

HALSALL PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 11th October 2023 at 7.30 p.m. at St Aidan's Hall, Shirdley Hill, Halsall.

- 1. Introductions and Apologies for absence**
- 2. Declarations of Interest**
- 3. Open Forum for 15 minutes for matters raised by members of the public**
 - 3.1 West Lancs Borough Councillors**
 - 3.2 Open Forum**
- 4. To confirm and sign the minutes of the meeting held on 20th September 2023 as a correct record**
- 5. Discuss and agree on any matters arising from Parish Clerk's Report**
- 6. Reports from Representatives to outside Bodies**

To receive reports from representatives and discuss and agree on any actions arising ;

 - 6.1 Lancashire Association of Local Councils (LALC)**
- Cllrs R Brookfield, J Ridley, E Wright
 - 6.2 Ormskirk Academy**
- Cllr A Timon
- 7. Reports from Working Groups**

To receive reports from Working Groups and discuss and agree upon any actions arising;

 - 7.1 St Aidan's Hall Committee - Cllrs M Lyons and N McCarthy-Thomason**
 - 7.2 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright**
 - 7.3 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield**
 - 7.4 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield**
 - 7.5 Flooding – Cllrs. E Wright and A Timon**
 - 7.6 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons , B Roberts**
 - 7.7 Planning & Development - Cllrs.M Schofield and B Roberts**
- 8. Planning Applications**
 - 8.1 Applications - to discuss whether the Parish Council should comment on:**

2023/0125/TPO 69 Renacres Lane, TPO Crown Reduction

8.2 To Note recent Planning Decisions - all granted

**2023/0688/CON 78 New Cut Lane, Land to rear,
details reserved on drainage and external lighting**

- 9. To approve changing the website hosting contract from Annual to Quarterly Renewals**
£60 per quarter, £240 pa, so in a better position to change to .GOV.UK system.
- 10. To approve changing Council Email to a .GOV.UK system with website hosting through Cloud Next**
£110 (£55 p.a.) for .gov.uk email plus £60 per year for website hosting
External Auditors have stated this is mandatory before 31/3/2024
- 11. To Approve the External Auditor's Report and note the publication of the Conclusion of the Audit on Council's Website**
- 12. To approve Remembrance Sunday Risk Assessment**
- 13. To consider the appointment of new Local Auditor at a cost of £100 per audit And Terms of Reference via Local Audit and Accountability Act 2014 S7**
Need 2 audits for 2023/2024, Interim and Final.
Kaiser Audit £475, Cropper Audit £220, Sefton CVS Audit £100
- 14. To purchase PDF Pro software at a cost of £47.96**
- 15. To approve the transfer of £279.86 of quarterly interest into the Reserves Account**
£78.88 Precept, £140.55 CIL and £60.43 from Reserves
- 16. To approve purchase of MPLC Film Licence for Halsall War Memorial Trust via Local Government Act (Miscellaneous Provisions) 1976 S19 (3) Grant at a cost of £118.18 + VAT**
- 17. To approve purchase of National Broadband 4G service at a cost of £249 + VAT as BT have declined to extend the phone cable to St Aidan's Hall.**
Maximum cost ; Internal Router + External Aerial + £39 per month
- 18. To suspend Financial Order 11. 1 and approve Tom Owen Ltd to improve drainage at the rear of Snooker Hut on behalf of Halsall War Memorial Trust via CIL at a cost of £450 + VAT.**
- 19. To purchase a 2nd Window Noticeboard for Memorial Hall at a cost of £130 and refund the cost of 1st Noticeboard via LGA 1972 S142 Provision of Information**
- 20. To approve a S137 Grant application for £500 from FROG for installation of Christmas Lights and to renew insurance for volunteers working on Village Green**
- 21. To approve a Warm Spaces Luncheon Club at St Aidan's Hall under Local Government Act (Miscellaneous Provisions) 1976 S19 (1)**

22. To propose an amendment to FO 9.9

“.. there is a reconciliation to some form of control such as ticket issues..”

where “ticket issues” is replaced by “ a Receipt Book”.

So that individuals handing over cash or cheques to the RFO receive a receipt and that the Receipt Book can be reconciled with bank statements.

23. To Consider Options for a 3rd Defibrillator

24. To note an emergency repair to the Oven in St Aidan’s Hall at a cost of £185 work completed by SD Ireland under delegated authority FO 3.5

25. Finance

a) To approve the Schedule of Payments for October

b) To receive a Financial Statement for September and sign Bank Reconciliation

c) To confirm that bank balances in the accounts agree with the balances at the bank

d) To review the Quarterly Spend to Date spreadsheet

26. Advance Notice of Information-Only Items

27. Date and time of next meeting:

(2nd Wednesday would be 8th November at Memorial Hall.

Signed

Chris Pyne

Parish Clerk

All present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature.

Members of the public disturbing a Council meeting will be asked by the Chair to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed.

If a meeting becomes unmanageable because of interruption, or it is impossible to continue due to disturbance or disregard for the Chair’s instructions, the Council can and will resolve to either close the meeting for a period or have the meeting recalled for another date.