



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS 31st OCTOBER 2024**  
**MEMBERS OF HALE VILLAGE HALL MANAGEMENT COMMITTEE**  
**ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING**  
**TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,**  
**HALE, HALTON L24 4AE**  
**ON 11<sup>th</sup> NOVEMBER 2024 AT 7.30pm**  
**TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

## **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or telephone 07803611222.

A handwritten signature in black ink, appearing to be 'BH' followed by a stylized flourish.

**Mr. Brian Hargreaves**  
**Clerk and Responsible Financial Officer**

## **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
2. **Declarations of Interest** - To receive declarations of interest.
3. **Public Participation** - To allow for a period of public participation.
4. **Minutes** – To approve the draft Minutes of the Ordinary Meeting on 15<sup>th</sup> October 2024 and accept them as a true record
5. **Payments & Receipts** - To receive and consider the list of payments and receipts made between 4<sup>th</sup> October 2024 – 17<sup>th</sup> October 2024 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.
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 4<sup>th</sup> October 2024 and 17<sup>th</sup> October 2024 to consider accepting them as an accurate record and comparison against budget (See Attached)
7. **Soundproofing** – To further discuss the options available and to make a proposal from the Management Committee to submit to the Trustee
8. **Maintenance of Hall exterior** – to discuss quotations received by the Clerk and to discuss a scope of work and a budget for the re-painting or part re-painting the exterior of Hale Village Hall
9. **Booking Officers Phone Contract** – To agree to authorise the Clerk to arrange a new contract for the phone held by the bookings officer and for it to be a business arrangement with access by more than one member whilst retaining the existing contact number.
10. **Village Hall Kitchen** – To consider the situation regarding the facilities in the Kitchen of the Village Hall. To discuss replacing the oven and purchasing an air fryer to compliment the facilities and to be advised by Cllr Anderson and an ex-councillor with a catering background.
11. **Community Room Blinds** – To discuss the information presented by Paul Turton and to review the options available to replace the damaged blinds.
12. **Future Meeting** - To agree a date for the next Village Hall Management Committee Meeting.



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## DRAFT MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON TUESDAY 15<sup>th</sup> OCTOBER 2024 AT 8.00pm

Present: Cllr Williams, N. Thompson, P Turton, A McNamara, Cllr P Lewis,  
Cllr J McNamara,

In attendance: 3 Members of the Public, Bookings Officer and The Clerk

**\*\* *In the absence of the Chairman Cllr Williams agreed to Chair the meeting***

- 1. Apologies** – Cllr Roberts, Cllr Wright, Cllr Anderson
- 2. Declarations of Interest** – No interests were declared
- 3. Public Participation** – A volunteer member from the Public forum updated the meeting on the progress of the Halloween event planned for 27<sup>th</sup> October 2024. Plans are well under way and no problems are anticipated. It is expected that the Hall can be set up and decorated on the evening of the 26<sup>th</sup> October in preparation for the event.

A local tradesman who volunteered his help with repairs to the Village Hall gave an update and stated that there were still a number of small areas of concern. He stated that he could make some additional repairs which will need to be painted and would recommend that a maintenance plan be formalised to extend the life of the Village Hall external cladding.

A Village Hall management committee members volunteered the loan of some scaffolding equipment for use in carrying out the maintenance tasks required.

- 4. Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 23<sup>rd</sup> July 2024 were approved and accepted as a true and accurate account

Proposed by N Thompson and seconded by P Turton

**The Motion was approved**

- 5. Payments & Receipts** - The list of payments and receipts made between 17<sup>th</sup> July 2024 and 4<sup>th</sup> October 2024 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed were accepted by the committee

**\*\* The Clerk was asked to check two payments to BT which appeared to be excessive. This will be clarified at the November meeting**

Proposed by Cllr Lewis and Seconded by N Thompson

**The Motion was approved**

- 6. Accounts** – The reconciled bank statement and summary of receipts & payments 17<sup>th</sup> July 2024 – 4<sup>th</sup> October 2024 were accepted as an accurate record and comparison against budget

Proposed by Cllr McNamara and Seconded by P Turton

**The Motion was approved**

- 7. Soundproofing -**

- i. It was resolved to defer this matter until more information is gathered about the quality of the material used and the possibility of using “Sail” type material to help with sound quality

Proposed by Cllr Williams and seconded by Cllr J McNamara

- 8. Village Hall Internal Decoration-**

- i. A budget of £100 was agreed for materials to paint the internal walls of the Village Hall. The Clerk agreed to purchase items and reclaim the money from the Village Hall account.

- 9. Village Hall activity Cover** – It was agreed that Cllrs Lewis, McNamara and Turton will make themselves available for opening & closing the Village Hall if and when required and more importantly when employees and other volunteer’s may not be available

- 10. Insurance** – It was agreed to defer this item until further renewal information has been received by The Clerk

Proposed by J McNamara and seconded by Cllr Williams

**The Motion was approved**

## PART 2

*In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public were 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.”*

- 11. Booking Officer** – The Clerk agreed to contact ACAS for advice regarding the on-going situation and to report back to the Trustee Meeting on 28<sup>th</sup> October 2024
- 12. Formal HR/HS Contract** – The Clerk distributed a number of bespoke proposals for consideration by the Village Hall Management Committee (VHMC). It is noted that ultimately decisions relating to this matter will be the responsibility of the Parish Council but that the members of the VHMC may have an interest and wish to offer some input.  
  
Paul Turton requested that the Clerk should check the Insurance cover currently held by Hale Parish Council to establish the level of cover currently in place.
- 13. Future Meeting** – Monday 11<sup>th</sup> November 2024

**The meeting Closed at 9.45pm**

## Hale Village Hall

## Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>594.64</b>	
146	11/09/2024		Hall Rental	J Oliveira Gulinel	78.00	23,052.10	11/09/2024
147	12/09/2024		Hall Rental	J Arnaud	16.00	23,068.10	12/09/2024
148	12/09/2024		Hall Rental	A M Aboreeda	150.00	23,218.10	12/09/2024
79	16/09/2024		Electricity	Crown Gas & Pow	-204.30	23,013.80	16/09/2024
80	16/09/2024		Gas	Cadent Gas	-647.81	22,365.99	16/09/2024
149	16/09/2024		Hall Rental	Thce Ministries	240.00	22,605.99	16/09/2024
150	16/09/2024		Hall Rental	M R Gavin	230.00	22,835.99	16/09/2024
151	16/09/2024		Hall Rental	Activity Co.	72.00	22,907.99	16/09/2024
152	16/09/2024		Hall Rental	Ruth Nickson	27.50	22,935.49	16/09/2024
153	17/09/2024		Hall Rental	D Finnigan	115.00	23,050.49	17/09/2024
154	17/09/2024		Hall Rental	Val Borlase	37.50	23,087.99	17/09/2024
155	17/09/2024		Hall Rental	JL Smith	27.00	23,114.99	17/09/2024
81	18/09/2024		Web Site	BT Group	-125.54	22,989.45	18/09/2024
156	20/09/2024		Hall Rental	M B Dancing (Mer	54.00	23,043.45	20/09/2024
82	23/09/2024		Water	Water Plus	-49.05	22,994.40	23/09/2024
157	23/09/2024		Hall Rental	Ruth Nickson	27.50	23,021.90	23/09/2024
158	24/09/2024		Hall Rental	Z Obad	10.00	23,031.90	24/09/2024
159	24/09/2024		Hall Rental	Faisal Naeem	230.00	23,261.90	24/09/2024
160	24/09/2024		Hall Rental	J LDS McNABB	36.00	23,297.90	24/09/2024
161	24/09/2024		Hall Rental	J Arnaud	32.00	23,329.90	24/09/2024
162	25/09/2024		Hall Rental	C White	100.00	23,429.90	25/09/2024
163	25/09/2024		Hall Rental	JL Smith	27.00	23,456.90	25/09/2024
164	25/09/2024		Hall Rental	Martin P&F Roys	30.00	23,486.90	25/09/2024
165	26/09/2024		Hall Rental	Natalie Conley	60.00	23,546.90	26/09/2024
166	26/09/2024		Hall Rental	Lathif & Ismail	160.00	23,706.90	26/09/2024
167	26/09/2024		Hall Rental	Lyndsay Roche	90.00	23,796.90	26/09/2024
168	26/09/2024		Hall Rental	Natalie Conley	70.00	23,866.90	26/09/2024
169	27/09/2024		Refund	SSE Electricity	449.91	24,316.81	27/09/2024
170	27/09/2024		Refund	SSE Electricity	500.00	24,816.81	27/09/2024
171	27/09/2024		Hall Refund	Francis Doyle	144.00	24,960.81	27/09/2024
172	27/09/2024		Hall Rental	A L Woof	64.00	25,024.81	27/09/2024
83	30/09/2024		Bookings Officer		-650.10	24,374.71	30/09/2024
84	30/09/2024		Bookings Officer		-537.05	23,837.66	30/09/2024
85	30/09/2024		HMRC	HMRC	-295.32	23,542.34	30/09/2024
86	30/09/2024		Cleaner		-687.63	22,854.71	30/09/2024
87	30/09/2024		Intruder/Fire Alarm Maintenance	FIS Solutions	-45.15	22,809.56	30/09/2024
88	30/09/2024		Cleaning Materials	Freemans Industri	-480.00	22,329.56	30/09/2024
89	30/09/2024		Caretaker		-475.88	21,853.68	30/09/2024
90	30/09/2024		Bank Charges	Unity Bank	-18.00	21,835.68	30/09/2024
173	30/09/2024		Hall Rental	M B Dancing (Mer	27.00	21,862.68	30/09/2024
174	30/09/2024		Hall Rental	Ruth Nickson	27.50	21,890.18	30/09/2024
175	30/09/2024		Hall Rental	A L Woof	40.00	21,930.18	30/09/2024
176	30/09/2024		Hall Rental	Mersey Wave Cho	157.50	22,087.68	30/09/2024
177	30/09/2024		Hall Rental	JL Smith	27.00	22,114.68	30/09/2024
178	30/09/2024		Hall Rental	J LDS McNABB	36.00	22,150.68	30/09/2024
179	01/10/2024		Hall Rental	Knitting Club	75.00	22,225.68	01/10/2024
180	02/10/2024		Hall Rental	The Ministries Ltd	160.00	22,385.68	02/10/2024
181	04/10/2024		Hall Rental	C Forbes	125.00	22,510.68	04/10/2024
182	04/10/2024		Hall Rental	Merseybeats Danc	54.00	22,564.68	04/10/2024
183	07/10/2024		Hall Rental	Ruth Nickson	27.50	22,592.18	07/10/2024
184	07/10/2024		Hall Rental	Rebecca Riley	36.00	22,628.18	07/10/2024
185	08/10/2024		Hall Rental	JL Smith	27.00	22,655.18	08/10/2024
186	10/10/2024		Hall Rental	L Mooney	36.00	22,691.18	10/10/2024
187	11/10/2024		Hall Rental	Carolina Aime Fen	120.00	22,811.18	11/10/2024

## Hale Village Hall

### Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>594.64</b>	
188	11/10/2024		Hall Rental	Halton BC	120.00	22,931.18	11/10/2024
189	11/10/2024		Hall Rental	Hale Parish Council	50.00	22,981.18	11/10/2024
190	14/10/2024		Hall Rental	Ruth Nickson	27.50	23,008.68	14/10/2024
191	14/10/2024		Hall Rental	Stephen Armstrong	100.00	23,108.68	14/10/2024
91	15/10/2024		Electricity	Crown Gas & Power	-241.78	22,866.90	15/10/2024
92	15/10/2024		Gas	Cadent Gas	-647.81	22,219.09	15/10/2024
192	15/10/2024		Hall Rental	Rebecca Riley	36.00	22,255.09	15/10/2024
193	17/10/2024		Hall Rental	J LDS McNABB	30.00	22,285.09	17/10/2024
			<b>CLOSING BALANCE</b>			<b>22,285.09</b>	
				<b>Bank statement should show</b>		<b>£22,285.09</b>	

Hale Village Hall

RCN: 1014055

60-83-01 • 20430715

Balance

£ 19,455.20

Available

£ 19,455.20

Balances are correct as of 10:10 on 30 Oct 2024.

↓ Date	Description	Paid in	Paid out	Balance
17/10/24	Kiridoshi Andrew • JENNIFER KIRIDOSHI	157.00		22,442.09
17/10/24	MCNABB J/LDS • SAX 16/10/24	30.00		22,285.09
15/10/24	S/O to: Cadent Gas Ltd • 33272798		-647.81	22,255.09
15/10/24	Direct Debit (CROWN GAS & POWER) • L051447		-241.78	22,902.90
15/10/24	REBECCA RILEY • HVH-2020-956	36.00		23,144.68
14/10/24	Stephen Armstrong • Stephen Armstrong	100.00		23,108.68
14/10/24	RUTH NICKSON • hale dance club	27.50		23,008.68
11/10/24	HALE PARISH COUNCI • INVOICE 986	50.00		22,981.18
11/10/24	HALTON BC 0019 • 0	120.00		22,931.18
11/10/24	Carolina Aime Ferreira Ticianeli • HVH-2020-1009	120.00		22,811.18
10/10/24	L Mooney • Lynnyoga 11th + 18	36.00		22,691.18
08/10/24	SMITH JL • DANCEBOOTCAMP	27.00		22,655.18
07/10/24	REBECCA RILEY • HVH-2020-956	36.00		22,628.18
07/10/24	RUTH NICKSON • hale dance club	27.50		22,592.18
04/10/24	MB DANCING (MERSEYBEATS) • invluding 03 oct	54.00		22,564.68
04/10/24	FORBES C • HVH-2020-914 Sept	125.00		22,510.68



**Hale Village Hall**  
**RECONCILIATION - Unity Trust Bank Current A/C 17-10-2024**

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From Accounts .....	£22,285.09
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Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

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<b>Statement should be .....</b>	<b>£22,285.09</b>
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Summary of Receipts and Payments

All Cost Centres and Codes

**Expenditure**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Telephone / Internet /website				750.00	902.23	-152.23	-152.23 (-20%)
2 Water				735.00	247.10	487.90	487.90 (66%)
6 Rates				160.00	81.05	78.95	78.95 (49%)
7 Subscriptions				1,600.00	318.37	1,281.63	1,281.63 (80%)
8 Repairs & Maintenance				10,000.00	3,223.16	6,776.84	6,776.84 (67%)
10 Refunds					151.73	-151.73	-151.73 (N/A)
11 Electricity				4,100.00	170.25	3,929.75	3,929.75 (95%)
21 Gas				8,000.00	6,552.79	1,447.21	1,447.21 (18%)
24 Capital Equipment				250.00		250.00	250.00 (100%)
26 Staff Costs				27,000.00	13,811.47	13,188.53	13,188.53 (48%)
27 Contingency				2,500.00		2,500.00	2,500.00 (100%)
<b>SUB TOTAL</b>				<b>55,095.00</b>	<b>25,458.15</b>	<b>29,636.85</b>	<b>29,636.85 (53%)</b>

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Room/Hall Hire	25,000.00	16,007.65	-8,992.35				-8,992.35 (-35%)
17 Hale Parish Council Support	31,000.00	31,000.00					(0%)
28 Refund		949.91	949.91				949.91 (N/A)
<b>SUB TOTAL</b>	<b>56,000.00</b>	<b>47,957.56</b>	<b>-8,042.44</b>				<b>-8,042.44 (-14%)</b>

**Summary**

<b>NET TOTAL</b>	<b>56,000.00</b>	<b>47,957.56</b>	<b>-8,042.44</b>	<b>55,095.00</b>	<b>25,458.15</b>	<b>29,636.85</b>	<b>21,594.41 (19%)</b>
V.A.T.					1,208.00		
<b>GROSS TOTAL</b>		<b>47,957.56</b>			<b>26,666.15</b>		