

# HALSALL PARISH COUNCIL

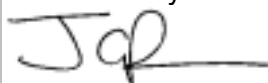
Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 11th June at 7:30 pm at Memorial Hall, Halsall Road.

1.		<b>Introductions and Apologies for Absence</b>
2.		<b>Declarations of Interest</b>
3.		<b>Open Forum</b>
	3.1	<b>West Lancs Borough Councillors</b>
	3.2	<b>Open Public Forum</b>
4.		To confirm and sign the Minutes of the <a href="#">Annual Council meeting held on 14th May.</a>
5.		<b>Discuss and agree on any matters arising from Parish Clerk's Report</b>
	5.1	To note that I have raised an issue with the Information Commissioner that Lancashire Constabulary consider that speed enforcement information for New Cut Lane is confidential and not suitable for publication under FOI.  Also shared FOI correspondence on collisions with LCC Counsellor Leon Graham who is submitting a report about reducing the speed limit on New Cut Lane.
	5.2	Spent £7.13 replacing the broken emergency alarm cord in St Aidan's again. This time I purchased a plastic hygienic, stronger cord.
	5.3	To note that Open Spaces, West Lancs Footpath group and 2 LCC councillors visited Footpath 28, and it was agreed that the Clerk would write to the landowner to setup a meeting to discuss an amended route.
	5.4	To note progress on <a href="#">Open Activities</a> , 22 closed, 3 on Agenda, 12 C/Fwd.
	5.5	To note the Cleaner's overtime for 2 Bank holidays in May. 2 x 4 X £12.65= £101
6.		<b>To receive reports from Representatives to outside Bodies and agree on any actions arising;</b>
	6.1	<b>Lancashire Association of Local Councils</b> (Cllrs R. Brookfield & M. Lyons)
	6.2	<b>Ormskirk Foundation Trust</b> (Cllr D. Adams)
	6.3	<b>Shirdley Hill Community Association</b> (Cllr N. McCarthy-Thomason)
		Do we need a replacement for Cllr Ferguson?
7.		<b>To receive reports from Working Groups and agree any actions arising;</b>
	7.1	<b>Finance</b> (Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams (4 signatures)
		To note Cllr Adams should now have access to approve Council and Trust bank payments.

<b>7.2</b>		<b>Human Resources</b> (Cllrs K. Wright, M. Lyons, & P. Barker)
	a)	To elect a Co- Opted Parish Councillor (Cllr Timon vacancy)
	b)	To note the resignation of Cllr Ferguson. WLBC have been informed and approved the Election Notice. Suggest we advertise in July/August edition of Halsall News with a closing date of the end of August. Hold a council election at the September 10th meeting as there is no Council meeting in August.
<b>7.3</b>		<b>Traffic and Road Safety</b> (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts)
<b>7.4</b>		<b>Flooding</b> (Cllrs E. Wright, D, Adams & R. Brookfield)
<b>7.5</b>		<b>Healthy Halsall</b> (Cllrs M Lyons & B. Roberts)
<b>7.6</b>		<b>Environment &amp; Biodiversity Working Group</b> (Cllr M. Lyons)
		Do we need a new representative to replace Cllr Ferguson?
<b>8.</b>		<b><u>Planning Applications</u></b>
<b>8.1</b>		<b>Applications</b>
		2025/0470/LDP. 3 Plex Moss Lane, single story extension and Porch 2025/0452/PNC. Gregory Farm, change of use of building to dwelling T/2025/060/TPO, 1 Halsall Hall Drive, trim one and fell 2nd sycamore T/2025/0061/TPO, Mill House Farm, trim 2 trees to clear power lines
<b>8.2</b>		<b>Any planning applications published on day of the meeting</b>
<b>8.3</b>		<b>To Note Recent Planning Decisions</b>
		2025/0067/FUL, 3 Plex Moss Lane, ground and 1st floor extension, Granted 2024/0527/FUL, Mill Brow Farm, change Agriculture to Commercial, Granted
<b>9.</b>		<b>Finance</b>
<b>9.1</b>		<b>To approve the <u>Schedule of Payments for June</u></b>
<b>9.2</b>		<b>To review the <u>Spend to Date and Budget Allocations</u></b>
<b>9.3</b>		<b>To approve the <u>Bank Reconciliation</u></b>
<b>9.4</b>		<b>Independent Review of Bank Balances</b>
<b>10.</b>		<b>2024-25 Internal and External Audits</b>
		To note that AGAR reports have been submitted to the external auditor and published on website and noticeboards. The Notice of Public Rights to access the unaudited accounts has also been published for the period 2nd June to 14th July.
<b>11.</b>		<b>Update on <u>LCC Consultancy proposal</u> for Woodland project</b>
<b>12.</b>		<b>To provide .GOV.UK email addresses for Parish Councillors</b> (recommended best practices in audit requirements for 2025/26). Cost 10 x 12 x 2.20 = £264 per year for email. Not including Outlook.
<b>13.</b>		<b>To approve £50 annual grant for adoption of the Heathey Lane Bus stop.</b>

14.		To approve the transfer of £425 polling station fee to Memorial Hall which WLBC have paid to the Parish Council in error.
15.		<b>WLBC Project to remove waste bins</b>
	15.1	To consider replacing the Shirdley Hill Village Green dog waste bin at approximate cost of £150.
	15.2	To consider replacing waste bins and providing an emptying service at Memorial Hall at a cost of £xxx.
16.		<b>To approve Changes to Policy documents</b>
	16.1	To approve a new <a href="#">Document Retention Policy</a>
	16.2	To approve revised version of <a href="#">Model Publication Scheme Changes</a> to NALC template
	16.3	To approve revised version of <a href="#">Financial Regulations</a> Changes to NALC template (v2025)
17.		To consider transferring Council Minutes from 1995 to 2020 to the Lancashire County Archives.
18.		To approve a <a href="#">S137 Grant application</a> from FROG to pay for their green waste bin service at a cost of £46.
19.		To approve a <a href="#">S137 Grant Application from Halsall West End Cricket Club</a> HWEC to part fund a purchase of a new lawnmower for Recreation Ground at a cost of £500.
20.		To consider the offer from Easywebsites to add 'Whats App' function to the Council website.
21.		<b>Notice of Information-Only Items</b>
	21.1	To note a free 90-day trial of a Parish Council finance system. <a href="#">Bank Reconciliation</a> <a href="#">Monthly Report on Payments and Receipts</a> <a href="#">Schedule of Payments ?</a>
	21.2	The Parish Clerk is taking one week's annual leave w/c 16th June.
22.		<b>Date and time of next meeting</b>
		Next meeting will be 9th July at St Aidan's Hall

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.

# HALSALL PARISH COUNCIL

Minutes of the Annual Halsall Parish Council meeting held on  
Wednesday 14th May 2025 at 7:30 pm at St Aidan's Hall, Renacres Lane.

Present: Cllr M. Lyons (Chair), Cllr E. Wright (Vice Chair), Cllr N. McCarthy-Thomason, Cllr J. Ferguson, Cllr P. Barker, Cllr D. Adams, Cllr R. Brookfield, and C. Pyne (Clerk) & C. Smith (Asst Clerk), 2 members of the public.

1. **Introductions and Apologies for Absence**  
Apologies received from Cllr B. Roberts and Cllr K. Wright
2. **Declarations of Interest**  
None.
3. **Appointments and Acceptance of Office**
  - 3.1 **Appointment of Chair**  
Cllr Lyons agreed to stand for Chair again. No other applicants. Cllr Lyons application was proposed, seconded and agreed.  
Acceptance of Office was signed.
  - 3.2 **Appointment of Vice Chair**  
Cllr E. Wright declined to stand again. Cllr McCarthy-Thomason was proposed, seconded and agreed.  
Acceptance of Office was signed.
4. **Open Forum**
  - 4.1 **West Lancs Borough Councillors**  
None
  - 4.2 **Open Public Forum**  
Newly elected LCC Councillor Leon Graham had already introduced himself at the Annual Parish Meeting earlier in the evening. He later asked to be briefed on the New Cut Lane traffic problems as these had been mentioned in his canvassing.
5. **Appointments of Representatives to Outside Bodies**
  - a) **Ormskirk Foundation Trust**  
currently Cllr D. Adams. Agreed
  - b) **Lancashire Association of Local Councils & NALC**  
currently Cllrs R. Brookfield & M. Lyons. Agreed.
  - c) **Shirdley Hill Community Association**  
currently Cllrs N. McCarthy-Thomason & J. Ferguson. Agreed

Signed Chair ..... Date .....

## 5.2 Appointments to Committees and Working Groups

### a) Finance

currently Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams (4 signatures), Agreed.

### b) HR

currently Cllrs K. Wright, M. Lyons, & P. Barker. Agreed.

### c) Transport & Road Safety

Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts. Agreed.

### d) Flooding

currently Cllrs E. Wright & R. Brookfield.

Cllr D Adams asked to be involved in any matters concerning Flooding. Agreed.

### e) Healthy Halsall

currently Cllrs. M Lyons & B Roberts. Agreed.

### g) Environment and Biodiversity WG

currently Cllrs M. Lyons, J Ferguson & Mr J. Ferguson. Agreed.

## 6. Confirm other S.O. Items Required at an Annual General Meeting ( Standing Orders items 5 M i to xxi)

### 6.0 To confirm and sign the [Minutes of the meeting held on 9th April](#)

Minutes were proposed and seconded and Agreed.

### 6.1 Review of [Standing Orders](#) & [Financial Regulations](#)

SO and FR have both been amended within the last 3 months . No further changes were suggested. Agreed.

### 6.2 Review of [Asset Register 2025](#)

The advice to add the Trust's assets, with zero value was explained, otherwise no change to the value of assets.

### 6.3 Review of [Insurance Cover](#)

Council & Trust have joint £10M of Employer's Liability and Public Liability insurance until 30/9/2025 as part of a 3-year ( until 30/9/2027) with Clear Councils (Aviva) so the policy will be automatically renewed this year, hopefully at no extra cost due to the storm damage claim.

### 6.4 Review of Subscriptions (LALC & NALC)

The Council paid £445.17 in subscriptions to LALC & NALC in 2024/25.

£470 has been allocated in the 2025/26 budget.

Membership is essential to obtain LALC & NALC copyright document templates

### 6.5 [Review of Council Policies](#) (all on Website)

Complaints Policy

Data Protection Policy

Halsall News Policy

Health & Safety Policy

Reserves Policy

Risk Management Policy  
All agreed, no changes suggested.

New IT Policy as required for Internal Audit for 2025/26

New policy agreed.

**6.6 Review of S137 Grants**

The Council awarded a total of £3,365 in S137 Grants and £0 in S19 Grants. and £7,754 was allocated via S19 from WLBC CIL funds.

The budget for the S137 and S19 grants for 2025/6 is £4500

**6.7 To agree Time and Place of Ordinary Meetings of the Council for 2025/26**

Agreed. Website and noticeboards to be updated.

**7. Discuss and agree on any matters arising from Parish Clerk's Report**  
Cost Variations

**7.1** Re March Item 6.3(b). Hanging baskets cost £310, not £270 due to the moss needing to be replaced.

**7.2** Re April Item 13. Orders placed for Locked Defib Cabinets (Insurance requirement to be locked) 2 x £348.15 + VAT and renewal of pads and batteries 2 x £89 from Northwest Ambulance. All items received by 18th May, waiting for installation.

**7.3** Re Nov Item 15. Fewer applicants, so fewer prizes for VE Day celebration poster competition so £600 provisional budget reduced to £380 in prizes. Refund SHCA for awarding cash prizes. Agreed, payment made.

*s144 LGA 1972 a local authority may encourage persons by advertisement or otherwise, to visit the area for recreation.*

Other items

**7.4** Hive Unit at St Aidan's hall requires attention, not controlling the boiler. Hive now back in operation but only available on 2 rather than 3 phones.

**7.5** Refund SHCA £96 cost to replace the Sensory Garden information board on Shirdley Hill Village Green.  
Agreed. Any non-urgent expenditure should be approved at a Council meeting before being ordered.

*s144 LGA 1972 a local authority may encourage persons by advertisement or otherwise, to visit the area for recreation.*

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

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

No meetings.

**8.2 Ormskirk Foundation Trust**

Cllr Adams has been briefed by the Clerk of OFT. Next meeting is in June.

**8.3 Shirdley Hill Community Association**

Signed Chair ..... Date .....

Cllr McCarthy-Thompson informed the meeting that the VE Day event on Sunday 4th May went very well. There was a Lighting the Beacon event on Thursday 8th May led by Rev. Salt. The SHCA are continuing to organise the fortnightly Luncheon Club, there is a Picnic in the Park event on last Sunday of the month and Shirdley Hill Olympics will be back on 19th July.

The SHCA currently has assets of approx. £3.500.

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

**9.1 Finance**

No reports.

**9.2 Human Resources**

Adverts for Co-option of a new councillor have been placed in noticeboards, Halsall News and Facebook. Closing Date 31st May. June 11th Selection meeting.

**9.3 Traffic and Road Safety**

[Collisions on New Cut Lane](#)

2nd attempt at FOI request to Lancashire Constabulary [for information on speeding on New Cut Lane](#) was again rejected on grounds of prevention and detection of crime. Try appealing to the Information Commissioner. (Item 7.3 February).

LCC Cllr Leon Graham asked for copies of this correspondence. He would like to investigate a reduction to 40 mph for this road.

Wrote to Peter Bell, Highways Regulation manager on 14th April, regarding parking chaos at school times, acknowledged but no response, so far (20 working days).

**9.4 Flooding**

No reports.

**9.5 Healthy Halsall**

No reports.

**9.6 Environment & Biodiversity Working Group**

See Item 13.

**10. [Planning Applications](#)**

**10.1 Applications**

2025/0318/FUL Northmoor Lane, new building, Brain Injury Centre  
2025/0349/FUL 31 Renacres Lane, new bungalow at rear

**10.2 Any planning applications published on day of the meeting**

None.

The Clerk will write to Planning dept regarding concerns from residents that Enforcement enquiries have not been responded to.

Signed Chair ..... Date .....

- 10.3 To Note Recent Planning Decisions**  
 2025/0075/FUL 3 Halsall Farm Grove, extension of garden, Approved  
 T/2025/0020/TCA Gesterfield Barn, Halsall Road, Remove Oak Tree. Approved  
 2025/0176/FUL, 165 Carr Moss Lane, rear extension, Approved  
 2025/0084/LDP, 22 Elm Park Drive, garage to habitable room Permitted
- 10.4 Malt Kiln Barn Planning Appeal (2025/0012/)**  
 No further comments.
- 11 Finance**
- 11.1 To approve the [Schedule of Payments for May](#)**  
 Agreed.
- 11.2 To review the [Spend to Date and Budget Allocations](#)**  
 Agreed. Some variations noted against budget allocations, but these were purchases allocated to Reserves and CIL, not included in the budget.
- 11.3 To approve the [Bank Reconciliation](#)**  
 Agreed.
- 11.4 Independent Review of Bank Balances**  
 Confirmed by Cllr E Wright.
- 11.5 To note the VAT126 Claim for 2024/25 of £3291.35**  
 Noted. Completed for 2024/5
- 12. 2024-25 Internal and External Audits**
- 12.1 To accept the [report of the Internal Auditor](#)**  
 Agreed.
- 12.2 To consider an [Action Plan for Auditor's Recommendations](#)**  
 4 minor points raised, 2 already resolved.
- 12.3 To appoint [J. O'Donoghue as Auditor for 2025/6](#)**  
 Agreed appointment letter.
- 12.4 To approve payment of [Internal Audit at a cost of £250](#)**  
 Agreed.
- 12.5 To approve the submission of External Auditor's Reports**
- a) **[Section 1 AGAR Report](#)**  
 Clerk identified the process of the RFO creating the accounts and processes, Council appointing an internal auditor to check them, Council agreeing the accounts to be sent to External Auditor.
  - b) **[Section 2 AGAR Report](#)**
  - c) **[Annual Internal Audit Report \(AIAR\) to External Auditor](#)**
  - d) **[Bank Reconciliation Report](#)**
  - e) **[Notice of Public Rights from 3rd June to 14th July 2025](#)**

Signed Chair ..... Date .....

f) [Variances Report](#)

All External Auditor reports agreed as true account.

13. **To consider the [SLCC Consultancy proposal](#) for Woodland project at a cost of £812.50**

Agreed. The consultancy rate is reasonable. This is a unique change for the Council and Trust, and we should seek external professional advice.

*s142 LGA 1972 for the purpose of benefit, improvement or development of their area, a parish council may acquire by agreement any land.*

14. **To provide .GOV.UK email addresses for Parish Councillors**  
(new external audit requirements for 2025/26).

Defer to the next meeting when there is more time for discussion.

15. **With reference to proposed IT Policy, the Council should purchase a laptop for the Clerk at a cost of approx. £245 from Stone Computers.**

Minimum requirements

Refurbished Windows 11 Laptop, 15-inch screen, 8GB RAM, 240 GB SSD

Exact price depends on availability. Windows 11 is needed to ensure access to security updates, after the end of Windows 10 support.

Agreed. Purchasing refurbished computer is cost effective and good for the environment.

16. **To approve [S19 Grant Request from Memorial Hall Trust](#)**

£280 for 5 small repair jobs; hosepipe tap, fence panel, replace loose flags, drain cover, repaint storeroom door.

Agreed.

*s19 (3) LGA (Misc. Prov.) 1976. a local authority may contribute towards expenses incurred by any voluntary organisation providing recreational facilities.*

17. **To consider a [S137 grant application from Bees & Butterflies Brigade](#) for £250 for planting a Faith Garden.**

Agreed.

*s137 LGA 1972 local authority may incur expenditure which is in the interests of, and will bring benefit to some or all of its inhabitants.*

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

17.1 To note a free 90-day free trial of a Parish Council finance system.

[Bank Reconciliation](#)

[Monthly Report on Payments and Receipts](#)

[Schedule of Payments ?](#)

Signed Chair ..... Date .....

17.2 To note younger children's playground has been professionally cleaned as per original October 2024 S19 CIL funded project for Halsall Trust at a cost of £505. The Trust decided to delay the cleaning until the Spring, to get the winter leaf fall out of the way.

17.3 The Parish Clerk would like to take one week's annual leave w/c 16th June.

**18. Date and time of next meeting**

Next meeting will be 11th June at Memorial Hall

**Meeting closed at 20:47**

Signed Chair ..... Date .....

Schedule of Payments						
HALSALL PARISH COUNCIL			June	for	11th June	meeting
Chair	M Lyons		Signed			
Independent			Signed			
Received Date	Minutes Ref	Bank Date	Expenditure Category	Amount	Payee <small>Use Clerk &amp; Cleaner for FOI redaction</small>	Notes
Changes since last month : Highlighted						
<b>(Manual List) Direct Debits</b>						
		1st Month	Easy Websites (Go Cardless)	36.96	Easywebsites	Monthly
		3rd Month	Open Space maintenance	320.00	Forshaw	Monthly
		3rd Month	Open Space maintenance	100.00	Connor St Aidans	Monthly
		8th Month	National Broadband (Go Cardless)	42.00	Nat Broadband	Monthly
		9th Month	Electricity	as claimed	Octopus	Monthly
		21st Month	Gas	as claimed	EON	Monthly
		last day month	Bank Charges	6.00	Unity	Monthly
		end of quarter	HMRC Tax & Employers N.I.	as claimed	HMRC	Quarterly
		end of quarter	Water	as claimed	Water Plus	Quarterly
		15th December	Information Commissioner	47.00	ICO	Annually (was £35)
<b>(Manual List) Paid under Delegated Authority ( not listed on the Agenda )</b>						
		1st	83 Halsall News	414.00	PC Print	Monthly
		28th	27 Cleaner Salary	335.00	Cleaner	(Gross salary standard month)
		28th	21 Clerks Salaries	1,520.13	Clerk & Asst	(Gross salary standard month)
		28th	10 Salary Transfer from Trust	-618.31	Trust	1/3rd Gross Salaries (0.3333)
		28th	Window Cleaning	40.00	P Walsh	monthly via Clerk's expenses
		28th	23 Clerk's Expenses	as claimed	Clerk	monthly
		28th	15 Cleaner's Expenses	as claimed	Cleaner	monthly
		28th	23 Member's Expenses	as claimed	as claimed	monthly
<b>(Automatic Filter) Payments Awaiting Approval</b>						
Date	Minutes / Date	Bank Date		Amount		Use Clerk & Cleaner for FOI redaction
	item 13a April		Reserves/Received Grants	61.00	61.00	S Greenhalgh

Receipts & Payments 2024/2025 Spend to Date Summary (including Scheduled payments)						
Chair M. Lyons		Date		Signed		
Independent		Date		Signed		
Planned Budget		56,473.00				
Total Income to date		24,775.47				
Total Expenditure to date		8,775.71				
Code	Payments	Budget	Spend to Date	Available	Explanantions /Comments	Centre Totals
21	Gross Salaries	21,918.00	3,240.37	-18,677.63		3,539.74
22	inc Tax & NI	1,300.00	277.41	-1,022.59		
23	Staff Mileage Expenses	150.00	0.00	-150.00		
24	Office Expenses	700.00	21.96	-678.04		
25	Staff Training	400.00	0.00	-400.00		
26	Staff Recruitment	0.00	0.00	0.00		
31	Chair's Allowances	100.00	100.00	0.00		100.00
33	Mileage	50.00	0.00	-50.00		
34	Expenses	50.00	0.00	-50.00		
35	Training	200.00	0.00	-200.00		
41	Audit fees	660.00	250.00	-410.00		250.00
42	Subs LALC	470.00	0.00	-470.00		
43	ICO	35.00	0.00	-35.00		
44	Reserve re elections etc	1,000.00	0.00	-1,000.00		
45	Legal Fees - Solicitor/Planning	1,200.00	0.00	-1,200.00		
46	Music Licence	600.00	0.00	-600.00		
17	Refunds / Transfers (Hire Fees)	0.00	0.00	0.00		
51	Rem Sunday / War memorial	1,000.00	0.00	-1,000.00		987.92
52	Bus shelters	350.00	0.00	-350.00		
54	Seats	0.00	0.00	0.00		
55	Noticeboards/ Web Hosting	800.00	169.92	-630.08		
56	Spids	300.00	0.00	-300.00		
57	Maintenance of open spaces	4,500.00	640.00	-3,860.00		
58	New Defibrillator Pads	300.00	178.00	-122.00	Pads from here. Cabinets from Reserves	
15	Reserves/grants	0.00	757.30	757.30	Approved additional spends from Reserves - Defibs	
61	Electricity	800.00	95.14	-704.86		633.53
62	Gas	1,100.00	167.93	-932.07		
63	Water	720.00	131.87	-588.13		
64	Internet	560.00	84.00	-476.00		
65	Mobile Phone	150.00	0.00	-150.00		
66	Insurances/inspections/Fire	3,000.00	0.00	-3,000.00		
67	Hygiene / Waste	1,200.00	102.59	-1,097.41		
68	Window cleaning	500.00	40.00	-460.00		
69	Bank Charges	110.00	12.00	-98.00		
72	Cleaning supplies	300.00	0.00	-300.00		
73	St Aidans Property	3,000.00	535.96	-2,464.04		1,591.26 1,145.00
80	Grant	380.00	380.00	0.00	S144 Exhibition/Fair Grant (allocate from S19)	
81	S137 (Anyone)	3,000.00	250.00	-2,750.00		
82	S19 ( only MH)	1,120.00	315.00	-805.00		
83	S142 Halsall News	4,300.00	759.00	-3,541.00		
84	VAT for CIL Grant	0.00	267.26	267.26	Funded from 2025/26 VAT 126	
85	S133 Meetings at MH	150.00	0.00	-150.00		
86	S19 Warm Spaces	0.00	0.00	0.00		
87	LCC Biodiversity	0.00	0.00	0.00		
88	CIL Projects	0.00	1,145.00	1,145.00	CIL projects not included in budget	
89	Best Kept Village	0.00	0.00	0.00		
	Payments to date inc Scheduled	56,473.00	9,920.71	-46,552.29		4,707.71
	Less CIL		8,775.71			12,955.16
	Difference ( should be zero)		0.00		Pivot analysis same as Payments	
Code	Receipts	Budget	Rec'd to date	More/Less	Explanations for surplus	
10	MH Refund Salary Costs	7,233.00	1,236.62	-5,996.38		
11	CIL	0.00	3,385.50	3,385.50		
12	Precept	34,546.00	17,989.50	-16,556.50		
13	Council Support	1,433.00	0.00	-1,433.00		
14	Concurrent Grant	1,761.00	0.00	-1,761.00		
15	Reserves / Received Grants	1,350.00	0.00	-1,350.00	Originally 1250. Extra £100 Transferred 27/5	
16	Hall Hire	4,000.00	1,826.00	-2,174.00		
17	Refund/Transfer from MH	0.00	0.00	0.00		
18	Interest Received	750.00	0.00	-750.00		
19	Other Income	0	0.00	0.00		
119	Halsall News Adverts	3,200.00	432.00	-2,768.00		
126	VAT Refund	2,200.00	3,291.35	1,091.35		
	Receipts to date inc Scheduled	56,473.00	28,160.97			
	Less CIL		24,775.47			
	Difference ( should be zero)		0.00		Pivot analysis same as Receipts	

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HALSALL PARISH COUNCIL	Monthly Bank Reconciliation
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Chair	M Lyons		Signed			Date				
Independent				Signed				Date		
Monthly Bank Reconciliation for		May		Payments			5,326.09	Receipts		5,370.66
Bank Balances B/Fwd				Bank Date	Amount		Use Clerk & Cleaner for FOI r	Bank Date	Amount	Payee
Reserves account	20478586	16,836.19		1/5/2025	36.96		Easywebsites	2/5/2025	21.00	J Tinsley
CIL account	20471392	7,897.74		1/5/2025	696.30		Monkey office	6/5/2025	10.00	Norton
Current account	20471376	2,046.25		1/5/2025	139.26		Monkey Office	7/5/2025	30.00	Gaskell
Precept account	20471389	16,389.50		8/5/2025	505.00		Greenhalgh	8/5/2025	35.00	Jinson
Total at Bank		43,169.68		9/5/2025	49.41		Octopus	8/5/2025	90.00	Jinsu suresh
Payments/Expenditure		5,326.09		9/5/2025	42.00		National broadband	12/5/2025	3,291.35	HMRC
Receipts/Income		5,370.66		9/5/2025	320.00		Forshaw	13/5/2025	100.00	Sarignama
New C/Fwd		43,214.25		12/5/2025	380.00		SHCA	13/5/2025	10.00	Norton
Bank Balances C/Fwd				12/5/2025	345.00		Moulton printing	14/5/2025	425.00	WLBC
Reserves account	20478586	16,356.19		14/5/2025	105.36		Clerk	14/5/2025	260.00	WLBC
CIL account	20471392	7,392.74		14/5/2025	80.60		Clerk	14/5/2025	30.00	SHCA
Current account	20471376	2,225.82	15/5/2025	96.00	SHCA	20/5/2025	10.00	Norton		
Precept account	20471389	17,239.50	16/5/2025	63.49	Eon	22/5/2025	30.00	SHCA		
Total at Bank		43,214.25	22/5/2025	315.00	S Greenhalgh	27/5/2025	140.00	Wignall Ltd		
Difference (New C/Fwd - Bank)		0.00	27/5/2025	250.00	3Bs	27/5/2025	50.00	Ponthamthan		
Comments			27/5/2025	250.00	Donaghue	27/5/2025	10.00	Norton		
Checked CS 9.30am 2/6/2025			28/5/2025	752.11	Clerk	27/5/2025	140.00	Wignall Ltd		
			28/5/2025	484.42	Asst Clerk	27/5/2025	15.00	J Suresh		
			28/5/2025	409.18	Cleaner	28/5/2025	20.00	J Joseph		
			31/5/2025	6.00	Unity	28/5/2025	35.00	J Joseph		
						28/5/2025	618.31	MH Trust		

# HALSALL PARISH COUNCIL

Review / Change Date	Description
June 2025	Halsall Parish Council Document Retention Policy adopted

## Draft Document Retention Policy

### Introduction

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- 1. Scope of the Policy**
- 2. Responsibilities**
- 3. Retention Schedule**

#### **1. Scope of the policy**

This policy applies to all records created, received or maintained by the Parish Council in carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the County Council's archives and for historical research.

#### **2. Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

#### **3. Retention Schedule**

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the documents which it uses. The retention schedule lays down

# HALSALL PARISH COUNCIL

the length of time which these documents need to be retained and what action should be taken when a document is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to documents regardless of the media in which they are stored.

Retention of Documents			
Document	Minimum Retention	Reason	Action
Minutes of Meetings	Indefinite		Archive
Annual Audited Accounts	Indefinite		Archive
Annual Return	Indefinite		Archive
Asset Register	Indefinite	Audit	Archive
Deeds, Leases	Indefinite		Archive
Cert of Employees Liability	40 Years	Audit & Legal	Destroy
Cert Public Liability (Cert. & Claims- not invoices)	40 Years	Audit & Legal	Destroy
Other Insurance Policies	Whilst Valid	Audit	Destroy
Tax & NI Records	12 Years	Audit	Destroy
Bank Statements	6 Years	Audit	Destroy
Quotations	6 Years	Audit	Destroy
Paid Invoices	6 Years	Audit & VAT	Destroy
VAT Records	6 Years	VAT	Destroy
Salary Records	6 Years	Audit	Destroy
CLRs Declaration of Office	Term of Office	Management	Destroy
Members Interests	Term of Office	Management	Destroy
Cheque Book Stubs	After Annual Audit	Management	Destroy
Paying in Books	After Annual Audit	Management	Destroy
Risk Assessments	Once superseded	Management	Destroy
Register of Electors	Once updated	Management	Destroy
Other general information	12 months	Management	Destroy
Other Planning information*	12 months	Management	Destroy
* All planning applications and comments are retained by Borough Council so all information can be destroyed after each year.			

All documents that are no longer required for administrative reasons should be shredded and disposed of.

Lancashire County Council Archives will be consulted if any further clarification of these or other documents is required.

Reviewed at Parish Council Meeting on 11th June 2025

Signed ..... (Chair)

## 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](mailto: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"><li>1. care for and enhance the local environment and amenity that is Shirdley Hill Village Green for the benefit and enjoyment of the local community</li><li>2. generate awareness of the facility and interest in the local community</li><li>3. support local community activities</li></ol>
3.	Contact Details: Name, address, email, telephone number: Mary Lyons (Chair) 20 Heathey Lane, Shirdley Hill, L39 8SH <a href="mailto:Mary.lyons2017@outlook.com">Mary.lyons2017@outlook.com</a> 01704 840607 or 07718240887
4.	Is this a Registered Charity? No      Registration Number
5.	Purpose of the Grant: Cover the cost of brown bin garden waste collection. The FROGs have created a local compost recycling system, but there are larger twigs and green waste that cannot be recycled via this system. In 2022, the Parish Council funded two brown bins and covered the collection costs. The brown bins have been invaluable in helping keep the Green tidy. This year we are asking for a continuation of the collection costs for one bin only.
6.	Amount of Grant: £46.00 to cover costs of one brown bins
7.	Identify the benefit to some or all of the residents of Halsall: All residents in the local community enjoy the benefits provided by the amenity that is Shirdley Hill Green. This grant would enable the FROGs to continue to keep the Green tidy and provide a facility for recycling any large size garden waste produced

## HALSALL PARISH COUNCIL

### **Guidelines for Grant applications**

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- 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 Bank Transfer (BACS), not cash or cheques.
- Applications and decisions will be recorded in the Parish Council Minutes which are available on the council website, disclosable under the Freedom of Information Act and may also be published in the Halsall News parish magazine.
- Applications should be made in writing to [clerk@halsallparish.gov.uk](mailto:clerk@halsallparish.gov.uk)
- Applicants must attend the Parish Council meeting to present their application and answer any questions.
- Please include the following information.

1.	Name of the Group: Halsall West End Cricket Club
2.	Short Description of the Aims of the Group: To maintain our playing surface and to keep the memorial fields in the perfect condition for all the locals to enjoy
3.	Contact Details: Name, address, email, telephone number: Paul Moreton, 3 Eagle Close, Standish, WN60WE Paulm1977@gmail.com 07413642561
4.	Is this a Registered Charity?    No                      Registration Number
5.	Purpose of the Grant: We have a very ancient fleet of mowers for both the cricket square and field maintenance. We spend more time mending these than actually working on the fields and it is beginning to reduce the enthusiasm of our volunteers. With one actually refusing to help anymore. We understand buying new is completely improbable, but we can get them properly rebuilt and serviced.
6:	Amount of Grant: £500
7.	Identify the benefit to some or all of the residents of Halsall: The playing fields are probably some of the best maintained fields in Lancashire that the public have access to. For picnics or playing football. The grass is always in perfect condition.
8.	Bank account name:Halsall west end cricket club Sort code:09-01-54 Account number:30613482