

HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 9th October at 7:30 pm at Memorial Hall, Halsall Road.

1. **Introductions and Apologies for Absence**
2. **Declarations of Interest**
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
 - 3.2 **Open Public Forum**
4. **To confirm and sign the [Minutes of the meeting held on 11th Sept.](#)**
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 5.1 Update on Memorial Hall Picnic Benches
 - 5.2 Update on advertising Parish Councillor vacancy
 - 5.3 Update on planning for Remembrance Sunday
 - 5.4 To note that Notice of Closure of External Audit was displayed by 30th September on Council website and on Council notice boards.
 - 5.5 To note emergency repairs for Henry Hoover at a cost of £22.16
 - 5.6 To note the Trust has paid £563.55 for the Clerk's services for September and monthly until further notice.
 - 5.7 To note emergency repairs of St Aidan's door lock at a cost of £100 (included fitting the baby changing table).
 - 5.8 To note the supply of a 2nd waste bin service from WLBC
6. **To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
 - 6.1 **Lancashire Association of Local Councils (LALC)**
Cllrs R Brookfield, M Lyons
Annual meeting of LALC at Preston LCC on 2nd November
 - 6.2 **Ormskirk Foundation Trust**
Cllr A Timon
 - 6.3 **Shirdley Hill Community Association**
Cllrs N McCarthey-Thomason & J Ferguson
 - 6.4 **St Cuthbert's Church Committee**
Cllr M Schofield
7. **To receive reports from Working Groups and agree upon any actions arising;**
 - 7.1 **Finance**
Cllrs. M Lyons, E Wright, A Timon, and K Wright

7.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, and M Schofield

To consider a proposal to merge Council and Trust administrative work into a new role of Assistant Parish Clerk and to charge the Trust for supplying administrative services, instead of recruiting a Trust Secretary.

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, M Schofield
and B Roberts

7.4 Flooding

Cllrs. E Wright, R Brookfield and A Timon

Flooding Meeting organised by Scarisbrick PC on 4th October

7.5 Healthy Halsall

Cllrs. M Schofield, M Lyons, B Roberts

7.6 Planning & Development

Cllrs M Schofield and B Roberts

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

Update on Footpath 28

8. [Planning Applications](#)

8.1 Applications

2024/0770/LBC, La Mancha , replacement door on eastern elevation

2024/0752/PNC, Green Barn, Asmall Lane, change of use to dwelling

2024/0739/FUL, 93 Segars Lane, retrospective application for caravan

2024/0780/FUL, 69 Renacres Lane, new porch, dormers & boundary wall

8.2 To Note Recent Planning Decisions

2024/0680/PNP, Gorse Hill Farm - planning permission required

2024/0555/LDC, Moss View, Moss Road, - granted Certificate of Occupancy

2024/0529/LBC, La Mancha, - changes to internal doors approved.

Change to external door moved to new application.

2024/0692/FUL, 71 Segars Lane, demolition & rebuilding - Withdrawn

8.3 Recent planning emails received since agenda published

None

9. Finance

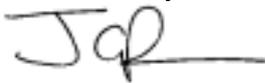
9.1 To approve the [Schedule of Payments for October](#)

9.2 To review the [Monthly Spend to Date - October](#)

9.3 To approve the [Bank Reconciliation](#)

- 9.4 To confirm the bank balances on accounts & sign bank statements
- 9.5 To move £321.36 in quarterly interest to Reserves Account
10. **To consider increasing St Aidan's Hire Charges**
11. **To approve S19 Grant Request from Memorial Hall for programme of repairs and improvements at a cost of £2150 to be funded from CIL.**
12. **To approve a S137 Grant Request of £500 from FROG for Christmas Lights (storage, testing, connection) and annual volunteer insurance.**
13. **To approve replacing the carpet in St Aidan's Hall at a cost of £xxx**
14. **To approve a S19 Grant to Memorial Hall to help fund a Children's Well Being event at a cost of £350**
15. **To approve £80 in S133 payments (May to Dec) for Council Meetings at Memorial Hall**
16. **2 Volunteers required for Remembrance Sunday readings at St Cuthberts**
17. **Notice of Information-Only Items**
18. **Date and time of next meeting**
Next meeting date will be 13th November at St Aidan's

Authorised by



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 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.

PARISH CLERKS REPORT

October 2024

I am going to report using the [HPC Action List](#) (on the Intranet under Quick Links).

Completed Activities since Last Meeting (11th September)

although I am now covering Halsall War Memorial Trust since 7th September so not as much progress as I would have liked.

Ref	Date	Completed Activities	Source	Resolution	Date
279	11/7/2024	Ask WLBC for 2nd waste bin	Minutes	Delivered, Invoice approval is on October agenda	09/10/2024
298	11/7/2024	Need a CIL letter and pay for Picnic Benches	Minutes	Completed	03/10/2024
309	12/9/2024	Reschedule the picnic benches	Minutes	Completed on 3/10/2024	03/10/2024
310	12/9/2024	Confirm switch to Clear/Aviva Insurance	Minutes	13/9/2024 Paid Invoice - need to file all documents	03/10/2024
315	12/9/2024	Get HR sub group meeting	Minutes	Done. Item on October Agenda	03/10/2024
322	12/9/2024	Pay for MPLC licence	Minutes	invoice on October agenda	03/10/2024
324	12/9/2024	Buy nappy table	Minutes	Delivered, installed	28/09/2024
283	11/7/2024	Meet with Open Spaces Ken Sharp	Minutes	Done. Sep Agenda/Minutes, get more support WLBC, LCC, walk path etc	13/09/2024
287	11/7/2024	Renew Insurance with Clear / Aviva	Minutes	emailed Clear 12/7/24. Sep Agenda/Minutes. Paid invoice	13/09/2024
318	12/9/2024	Send minutes and FOI to Ken Sharp	Minutes	Done	13/09/2024
323	12/9/2024	Pay for Nappy service	Minutes	Paid	13/09/2024
325	12/9/2024	Renew with Octopus	Minutes	Done	13/09/2024
326	12/9/2024	Setup Chairman's budget spreadsheet	Minutes	Done Code 31 and new spreadsheet table Query	13/09/2024
327	12/9/2024	Pay Keith for bus shelter	Minutes	Done	13/09/2024
328	12/9/2024	Pay £349 emergency repair costs	Minutes	Done	13/09/2024
331	12/9/2024	Decline the invitation	Minutes	Done	13/09/2024
48	14/4/2023	Get Rent Review. Now a new 10 year lease	Minutes	We have signed. Now with other solicitors. September Agenda.	12/09/2024

83	12/7/2023	Purchase baby changing table	Minutes	B-M1 model, now linked to nappy contract , Ordered September 12th	12/09/2024
193	11/1/2024	Circulate Hire agreement	Minutes	New version for September Agenda. Circulated 12/9/2024 to all Hirers	12/09/2024
319	12/9/2024	Transfer £400 Polling station hire fee	Minutes	Done	11/09/2024
320	12/9/2024	Pay Overtime	Minutes	Done	11/09/2024
321	12/9/2024	Send out hire agreement	Minutes	Done	11/09/2024

Open Activities

Ref	Date	Open Activities	Source	Latest Update - DO NOT EDIT ! - Edit the All page
126	22/9/2023	Fire Safety Risk Assessment	Fire Safety	Got draft document, need to finalise it
142	12/10/2023	Get estimate for power at Saracens Head	Minutes	
198	11/1/2024	Write to Halsall Estates re Plex Lane bus stop	Minutes	Got a contact. Email Lease on 2nd Feb, chased 29th Feb with 2nd bus stop lease
210	14/2/2024	Community Skip	Minutes	Pick a date? Coordinate Halsall News/WLBC availability
220	29/2/2024	Ask BTR to do St Aidans Conveyance	Clerk	13/9/2024 asked BTR to start work now that Bakehouse Lease is complete
223	14/6/2023	Cleaning War Memorial Tablets	Minutes	Got photos . Sent to Ormsby
225	10/4/2024	Cost of Footpath Signs	Minutes	Can we do engraved wooden markers?
237	15/5/2024	All Councillors should have .gov email	Audit	Need to research auto forwarding
276	12/6/2023	Do research into 3 websites suppliers	Minutes	
277	4/7/2024	Look at SLCC Monthly and Annual Calendar	Clerk	Saved to default Downloads
278	6/7/2024	check all 2024 minutes/agenda to new audit standards	Clerk	Need signed bank statements / signed Spend to Date
294	11/7/2024	Purchase Poppies	Minutes	Not on amazon yet (27/8/2024)
295	11/7/2024	Re use MH noticeboard	Minutes	
301	19/7/2024	Look at Formby Children Playing signs	Clerk	
302	20/7/2024	Look at SLCC document retention policy	Clerk	

304	25/7/2024	Halsall Trust page on Council website	Clerk	New idea. several days works. Not urgent
305	12/9/2024	1999 Minutes on the DMMO for footpath 28	Minutes	
306	12/9/2024	2015 Correspondence on Footpath 28	Minutes	
307	12/9/2024	Is there a local Bridleway Group?	Minutes	
308	12/9/2024	What are grants for set aside land?	Minutes	
311	12/9/2024	Tidy up Applications file (Data Protection)	Minutes	
312	12/9/2024	Purchase Poppy wreaths	Minutes	
314	12/9/2024	Move solicitors onto the Conveyancing	Minutes	written to Natasha

Organisation	Halsall Trust	Halsall Parish Council
Current Roles	Trust Secretary	Parish Clerk
New Roles Parish Clerk 11 hours	<ul style="list-style-type: none"> Annual Budget External Audit (Charity Commission) Internal Audit Spend to Date/Virement Major Projects Legal Work ... Professional Advice Activity Management Agendas & Minutes Halsall News Monthly Salaries, HMRC Tax, etc 	<ul style="list-style-type: none"> Annual Budget / Precept External Audit (AGAR) Internal Audit Spend to Date/Virement Major Projects & Events Legal Work / Insurance/ Compliance / Cerificates / Signatures etc Professional advice/ FOI/Compliants Activity Management (Open/Closed/Prioritisation) Agenda & Minutes Halsall News Monthly Salaries, HMRC Tax, Pensions etc Supervision & Training
Asst Parish Clerk 9 hours	<ul style="list-style-type: none"> Bank Reconciliation Expenses Invoice for services Pay invoices for goods and services Receive hire payments Hall Bookings Inspections & Visitors Liase with Cleaner 	<ul style="list-style-type: none"> Bank Reconciliation Expenses Invoice for services Pay invoices for goods and services (inc Advertisers) Receive hire payments Hall Bookings Inspections & Vistors Liase with Cleaner

Salary Costs (Gross exc Emp. N.I.)	Existing Monthly	Temporary Monthly	Future Monthly	Notes Exc pay award pending (3%?)	Formula
				Ideally like to stay at 11+ 7 = 18 Hours But Workload analysis suggest need 9 hours for all Admin Tasks	
Parish Clerk	885.50	885.50	885.50	Stay at 11hrs to include supervision/training	
Trust Secretary	505.66	563.55	N/A		
Assistant Parish Clerk	N/A	N/A	583.18	9 hours at Scale 17 (£28770)	583.18
Monthly Cost	1,391.16	1,449.05	1,468.68	9 hours increases by £77.52 per month	77.52
Annual Cost	16,693.92	17,388.60	17,624.11	9 hours increases by £930.19 per year	930.19
Recharge cost to MH	505.66	563.55	587.47	40% of Admin activity is for Trust , so assume 40% for Mngt? So split costs 40/60%	
Cost to HPC	885.50	885.50	881.21		
	1391.16	1449.05	1,468.68		

Activities 2023/24	Parish Council	Memorial Trust	Time Mins	HPC	MH Hours	Total Time (Hrs)	Notes Assumptions
How many hours needed?						401.92	IF 48 working weeks @ 7 hours = 336 hours available Assumption that have to do 52 weeks work in 48 weeks due to A/L but some will have to be done by Parish Clerk so that adds some spare capacity into calculations With additional Misc tasks, closer to 9 hours per week than 7 hours so create Assisitant Parish Clerk at 9 Hours (only 30 hours allowance for Misc)
							8.373263889
Liase with Cleaner/Visits	48	96	30	24	48	72.00	Check supplies, problems, site inspection; twice as long at MH; playgrounds, monthly meter readings
Invoices Paid	213	174	15	53	44	96.75	Read Email; Print Invoice; File Paper; File E-Copy; Add to spreadsheet; Make Bank Payment = 15 mins
Payments Received	124	129	10	21	22	42.17	Read Bank; Update Spreadsheet; File Paper; Update Bookings = 10 mins
Total Banking Transactions	337	303					2.5 transactions per day (5 days per week) 25-40 minutes per day
Bank Reconciliations	12	12	60	12	12	24.00	Print Monthly Statement; File; Check paper invoices :Print Reconciliations
Bookings	100	70	10	17	12	28.33	Initial Contact; Reply; Calendar = 10 mins
Booking Pre-Visits	30	25	40	20	17	36.67	"Unique Visitors". Arrange Visit, Give tour, inc travel times
Meetings Minutes	12	6	90	18	9	27.00	11 + Open meeting; 90 minute meetings: alternate months Trust
	12	6	90	18	9	27.00	90 minutes to write up; circulate
Training/Supervsion	48		60	48		48.00	1 hour with Parish Clerk per week to set tasks, check and provide training
Total Hours				231	171	401.92	Approx 40% time spent on MH

HALSALL PARISH COUNCIL		Schedule of Payments		October	for	9th October meeting	
Chair	Mary Lyons			Signed			
Independent				Signed			
Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes
Changes since last month : Highlighted							
Direct Debits (manually listed)							
			3rd Month	Open Space maintenance	320.00	Forshaw	Monthly
			3rd Month	Open Space maintenance	100.00	Connor St Aidans	Monthly
			8th Month	National Broadband 4G Intern	42.00	Nat Broadband	Monthly
			9th Month	Electricity	as claimed	Octopus	Monthly
			21st Month	Gas	as claimed	EON	Monthly
			24th Month	Lloyds Bank Credit Card	as claimed	Lloyds	Monthly
			28th Month	22 HMRC Employers N.I.	as claimed	HMRC	Monthly
			28th Month	20 Clerk's Salary	708.50	Pyne	Cancelled
			ad-hoc	Clerk & Trust Salaries	1,159.32	Pyne	Replacement
			end of quarter	Water	as claimed	Water Plus	Quarterly
			end of quarter	Bank Charges (£6 per month)	18.00	Unity	Quarterly
			15/12/2023	Information Commissioner	35.00	ICO	Annually
Paid under Delegated Authority (manually listed)							
			28th	14 Cleaning (Salary)	321.00	Fessey	1 x 2 hour sessions
			28th	10 MH Refund Cleaning	-214.00	Trust	2 x 2 Cleaning sessions
			28th	09 MH Refund Clerk's Salary	-563.55	Trust	7 hours per week for month
			28th	15 Cleaning Expenses	as claimed	Fessey	monthly
			28th	23 Member Expenses	as claimed	as claimed	monthly
			28th	23 Clerk's Expenses	as claimed	Pyne	monthly
			as claimed	Window Cleaning	40.00	P Walsh	monthly
Payments Awaiting Approval (automatic filter)							
			Date		Amount	Payee	Notes
			26/9/2024	Tax and NI	393.78	HMRC	Tax and NI (due 22/10/2024)
			13/9/2024	Music Licence	391.52	MPLC	Music & Film Licensing
			28/9/2024	Hire Refunds/Adjustments	100.00	Memorial Hall	Repay MH for Door Lock
			4/10/2024	Property Expenses	80.15	C Pyne	Windows, Lock, Hoover
			1/10/2024	Hygiene / Waste	90.54	WLBC	2nd Bin Service

HALSALL PARISH COUNCIL			Monthly Bank Reconciliation					
Chair	Mary Lyons		Signed			Date		
Independent			Signed			Date		
Monthly Bank Reconciliation for		September	Payments			Receipts		
			6,510.79			15,619.86		
Bank Balances B/Fwd			Date	Amount	Payee	Date	Amount	Payee
Reserves account	20478586	17,158.02	03/09/2024	320.00	Forshaw	04/09/2024	50.00	Panchanathan
CIL account	20471392	15,968.88	06/09/2024	42.00	National Broadband	05/09/2024	70.00	West Coast Drivers
Current account	20471376	1,392.95	10/09/2024	44.34	Octopus	09/09/2024	40.00	F Vino
Precept account	20471389	9,197.92	13/09/2024	50.00	Doyle	09/09/2024	30.00	SHCA
Total at Bank		43,717.77	13/09/2024	418.80	Yates	12/09/2024	10.00	F Vino
Payments/Expenditure		6,510.79	13/09/2024	1,516.60	BTR Solicitors	13/09/2024	14,718.00	WLBC
Receipts/Income		15,619.86	13/09/2024	2,097.01	Aviva	13/09/2024	14.00	Jose Lijo
New C/Fwd		52,826.84	13/09/2024	90.00	Walsh via Pyne	16/09/2024	42.00	Jinson
Bank Balances C/Fwd			13/09/2024	24.93	Pyne	20/09/2024	14.00	Jinson
Reserves account	20478586	16,675.91	13/09/2024	6.99	Fessey	24/09/2024	21.00	Gaskell
CIL account	20471392	15,733.69	13/09/2024	139.99	Millienium	25/09/2024	30.00	Pyne
Current account	20471376	1,226.67	17/09/2024	24.80	EON	27/09/2024	17.50	Davis Kuriakose
Precept account	20471389	19,190.57	20/09/2024	59.98	Cloud Next	27/09/2024	28.00	N Jose
Total at Bank		52,826.84	23/09/2024	177.03	Lloyds Bank	30/09/2024	89.66	Unity Bank
Difference (New C/Fwd - Bank)		0.00	26/09/2024	321.00	Fessey	30/09/2024	113.81	Unity Bank
Comments			26/9/2024	1,159.32	Pyne	30/9/2024	117.89	Unity Bank
as at 1st Oct 2024			30/9/2024	18.00	Unity Bank	30/9/2024	214.00	Memorial Hall

Receipts and Payments 2024/2025 Spend to Date Summary		
Planned Budget	39,780.00	
Total Income	42,348.00	£2568 additional income
Total Expenditure	30,345.38	
Available to date	12,002.62	

Receipts & Payments for 2024 /2025 (inc Scheduled Payments)					
Code	Budget Item	Agreed Budget	Spend to Date	Available	Explanations /Comments
21	Clerk's Salary	11,000	4,701.82	6,298.18	
22	inc Tax & NI	0	1,179.04	-1,179.04	Code 21 & 22 taken together
23	Clerk's Mileage	150	38.79	111.21	
24	Office Expenses	250	210.74	39.26	
25	Staff Training	750	0.00	750.00	
26	Staff Recruitment	0	0.00	0.00	
27	Cleaner Salary	1500	2,005.91	-505.91	15/5/24 Transfer £1500 from Code 71. Going to be £3852
28	Cleaner Tax & NI	0	0.00	0.00	
			0.00	0.00	
31	Chair's Allowances	200	0.00	200.00	
33	Mileage	100	0.00	100.00	
34	Expenses	100	0.00	100.00	
35	Training	400	0.00	400.00	
			0.00	0.00	
41	Audit fees	450	628.00	-178.00	
42	Subs LALC	450	445.17	4.83	
43	ICO	35	0.00	35.00	
44	Reserve re elections etc	400	0.00	400.00	
45	Legal Fees - Solicitor/Planning	600	600.00	0.00	
46	Music Licence	300	391.52	-91.52	
17	Refunds (Hire Fees, etc)	0	500.00	-500.00	7/5/2024 Transfer £100 Hire fee to Memorial Hall
			0.00	0.00	
51	Rem Sunday / War memorial	1,200	0.00	1,200.00	
52	Bus shelters	350	495.00	-145.00	3/6/2024 Paid from CIL so £350 still available
54	Seats	250	0.00	250.00	
55	Noticeboards/ Web Hosting	800	197.98	602.02	
56	Spids	300	0.00	300.00	
57	Maintenance of open spaces	4,500	2,500.00	2,000.00	
58	New Defibrillator	450	0.00	450.00	
			0.00	0.00	
61	Electricity	1,100	265.93	834.07	
62	Gas	1,300	229.80	1,070.20	
63	Water	600	300.49	299.51	44
64	Internet	500	252.00	248.00	
65	Mobile Phone	100	0.00	100.00	
66	Insurances/inspections/Fire	3,200	2,143.55	1,056.45	
67	Hygiene / Waste	450	508.37	-58.37	
68	Window cleaning	420	155.00	265.00	
69	Bank Charges	75	86.00	-11.00	
			0.00	0.00	
71	St Aidans Cleaning	0	0.00	0.00	15/5/24 Transfer all £1500 to 27
72	Cleaning supplies	200	182.35	17.65	
73	St Aidans Property	1,100	6,023.10	-4,923.10	
77	Lloyds Debit Expenses	0			
81	S137 (Anyone)	3,365	841.00	2,524.00	10/4/24 Move £135 to 83
82	S19 (only MH)	1,500	1,578.52	-78.52	
83	S142 Halsall News	485	484.50	0.50	10/4/24 Overspent. Move £135 from 81
84	VAT for CIL Grant	500	577.80	-77.80	
85	S133 Meetings at MH	150	0.00	150.00	
86	S19 Warm Spaces	200	0.00	200.00	
87	LCC Footpaths	0	0.00	0.00	£500 in Reserves
88	LCC Biodiversity	0	120.00	-120.00	17/6/2024 spent £120 of LCC Reserve on Bees s137
		0.00			
	Payments to date inc Scheduled	39,780	30,345.38		
	Difference (should be zero)		0.00		

Code		Agreed 2024/25	Received to date	Outstanding	Explanations for surplus
10	Cleaning Costs from MH	2,568.00	1,872.24	695.76	£3852/6*4=2568 = £214 per month (2568+1500=4068)
11	CIL	0.00	6,314.88	0	
12	Precept	29,436.00	29,436.00	0.00	
13	Council Support	1,433.00	1,433.00	0.00	
14	Concurrent Grant	1,761.00	1,761.00	0.00	
15	Reserves / Received Grants	3,200.00	0.00	3,200.00	
16	Hall Hire	2,000.00	2,994.50	-994.50	
17	Refund /Transfer to MH	0.00	269.00	-269.00	to be Excluded from AGAR - IN & OUT
18	Interest Received	450.00	636.52	-186.52	
19	Other Income	0.00	0.00	0.00	
126	VAT Refund	1,500.00	2,237.56	-737.56	24/6/2024 additional £737.56 from VAT refund
		42,348.00	46,954.70		
	Receipts to date inc Scheduled		47,276.06		
	Difference (should be zero)	2,568.00	321.36		Extra Income. Recovering shared cleaning cost from MH

Simon Greenhalgh - Improvements & Repairs to Memorial Hall
--

- 225 Repaint Changing Room Floors
- 45 Replace threshold strip changing room
- 85 Repair and decorate Changing room ceiling
- 150 Improve level access in/out Main Hall Emergency Exit
- 20 Blind Chain
- 190 Repair and redecorate ceiling crack Main Hall
- 150 Improve level access in main entrance
- 130 Redecorate main entrance
- 35 Install corner protection posts in main entrance
- 115 Repair rear kitchen fire door
- 605 Refurbish younger children's play area
- 200 Convert outside toilet into store room
- 200 Emergency repair to disabled toilet (waste leaking)

2150

Not Quoted

- ? Price to replace the noticeboard?
- ? Price for concrete base for new bench ?

To be agreed later (S138 Grant?)

- 650 Memorial Gates. Might be paint and weed, might be just weed
- 300 Path to Memorial Gates

HALSALL PARISH COUNCIL

Guidelines for Grant applications

Section 137 of the Local Government Act 1972 allows the Parish Council to spend a limited amount on activities which the Council considers 'will bring direct benefit to the area, or any part of it or all or some of its inhabitants'. The benefit obtained should be commensurate with the expenditure incurred. A range of grant applications from £30 to £500 can be considered.

- Grant applications are available to organisations for charitable, social, cultural, recreational, or philanthropic purposes. Business projects cannot be supported.
- The Parish Council will consider the application at its next meeting.
- Any payments made are subject to the budgetary constraints of the Parish Council and can only be made by BACS payment.
- Applications and decisions will be recorded in the Parish Council Minutes which are available for public inspection.
- Applications should be made in writing to halsallparishclerk@gmail.com. Please include the following information.

1.	Name of the Group: Friends of Shirdley Hill Village Green (FROGs)
2.	Short Description of the Aims of the Group: The aims of the group are to: <ol style="list-style-type: none">1. care for and enhance the local environment and amenity that is Shirdley Hill Village Green for the benefit and enjoyment of the local community2. generate awareness of the facility and interest in the local community3. support local community activities
3.	Contact Details: Name, address, email, telephone number: Mary Lyons (Chair) 20 Heathey Lane, Shirdley Hill, L39 8SH Mary.lyons2017@outlook.com 01704 840607 or 07718240887
4.	Is this a Registered Charity? No Registration Number
5.	Purpose of the Grant: The Friends of Shirdley Hill Green (FROGs) would like to apply for funds to cover the annual installation charge, removal and storage of the Christmas tress lights (approx £360.00)