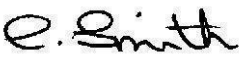


HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 14th October 2026, 7.30pm at the Memorial hall, Halsall.

1.		Introductions and Apologies for Absence
	1.1	Plaud to transcribe meeting
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 9th September 2026
5.		To discuss and agree on any matters arising from Parish Clerk's Report.
	5.1	£50 Gift voucher and card purchased for Liz Wright. Clerk to claim on expenses.
	5.2	Four Wreaths have been ordered for Remembrance Sunday. The road closure order has been received from West Lancs and forwarded to the traffic management company.
	5.3	Spare keys for the St Aidans noticeboard have been purchased at a cost of £18. Clerk to claim on expenses.
6.		To receive reports from Representatives to outside Bodies and agree on any matters arising;
	6.1	Lancashire Association of Local Councils (Cllrs R. Brookfield & M. Lyons)
	6.2	Ormskirk School Foundation Trust (Cllr D. Adams)
	6.3	Shirdley Hill Community Association (Cllrs N. McCarthy-Thomason, D.Adams)
7.		To receive reports from Working Groups and agree any actions arising;
	7.1	Finance (Cllrs M. Lyons, P. Barker)
	7.2	Human Resources (Cllrs M. Lyons, P. Barker & T.Atlay)

	7.3		Traffic and Road Safety (Cllrs N. McCarthy-Thomason, R. Brookfield, B. Roberts, P.Barker & T.Atlay)
	7.4		Halsall News (Cllr N.McCarthy-Thomason)
8.		<u>Planning Applications</u>	
	8.1	Applications	
			2026/0669/PNP Date Valid: 17 September 2026 Proposal: Consideration of Details for Prior Approval - Erection of Agricultural storage buildings. Site Location: Land Adjacent To Kilty House, New Cut Lane, Halsall, Lancashire. 2026/0732/FUL Date Valid: 17 September 2026 Proposal: Construction of a single-storey rear garage extension and reposition of a single-storey outbuilding incidental to the main dwelling, with associated hard and soft landscaping, that has previously been consented. Site Location: The Willow House, 1 Halsall Farm Grove, Halsall, Ormskirk
	8.2		Any planning applications on the day of the meeting.
	8.3		To note recent delegated decisions. 2026/0577/FUL Decision: Planning Permission Granted Proposal: Proposed replacement of flat roof with duo pitched roof to existing rear extension. Location: 15 New Cut Lane, Halsall, Southport, Lancashire, PR8 3DN 2026/0665/FUL Decision: Planning Permission Granted Proposal: Proposed side extension to dwelling Location: Kilty House, New Cut Lane, Halsall, Southport, Lancashire, PR8 3DL 2026/0591/FUL Decision: Planning Permission Granted Proposal: Retention of caravan for residential accommodation and occasional Airbnb use (retrospective). Location: 90 Segars Lane, Halsall, Southport, Lancashire, PR8 3JG
9.		Finance	
	9.1		To approve the <u>2026 schedule of payments</u>
	9.2		To review the <u>HPC spend to date September</u>
	9.3		To approve the <u>HPC September bank Rec</u>
	9.4		Independent Review of Bank Balances
	9.5		To discuss the Cyber Insurance policy recommended by the internal auditor.

9.6		To approve the renewal of the gas contract. Previous contract-Octopus 27/9/2024 24.46p kW/hr plus 49.96p per day. New-Octopus 27/9/2026 24 Months. 27.35kW/hr plus 62.04 per day. Annual increase £95.34. Monthly £7.95
10.		Woodland Project (Cllr's D.Adams, T.Atlay, L.Stephenson & P.Barker) To discuss the job description and personal specification of the project manager position.
11.		To discuss the dates for a first aid course.
12.		To approve the purchase of a solar light for Shirdley Hill notice board at a cost of £25.99 including vat.
13.		To note. Bees and butterflies have decided to remove the request for a S137 for a Certificate of Lawfulness for their nature walk.
14.		To note. Police surgery in September was well attended by members of the public, more dates to be added and advertised on social media and HPC website.
15.		To approve the purchase of a christmas tree for Shirdley hill green at a cost of £324.00 including vat.
16.		To discuss the positioning of new speed signage posters and the distribution of speed safety stickers.
17.		Notice of Information-Only Items
18.		Date and time of next meeting
		Next meeting will be on 11th November at 7.30pm, St Aidans Hall.
Authorised by  Cathy Smith, 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 Halsall Parish Council meeting held on Wednesday 9th September at 7:40 pm at the St Aidan's Hall, Renacres Lane, Halsall.

		Present: Cllr M. Lyons (Chair), Cllr P. Barker, Cllr D. Adams, Cllr L. Stephenson, Cllr R. Brookfield, C. Smith (Clerk), Cllr B. Roberts, Cllr J. Ferguson and one member of the public.
		Plaud to transcribe the meeting. Permission granted from all attending for the meeting to be transcribed via Plaud. Agreed.
1.		Introductions and apologies for absence
		Apologies received from Cllr N. McCarthy-Thomason, Cllr T. Atlay & assistant clerk S. Donnelly.
2.		Declarations of interest
		None.
3.		Open forum.
3.1		West Lancs Borough Councillors No representatives Chair explained that Gareth Oates (Reform) has replaced Jane Marshall.
		None.
3.2		Open public forum A member of the public from a local charity spoke about her campaign to support those in need in the community and to increase the number of defibrillators in the area. The council S137 grant application form will be sent out, and once completed, will be reviewed at the October 14th council meeting.
4.		To confirm and sign the minutes of the meeting held on 8th July 2026 . Approved & signed. No business in August due to council break.
5.		Discuss and agree on any matters arising from Parish Clerk's report
5.1		HPC Action list
5.2		Ink & paper purchased £54.49 A4 Punch pockets and laminating pockets £11.98 2 x Four way utility key £7.98 All approved.
		Local Government Act 1972 s111 power to perform subsidiary functions.

Signed.....Date.....1

HALSALL PARISH COUNCIL

5.3		Wallpaper in the small vestibule at St Aidans has been repaired and is ready for painting. Cost £35.00 Approved. Local Government Act 1972 s111 power to perform subsidiary functions.
6.		To receive reports from representatives to outside bodies and agree on any actions arising;
6.1		Lancashire Association of Local Councils (LALC) (Cllrs R. Brookfield & M. Lyons) No reports
6.2		Ormskirk School Foundation Trust (Cllr D. Adams) The next meeting is in October.
6.3		Shirdley Hill Community Association (Cllrs N. McCarthy-Thomason & D. Adams) It was reported that the events are very busy and doing well.
7.		To receive reports from working groups and agree any actions arising;
7.1		Finance (Cllrs M. Lyons, P. Barker) To note that employers and unions have agreed a 2026/27 pay deal for all local government employees. Pay awards and backpay are due from 1st April 2026. Clerk salary increased from £18.35 to £18.96 Asst Clerk from £15.31 to £15.82 Cleaner from £13.47 to £13.92 Monthly wage cost has increased from £1914.43 to £1942.28 Monthly contribution from Trust will increase to £647.43 Approved.
	a.	An issue regarding employee increments was deemed closed, as the signed employment contracts, state the "first increment will be payable in April 2027," supersedes any other advisory guidelines. Both the clerk and the assistant clerk have agreed to accept the outcome.
7.2		
	a.	Human resources (Cllrs M. Lyons, P. Barker & T. Atlay) To note the resignation of Cllr E. Wright. To advertise the position of councillor vacancy on website and social media after 18th September following the fourteen day election period notice. Cllr E. Wright was thanked for her long service to Halsall parish council. A £50 Amazon voucher for former Cllr E Wright was approved, funded from the chair's allowance. Approved. Noted. Local Government Act 1972 s111 power to perform subsidiary functions.
	b.	To approve. assistant clerk has requested a two week holiday from 6th September. Clerk requested one week's leave from 27th September 2026. Approved.

HALSALL PARISH COUNCIL

	c.	To approve four hours overtime for the cleaner, due to the halls being used over the bank holiday £55.68 Approved. All HR actions, Local Government Act 1972 s111 power to perform subsidiary functions.
7.3		Traffic and road safety (Cllrs N. McCarthy-Thomason, R. Brookfield, B. Roberts, P. Barker & T. Atlay) Police surgeries will continue in September and October. A volunteer speed camera initiative was discussed with several councillors keen to get involved. Specific hazards were noted: incorrect use of the St. Cuthbert's exit, a sunken road at the Renacres / New Cut Lane junction. The council aims to apply for 85% CIL funding in April for the purchase of new SPIDs (Speed Indicator Devices).
7.4		Excellent feedback on the colour Halsall News magazine. It was suggested that Halsall News" should always be clearly visible on the front cover to avoid confusion.
8.		Planning applications
8.1		Applications
		Application No: 2026/0591/FUL Date Valid: 23 July 2026 Proposal: Retention of caravan for use as ancillary family accommodation and occasional use as an 'Air B and B'; Site Location: 90 Segars Lane, Halsall, Southport, Lancashire, PR8 3JG. Applicant: Mr Neil Howard Application No: 2026/0636/FUL Date Valid: 4 August 2026 Proposal: Installation of roof mounted solar panels Site Location: Halsall St Cuthberts C Of E Primary School, New Street, Halsall, Ormskirk, Lancashire. Applicant: The Governing Body. The council has no comments.
8.2		Any planning applications published on day of the meeting None.
8.3		To note recent planning decisions
		Application: 2026/0491/LDP Decision: Cert of Lawfulness (PROPOSED) Permitted. Proposal: Single storey side extension Location: 1 Linaker Drive, Halsall, Ormskirk, Lancashire, L39 8SB Applicant: Ms Ellie Wright Application: 2026/0463/FUL Decision: Planning Permission Granted Proposal: Removal of agricultural occupancy condition imposed on planning permission 1980/0426. Location: Croft End Bungalow, Plex Lane, Halsall, Ormskirk, Lancashire, L39 7JY Application: 2026/0572/FUL Decision: Planning Permission REFUSED Proposal: Proposed single-storey side extension to existing property with a pitched roof.
9.		Finance
9.1		To approve the schedule of payments 2026

HALSALL PARISH COUNCIL

		Approved.
9.2		To review the spend to date report 2026 Approved.
9.3		To approve the Bank Reconciliation August 2026 Approved.
9.4		Independent review of bank balances. Reviewed & approved
9.5		To approve the audit action plan. Approved.
	a.	To discuss the Cyber Insurance policy recommended by the internal Auditor. It was decided against immediate adoption of a new policy, opting instead to review internal password protocols and seek clarification from their insurer on what coverage the council already has in place.
9.6		To note the satisfactory result of the external audit. The external audit was concluded with a satisfactory result. The public notice of conclusion has been posted for 30 days from 4.9.2026. Noted.
10.		Woodland project (Cllr's D. Adams, T. Atlay, L. Stephenson & P. Barker) A 128-page property report received following the searches. Legal queries regarding drains and restrictive covenants (fences, tree preservation) have been sent to the solicitor. The registration process is slow and complex, to help manage the workload, hiring a short-term project manager and reviving the working group was proposed and agreed. Local Government Act 1972 s124 (1) parish council may acquire by agreement any land... (b) for the benefit, improvement or development of their area.
11.		To approve the CIL payments to the Trust as follows: £1250.00 for the repairs to the potholes on the car park. £348.00 for the painting of the railings at the Memorial Hall. Approved.
12.		To approve the transfer of the interest received from the precept and CIL accounts into the reserves account. Precept £48.78. CIL £37.68. Total £86.46 Approved.
13.		To consider a payment for Bees and Butterflies Application for a Certificate of Lawfulness for proposed development (to establish whether planning permission is needed for Halsall Nature Walk). There is a fee attached to the submission. Standard fee is £245.50. Approved to put forward as a S137 at the October meeting.
14.		To approve payment of £100 for Canva for Halsall parish news. Programme is required for the publication of the magazine. Approved.
15.		To approve the annual membership for SLCC for clerk at a cost of £200.00. Approved.

HALSALL PARISH COUNCIL

16.		Planning for Remembrance Sunday. WLBC Event plan has been submitted. Noted.
17.		To suspend FR 5.9 to obtain 3 quotes for Traffic Management services, propose using Kays Traffic Management again at approximate cost of £541.00 plus vat. Approved. a. To set a budget for the community event after the ceremony, suggest £500.00. The village Bakehouse to cater the event. Approved. LGA 1972 s138B (1) (d) local authority may facilitate any event connected to a religious event (Remembrance Sunday Church service and parade)
18.		To purchase poppy wreaths from British Legion at a cost of £100.00 Approved. LGA 1972 s137 (3) local authority may contribute to any UK charitable body.
19.		To consider a S137 grant for £500.00 for the Memorial trust to cover costs at the Halloween and Christmas events. approved at £250.00. 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.
19.		Notice of information-only items Reminder of the Church service to dedicate the new path at St Cuthbert's 9:30am on 20th September 2026 Persimmon homes are planning a development behind Moss Road, Halsall. The council will monitor the formal planning application before submitting any objections, focusing on traffic and other impacts to the community.
20.		Date and time of next meeting Next meeting will be 14th October at Memorial Hall, Cross Lane, Halsall. Meeting closed at 9.28pm

Schedule of Payments						
HALSALL PARISH COUNCIL						
Chair	M Lyons	Signed				
Independent		Signed				
Received Date	Minutes Ref	Bank Date	Expenditure Category	Amount	Payee Use Clerk & Cleaner for FOI redaction	Notes
Changes since last month : Highlighted						
(Manual List) Direct Debits						
		1st Month	Easy Websites (Go Cardless)	63.36	Easywebsites	Monthly
		3rd Month	Open Space maintenance	320.00	Forshaw	Monthly
		3rd Month	Printing Halsall News	as claimed	Moulton	Monthly (standard £345)
		8th Month	National Broadband (Go Cardless)	42.00	Nat Broadband	Monthly
		9th Month	Electricity	as claimed	Octopus	Monthly
		15th Month	Scribe	44.40	Scribe	Monthly
		21st Month	Gas	as claimed	EON	Monthly
		monthly	Water	as claimed	Everflow	Quarterly
		last day month	Bank Charges	7.00	Unity	Monthly
		end of quarter	HMRC Tax & Employers N.I.	as claimed	HMRC	Quarterly
		end of quarter	Hygiene/waste	102.59	WLBC	Quarterly
		July	Hygiene/waste	as claimed	Millennium service	Annually (was 269.59)
		15th October	Information Commissioner	47.00	ICO	Annually (was £35)
(Manual List) Paid under Delegated Authority (not listed on the Agenda)						
		28th	27 Cleaner Salary	476.43	Cleaner	(Gross salary standard month)
		28th	21 Clerks Salary	1,167.38	Clerk	(Gross salary standard month)
		28th	21 Asst Clerk salary	318.94	Asst Clerk	(Gross salary standard month)
		28th	10 Salary Transfer from Trust	773.81	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
(Automatic Filter) Payments Awaiting Approval						
Date	Minutes / Date	Bank Date		Amount		Payee

Halsall Parish Council						
Spend to Date Summary						
	as at		30-Sep-26	Comments		
	Cost	Budget	Year to Date	Available	Forecast	
	Code	26/27	26/27	26/27	Out Turn 26/27	
		£	£	£	£	
01 Income						
Precept	12	45,049	23,241	21,808	45,049	
Refund salary costs	10	8,144	4,036	4,107	8,144	
CIL receipts	11	0	0	0	0	
Council support	13	0	0	0	0	
Concurrent grant	14	0	0	0	0	Concurrent Grant of £1,761 due?
C/fwd from Reserves	15	2,000	0	2,000	0	
Hall hire	16	4,000	3,658	343	5500	
Interest received	18	750	375	375	800	
Other income	19	4,000	1,286	2,714	4000	All advertising income
VAT refund	126	1,000	1,301	-301	1,301	25/26 Claim
Receipts to date		64,943	33,897	31,046	64,794	
Less CIL		64,943	33,897			
02 Staff Costs						
Clerk's salary	21	19,500	8,371	11,129	18388	Includes £1241 Jan/Feb/Mar Tax/Ees NIC
Assistant clerk's salary	28	0	1,883	-1,883	0	Includes £34.2 Mar Tax
Cleaner's salary	27	4,282	2,232	2,049	4319	
HMRC	22	2,200	1,089	1,111	1815	(Includes £679.53 Jan/Feb/Mar Ers NIC).
Clerk's mileage	23	150	0	150	0	
Staff office expenses	24	700	698	2	1335	Includes £150 re Asst Clerk laptop. Provided for £500 home office expenses
Staff training	25	400	144	256	288	Parish Clerk exam fees
Staff recruitment	26	50	0	50	0	
03 Councillors' Costs						
Chair's allowance	31	200	93	107	200	Includes £50 leaving gift
Mileage	33	50	0	50	0	
Expenses	34	50	0	50	0	
Training	35	300	0	300	300	Provide for First Aid training
04 Subscriptions & Legal Costs						
Audit/Accountancy costs	41	1,730	1,432	298	1698	Scribe £538 set up & £44 per month. PKF £378/Internal Audit £250
Subscription LALC	42	470	200	270	470	
ICO	43	47	0	47	47	
Provision for elections	44	1,000	0	1,000	1,000	
Legal/Planning fees	45	3,000	666	2,334	3,000	Woodlands search fees
Music licence	46	600	1,003	-403	1003	PPL £464 / MPLC £539 (not budgeted)
Bank charges	69	84	42	42	84	
05 Externals Cost & Maintenance						
Rem Sunday/War Memorial	51	1,100	0	1,100	1,250	Forecast Traffic Mgt £641/Catering £500/Wreath £100
Bus shelters & seats	52	350	50	300	50	
Noticeboards/Web hosting	55	800	409	391	824	
Spids	56	300	0	300	300	
Maintenance open spaces	57	4,500	1920	2,580	3840	
Defibrillator costs	58	300	0	300	300	
06 Property Costs						
Electricity	61	1,200	329	871	1,200	
Gas	62	1,200	0	1,200	1,200	No billing since Nov 25
Water	63	720	460	260	720	YTD includes £ 252 WaterPlus charge to reclaim
Internet	64	560	252	308	504	
Mobile phone	65	150	48	102	72	
Insurance/Inspection/Fire	66	3,000	2,373	627	3,000	Insurance £2266/Signage £135/Fire Equip Service £49
Hygiene/Waste	67	1,200	280	920	1,200	
Window cleaning	68	500	0	500	350	
Repairs & renewals	70	0	318	-318	500	Notice Boards £120 / Storage Unit £139 / Tables £59
07 St Aidan's Costs						
Cleaning supplies	72	300	0	300	150	
St Aidan's property costs	73	3,000	2,272	728	3,000	Internal work £874/ External work £750/Gutters & Car Park £450
08 Grant Payments						
S137 (Anyone)	81	5,000	3,256	1,745	5,000	Proud & Tidy £500 / St Outbert's ramp £2000/Bess & B £458/MHT £250/SHRA £48
S19 (Only MH)	82	1,500	180	1,320	1,500	Toy storage unit (Apr 26 Item 17)
S142 (Halsall News & printing)	83	4,300	2,820	1,480	4,820	Apr-Oct £2820/Est Nov-Mar at £400 per month £2000
S133 (Meetings at MH)	85	150	75	75	150	
CIL Projects	110	0	3,348	-3,348	3,348	Flagging £1470/Jetwash £350/Potholes £1250/Railings £348
VAT on CIL Grants	111	0	0	0	0	
Payments to date		64,943	36,242	28,700	67,225	
Less CIL		64,943	32,894		63,877	
Balance b/fwd at 01/04/26			35,267			
Receipts to date			33,896			
Payments to date			36,242			
Balance c/fwd			32,921			
Balance per Bank Statements	30/09/2026		32,921			

Halsall Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		35,266.55
	ADD Receipts 01/04/2026 - 30/09/2026		34,086.68
	SUBTRACT Payments 01/04/2026 - 30/09/2026		69,353.23
	Cash in Hand 30/09/2026 (per Cash Book)		36,431.97
B			32,921.26
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	0.00	
	halsall parish council 30/09/2026	0.00	
	Current Account (20471376) 30/09/2026	2,848.42	
	CIL (20471392) 30/09/2026	5,573.13	
	Reserves (20478586) 30/09/2026	22,225.43	
	Precept (20471389) 30/09/2026	2,274.28	
			32,921.26
	Less unrepresented payments		
B			32,921.26
	Plus unrepresented receipts		
	Adjusted Bank Balance		32,921.26
	A = B Checks out OK		

OSR Cyber Insurance

Insurance Product Information Document

This insurance is underwritten by Lloyds Syndicate CNP 4444 and has been arranged and administered by Optimum Speciality Risk ("OSR"). OSR is a trading name of Independent Broking Solutions Limited which is authorised and regulated by the Financial Conduct Authority with number 312026. Registered address: 150 Minories, London, EC3N 1LS. Registered in England No. 616849.

This document provides a summary of the cover, exclusions and restrictions. The full terms and conditions of this insurance can be found in the policy document which is available on request from your broker. Complete pre-contractual information on the product (terms and conditions of this insurance) is provided in other documents.

What is this type of insurance?

This policy will protect your business from losses, damages and liabilities that arise following a Cyber Event. You have direct access to a 24/7/365 incident response line to assist with the management of an incident. Cover will only be provided for sections of cover as indicated on the policy schedule.

 What is insured?	 What is not insured?
Only if indicated on the Policy Schedule ✓ Claims by Third Parties against you as a result of a Data Liability Event or Network Security Event. ✓ Business Interruption Loss ✓ Remediation Costs:- - Credit Monitoring Costs - Cyber Extortion Costs - Data Recovery Expenses - Forensic Costs - Incident Responder Costs - Defence Costs - Notification Costs - Public Relations Costs ✓ PCI Fines and Assessment Costs ✓ Regulatory Fines, Penalties and Investigation Costs ✓ Media Liability ✓ Reputational Harm Loss ✓ Telephone Hacking ✓ Cryptojacking ✓ Hardware Replacement Costs ✓ Betterment Costs ✓ Claim Preparation Costs ✓ Court Attendance Costs ✓ Criminal Reward Fund ✓ Cyber Risk Management Costs ✓ Funds Transfer Fraud. ✓ Third Party Funds Theft Optional extension to coverage can be purchased ✓ Contingent Business Interruption – Non-IT ✓ Regulatory Shutdown ✓ Voluntary Shutdown	Loss, damage, liability, cost or expense of any kind for: ✗ Bodily injury or death ✗ Property Damage, shall not apply to Hardware Replacement Costs ✗ Fact or circumstance known to the insured prior to or after the expiry of the policy. ✗ Terrorism, shall not apply to Cyber Terrorism ✗ Intentional, criminal or fraudulent acts committed or condoned by any principal, partner or director ✗ Any losses caused by the failure of electricity or telecommunications. ✗ War ✗ Bankruptcy, liquidation or insolvency. ✗ Sanctions ✗ Directors and Officers Liability ✗ Employee disputes, unless as a result of a Network Security Event or Data Liability Event ✗ False advertising ✗ Governmental confiscation, seizure, requisition, restriction of use, or operation, destruction or damaging of your (or outsourced service provider) computer system ✗ Product recall ✗ failure to comply with the Racketeer Influenced and Corrupt Organization Act or equivalent legislation ✗ Asbestos ✗ Pollution ✗ Radiation ✗ Natural Perils ✗ Contractual Liability ✗ Any losses alleged to be related to or arising from infringement of any patent or the misappropriation of any trade secret. Shall not apply as a result of a Data Liability Event, or Network Security Event ✗ Professional services unless arising directly from a Data Liability Event, or Network Security Event ✗ Wrongful collection of data ✗ Chargeback ✗ Arising from or alleged to be relating to or arising from any action to comply with government

	enforcement of any state or federal regulatory security obligations ✗ Unfair trade practices
	Are there any restrictions on cover?
	! You are responsible for the excess / retention amount (including the waiting period) as shown on your policy documents. ! Endorsements may apply to your policy. These will be shown in your policy documents.
	Where am I covered?
	✓ Your policy will respond to losses anywhere in the world and will also defend you (if necessary) anywhere that an action is taken against you, including the United States and its dependent territories.
	What are my obligations?
	• Prior to the beginning of the period of insurance or when making changes to your policy, you must give complete and accurate answers to any questions you are asked relating to the insurance. • You must tell Optimum Speciality Risks as soon as practicable if you become aware of any inaccuracies or changes in the information you have provided to us, whether happening before or during the period of insurance. • In the event of a suspected damage, loss or potential claim you must contact the helpline number given in your policy. • You must not admit any liability or enter into any settlements without our prior written consent. • You must co-operate with us, and any counsel that we may appoint. • You should take all reasonable steps to prevent further loss or damage. • Failure to meet your obligations could result in a claim being rejected, a reduction in the amount we pay or the cancellation of your policy
	When and how do I pay?
	– Your broker will advise you of the full details of when and the options by which you can pay.
	When does the cover start and end?
	– Your period of insurance is given in your policy document and is usually (but not always) of 12 months duration.
	How do I cancel the contract?
	You may cancel this policy after the fourteen (14) day cooling off period, provided you have not made a claim, you will be entitled to a refund of any premium paid, subject to a deduction for any time for which you have been covered and the administrative cost of providing the insurance. You may cancel this policy at any time by contacting OSR on +44 (0) 203 675 0910 or at 150 Minories, London, EC3N 1LS or your broker. In such case, OSR shall refund any unearned premium calculated at pro rata rate of the annual premium, except in the event of a Claim having been notified prior to the date of cancellation whereupon no refund shall be due, unless agreed otherwise by OSR. This policy may not be cancelled by OSR except for non-payment of the premium, upon expiry of a period of notice of not less than 21 days.

Job Description

Woodland & Heritage Site Project Officer

Project: Conversion and management of approximately 2 acres of derelict woodland containing listed historic ruins, to create a safe, attractive and publicly accessible community amenity.

Employer: Halsall Parish Council (PAYE or self-employed contract basis).

Location: Officer will work from home. Project is located at the Halsall Rectory Woods *(The donated land formerly owned by Mr Moores and previously by the Church Commissioners.)*

Hours: 2 hours per week initially / to be agreed. Additional hours may be agreed in advance where required for specific project activities, meetings, grant applications or consultations.

Rate of pay: £ 22.50 per hour.

Duration: Six months initially, with the possibility of an extension.

Responsible to: The woodland working group and the parish council, through the parish clerk

Purpose of the role

To lead and co-ordinate the initial development of the woodland and heritage site, working with the parish council (who will become the sole trustee for the proposed charitable organisation responsible for the woodland), relevant authorities, community groups and volunteers to establish a safe, sustainable and publicly accessible site.

The role will initially focus on **establishing what can be done, obtaining the necessary permissions and funding, and producing an agreed plan of work**, before significant physical works commence.

Key responsibilities

- Inspect and assess the site and identify immediate safety issues, particularly dead, diseased or dangerous trees and areas of unsafe vegetation.
- Prepare and co-ordinate the **Charity Commission application** and associated documentation, once agreed with the parish council.
- Develop a practical **site improvement and management plan**, including priorities, estimated costs, timescales and future maintenance requirements, for approval by the parish council / charity trustee [Council/Working Party/Charity Trustees].
- Identify potential sources of grant funding and other financial support and prepare applications where appropriate.
- Investigate and obtain, or co-ordinate applications for, all necessary permissions relating to the woodland, listed ruins, trees, access and proposed works, including liaison with **West Lancashire Borough Council, Historic England and other relevant authorities**.
- Develop proposals for safe, low-impact public access, including consideration of:

- access through the existing churchyard;
- potential access from Halsall Road / Recreation Ground car park;
- accessibility and safety requirements.
- Identify requirements for low-impact paths and routes through the woodland.
- Develop proposals for appropriate protection of the historic ruins, potentially including low post-and-rail fencing and suitable warning signage.
- Develop proposals for interpretation/information boards explaining the history and significance of the site.
- Explore opportunities for practical assistance from local voluntary and community organisations, such as Bees & Butterflies, Halsall Proud & Tidy and other volunteers.
- Obtain quotations or estimates for proposed works where required and assist in prioritising expenditure within the available budget, and procurement rules.
- Co-ordinate approved practical works and volunteers, ensuring that appropriate health, safety, insurance and environmental considerations are addressed.
- Maintain appropriate records of decisions, permissions, expenditure, applications and project progress.
- Provide regular progress reports to the woodland working group / charity trustees and the full parish council, including recommendations requiring formal approval.

Experience / skills

The successful applicant should have:

- Good knowledge of the site and its history, or the ability to acquire the necessary background knowledge.
- Experience of project planning and co-ordination.
- Ability to liaise effectively with local authorities, heritage bodies, contractors, grant providers and community volunteers.
- Ability to prepare clear proposals, budgets and progress reports.
- A practical and realistic approach to developing a project over a potentially **long period and within limited resources**.

Initial deliverables

Within the first 3 months / period to be agreed:

1. Initial site and safety assessment.
2. Proposed scope and priorities for the project.
3. Outline site/access and management plan.
4. Identification of required permissions and consultations.
5. Initial cost estimates, potential funding sources and preparation of grant applications.

6. Preparation and submission of the Charity Commission application, with the objective of achieving successful registration of the new charity, subject to Charity Commission processing times.
7. Recommendations for the next stage of the project, for formal approval.

Note: The project development is expected to be gradual. The role and hours may be reviewed as the project develops.

Information to be confirmed: Employer/contracting body; reporting arrangements; available project budget; contracted hours; project duration; insurance responsibilities; decision-making/approval process; and whether practical works are included within the role or separately contracted.