

10. **Policies** - To review the two Policies below following an update by the Policies working group prior to this meeting.

Parish Council Policy documents reviewed for approval:-

i. **Combined Equality & Diversity Policy**

ii. **Public Complaints Procedure**

11. **Insurance Renewal** – To consider the proposals & options submitted for renewal of the Combined Insurance for Hale Parish Council.
12. **Hale’s Got Talent 23th November 2024** – Update by the Chair.
13. **Childrens Xmas Party** - To agree a date, format and budget for this annual event
14. **Well Being Hub letter** – To review the recently received letter regarding support for a wellbeing Hub in the Village Hall and to agree a course of action
15. **Anonymous Parking Complaint** - To review the recently received anonymous complaint and agree a course of action

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

PART TWO

Private & Confidential

1. **Co-Opting Member** – To further consider applicants for the vacant position of Parish Councillor and to agree a course of action.
2. **HR Advice** – To review the recent proposals and options submitted by the designated companies considered to advise on HR/Employment & H&S issues
3. **National Pay Award**
4. **Date of Next Meeting** – 20th January 2024 at 8.00pm



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY MEETING
OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL
ON MONDAY 21st OCTOBER 2024 AT 8.00pm**

Present: Cllr Roberts, Cllr McNamara, Cllr Lewis, Cllr Healey, Cllr Trevaskis, Cllr Williams, Cllr Anderson, Cllr Wright

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

- 1. Apologies** – No apologies were received from Cllr Cleary.
- 2. Declarations of Interest** – No declarations of interest were registered
- 3. Public Participation** – A local resident expressed her concerns about what she believes is a substantial increase in night airport traffic at Liverpool John Lennon Airport (LJLA). She stated that since Jet 2 have been based at the airport night flights have increased massively and are causing major concerns for residents relating to their sleeping habits. The resident believes that Manchester airport and Heathrow airport have policies which discourage night flights and she asked whether Cllr McNamara who sits on the LJLA Consultative committee could make some enquiries and report back. Cllr McNamara stated that no such policy exists for Liverpool.

The resident informed the meeting that she currently holds possession of a noise pollution monitor which is in need of calibration to be used effectively. The Chair asked for the unit to be delivered to him for him to make enquiries about the accuracy of this old technology and suggested that it might be appropriate for the Parish Council to invest in a new unit.

Cllr Trevaskis advised that there is scope for the direction that aircrafts take off to be adjusted to account for the concerns of local residents but that wind direction and weather conditions need to be considered.

Cllr McNamara advised that in the last year there have only been 2 official complaints to LJLA about night flights and that an increase in registering concerns will be an effective course of action to take. He said he would establish where letters of concern should be sent and will publish it online and in the next PC newsletter. He also noted that Jet 2 have plans for two or three additional planes for 2025 and that a new operator who specialises in flights to Turkey will be based at LJLA next year.

The Chair advised that he would contact a local Ward Councillor to ask for assistance in lobbying LJLA and will ask for any existing noise pollution records. It is believed that a noise monitor is sited upon the roof of Hale Junior School.

A local resident asked whether the Parish Council could get assurances From Halton Borough Council that the Copper Beech tree opposite the Childe of Hale Pub will not be felled or damaged during the on-going building work taking place in the centre of the Village. He stated that he has asked a current ward Councillor from Birchfield to assist in achieving a favourable outcome.

Cllr Lewis announced to the meeting that the Knit & Natter group who hire the Village Hall weekly would like to produce knitted “Toppers” for local post boxes or appropriate village street furniture. The items will be tasteful and care will be taken to leave identification with the items to be able to contact owners.

Cllr Lewis notified the meeting that Hale Junior School have volunteered to stage a community “Litter Pick” around Hale Village on 10th December. They would like areas to be considered for their task to be noted and to be advised. They have asked for the Parish Council to support their efforts, to produce posters and to promote the event where possible.

A local resident requested that the Parish Council considers having regular dance’s in the Village Hall.

A request for the Parish Council to contribute towards Remembrance Day commemorations was recorded and it was suggested that “Lorry Poppies” may be considered to display in the High Street. The Clerk will get costings and a decision to purchase can be taken under the Clerks delegated powers.

- 4 Minutes.** – The minutes of the Ordinary Meeting of 16th September 2024 were approved as a true and accurate record

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved Unanimously

- 5 Accounts** – Cllr Wright proposed that the Accounts, being reconciled to the bank statement and summary of receipts & payments 7th June 2024 – 14th October 2024 be accepted as a true and accurate record and comparison against budget. This was seconded by Cllr Lewis

The Motion was approved Unanimously

- 6 Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the Council.

Cllr Wright examined the Account records and checked all receipts & payments against Unity Trust bank statements for the period 1st April 2024 – 14th October 2024. No issues of concern were recorded

Cllr Roberts proposed to accept the records and this was seconded by Cllr McNamara

The Motion was approved

- 7 **Policies** – The Following Policies were approved pending some minor amendments
- i. **Lone Worker Policy** – accepted without amendment
 - ii. **Scheme of Delegation** - accepted without amendment
 - iii. **Complaints Procedure** – Accepted with changes
 - iv. **Press & Social Media** – Amend to make generic for the PC and Village Hall
 - v. **Equality & Diversity Policy** - Updated version to follow shortly

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

8. **HR Advice** – The merits of the options obtained by The Clerk were discussed and it was agreed that in principal the use of an external HR company would be a good idea, particularly as the newly updated employment laws warrant closer management of HR matters. The Chair asked that the clerk sets up 3 or 4 virtual meetings with prospective companies to give an opportunity for members to question them prior to engagement. It is felt that such a possible long term commitment needs careful consideration. Cllrs Trevaskis and McNamara asked for each company to identify the number of local government bodies they currently represent as it is a specialised area which needs a basic understanding of the requirements. Cllr Roberts proposed that a sub-committee be formed to examine the options and make a presentation in November.

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

9. **Insurance Renewal** – This Item was deferred to allow the Chair time to scrutinise the current offers which arrived too late for submission to this meeting

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

10. Halloween – It was agreed that all preparations are well under way and within budget. A donation bucket will be available at the point of entry.

11. Hale's Got Talent 23rd November 2024 – It was agreed to use retained petty cash to purchase items for use where possible. No budget was set but it was agreed that this event will be pretty much self - funding. The Freemen will be asked to run a bar and receive a portion of the profits (to be confirmed) Ticket sales and bar receipts should cover expenditure. Tickets will be priced at £5.00 Doors will open at 6.30pm

The Chair stated that he would like to have trophies for Adults & Kids with age limits to be confirmed. Voting will take place on the night and winners announced.

Rehearsals will take place on Sunday 17th November 2024 in the Village Hall at 2pm

Proposed by Cllr Roberts and seconded by Cllr Anderson

The Motion was approved unanimously

12. Children's Christmas Party – It was agreed that a children's Xmas party will once again take place on 8th December 2024 at 2pm. A budget of up to £750 was agreed

Proposed by Cllr Roberts and seconded by Cllr Anderson

The Motion was approved unanimously

PART TWO

13. Co- Option of new member – The Clerk agreed to ask the prospective candidates to send a CV stating their strengths and reasons for wanting to join the Parish Council. Responses will be considered and brief interviews undertaken.

Proposed by Cllr Williams and seconded by Cllr Roberts

The Motion was approved unanimously

14. Pension – The Clerk agreed to contact the Payroll company and advise about the payment to be made.

15. Date of Next Meeting – 18st November 2024 at 8.00pm

The Chair Closed the Meeting at 10.15pm

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			31,927.20	
1	02/04/2024		Precept	Halton Borough C	58,845.50	90,772.70	02/04/2024
1	02/04/2024		Insurance	Hiscox	-284.11	90,488.59	02/04/2024
2	04/04/2024		Village Hall Support	Hale Parish Council	-31,000.00	59,488.59	04/04/2024
3	08/04/2024		Google Invoice	Google Ireland Ltd	-15.41	59,473.18	08/04/2024
2	17/04/2024		Vat Refund	VAT Refund	1,182.70	60,655.88	17/04/2024
4	23/04/2024		Maintenance	Lucas Electrical	-202.00	60,453.88	23/04/2024
5	25/04/2024		Subscription	Chalc	-570.76	59,883.12	25/04/2024
6	25/04/2024		Clerk Salary	Hale Parish Council	-1,087.60	58,795.52	25/04/2024
7	25/04/2024		Clerks Expenses	Clerk Expenses	-10.00	58,785.52	25/04/2024
8	25/04/2024		Clerk Salary	Clerk Salary	-315.84	58,469.68	25/04/2024
9	01/05/2024		Insurance	Hiscox	-284.11	58,185.57	01/05/2024
10	03/05/2024		Payroll & Scribe	Scribe (Starboard	-414.72	57,770.85	03/05/2024
11	08/05/2024		Google Invoice	Google Ireland Ltd	-18.00	57,752.85	08/05/2024
12	29/05/2024		HMRC	Hale PC	-315.80	57,437.05	29/05/2024
13	29/05/2024		Clerk Salary	Hale PC	-1,087.40	56,349.65	29/05/2024
14	29/05/2024		Clerks Expenses	Hale PC	-10.00	56,339.65	29/05/2024
15	03/06/2024		Insurance	Hiscox	-284.11	56,055.54	03/06/2024
16	07/06/2024		Google Invoice	Google Ireland Ltd	-18.00	56,037.54	07/06/2024
17	21/06/2024		Carnival Display	M Spargo	-196.00	55,841.54	21/06/2024
18	21/06/2024		Electrical Repair - War Memorial	Lucas Electrical	-120.00	55,721.54	21/06/2024
19	21/06/2024		Internal Audit	JDH Business Ser	-712.80	55,008.74	21/06/2024
20	21/06/2024		Accreditation	Living Wage Foun	-82.80	54,925.94	21/06/2024
21	28/06/2024		Clerk	Repayment	-123.87	54,802.07	28/06/2024
22	28/06/2024		Accreditation	Cheshire Commur	-50.00	54,752.07	28/06/2024
23	28/06/2024		Clerks Expenses	Hale Parish Council	-40.60	54,711.47	28/06/2024
24	28/06/2024		HMRC	Hale Parish Council	-315.80	54,395.67	28/06/2024
25	28/06/2024		Clerk Salary	Hale Parish Council	-1,087.40	53,308.27	28/06/2024
26	30/06/2024		Bank Charges	Unity Bank	-18.00	53,290.27	30/06/2024
27	01/07/2024		Insurance	Hiscox	-284.11	53,006.16	01/07/2024
28	05/07/2024		Google Invoice	Google Ireland Ltd	-18.00	52,988.16	05/07/2024
29	25/07/2024		Remembrance Day Wreath	Royal British Legic	-25.00	52,963.16	25/07/2024
30	25/07/2024		Clerk Salary	Hale Parish Council	-291.48	52,671.68	25/07/2024
31	25/07/2024		Clerk Salary	Hale Parish Council	-1,139.48	51,532.20	25/07/2024
32	25/07/2024		Clerk Salary	Hale Parish Council	-257.40	51,274.80	25/07/2024
33	25/07/2024		Clerks Expenses	Hale Parish Council	-10.00	51,264.80	25/07/2024
34	25/07/2024		Clerk Salary	Hale Parish Council	-854.32	50,410.48	25/07/2024
35	01/08/2024		Insurance	Hiscox	-284.11	50,126.37	01/08/2024
36	07/08/2024		Google Invoice	Google Ireland Ltd	-18.00	50,108.37	07/08/2024
37	23/08/2024		Room Hire	Hale Village Hall	-180.00	49,928.37	23/08/2024
38	23/08/2024		Payroll & Scribe	DM Payroll Servic	-168.00	49,760.37	23/08/2024
39	28/08/2024		Clerk Salary	Hale Parish Council	-1,029.13	48,731.24	28/08/2024
40	28/08/2024		Clerk Salary	Clerk Salary	-374.07	48,357.17	28/08/2024
41	28/08/2024		Clerks Expenses	Hale Parish Council	-10.00	48,347.17	28/08/2024
42	30/08/2024		Insurance	Hiscox	-284.11	48,063.06	30/08/2024
43	06/09/2024		Internet/Website	Google Ireland Ltd	-45.86	48,017.20	06/09/2024
44	30/09/2024		Salary	Clerk Salary	-72.87	47,944.33	30/09/2024
45	30/09/2024		Maintenance	Risk Support Serv	-319.27	47,625.06	30/09/2024
46	30/09/2024		Printing	Printstat Ltd	-318.00	47,307.06	30/09/2024
47	30/09/2024		Repayment	SLCC	-188.00	47,119.06	30/09/2024
48	30/09/2024		Clerk Salary	Clerk Salary	-374.07	46,744.99	30/09/2024
49	30/09/2024		Clerk Salary	Clerk Salary	-1,029.13	45,715.86	30/09/2024
50	30/09/2024		Clerks Expenses	Hale Parish Council	-10.00	45,705.86	30/09/2024
51	30/09/2024		Clerk Salary	Clerk Salary	-284.87	45,420.99	30/09/2024
52	30/09/2024		Bank Charges	Unity Bank	-18.00	45,402.99	30/09/2024

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
STARTING BALANCE						31,927.20	
53	01/10/2024		Insurance	Hiscox	-284.11	45,118.88	01/10/2024
54	07/10/2024		Internet/Website	Google Ireland Ltc	-54.00	45,064.88	07/10/2024
55	11/10/2024		Room Hire	Hale Village Hall	-50.00	45,014.88	11/10/2024
56	11/10/2024		Repayment	Halloween	-60.00	44,954.88	11/10/2024
57	11/10/2024		SLCC Conference	SLCC	-234.00	44,720.88	11/10/2024
58	11/10/2024		SLCC Training	SLCC	-35.00	44,685.88	11/10/2024
59	11/10/2024		External Audit	PKF Accountants	-252.00	44,433.88	11/10/2024
60	11/10/2024		Park Workers Lunch	Repayment	-77.42	44,356.46	11/10/2024
61	11/10/2024		DBS Accreditation Repayment	Hale PC	-18.00	44,338.46	11/10/2024
62	11/10/2024		Banquet Roll Halloween	C Gallagher	-44.12	44,294.34	11/10/2024
80	15/10/2024		DBS Accreditation Repayment	Hale Parish Council	-18.00	44,276.34	15/10/2024
63	29/10/2024		Postage	Post Office Ltd	-3.35	44,272.99	29/10/2024
64	29/10/2024		Halloween Goods	Batleys Cash & C	-151.31	44,121.68	29/10/2024
65	29/10/2024		Remembrance Day Wreath	Royal British Legic	-99.90	44,021.78	29/10/2024
66	29/10/2024		Halloween Goods	Pat Lewis	-34.50	43,987.28	29/10/2024
67	29/10/2024		Clerk Salary	Hale Parish Council	-3,767.71	40,219.57	29/10/2024
68	29/10/2024		Internet/Website	Freethought Intern	-120.00	40,099.57	29/10/2024
69	29/10/2024		Clerk Salary	Hale Parish Council	-7,877.49	32,222.08	29/10/2024
70	29/10/2024		Room Hire	Hale Village Hall	-48.00	32,174.08	29/10/2024
71	29/10/2024		Stationery	Viking Direct	-56.00	32,118.08	29/10/2024
72	31/10/2024		Halloween Goods	Halloween	-50.00	32,068.08	31/10/2024
73	31/10/2024		Halloween Goods	M Spargo	-121.23	31,946.85	31/10/2024
74	31/10/2024		Internet/Website	Freethought Intern	-120.00	31,826.85	31/10/2024
75	31/10/2024		Bank Charges	Unity Bank	-5.40	31,821.45	31/10/2024
76	01/11/2024		Insurance	Hiscox	-284.11	31,537.34	01/11/2024
77	01/11/2024		Clerk Salary	Clerk Salary	-72.87	31,464.47	01/11/2024
78	01/11/2024		Clerk Salary	Clerk Salary	-284.87	31,179.60	01/11/2024
79	07/11/2024		Google Invoice	Google Ireland Ltc	-54.00	31,125.60	07/11/2024
CLOSING BALANCE						31,125.60	
Bank statement should show						£31,125.60	

Balances are correct as of 11:59 on 13 Nov 2024.

↓ Date	Description	Paid in	Paid out	Balance
07/11/24	Direct Debit (GOOGLE • 82385888G66MYDQH30 CLOUD EMEA)		-54.00	31,125.60
01/11/24	B/P to: Employer Pension • HALE PC 00296		-284.87	31,179.60
01/11/24	B/P to: Employee Pension • HALE PC 00296		-72.87	31,464.47
01/11/24	Direct Debit (HISCOX) • HISCOX PIB 8187826		-284.11	31,537.34
31/10/24	Service Charge		-5.40	31,821.45
31/10/24	FREETHOUGHT		-120.00	31,826.85
31/10/24	HALLOWEEN FOOD		-121.23	31,946.85
31/10/24	HALLOWEEN MAKEUP		-50.00	32,068.08
29/10/24	VIKING		-56.00	32,118.08
29/10/24	B/P to: Hale Village Hall • INV 1014		-48.00	32,174.08
29/10/24	SALARY		-7,877.49	32,222.08
29/10/24	B/P to: Freethought Int. • 61692		-120.00	40,099.57
29/10/24	B/P to: HMRC • 120PA00288525 1806		-3,767.71	40,219.57
29/10/24	PUMPKINS		-34.50	43,987.28
29/10/24	POPPY SHOP		-99.90	44,021.78
29/10/24	BATLEYS INVOICE		-151.31	44,121.68
29/10/24	B/P to: Vicky • POSTAGE		-3.35	44,272.99
15/10/24	DBS CHECK		-18.00	44,276.34
11/10/24	B/P to: Cerri Gallagher • HALE PC ROLL		-44.12	44,294.34
11/10/24	DBS CHECK		-18.00	44,338.46
11/10/24	PARK WORK LUNCH		-77.42	44,356.46

11/10/24	B/P to: PKF Accountants • SB20242792	-252.00	44,433.88
11/10/24	B/P to: SLCC • INV SLCC/24-37	-35.00	44,685.88
11/10/24	B/P to: SLCC Enterprises • BK-218021-1	-234.00	44,720.88
11/10/24	PUMPKIN TOOLS	-60.00	44,954.88
11/10/24	B/P to: Hale Village Hall • INVOICE 986	-50.00	45,014.88
07/10/24	Direct Debit (GOOGLE CLOUD • 82385888GKRAB3Y5QI EMEA)	-54.00	45,064.88
01/10/24	Direct Debit (HISCOX) • HISCOX PIB 8187826	-284.11	45,118.88
30/09/24	Service Charge	-18.00	45,402.99
30/09/24	B/P to: Employer Pension • HALE PC 00296	-284.87	45,420.99
30/09/24	SALARY HPC	-1,039.13	45,705.86
30/09/24	B/P to: HMRC • 120PA00288525 1806	-374.07	46,744.99
30/09/24	SLCC SUBS REPAY	-188.00	47,119.06
30/09/24	• INV 122033	-318.00	47,307.06
30/09/24	B/P to: Risk Support Serv. • INVOICE 2723	-319.27	47,625.06
30/09/24	B/P to: Employee Pension • HALE PC 00296	-72.87	47,944.33
06/09/24	Direct Debit (GOOGLE CLOUD • 82385888G1Q69RAFZ4 EMEA)	-45.86	48,017.20
30/08/24	Direct Debit (HISCOX) • HISCOX PIB 8187826	-284.11	48,063.06
28/08/24	EXPENSES HPC	-10.00	48,347.17
28/08/24	B/P to: HMRC • 120PA00288525 1806	-374.07	48,357.17
28/08/24	SALARY HPC	-1,029.13	48,731.24
23/08/24	B/P to: DM PAYROLL SERVICE • INV 3819	-168.00	49,760.37
23/08/24	B/P to: Hale Village Hall • HVH-2020-887	-180.00	49,928.37

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

13 November 2024 (2024-2025)

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				100.00		100.00	100.00 (100%)
2	Wellbeing Fund				5,000.00	781.37	4,218.63	4,218.63 (84%)
3	Guildswomen Working Group				100.00		100.00	100.00 (100%)
4	War Memorial Working Group				1,261.00	421.90	839.10	839.10 (66%)
5	Civic Service Working Group				500.00		500.00	500.00 (100%)
7	Legal/Consultation Fees				1,500.00		1,500.00	1,500.00 (100%)
8	Grants				250.00		250.00	250.00 (100%)
9	Training				300.00	35.00	265.00	265.00 (88%)
10	Insurance				3,175.00	1,894.08	1,280.92	1,280.92 (40%)
11	Web Site				250.00	441.27	-191.27	-191.27 (-76%)
13	Audit				1,000.00	804.00	196.00	196.00 (19%)
14	Subscriptions/Advisory Bodies				2,250.00	1,357.29	892.71	892.71 (39%)
15	Staffing Including NI				23,500.00	20,532.73	2,967.27	2,967.27 (12%)
17	Bank Charges/Admin.				150.00	91.42	58.58	58.58 (39%)
18	Staff Allowances/Expenses				150.00	90.60	59.40	59.40 (39%)
19	Payroll & Scribe				600.00	513.60	86.40	86.40 (14%)
21	Election Reserve				3,500.00		3,500.00	3,500.00 (100%)
22	Hall Hire (Rent)				500.00	278.00	222.00	222.00 (44%)
23	Vat							(N/A)
35	General Reserve				5,000.00		5,000.00	5,000.00 (100%)
37	Newsletters				500.00	265.00	235.00	235.00 (47%)
38	Village Hall Support Costs				31,000.00	31,000.00		(0%)
39	HR (Pension/Backpay)				10,481.00	357.74	10,123.26	10,123.26 (96%)
SUB TOTAL					91,067.00	58,864.00	32,203.00	32,203.00 (35%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	58,845.50	58,845.50					(0%)
25	Vat Recovered	1,182.70	1,182.70					(0%)
36	Refund							(N/A)
SUB TOTAL		60,028.20	60,028.20					(0%)

Summary

NET TOTAL	60,028.20	60,028.20		91,067.00	58,864.00	32,203.00	32,203.00 (21%)
V.A.T.					1,965.80		
GROSS TOTAL		60,028.20			60,829.80		

Hale Parish Council
RECONCILIATION - Hale Parish Council Unity Bank 12-11-2024

From Accounts	£31,125.60
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£31,125.60

Bike/scooter shed

1 message

Hale - Head Teacher <head.hale@haltonlearning.net>

24 October 2024 at 09:30

To: "clerk@haleparishcouncil.gov.uk" <clerk@haleparishcouncil.gov.uk>, "freemenofhale@gmail.com" <freemenofhale@gmail.com>

Hi Brian and John,

We have had many requests from children and parents at the school, asking for a scooter and boke shed so children can store them in the morning. We are currently looking at budgets and some fundraising ideas but we were wondering if you could offer up any donations if possible?

We feel this would be really beneficial as more parents might walk to school with children. The struggle for them is then they have to cart the bikes/scooters home once they have dropped off which puts several parents off.

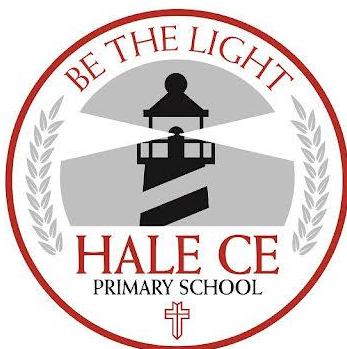
Any help would be greatly appreciated if possible.

Kindest regards,

Stuart Taylor

Acting Headteacher

Be The Light





HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



Equality and Diversity Policy **Adopted 27/2/2020**

Introduction

Hale Parish Council is an equal opportunities employer.

We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

- i) The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
- iv) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. The Parish Council is responsible for eliminating discrimination and providing equality of opportunity. Individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

2) Our Commitment as an Employer

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Equality in the workplace is good management practice and makes sound business sense.

3) Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability. Gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- iv) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;

- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information wherever appropriate

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Parish Council.

GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;

- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees marriage or civil partnership.

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



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



PUBLIC COMPLAINTS PROCEDURE
ADOPTED 21st October 2024

Any resident wishing to make a formal complaint against Hale Parish Council must contact The Clerk or Chairman with their complaint.

All correspondence must be sent through The Clerk who can be contacted by emailing clerk@haleparishcouncil.gov.uk or writing to The Clerk, Hale Parish Council, c/o Hale Village Hall, Hale Village, Halton L24 4AE

Please note that, in order for your complaint to be dealt with by Hale Parish Council, one of the following must apply.

- 1) You believe a Parish Councillor has acted unlawfully whilst conducting Parish Council business. This procedure does NOT cover complaints regarding Hale Village Hall or its operational affairs. Hale Parish Council recommends that complaints regarding Hale Village Hall should be directed to the Police by the complainant.**
- 2) You believe that Hale Parish Council has acted unlawfully whilst conducting its business. Any complaints must relate to procedural issues (e.g. Voting on non-agenda items) This procedure does not cover complaints from residents who disagree with a decision. In that instance, residents should voice concerns during public participation and before decisions are made.**
- 3) You have a complaint about a matter that Hale Parish Council is responsible for.**

Please note, due to the timings of Parish Council Meetings, your complaint may take up to 12 weeks to be dealt with by the Council. The full complaints procedure of Hale Parish Council can be found below. Assistance will be given to the claimant if necessary.

1. Introduction

- 1.1** This procedure covers routine complaints and those that could be described as habitual and vexatious. The majority of complaints generally fall under the first category and only occasionally move to the second option covered by paragraph 4 onwards.
- 1.2** Habitual or Vexatious complaints are defined here as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.
- 1.3** Some types of complaint will be handled outside this procedure: Financial irregularity will be handled by the Council's own auditor/Audit commission; Criminal activity by the Police; Member conduct by the Standards committee of the relevant principle authority; Employee conduct by internal disciplinary procedure.

2. Complaints procedures for Local Councils

- 2.1** Councils will handle complaints in full Council or nominate councillors who are authorised to deal with complaints but are not involved with the particular case.
- 2.2** If councillors should not take part in the proceedings. They will then be available to handle any appeal, if required
- 2.3** The Clerk will normally represent the Council through the proceedings but a nominated councilor may act instead

3. The Procedure

3.1. Before the Meeting

- The complainant will complain in writing to the clerk or to the chairman of the council. Assistance will be given to the claimant if necessary.
- The complainant will be advised when the matter will be considered and whether it will be treated confidentially or heard by a committee. A copy of this procedure will also be given to the complainant.
- The complainant will be invited to attend a meeting with a representative if wished.

- Not later than seven clear working days prior to the meeting, the complainant and the council will exchange copies of any documentation or other evidence to be relied on.

3.2. At the Council Meeting or Committee Meeting

- The chairman of the meeting will introduce everyone and explain the procedure.
- The complainant (or representative) will outline the grounds for complaint before any questions from the clerk and then from members if present.
- The clerk will explain the council's position before any questions from the complainant, and from members if present.
- The complainant and the clerk will then summarise their position; they then leave the room while members decide whether or not the grounds for the complaint have been made.
- If the decision is unlikely to be finalised on that day an estimated date will be given.

3.3. After the Meeting

- The decision will be confirmed in writing within seven working days together with details of any action to be taken.
- The result of the proceedings will be reported at the next council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

3.4. Appeals

- Should the complainant not agree with the decision they will be entitled to appeal the decision within fourteen days of receipt of the result of the proceedings.
- The councillors nominated to handle the appeal will, within twenty-one days of receiving the appeal, examine the way in which the council dealt with the complaint.
- If procedures were correctly handled by the council then the appellant will be notified that the appeal has not been successful. If the complaint was not handled correctly it will be referred back for consideration as

at 3.2.

- The appellant will be notified of the result of the appeals process within fourteen days.
- Should any resident or residents be unhappy with a decision made by the Parish Council it is suggested that they lobby their councillors and put forward a notice for requisition of a prior resolution (provided there are enough members who support the motion). The Clerk can circulate such complaints to members for consideration, however if no members are willing to support relitigating the matter then the matter should go no further.

4. Habitual and Vexatious Complaints

- 4.1.** Councils will endeavour to deal with complaints in an efficient, equitable and effective manner.
- 4.2.** The council may have to initiate further action, if the complainant behaves in ways which can: impede the investigation of the complaint; have significant resource implications; hinder the complaints service for others; be offensive, abusive or threatening.

5. Aims of this Section

- 5.1.** The aim of the council is to manage each case properly, consistently, fairly and respectfully and ensure that the complaint, not the complainant, is the issue during any procedure and decision making.
- 5.2.** It is important to establish guidelines for identifying habitual or vexatious complainants and that any decisions made follow agreed guidelines and procedures.

6. Guidelines

- 6.1.** Councils will try to keep open the lines of communication with appropriate support e.g. clarifying the reason for the outcome; offering relevant support for a complainant with special needs; suggesting an independent representative to help present their case.
- 6.2.** Any action taken as a result of proven persistent and/or vexatious complaint will be proportionate to the degree of annoyance/aggravation caused.

7. Procedure

7.1. The possibility of there being an unreasonably persistent and/or vexatious complaint will be brought to the attention of the chairman or vice chairman to ensure that the complaint has been dealt with according to the council's complaints procedure.

7.2. The chairman or vice chairman will contact the complainant in an effort to resolve the situation.

7.3. In the case of a meeting, if there is a personality issue, the complainant may nominate another councilor who will be made aware of all the facts. A complainant may wish to bring a representative. The council will give appropriate support (e.g. special needs) to the complainant in choosing a representative etc.

7.4. The chairman/vice chairman will:

- Listen to the grievance/complaint
- Assure the complainant of confidentiality with personal details
- Carefully explain what action the council has taken within its remit to resolve the complaint
- Offer any relevant support about the complaints procedure to the Complainant
- Suggest complaint routes available if complaint is outside the council's remit
- Explain how the complainant's actions are of concern but are hampering the complaints procedure
- Explain what actions the council may take
- Seek an assurance that the persistent/unreasonable nature of complaint will be addressed

7.5. The outcome and relevant details of the meeting will be noted.

8. Decision

- 8.1.** If the complainant continues to behave in unreasonable and/or vexatious way, the chairman or vice chairman will seek the approval of the council to follow the policy and agree what action(s) to take, e.g. restrict or refuse any further contact.
- 8.2.** The complainant will be advised by letter from the clerk of this action, including any further actions the complainant may take with other bodies including their right to obtain independent advice.
- 8.3.** The council will record the decision and hold all relevant correspondence except all personal details about the complaint and the complainant, which will be stored appropriately in line with the Data Protection Act.
- 8.4.** The clerk will notify all councillors and members of staff as appropriate.
- 8.5.** Any new complaint from any person who has come under the policy must be treated on its merit.

9. Review

- 9.1.** The decision taken at Section 8 will be reviewed after 6 months. The complainant will be notified of the result if the decision to apply the policy has been reversed.

The Clerk has the ultimate authority to remove any material which the Council views to be derogatory, discriminatory, defamatory, offensive or which brings the Parish Council into disrepute.

Private & Confidential

Mr Brian Hargreaves
 Hale Parish Council
 Hale Village Hall
 53 High Street
 Hale
 Halton
 Cheshire
 L24 4AE
 United Kingdom

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462 860

www.ajg.com/uk

10th November 2023

Dear Mr Hargreaves,

Insurance Policy: AJG Community Schemes
Client Name: Hale Parish Council
Client Reference Number: 3110228
Policy Reference:
Effective Date: 30/11/2023

Further to our recent renewal letter and any subsequent discussions, we are delighted that you have chosen to renew your business through Gallagher.

In accordance with your instructions, or where we advised you that we have automatically renewed, we have placed your insurances with the insurers shown below, under long term agreement with Hiscox Insurance Company Limited until 29th November 2024.

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£2,790.48	£334.86	£50.00	£3,175.34
Total		£2,790.48	£334.86	£50.00	£3,175.34

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1
- AJG Community Schemes - Endorsement - Long Term Agreement - 999.0

We must remind you that cover is subject to the following:-

[Policy Documents](#)

It is important that you check through your policy documentation thoroughly to ensure that you are happy with the cover stated. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Making a Claim

If you need to make a claim, please notify us as soon as possible after an incident either by telephone on 01483 462860 or by email to <mailto:communityclaims@ajg.com>. Alternatively out of hours in an emergency, you may also contact your insurer direct. Please refer to your insurer documentation for contact details for your insurer's claims department.

You will need to have as much information about the claim as possible, including but not limited to:

- Policy type and policy number
- Date loss occurred
- Location and description of loss
- Name and address of injured party if applicable

Claims must be notified to us immediately. Any delay in notification could prejudice your own or your insurer's position. Our full information regarding on what to do in the event of a claim was provided in our renewal invitation letter.

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Any Questions?

Thank you for renewing your policy with us and if you have any questions relating to your insurance arrangements, please do not hesitate to contact us.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com



Gallagher

Insurance | Risk Management | Consulting

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



Gallagher

Insurance | Risk Management | Consulting



Insurance | Risk Management | Consulting

Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

INSURANCE PROPOSAL
FOR
Hale Parish Council

Prepared by

Mr James Stephens

30th October 2024

1. Introduction

We aim to bring you high quality insurance and excellent service at a good price.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

We are proposing Public Liability cover of £12 million for you.

Zurich are pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week, in the event that an accident or assault renders a member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing staff or volunteers specified by you.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager; no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so whatever may happen, you will have experts on your side.

- **A good price**

We are proposing premiums shown in the table below

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£2,927.87
3 Year	£2,651.88

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

You will judge whether this is a good price. We hope that we will save you money, and that you can invest this saving into your core activities.

In addition to these benefits, if you buy this policy you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that **you carefully read the attached document your “Local Council Policy Schedule”** and check that the facts we have about you are correct and that we have included all the covers that you want.

Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is **£2,927.87** (including taxes, based on a 1 year agreement).

This is made up of £2,614.17 for your policy, £313.70 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT.

This quotation is valid for 90 days from the quotation date shown on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase
We will index-link your sums insured.

- b) Your levels of indemnity increase
Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor
If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. How to purchase this policy

If you would like to buy this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

7. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on or at james.stephens2@uk.zurich.com

We hope that a combination of our council expertise, the price offered, and the service we provide will convince you to place your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



Hale Clerk <clerk@haleparishcouncil.gov.uk>

Clear Insurance Quote LC/HALE/30224-LMDH - Hale Parish Council

1 message

Clear Councils Enquiries <councils@thecleargroup.com>
To: Hale Clerk <clerk@haleparishcouncil.gov.uk>

28 October 2024 at 13:12

Good afternoon,

Further to your recent enquiry please find attached our quotation for your Council. We have obtained a quotation at a total premium of **£2,603.42** inclusive of 12% insurance premium tax and our arrangement fee of £45.00. A 3-year Long Term Undertaking would reduce the annual premium to **£2,489.04** including insurance premium tax.

We have established your needs as detailed on the enclosed **Local Councils Insurance Quotation Schedule** and **Statement of Fact**. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils team on 0330 013 0036.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured.

Here at Clear Councils Insurance, we structure our insurance policy as a 'package' providing a set minimum level of cover depending on your population size. We do this to try and ensure that Councils have adequate cover and don't have to tell us every time there is a change to a sum insured, as long as it is within the cover limit, saving you time on administration.

- Contents
- Street Furniture
- Walls, Gates and Fences
- Playground Equipment
- War Memorials
- Mowers and Machinery
- Sports Equipment

[We can increase your cover at any time beyond these minimum policy limits if they are not adequate for your Council's needs. However, we cannot reduce or remove these sections individually.](#)

Parish Online – Free Subscription with Clear Councils Insurance

Clear Councils are offering a free 12-month subscription to new customers to Parish Online as part of their insurance package to all Councils who place a new Local Councils insurance policy with them. If you are an existing customer of Parish Online, Clear Councils will subsidise over half of your existing subscription cost; please note terms and conditions may apply.

If you have any queries, questions, would like to make changes or to arrange cover please do not hesitate to contact our Clear Councils team using the below contact details:

Email: councils@thecleargroup.com


Telephone: 0330 013 0036

Website: www.clearcouncils.co.uk

Kind Regards

Clear Councils Enquiries

 **Web** clearcouncils.co.uk  **Direct** 0330 013 0036

 **Address** Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ



Broker at **LLOYDS**



From: Hale Clerk <clerk@haleparishcouncil.gov.uk>
Sent: Wednesday, October 23, 2024 4:40 PM
To: Natalie Bailey <natalie.bailey@thecleargroup.com>
Subject: Re: Hale Parish Council Quotation

Good Afternoon Natalie

Thank you for coming back to me so quickly

Please see the responses below

1/ The Population of Hale Village is circa 1500 (2021 census)

2/ If you can quote like for like I will find out whether Cyber cover is required at our next meeting

3/ The Village Hall is not Grade 2 listed and does not have a flat roof

Kind Regards

Brian Hargreaves

Proper Officer

Hale Parish Council

07803611222

On Wed, 23 Oct 2024 at 10:20, Natalie Bailey <natalie.bailey@thecleargroup.com> wrote:

| Good morning Brian,

Thank you for the below email. In order for us to provide an accurate quotation can I please request the following information:

1. Population size for Hale PC.
2. We note that there is reference to cyber cover within the attached policy schedule, do you require an element of cyber cover for the council?
3. Can you please confirm if the village hall is grade 2 listed and/or has a flat roof?

We look forward to hearing from you.

Kind regards

Natalie Bailey

Account Broker

 **Web** clearinsurancemanagement.com  **Direct** 01162 819190

 **Address** Clear Insurance Management Ltd, AGM House, Grove Park, [3 Barton Cl, Enderby](#), Leicester, LE19 1SJ



Broker at **LLOYD'S**



From: Hale Clerk <clerk@haleparishcouncil.gov.uk>
Sent: Wednesday, October 23, 2024 9:47 AM
To: Clear Councils Enquiries <councils@thecleargroup.com>
Subject: Fwd: Hale Parish Council Quotation

Good Morning

I have been asked to contact your company to get a comparable quote for our existing Insurance policy with Hiscox Insurance (through Gallaghers Brokers)

Please see the attached information for your attention and to assist with

a like for like quotation

Kind Regards

Brian Hargreaves

Proper Officer

Hale Parish Council

07803611222

----- Forwarded message -----

From: Hale Clerk <clerk@haleparishcouncil.gov.uk>

Date: Wed, 23 Oct 2024 at 09:45

Subject: Hale Parish Council Quotation

To: <enquiries.team@uk.zurich.com>

Good Morning I have been asked to contact your company to

get a comparable quote for our existing Insurance policy with

Hiscox Insurance (through Gallaghers Brokers)

Please see the attached information for your attention and to assist with

a like for like quotation

Kind Regards

Brian Hargreaves

Proper Officer

Hale Parish Council

07803611222

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Company Reg No: 3712209. Registered address: [1 Great Tower Street, London EC3R 5AA](#). This message (including any attachments) is confidential. If you are not the intended recipient you are prohibited from printing, copying or distributing it or otherwise acting upon the information.

7 attachments

 **Clear_Councils_Policy_Wording_2023.pdf**
535K



Hale Clerk <clerk@haleparishcouncil.gov.uk>

Well-being Hub

1 message

Shirley Bingham <shirleybingham22@hotmail.co.uk>

30 October 2024 at 18:57

To: "clerk@haleparishcouncil.gov.uk" <clerk@haleparishcouncil.gov.uk>

Hi Brian

I have been speaking to Mike Wharton who gave me your email address. I'm hoping to set up a Well-Being Hub in the Village Hall due to the lack of mental health services in the area.

This would be a non-profit service, running every other week for 2 hours. As it would be benefitting the community and those in need I was wondering if we could potentially have a reduced fee?

Many Thanks
Miss Shirley Bingham

To whom it may concern

This is regarding cars parking and blocking both sides the pavement outside of the hall. After witnessing people having to walk in the road because the pavement is blocked and witnessing a lady pushing someone in a wheelchair and parents with children in prams again having to walk in the road this could be a potential hazard.

Speaking to neighbours they agreed and said it was becoming annoying and a hazard especially through the week and weekends, with the cars double parked on both sides of the pavement this is causing build ups off traffic trying to get through.



National pay awards

1 message

Diane Malley <diane@dmpayrollservices.co.uk>

5 November 2024 at 12:13

To: "clerk@haleparishcouncil.gov.uk" <clerk@haleparishcouncil.gov.uk>

Dear Brian

The NJC has now agreed the local council pay award for 2024/25, I am attaching a copy of the pay award for you. We do not automatically apply the pay awards as not all councils follow suit and some prefer to get authorisation at a council meeting first.

We are due to process your November payroll through next week, the intention is to process this towards the end of the week unless you contact me before. If we do not hear from you by Thursday 14th November, your payroll will be processed without the pay award.

If your contract allows for the pay award to be automatically processed, can you email me to confirm, or if you would prefer us to delay processing your November payroll to allow for approval then let me know and I will make a note to delay your payroll.

If you won't be receiving the pay award or want to delay the pay award until next month then also let me know so we can process your payroll through as normal.

regards

Diane Malley M.A.A.T.

7 New Road

Far Forest

Kidderminster

Worcestershire

DY14 9TQ

Tel: 01299 269188

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