

# 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 13th March 2024 at 7.30 p.m. at Memorial Hall.

- 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 14th February 2024 as a correct record**
- 5. Discuss and agree on any matters arising from Parish Clerk's Report**
  - a) The PPL/PRS Music Licence quote is £354.96 + VAT (£425.95)
- 6. To receive reports from Representatives to outside Bodies 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 School**
    - Cllr A Timon
  - 6.3 Shirdley Hill Community Association**
    - Cllr McCarthy-Thomason
    - a) Purchase a Potato Peeler at a cost of £29.13 + VAT
    - b) Purchase decorating materials at a cost of £77 from B&Q
- 7. To receive reports from Working Groups and agree upon any actions arising;**
  - 7.1 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright**
  - 7.2 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield**
  - 7.3 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts, M Schofield**
  - 7.4 Flooding – Cllrs. E Wright and A Timon**
  - 7.5 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts**
  - 7.6 Planning & Development – Cllrs M Schofield and B Roberts**
  - 7.7 Environment & Biodiversity Working Group - Cllrs M Lyons and J Ferguson**
- 8. Planning Applications**
  - 8.1 Applications - to discuss whether the Parish Council should comment on:**
    - 2023/0491/FUL, 20 Gregory Lane, variation in condition 6 Parking
    - 2024/0009/PNP, Gorse Hill Farm, new agricultural track
  - 8.2 To Note Recent Planning Decisions - all granted**
    - 2024/0008/FUL, Gesterfield Barn, Halsall Road, removal conditions 6 & 12

2023/1092/FUL, Renacres Hall Farm, demolition & new steel framed building  
2023/1152/FUL, Sports Pavilion, Halsall Road, Football Container

Withdrawn - 2024/0003/TCA, White Lodge, The Runell, tree pruning

## 9. Finance

- a) To approve the Schedule of Payments for March
- b) To approve Financial Statement for February and sign Bank Reconciliation
- c) To confirm that bank balances in the accounts agree with the balances at the bank
- d) To propose a new Internal Auditor at a cost of £250
- e) To pay annual Service of St Aidan's Central heating at cost of £65
- f) To pay HMRC Employers NI for 2023/24 at a cost of £128.03
- g) To pay entry fee for Halsall Best Kept Village competition at cost of £25

## 10. To Consider Hire Agreement Conditions and Hire Charges for St Aidan's Hall

### 11. To approve a new version of Financial Regulations (if available)

Current 2020 NALC version is to be updated in March 2024.

### 12. To receive recommendations from HR Working Group on employment of a Cleaner

### 13. To Consider an upgrade to St Aidan's CCTV at a cost of xxxx

**Company A (Joint project St Aidans/Memorial Hall)**

**£1,990 plus 2 cameras on separate quote £789**

**£2779 + VAT**

**Company B (Joint Project St Aidans/Memorial Hall)**

**£2371.72 + VAT**

**Company C ( St Aidans-Only project)**

**£1350 + VAT**

**[the extra cameras at Memorial Hall at £789 +VAT could not proceed under Option C]**

### 14. A review of the Parish Plan

### 15. To appoint a representative to St Cuthbert's Church Committee

### 16. Annual Pre-Audit Review of Key Documents

Documents	Last Review
Standing Orders v2020	Adopted Nov 2023
Financial Regulations v2019	Waiting for new version in Mar 2024
Asset Register 2023-24	March 2023
Risk Register 2023-24	March 2023

### 17. To consider S19 Funding for upgrades to Memorial Hall Fire Alarm system at a cost xxxx

### 18. To consider S19 Funding of £335 to Halsall Trust for repairs to Football pitch and further exploration of drainage problems.

### 19. To consider a S137 Grant request of £500 from Halsall Proud & Tidy for Information Board

**20. An update on The Learning Tree Nursery**

<https://plunkett.co.uk/wp-content/uploads/The-good-councillors-guide-to-community-business.pdf>

**21. Proposed Parish Meeting on 20th March**

**22. Reply from School Governors**

**23. Notice of Information-Only Items**

Changes to Halsall Parish Council Website

**24. Date and time of next meetings:**

Parish Meeting is 20th March at Memorial Hall  
Next 2nd Wednesday would be 10th April 2024 at St Aidans

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 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.

# PARISH CLERKS REPORT

## March 2024

### Outstanding Actions from previous meetings

#### **14/6/2023 Parish Clerk's Report**

Order a new SPID.

Action : On going. Not a priority. New batteries are working in old SPID

#### **14/06/2023 To Discuss and Agree Restoration Work on War Memorial**

The War Memorial is a listed monument. Need to use a specialist company.

Action: Get 3 new quotes. Next Priority

#### **20/9//2023 Bakehouse Lease**

Now with our solicitor and Bakehouse to create a new lease.

On-Going:

#### **11/10/2023**

Arrange for a Defibrillator at Saracen's Head

On-going

#### **8/11/2023**

Need a new contract of employment for Cleaner , then advertise and recruit.

On-going: On Agenda

Write to LCC regarding falls on footpath on route to village green.

On-going:

Escalate issue of school car-parking on Summerwood Lane. Consult with WLBC Councillors and Neighbourhood police.

On-going:

Builder repairs and improvements to St Aidan's Hall

On-going: Started building work. completed Brickwork repairs, cupboards next.

Planning Permission for “Football” Container
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On-going: Planning permission submitted, decision due 11/3/2024
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Purchase a Music License for St Aidan’s
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On-going: License application submitted.
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# HALSALL PARISH COUNCIL

## **Minutes of the Meeting of Halsall Parish Council held on Wednesday 14th February at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall**

**PRESENT:** , Cllr E Wright (Chair) , Cllr M Lyons( Vice Chair), Cllr K Wright, Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr M Schofield, Cllr J Ridley, Cllr B Roberts and Cllr A Timon, C Pyne (Clerk), and 5 visitors.

### **1. Introductions and Apologies for absence**

No apologies.

### **2. Declarations of Interest**

None.

### **3. Open Forum for 15 minutes for matters raised by members of the public**

#### **3.1 West Lancs Borough Councillors**

WLBC Cllr M Westley spoke about the WLBC Budget process and stated that nothing ( in particular charges for Green Waste or Car Parking) had been decided yet. The proposals are at this stage only Officer recommendations.

There is also concern that the Borough will not have a new Local Plan (that regulates Planning and Development) in place by 2027 when the current plan expires. This will provide opportunities for developers to submit controversial planning applications.

There is a lot of local concern about HGV business traffic on Station Road ( in Downholland Parish) and this is causing serious damage to the road. Our similar rural lanes are not suitable for heavy traffic and the poor state of the road infrastructure is evident everywhere.

#### **3.2 Open Forum**

A question was asked about potholes on Northmoor Lane. Cllr Timon will visit and create entries on the Love Clean Streets app. He has found that reports can be overlooked and then “drop-off” the system, so it is important to keep reporting them if no action has been taken.

Another question was asked about potholes on Gregory Lane roundabout . This issue has been escalated by Parish Council and LCC highways have responded ( Item 23) with a diagram showing those areas of Halsall Road/Gregory Lane that have been identified as Grade 5 - “severe surface failure where full depth resurfacing or full reconstruction is required”. Until this is scheduled then LCC will fill any potholes as a temporary fix.

There is no further news on a potential planning application for a glamping site.

Item 7.7 Mr Ferguson as a member of the Biodiversity Working Party was then asked to report on attendance at LCC Local Nature Recovery Strategy workshop at Leyland. The Chair thanked Mr Ferguson for attending the event and for his report, attached to the minutes.

### **4. To confirm and sign the minutes of the meeting held on 10th January 2024 as a correct record.**

The minutes were **agreed** and signed.

**5. Discuss and agree on any matters arising from Parish Clerk's Report**

Cllrs A Timon and K Wright volunteered to assist the Clerk with the next major project, restoration of the War Memorial - identify appropriate specialised contractors with experience of working on listed monuments.

The National Lottery request for a new solar-assisted heating system was not approved,

An opportunity arose to purchase a 2nd hand metal storage cupboard to use for COSHH and the cost of £115 was approved as a business expense, together with purchases of the appropriate legal safety notices to fix to the cabinet.

**6. To receive reports from Representatives to outside Bodies and discuss and agree on any actions arising;**

**6.1 Lancashire Association of Local Councils (LALC)**

- Cllrs R Brookfield, J Ridley, E Wright

No recent meetings.

**6.2 Ormskirk School**

- Cllr A Timon

Last meeting raised issues of banking ( a lot of local councils and voluntary organisations are having problems with new terms & conditions of high street banks) . Cllr Timon gave a positive recommendation on our use of Unity Trust, a specialist bank in this sector. Next meeting is in March.

**6.3 Shirdley Hill Community Association**

- Cllr McCarthy-Thomason

The SHCA held its first meeting. The event was well attended, the vacant committee positions were filled, the audience had a lot of positive suggestions for new events and fundraising. The Lunchtime Club is very popular and residents welcomed the improved sense of community.

**7. To receive reports from Working Groups and agree upon any actions arising;**

**7.1 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright**

The Clerk was asked to chase the Internal Auditors about an interim inspection, if they had now completed their recruitment of additional staff.

**7.2 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield**

Positive response to the advertised vacancies for Cleaner and Trust Secretary. The group will meet to consider setting up the interviews.

**7.3 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts and M Schofield**

There has been a serious accident, multiple ambulances, at Plex Moss Lane crossroads. There are no specific details available. And another minor collision as traffic was diverted down unfamiliar lanes causing more disruption.

**7.4 Flooding – Cllrs. E Wright and A Timon**

WLBC Cllr Westley reported earlier on a lack of interest among all parties to the proposal from the Environment Agency to transfer their responsibility for managing the Banks

Pumping Station to a replacement Internal Drainage Board.

#### **7.5 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts**

Cllr McCarthy-Thomason reported that the Headmaster was publishing a response, in the next edition of Halsall News, on the concerns raised by residents, about the school's admissions policy. The School Governors will also reply formally to the Council. There was a serious exchange of views and a conclusion was reached that residents, if they believe the school's admission policy needs changing, have to become involved with the school's governing body.

#### **7.6 Planning & Development – Cllrs M Schofield and B Roberts**

Nothing to report.

#### **7.7 Environment & Biodiversity Working Group - Cllrs M Lyons and J Ferguson Report from the Leyland Event**

Covered at start of the meeting in the public forum,

### **8. Planning Applications**

No comments were raised on ;

#### **8.1 Applications - to discuss whether the Parish Council should comment on:**

T/2024/003/TCA , White Lodge, The Runnel, Tree pruning  
2024/0008/FUL, Gesterfield Barn, Halsall Road, Removal of conditions  
2023/1152/FUL, Sport Pavilion, Placement of storage container

#### **8.2 To Note Recent Planning Decisions - all granted**

2023/1092/FUL, Renacres Hall Farm, Renacres lane, Steel framed building  
T/2023/0179/TPO, Halsall Farm Grove, Pruning trees over Carr Moss Lane

#### **8.3 Planning Appeals**

2022/0328/FUL Leckwith Contracts Ltd Land To The Rear Of 84 And 86, New Street, Halsall, Erection of a one and a half storey high detached house on land to the rear of 86 New Street, Halsall

### **9 Finance**

a) WLBC have confirmed receipt of our Precept of £29,436 and confirmed the Band D calculation at £33.56, a reduction of 9.5%

b) **Agreed**, no changes to the regular schedule of payments for February.

c) To approve Financial Statement for January and sign Bank Reconciliation

d) To confirm that bank balances in the accounts agree with the balances at the bank **Agreed** and signed. Bank balances independently confirmed as correctly reported in the accounts.

e) To note a report on St Aidan's Income and Expenditure

Noted. Specific expenditure on St Aidan's Hall to date is £6335.40 and income from St Aidan's is £4363.50. This reflects both the cost of significant improvements and a significant increase in the number of hiring events. It is a general observation that very few village halls make a profit, they are provided as a public service.

f) To transfer the 2022 and 2023 total Wayleaves payments of £130.70 to Halsall War Memorial Playing Field & Hall charity, and any historical payments?  
The payments will not be transferred, these are for the landowner. The Council provides financial support to the charity e.g. Item 18, so this money is indirectly provided to the charity.

g) To approve purchase of new recycling waste bins in the kitchen at a cost of £36  
**Agreed.**

h) To consider payment of Salaries and HMRC Tax by Direct Debit.  
**Agreed.** To reduce monthly administration on salaries through the use of Direct Debits payments which would only need amending annually.

i) To consider applying for a Unity Bank Charge Card at an initial cost of £50 plus £36 p.a.  
**Agreed.** To constrain spending on minor items to the Clerk only.

j) To consider publishing the £100 transaction list  
([Smaller Authorities Transparency Regulations 2015 s7.10](#))  
**Agreed.** Although not legally required, as Halsall Parish Council turnover is in excess of the £25,000 limit, it is considered best practices in the sector to follow these regulations. If this information was sought through an FOI request then it would have to be released and the Information Commissioner's Office is in favour of proactive publication of information.

k) To approve quarterly payment to Bluesock for Parish Council Website at a cost of £60.  
**Agreed.** Continue with quarterly payments so that the Council has more flexibility to respond to changing legislation and the need to migrate to a .gov.uk website.

**10. To Consider Hire Agreement Conditions and Hire Charges for St Aidan's Hall**  
Deferred to a subsequent meeting due to time constraints.

**11. To defer approval of a new version of Financial Regulations**  
Started the annual review of Financial Regulations at January meeting but NALC have since advised that a new version will be published in March 2024, so we will wait to adopt this latest version.

**12. To Consider providing a community skip.**  
**Agreed.** We will liaise with WLBC on arranging a Community skip day. (supervised waste collection, rather than an unsupervised domestic electrical drop-off container) at the Memorial Hall car park.

**13. To Agree arrangements for an employed Cleaner**  
As reported at Item 7.2 the HR group of councillors will meet to organise the interviews.

**14. To Consider an upgrade to St Aidan's CCTV at a cost of £ REDACTED**  
Cllr Timon explained how an upgrade of St Aidan's CCTV to a digital system is linked to the Memorial Hall CCTV system with interchangeable cameras and servers but it was decided to obtain further quotes to ensure best value.

**15. A review of the Parish Plan**  
Deferred to a subsequent meeting due to time constraints.

**16. Update on Plex Lane Bus Shelter**  
In contact with Halsall Estates Land Agents (in Carlisle) to query the expired lease - was

the land sold to new owners? Arrange for the shelter to be surveyed by a builder to ensure it is safe / worth retaining while land ownership is investigated.

**17. Discuss a Resident's Offer to fund a Pedestrian Crossing on New Street for the School**

A major road safety project is outside the scope and powers of both the Parish Council and the Borough Council. These matters are dealt with by the Lancashire County Council. Best to put these parties in touch with each other.

**18. To Consider s19 Purchases for Memorial Hall Trust from CIL Fund**

[\[Local Government Act \( Miscellaneous Provisions \) 1976\]](#)

- a) £450 + VAT for groundwork behind Snooker Club building
- b) £1750 + VAT for Felling Dead Trees & Pruning
- c) £200.44 to install Emergency Alarm in Disabled Toilet
- d) £ REDACTED
- e) £286.10 + VAT for external fire alarm siren

**Agreed** to meet the requests from Memorial Hall Trust to fund these projects from the CIL budget - except Item (d) - which is now subject to further CCTV quotes from more suppliers.

**19. To Consider purchasing £150 Parish Hedgehog Pack from LCC Biodiversity Fund**

Not approved. Good idea but there are craftsmen in the village that could manufacture similar sustainable items from wood at little or no cost . To be investigated further.

**20. To Consider external maintenance of St Aidan's car park, hedging, gutters & drains at a cost of £100 per month.**

**Agreed.**

**21. To write a letter to LCC Councillor in support of British Farmers**

**Agreed.** Cllr Schofield to contact a farmer for a copy of the Farmers Association template letter.

**22. To consider a request for Grants from Bees & Butterflies Brigade**

- a) £80 for Wildflower Planting ( suggest LCC Biodiversity Fund)

**Agreed.**

- b) £220 for Spring Flowers in Churchyard area ( suggest S137 Grant)

**Agreed** by majority decision.

**23. Notice of Information-Only Items**

Demonstration of changes to Halsall Parish Council website was deferred to a subsequent meeting due to time constraints.

Noted that St Aidan's will be a Polling Station for 2024 May Local and later General Elections.

Noted that the condition of Trees at entrance to Renacres Lane was reported to LCC Highways following road blockages in October and December, and LCC will investigate.

Written to the Head of Highways regarding the approach to fixing potholes on Gregory's Lane. LCC have responded with a diagram on the condition of road surface at Gregory's Lane roundabout and the need for a resurfacing project.

It was decided that the request from St Cuthbert's Church for a Councillor representative on their new committee to investigate the need for repairs, grants and future use of the buildings should be a substantive agenda item at the next meeting so that councillors can volunteer and the request can be voted on. The Clerk will ask St Cuthbert's for Terms of Reference for this committee.

An FOI request from the church was noted and will be published on council websites as recommended as best practice by ICO.

Correspondence with Open Spaces Society on footpaths was noted and a meeting will be arranged.

**24. Date and time of next meeting:**

2nd Wednesday would be 13th March 2024 at 7.30 pm Memorial Hall.

Meeting finished at 9.10 pm.

Draft

## Local Nature Recovery Strategy

Report to: Halsall Parish Council

February 2024

By: John Ferguson

I attended the Lancashire Mapping Nature & Communities Road Show at Leyland Council HQ on behalf of the Parish Council. This was to inform interested parties of the DEFRA driven strategy by local authorities and its agency Natural England that will span twenty-five years.

This is web page link on the Lancashire County Council site detailing its plans

<https://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/local-nature-recovery-strategy/>

The meeting commenced with briefing on planned actions on the following points

v Developing habitats, reserves.

v Mapping valuable habitats.

v LNRS can provide support and co-benefits that should reflect local priorities.

v Encourage health and well being by aiming to have green space within fifteen minutes of people's doorsteps.

Target strategies that will include:

v Locally led and co-produced evidence-based actions to achieve bio-diverse net gains.

v Drawing together to fund opportunities.

v Grants for tree planting.

It's Lancashire's ambition to reverse the decline in nature across the county.

How:

v Having an open approach.

v The use of experts.

v Stake Holder mapping.

v Engagement strategy live plan.

v Website information (link at top)

v Seeking opportunities and challenges

v Land Manager engagement

v Community map for self refers and link workers

Final Points:

v The road show leaders took lots of feedback notes from the delegates and will feedback via email.

v I requested a copy of the presentation and info regarding free resources.

v There is a new system to pay subsidies to Farmers to support Nature called ELMs that has replaced the Countryside Stewardship scheme. This rewards Farmers for working with neighbouring farms and landowners to support climate and Nature aims.

The LCC web page on LNRS indicates that the county local divisions, in our case West Lancs, will take a lead on implementing the Environment Act across its area.

At a local level there may be opportunities to enhance natural habitats in spots across the Parish. We have the Bees and Butterfly group who are keen seed/plant wildflowers that will encourage insects which in turn will help encourage wildlife. Even rewilding little corners on public space all helps towards improving our natural environmental habitats.

The Halsall Canyon on the canal is a diverse nature corridor and is worthy of some investment for local residents to enjoy green space.

The small wood adjacent to Halsall Hall is now under the auspices of Halsall Estates would make a green space for residents by making a circular track through it accessed by the bridge. Halsall Estates might be persuaded to agree to this.

The in your area app was suggested for information on climate and nature support through the link below for Social Farms and Gardens.

<https://www.farmgarden.org.uk/>

Further information was promised via email which I will forward when received

John Ferguson

10/02/24

## Lancashire County Council Highways report on road surface conditions



Grade 3 - Serviceable	although these should not have a significant impact on road users. Damages may be limited to the surface or they may indicate structural issues that could cause more rapid deterioration. As with Grade 2, risk factors are also identified within these grades, such as patching or re-instatements
Grade 4 - Functional impairment	This grade refers to levels and types of damage that affect the functionality of the asset and that have a noticeable impact on users. The damage can usually be rectified by surface treatments, but there may also be signs of structural damage.
Grade 5 - Structural or severe surface impairment	This grade indicates severe surface failure and/or structural impairment, where full-depth resurfacing, or partial or full reconstruction is required to rectify the problems.

HALSALL PARISH COUNCIL Scheduled Payments for 13th March 2024								
Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes	
Changes since last month : Highlighted								
<b>Direct Debits (manually listed)</b>								
			8th Month	BT/Internet	42.00	Nat Broadband	Monthly	
			9th Month	Electricity	as claimed	Octopus	Monthly	
			21st Month	Gas	as claimed	EON	Monthly	
			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	
<b>Paid under Delegated Authority (manually listed)</b>								
			1st month	Open Space maintenance	320.00	Forshaw	monthly	
			28th	14 Cleaning	£22 per week	Little	1 x 2 hour sessions	
			28th	15 Cleaning Expenses	as claimed	Little	monthly	
			28th	23 Member Expenses	as claimed	as claimed	monthly	
			28th	23 Clerk's Expenses	as claimed	Pyne	monthly	
			28th	20 Clerk's Salary	690.40	Pyne	monthly	
			28th	22 HMRC Tax	172.60	HMRC	monthly	
			as claimed	Window Cleaning	£35 per month	P Walsh	monthly	
<b>Payments Awaiting Approval (automatic filter)</b>								
			Date		Amount			
			4/3/2024	Internet	42.00			
			4/3/2024	Electricity	55.16			
			5/3/2024	S137 Grant	500.00			
			6/3/2024	Gas	64.58			
Signed	.....							
Date	.....							



## ITEM 9. To Consider Hire Agreement Conditions and Hire Charges for St Aidan's Hall

### Room Hire Agreement

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form.

#### 1. Booking Confirmation and Invoicing:

- Provisional bookings are not guaranteed until St. Aidan's Hall is in receipt of a 50% deposit: hire payment
- Bookings must be paid for within a week of the booking. Payment must be made in advance for room hire. Confirmation of the guaranteed booking will be issued at the time of payment of the hire fee..

#### 2. Refund Policy:

- Cancellations made more than four (?) weeks prior to the booking will receive a full refund if requested or a rescheduled booking offered as appropriate.
- Cancellations made between four and two weeks prior to the booking will receive a refund at 75% of the original rate.
- Cancellations made between one and two week prior to the booking will receive a refund at 50% of the original rate.
- Cancellations made within one week of the booking will be non-refundable.

To operate a deposit a/c and complicated refund a/c 1) and 2) would require additional work for the Clerk and also the New Trust Secretary. At the Uni we had a deposit suspense a/c for the conference deposits when people booked our premises in advance. This was a balance sheet item as the balances spanned different financial years and had to be carried forward and may be an additional complication here for HPC and Trust if operated on a large time scale as proposed above. We had to reconcile each month, plus every hirer received a receipt for every deposit credited to the suspense a/c and then the deposit was knocked off the debtor's invoice issued nearer the actual booking date by debiting the deposit a/c and crediting the debtor's bill when the debtor's bill was issued. This meant there was then a debtors' suspense a/c and payments and bad debts had to be monitored through this a/c A debtor's bill is a legally enforceable document so this is another issue. HPC/Trust don't have a balance sheet as we only operate simple receipts and payments accounts, no dedicated suspense a/cs so the receipts would be mixed into the receipts with other items and refunds mixed in with other payments. The same names and amounts recur so reconciling any a/cs and identifying payments and counting weeks to apply different % refunds with these complicated rules might be difficult and time consuming. Think the current simple system seems to work as it is. (EW view)

#### 3. Fire Regulations:

- St. Aidan's Hall fire regulations will be adhered to by the Hirer at all times.
- Candles and indoor fireworks are not allowed under any circumstances.**

#### 6. Damage:

- All rooms must be left in the condition they were found.
- Hirers will be subject to the full cost of mending any damage or excessive wear and tear to St. Aidan's Hall property.
- Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack Adhesives.** Not meeting this condition will result in an automatic additional charge of £100.00 plus VAT.
- Hirer will be subject to pay the full cost of any extra cleaning needed.

#### 7. St Aidan's Hall Opening Hours:

- Access times to rooms are through prior arrangement.

#### 8. Liability:

St. Aidan's Hall will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon St. Aidan's Hall's premises either by the Hirer or by its Agents, Contractors or Delegates. The Hirer shall be liable for and indemnify St. Aidan's Hall against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, Agents, Contractors or Clients.

#### 9. No Smoking Regulations:

- Smoking is prohibited in the St. Aidan's Hall building.**
- St. Aidan's Hall smoking regulations must always be adhered to by the Hirer.

#### 11. Copyright:

The Hirer is responsible for ensuring that no copyright laws are broken during events held on St. Aidan's Hall premises.

#### 12. General:

The Hirer and any parties brought into St. Aidan's Hall are expected to behave in a responsible manner, with due regard to the regulations of St. Aidan's Hall (including those relating to statutory fire and safety requirements) and any reasonable instructions of St. Aidan's Hall and its officers. Any breach in respect of the Hirer's obligations may result in termination of the booking.

**Commented [1]:** Why ? Requiring payment in two installments is going to double my workload on the finance spreadsheet. 60 bookings this year is going to go to 120 entries on the Receipts Page, 120 entries on the bank statements. So I have to double the amount of time spent on bookings for the same income. Where is the benefit to the Clerk, Council or Customer?

a) Provisional bookings are not guaranteed until St. Aidan's Hall is in receipt of an advance payment.  
a) Bookings must be paid for within a week of the booking.

**Commented [2]:** A new administrative process, which in our case doesn't bring any benefits. There has been one refund of a booking payment this year. We do not suffer any financial loss if someone cancels. There are no preparation costs that we have to recoup. May be, if we had a lot more bookings and we were turning people away because it was booked, and the original booking got cancelled.

a) Payments for Bookings are fully refundable. If last minute cancellations are inevitable then a payment would be carried forward as a credit to the next booking.

**13. Correspondence:**

Any notice to the Hirer shall be given at the address on the booking form or any other address provided by the Hirer at the time of booking.

**I have read, understood and accept St. Aidan's Hall Terms and Conditions of Room Hire, as stated above.**

**Full Name of Responsible Hirer**.....

**Hirer's Group/Organisation hiring the Hall** .....

**Purpose for hiring the Hall**.....

**Full Address Plus  
postcode**.....  
.....

**Email contact address** .....

**Tel contact no** .....

**Signed**.....

**Date**.....

**Commented [3]:** I have other suggestion on file from when this was discussed, but not agreed in December;  
- do not touch the boiler controls  
- lock the door and put key in the box  
- close windows, no running taps  
- no bursting glitter balloons inside or outside the Hall  
- no rubbish down WC ( think fixed that one)  
- an Opening and Closing Checklist, posted on door  
- is no vaping including within no smoking?

## ITEM 14. To appoint a representative to St Cuthbert's Church Committee



A time limited group gathered from Halsall and interested parties to contribute to creating a long-term vision for St Cuthbert's Halsall as a community hub to promote healing and wholeness for Halsall and surrounding area.

### **Background**

As the only worship centre in Halsall, we are called to serve all who live, work or visit Halsall

Halsall St Cuthbert's has been at the heart of the village for centuries but is inaccessible to some, partly because of its location and stepped access, and partly because it is not safe to leave the building open without supervision.

We want to be hospitable in welcoming all ages and all people. To be an inclusive church regardless of gender, sexual orientation or ability.

We want to be part of building community networks and a space that is safe for all.

**The key words of the vision: Generosity, hospitality and community.**

### **Proposal**

To create a centre of healing and wholeness for the village and wider rural community centred on prayer and worship, building on the unique heritage of the church and its grounds.

To creatively use the heritage and story of the church and surrounding area to create opportunities for reflection and "pilgrimage".

The group gathered from the church and key community organisations such as parish council, school and local community groups to explore:

- What facilities would enable the church building to be a more effective hub for the village and beyond
- possible groups and services that a redeveloped church could or should host
- Identify possible sources of funding

Susan Salt  
Rector  
March 2024

## ITEM 15 Asset Register

### Halsall Parish Council Asset Register from 31st March 2023 to 31st March 2024

NALC Financial Regulation 2019 s14.2 defines assets to be managed by Parish Council as property over the value of £250. For inventory and insurance purposes, lesser value items are collated under the contents of St Aidan's Hall.

Regulations for Fixed Assets and Equipment are sections 5.56 to 5.66. Some key points; The Register should contain;

Date of acquisition, cost of acquisition, useful life estimate and location

First recorded in the asset register at their actual purchase cost

Receives an asset as a gift at zero cost, ....., it should be included with a nominal one-pound (£1) value

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate

Total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR

July 23 Updated with new items purchased for refurbishment of St Aidan's Hall

Nov 23 Donate Childrens' Play equipment to Halsall War Memorial Playing Field and Hall charity

Nov 23 Install 4G internet system

Asset	Asset Description	Valuation. £	Location	Last revised
1	Wooden seat	449	Summerwood Lane	31/3/2023
2	Wooden seat	449	St Cuthbert's Church. Summerwood Lane	31/3/2023
3	Wooden seat	449	A5147/Gregory Lane	31/3/2023
6	Bus shelter	1,798	Halsall Road/Plex Moss Lane junction	31/3/2023
7	Bus shelter	1,798	Gregory's Garage, Halsall Road	31/3/2023
8	Bus shelter	10,543	Shirdley Hill	31/3/2023
9	Bus shelter	8,582	Halsall Road by War Memorial monument	31/3/2023
10	Flag pole	1,011	Memorial Playing Field, Halsall Road	31/3/2023
11	War Memorial	25,271	St Cuthbert's Church. Summerwood Lane	31/3/2023
12	Memorial Gates	14,382	Memorial Playing Field, Halsall Road	31/3/2023
13	Memorial Gates posts and small wall	12,636	Memorial Playing Field, Halsall Road	31/3/2023
14	St Aidan's Hall	104,724	Renacres Lane, Ormskirk, L30 8SF	31/3/2023
	<b><u>Contents of St Aidan's Hall</u></b>			
15	St Aidan's Hall - Tables			31/3/2023
16	St Aidan's Hall - Chairs			31/3/2023
17	St Aidan's Hall -Vacuum Cleaner			31/3/2023
18	St Aidan's Hall - Electric Urn			31/3/2023
19	St Aidan's Hall - Crockery and cutlery			31/3/2023
21	St Aidan's Hall - 2x Electric Hand Dryers			
22	St Aidan's Hall - Fridge	8,847	Small items added. Total increased from £8447	July 2023
24	Electric screen and projector	1	St Aidan's Hall, Renacres Lane	July 2023
25	Amplifier & Speakers	302	St Aidan's Hall, Renacres Lane	July 2023
26	4G Roof Aerial and Router	299	St Aidan's Hall, Renacres Lane	Nov 2023
	New Play Equipment	29,067	Halsall War Memorial Playing Field & Hall charity	10/11/2023 Donated to Council's charity
	<b>TOTAL</b>	<b>162,475</b>		

Review Date	Revision History
March 2023	Annual Review – no changes proposed. (Original Risk Register entries in black text)
November 2023	Proposed Changes – all in blue / red text. - How to Use section, add new risks/impacts/mitigations & controls, sort by categories.

**Commented [CP1]:** Perspective  
This is a document from my Parish Council but not written by me. I am new in post and I will be proposing several improvements before the next review which would have been due in March 2024.

**Commented [CP2]:** Improvement  
Original risk register only kept last revised date but important to document the development of controls and mitigation through a revision history to demonstrate active management of risks.

**How to Use to Risk Assessment**

Risk is a threat that an event will adversely affect the council’s ability to achieve its objectives and provide its services. Risk management is the process by which risks are identified, evaluated, addressed, and reviewed. The council recognises that it has a responsibility to take all reasonable practical measures to safeguard its employees, the people it works with and provides services for. The council is aware that some risks cannot be eliminated fully and has in place a risk register that provides a structured approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

**Commented [CP3]:** Improvement  
In the absence of a Risk Management Policy I propose adding an introduction to the Risk Assessment Register on why it is necessary and how it should be used by Councillors and Clerks.

**Objectives of Risk Management**

- Integrate risk management into the processes of the Council.
- Manage risk in accordance with best practice.
- Minimise loss, damage, disruption, and injury.
- Inform decision making by identifying risks and likely impacts.

**Risk Management Process**

- Identify Risks - Risks are evaluated according to how likely they are to occur and their potential impact.
- Assess the probability of risk occurring considering current processes.
- Assess the likely impact if the risk was to occur.
- Document the mitigation measures in place to reduce the probability of the risk occurring.
- Document the controls to reduce the impact if the risk does occur. Insurance is a key control for any financial risks.
- Review the Risk Register annually and if the process changes. New mitigation or controls may be needed.
- Add new risks as appropriate.

**Commented [CP4]:** How to Use the Document  
Introduce the reasons for a Risk Register and describe the process for Councillors and Clerk to conduct a risk assessment.

## Structure of Risk Register

For ease of use, reorganise the Risk Register into Categories.

- Finance
- Assets & St Aidan's Hall
- Council Activities
- Employees & Home Working

### Commented [CP5]: [Improvement](#)

The original risk register had grown organically with new risks added at the end of document making it hard to find specific risks or follow a thematic review. I propose organising risks by categories and renumbering them.

## Risk Management Register

(last updated 12/3/2023)

A	Finance Risks					
	RISK	PROBABILITY	IMPACT	MITIGATION (reducing probability)	CONTROL (reducing impact)	RESPONSIBILITIES
3	Loss of cheques or cash	LOW- cash or cheques are now rarely received.	Reduction in Council's financial resources.	Prompt payment of receipts into Bank.  Prefer all receipts to be paid into bank account by BACS.	Maintain adequate insurance cover.  <a href="#">In Transit £5,000</a>  <a href="#">At Employee's Home £500</a>	<a href="#">Clerk</a>
4	Financial loss due to banking error.	LOW- all online banking transactions require approval of Clerk plus 2 or 3 councillors	Reduction in Council's Financial resources.	Current bank balance kept to minimum with excess in savings accounts to earn maximum interest.  No more than £85,000 invested,  No overdraft facility.  Fixed monthly bank charge.  Almost daily approvals of transactions.	Maintain adequate insurance cover.  <a href="#">FSCS £85,000 protection</a>  <a href="#">£250,000 Insurance policy</a>	Clerk and 4 Councillors on signature/access list (Finance Team)

### Commented [CP6]: [Improvement](#)

Definitions from Institute of Risk Management as Mitigation and Control are frequently confused

### Commented [CP8]: [Legislation](#)

Every Local authority is required to have an officer responsible for the proper administration of financial areas (Responsible Financial Officer). In Halsall Parish Council this role is combined within the role of Clerk. Local Government Act 1972 S151

### Commented [CP7]: [Insurance](#)

For loss of cash in transit

### Commented [CP9]: [Insurance](#)

For loss of money due to banking errors, clerical errors, loss of access, bank failures, etc. Council should only use banks that are members of the Financial Services Compensation Scheme (FSCS) which will pay up to £85,000 compensation if a bank is unable to pay. So Councils should ensure that their accounts do not exceed this banking limit.

[Legislation](#)  
Financial Services and Markets Act 2000

5	Loss of monies due to fraudulent action by employee.	LOW – All online transactions require 2 or 3 approvals when above £3000	Reduction in Council's financial resources.	<p>Monthly review of bank reconciliation at council meeting.</p> <p>2/3 Councillors approve bank transactions.</p> <p>4 Councillors have access to online bank statements.</p> <p>Expenditure approved by Council in minutes and cross referenced to Cash Book.</p>	<p>Application of regulations in NALC Financial Orders.</p> <p>Any losses are covered by £250,000 Fidelity Insurance policy</p>	<p>Clerk/Finance Team</p> <p>Clerk/Finance Team</p> <p>Clerk/Council</p>
	Loss of income from Precept - not submitted - not paid - not adequate	<p>LOW- Diary entries for precept process.</p> <p>LOW – received via BACS</p> <p>LOW – monthly Spend to Date review</p>	Major reduction in Council's financial resources	<p>Precept setting is major calendar event.</p> <p>Receive Receipt from Borough Council and BACS payment.</p> <p>Spend to Date is online and includes committed expenditure</p>	<p>Adequate reserves for unexpected events.</p> <p>Application of regulations in NALC Financial Orders.</p>	Clerk/Council
	Loss of income from VAT refund	LOW – Diary entries for VAT process	Reduction in Council's financial resources	<p>Application of Financial regulations.</p> <p>Cash book has VAT column, with ongoing sum for next refund.</p>	VAT from 4 previous years can be reclaimed from HMRC	Clerk
	Unexpected large expenditure	MEDIUM – considerable effort goes into budget planning, but a new opportunity or risk may arise during the year.	Unable to take advantage of opportunity. Delay to introduction of new service.	<p>Review Reserves during budget planning to include a provision for unexpected events.</p> <p>Maintain an appropriate reserve (6-12 months)</p>	<p>Have knowledge on sources of grants.</p>	Council

**Commented [CP10]:** [Legislation](#)  
The council must have sound system of internal controls to ensure effective financial management (The Accounts and Audit Regulations 2015) which leads to more detailed guidance in the IPAG Practitioners' Guide and template Financial Orders available from NALC.

**Commented [CP11]:** [Insurance](#)  
Fidelity Insurance is protection from fraudulent activity by employees/councillors.

**Commented [CP12]:** [Improvement](#)  
Propose new risk for loss/delays to major income.

**Commented [CP13]:** [Legislation](#)  
Local Government Finance Act 1992 S32 & S43 requires local authorities to have regard for an appropriate level of reserves for meeting future expenditure. This can include Earmarked Reserves as a control for a specific risk or more general reserve for unexpected events.

**Commented [CP14]:** [Improvement](#)  
Propose a risk on losing VAT income. Typically around 5 to 10% of income which is LOW risk as a 'missed year' could be reclaimed for up to 4 years.

**Commented [CP15]:** [Improvement](#)  
Propose a new risk to account for the need for reserves for unexpected expenditure.

**Commented [CP16]:** [Legislation](#)  
It is recommended that councils maintain a reserve equivalent to between 6 and 12 months of annual expenditure.  
Local Government Finance Act 1992 S32 & S43

B Assets and St Aidan's Hall Risks						
	RISK	PROBABILITY	IMPACT	MITIGATION (reducing probability)	CONTROL (reducing impact)	RESPONSIBILITIES
1	Personal injury or damage to members of the public or their property arising from defects in Council Property.	MEDIUM - Council property comprises fixed installations such as benches/seats, bus stops, noticeboards and St Aidan's village hall	Claims for compensation and costs to the Council in defending claims where appropriate.	Regular maintenance and prompt repair of any reported damage.  Periodic review of Insurance cover and timely renewal.	Council's insurance policy - £12 million public liability.	Clerk
6	Damage to Council's assets through hire of Village Hall	HIGH – damage to building or damage/loss of assets in the building	Loss of assets until replaced.  Loss of income if damage is severe.  Repair/Replacement costs if less than insurance excess.	Regular maintenance and prompt repair of any damage.  Inventory of assets  Hire Agreement requiring compensation for loss/damage.	Insurance policies £2 Million Hirer's Liability £285,000 Village Hall £20,00 business interruption £11,000 Contents  Earmarked reserves for insurance excess values	Clerk
	Accidental damage to Council's assets or building (weather, fire, flooding, vandalism, vehicle incident etc.)	MEDIUM - Council property comprises fixed installations such as benches, bus stops, notice boards and St Aidan's Village Hall.	Loss of assets and its purpose.  Loss of income from village hall.  Repair/replacement costs	Regular maintenance and prompt repair of any damage.  Periodic review of Insurance cover and timely renewal.	Insurance policies  £285,000 Village Hall £20,00 business interruption £100,000 War Memorial £40,000 Street furniture £11,000 Contents	Clerk

**Commented [CP18]:** [Legislation](#)  
The Clerk is the proper officer for the council employed under Local Government Act 1972 and s275 includes responsibility for receiving and retaining documents and notices which would include all insurance documents

**Commented [CP17]:** [Insurance](#)  
Public Liability insurance protects the Council from the costs of insurance claims by 3rd parties for personal loss, damage or injuries.  
[Legislation](#)  
Public Liability Insurance is not mandatory but it is highly recommended due to the Public Liability Act 1957 which makes occupiers responsible for a duty of care to its visitors.

**Commented [CP19]:** [Insurance](#)  
Insurance policies protect against potential losses through running the business activity of hiring the village hall.

**Commented [CP20]:** [Legislation](#)  
The Excess values on insurance policies are a known value so it would be an appropriate control to hold these as an Earmarked reserve.  
Local Government Finance Act 1992 S32 & S43

**Commented [CP21]:** [Improvement](#)  
Propose a new risk to define why we purchase significant insurance protection for Council assets

**Commented [CP22]:** [Insurance](#)  
Policies protect the Council's fixed assets from other types of accidental or deliberate damage

**Commented [CP23]:** [Improvements](#)  
The Risk Register is stored locally and in the online drive for accessibility and resilience. It is identified as a strategic document with its Model Publication Scheme reference number (6.2)

C Council Activities Risks						
	RISK	PROBABILITY	IMPACT	MITIGATION (reducing probability)	CONTROL (reducing impact)	RESPONSIBILITIES
7	Compensation claim resulting from negligent act or accidental omission by the Council or its employees.	LOW- given the limited activities of the Council	Potentially substantial cost to the Council.	Ensure Council decisions are based on full information including professional advice when necessary.	Risk covered by Council's public liability insurance policy £12 million.	Clerk / Council
8	Actions against the Council for libel or slander	LOW – proper conduct of Council meetings and Clerk's professional judgement regarding correspondence.	Potentially substantial cost to the Council.	Members' awareness of Codes of Conduct.  Proper conduct of meetings by Chair.  Professional advice from Clerk.	Risk covered by Council's libel /slander insurance policy £250,000.	Clerk / Chair
9	Failure to represent community interest adequately in relation to matters likely to impact significantly on the parish.	LOW – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	The council is recognized by other agencies for consultation and information.  Membership of LALC, NALC and SLCC.  Attendance at Borough liaison committee.  Clerk receives all Borough Council papers and other publications.	Threats and opportunities reported to Council meetings.  Special meetings to be called as required.	Clerk / Council
10	Cost of Elections and Referendums	LOW – No by-election in 10 years.	Significant cost	Borough Council pays costs of parish elections when coincide with Borough elections although not legally required to.	Ensure suitable provision in Earmarked Reserves	Council

**Commented [CP24]:** [Insurance](#)  
Public Liability insurance also protects the council for claims due to maladministration.

**Commented [CP25]:** [Legislation](#)  
The Localism Act 2011 defines the need for Codes of Conduct for Councillors which include standards of behaviour in meetings and in their duties as local councillors.

**Commented [CP26]:** [Insurance](#)  
Claims for Libel & Slander are covered by a separate insurance policy

**Commented [CP27]:** [Legislation](#)  
Where the likely costs are known for an event which may or may not occur then an Earmarked Reserve amount is an appropriate control.  
Local Government Finance Act 1992 S32 & S43

11	Loss of information through computer failure, virus or hacking.	MEDIUM	Loss of historical information.  Disruption to current activities	Legal documents are printed and filed.  1895 to 1995 at County Council Archive.  Use offline and online storage for all information.  Use virus protection on PC and laptops.	Google online storage for documents is shared for resilience.  Email is stored with .gov.uk approved provider.	Clerk
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D Employees Risks						
	RISK	PROBABILITY	IMPACT	MITIGATION (reducing probability)	CONTROL (reducing impact)	RESPONSIBILITIES
2	Compensation claims by employees or contracted person in respect of injury sustained in the cause of his/her employment.	LOW- given the nature of the Clerk's activities.	Claims for compensation and associated costs.	Health & Safety Policy H&S Training	Potential Liabilities including costs covered by Council's £10 M Employers Liability insurance policy	Clerk
	Risks associated with home working.	LOW – majority of staff likely to be experienced in working from home. Common in parish councils, becoming more common in all businesses.	Short term unavailability to work due to injury or illness.	Health & Safety Policy on maintaining a safe working environment at home. . H&S Training Visual Display Equipment risk assessment.	Experienced councillors who can cover short term periods of absence. Earmarked reserve for employing a Locum Clerk	Clerk
	Unavailability of staff through long term illness/sudden resignation	MEDIUM - difficult to predict	Disruption to Council activities	Earmarked reserve for employing a Locum Clerk.	Experienced councillors who can induct a temporary Locum Clerk or deputise for Clerk by standing back from Councillor duties.	Council
	Loss of key personnel leads to a loss of information on Council's processes and history.	MEDIUM – when recruiting replacement staff	Disruption to Council activities	Promote use of intranet to store the organisation's knowledge to ensure business continuity. Council's document history on public website. Add more information on processes to Council Intranet Review employment terms annually to ensure Clerk's position remains competitive and attractive.	Experienced councillors who can induct a new clerk. The council Intranet documents all the processes, so it is easier to train replacement staff and retain knowledge.	Clerk/Council

**Commented [CP28]:** [Legislation](#)  
Employers' Liability (Compulsory Insurance) Act 1969 requires every employer to insure against liability for injury or disease sustained by employees in the course of their employment.

**Commented [CP29]:** [Improvement](#)  
Propose a new risk on home working issues, extension of council work environment.

**Commented [CP30]:** [Legislation](#)  
An Earmarked Reserve is an appropriate control for to pay for a temporary employee to cover for prolonged absence.  
Local Government Finance Act 1992 S32 & S43

**Commented [CP31]:** [Improvement](#)  
Propose a new risk on availability of staff especially as only one member of staff.

**Commented [CP32]:** [Improvement](#)  
Propose a new risk on the need for documentation of processes to provide business continuity when replacement staff are recruited.

	Poor performance of employees	LOW	Disruption to Council activities	Annual staff appraisals. Discipline Policy Grievance Policy	Monthly review of all activities and progress.	Chair/HR Team
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**Commented [CP33]:** Improvement  
Propose a new risk on unsatisfactory employee performance affecting Council services.

ITEM 18 S137 Grant Request from Halsall Proud & Tidy.

## 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, for 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](mailto:halsallparishclerk@gmail.com).  
Please include the following information.

1.	Name of the Group: HALSALL PROUD + TIDY GROUP.
2.	Short Description of the Aims of the Group: To look after + develop public areas in the village.
3.	Contact Details: Name, address, email, telephone number: ELANDWRODE 3 HALSALL MANOR COURT. HALSALL L39 8TN. elliwrode@hotmail.com.
4.	Is this a Registered Charity? NO Registration Number
5.	Purpose of the Grant: To produce a DISPLAY BOARD DEPICTING FEATURES OF HALSALL VILLAGE.
6.	Amount of Grant: £500
7.	Identify the benefit to some or all of the residents of Halsall: INFORMATION ABOUT THE VILLAGE FOR RESIDENTS + VILLAGERS.
8.	Bank account name: HALSALL ENVIRONMENT GROUP. Sort code: [REDACTED] Account number: [REDACTED]