

# Halsall Parish Council

		<b>Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 10th June 2026, 7.30pm at St Aidans Hall, Renacres Lane, Halsall.</b>
<b>1.</b>		<b>Introductions and Apologies for Absence</b>
	<b>1.1</b>	Plaud to transcribe meeting
<b>2.</b>		<b>Declarations of Interest</b>
<b>3.</b>		<b>Open Forum</b>
	<b>3.1</b>	<b>West Lancs Borough Councillors</b>
	<b>3.2</b>	<b>Open Public Forum</b>
<b>4.</b>		<b>To confirm and sign the Minutes of the Annual council meeting held on <a href="#">2026 13th May</a> To confirm and sign the Minutes of the Parish meeting held on <a href="#">27th May 2026</a></b>
<b>5.</b>		<b>Discuss and agree on any matters arising from Parish Clerk's Report</b>
	<b>5.1</b>	Ink & paper purchased, clerk to claim on expenses £53.98
	<b>5.2</b>	Missing speed sign located in Summerwood Lane.
	<b>5.3</b>	Defib cabinets checked and reported to the circuit control centre.
	<b>5.4</b>	To note progress on <a href="#">HPC Action List</a> .
<b>6.</b>		<b>To receive reports from Representatives to outside Bodies and agree on any matters arising;</b>
	<b>6.1</b>	<b>Lancashire Association of Local Councils (Cllrs R. Brookfield &amp; M. Lyons)</b>
	<b>6.2</b>	<b>Ormskirk School Foundation Trust (Cllr D. Adams)</b>
	<b>6.3</b>	<b>Shirdley Hill Community Association (Cllrs N. McCarthy-Thomason &amp; D.Adams)</b>
<b>7.</b>		<b>To receive reports from Working Groups and agree any actions arising;</b>
	<b>7.1</b>	<b>Finance (Cllrs M. Lyons, E. Wright, P.Barker )</b>
	<b>7.2</b>	<b>Human Resources (Cllrs M. Lyons, P. Barker &amp; T.Atlay) Election of a co- opted Parish Councillor ( K. Wright vacancy)</b>

	<b>7.3</b>	<b>Traffic and Road Safety</b> (Cllrs N. McCarthy-Thomason, R. Brookfield, B. Roberts, P.Barker & T.Atlay)
	<b>7.4</b>	<b>Halsall News</b> (Cllr N.McCarthy-Thomason)
<b>8.</b>		<b><u>Planning Applications</u></b>
	<b>8.1</b>	<b>Applications</b>
		Rural West Ward Parish: Halsall Application No: 2026/0406/FUL Date Valid: 18 May 2026 Proposal: Proposed erection of a single storey and two storey extension to the front elevation of the main dwelling and a single storey extension to the left elevation of the garage. Site Location: 119 New Street, Halsall, Ormskirk, Lancashire, L39 8RR.
	<b>8.2</b>	<b>Any planning applications on the day of the meeting.</b>
	<b>8.3</b>	<b>To note recent planning decisions</b>
<b>9.</b>		<b>Finance</b>
	<b>9.1</b>	<b>To approve the <u>June Schedule of payments</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 reconcillation</u></b>
	<b>9.4</b>	<b>Independent Review of Bank Balances</b>
	<b>9.5</b>	Audit 2025/26
	<b>a)</b>	All audit reports have now been sent to the external auditor PKF. Agar and audit information has been displayed on the notice boards & website.
	<b>b)</b>	To approve the <u>variances report</u> .
	<b>c)</b>	To accept the report of the <u>halsall parish council internal</u> Internal Audit report.
	<b>d)</b>	To consider an Action plan for internal auditors report.
	<b>9.6</b>	To approve a refund to HPC of £189.70 for the April salary payment from Trust to HPC £945.54, the correct amount was £755.84.
	<b>9.7</b>	£2000.00 Grant for St Cuthberts Church ramp has been paid. Grant approved on 10.9.2025 item no: 14.2
	<b>9.8</b>	To approve 365 business to be installed on assistant clerks laptop at a cost of £2.30 per month.
<b>10.</b>		<b>Woodland Project</b> (Cllr's D.Adams, T.Atlay, L.Stephenson & P.Barker)

11.		To consider a <a href="#">S137 grant application</a> from Halsall proud & tidy for £500 for the upkeep of public areas in the village.
12.		To approve payment of £6 per month for HPC mobile phone From Giff Gaff ongoing contract, clerk has paid eight months £48.00.
13.		To consider, first aid courses for two councillors, enabling the council to have the correct level of cover at public events. Cost £65 per person.
14.		To consider a <a href="#">S137 application</a> from the Memorial Trust for £500.00 to support the summer fair on 2.8.2026.
15.		To discuss. Speeding and dangerous driving in the village.
16.		<b>Notice of Information-Only Items</b>
17.		<b>Date and time of next meeting</b>
		Next meeting will be on 8th July 7.30pm at Memorial 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 Annual Halsall Parish Council Meeting held on Wednesday 13<sup>th</sup> May at 7:30 pm  
at Memorial Hall. Cross Lane, Halsall

		Present: Cllr M. Lyons (Chair), Cllr N. McCarthy-Thomason (Vice Chair, Cllr P. Barker, Cllr D. Adams, R. Brookfield, and C. Smith (Clerk) S. Donnelly (Asst Clerk), LCC L.Graham, LCC A. Blundell & 3 members of the public.
		Plaud to transcribe meeting, permission granted from all attending for the meeting to be transcribed via Plaud.
<b>1.</b>		<b>Introductions and Apologies for Absence</b>
		Apologies received from Cllr B. Roberts, Cllr K. Wright & Cllr L Stephenson.
<b>2.</b>		<b>Declarations of Interest</b>
		Cllr M Lyons declared interest in S137 for the Frogs. Cllr N McCarthy-Thomason declared interest in S137 for SHCA.
<b>3.</b>		<b>Appointments and Acceptance of Office</b>
	<b>3.1</b>	<b>Appointment of Chair</b> Cllr Lyons agreed to stand for Chair again. No other applicants. Cllr Lyons application was proposed, seconded and agreed. Acceptance of Office was signed.
	<b>3.2</b>	<b>Appointment of Vice Chair</b> Cllr N McCarthy-Thomason agreed to stand again. No other applicants. Cllr McCarthy-Thomason application was proposed, seconded and agreed. Acceptance of Office was signed.
<b>4.</b>		<b>Open Forum</b>
	<b>4.1</b>	<b>West Lancs Borough Councillors</b> None
	<b>4.2</b>	<b>Open Public Forum</b>
		LCC A. Blundell, reported on the Borough elections that have resulted in no overall control, mayor to be determined within next two weeks, move toward a unitary authority for efficiency/cost savings; first unitary election possibly in 2027. Halsall parish council thanked Cllr Blundell for the calling in of the New Cut Lane Proposal. LCC L Graham, reported that the issue mentioned in last month's meeting, regarding the possible flytipping in New Cut Lane, has been resolved. Following the confirmation from the land owner that the hardcore and rubble are for use on the land. Traffic issues on Renacres Lane were discussed, especially the motorbikes speeding every Wednesday evening ( discussion carries on in item 9.3) It was reported there is a missing 30 mph sign on Summerwood Lane.

		Clerk to contact Cllr Graham to discuss replacement speed sign and possible new traffic signage.
<b>5.</b>	<b>5.1</b>	<b>Appointments of Representatives to Outside Bodies</b>
	a)	<b>Ormskirk Foundation Trust</b> currently Cllr D. Adams. Agreed to continue.
	b)	<b>Lancashire Association of Local Councils &amp; NALC</b> currently Cllrs R. Brookfield & M. Lyons both to continue. Agreed.
	c)	<b>Shirdley Hill Community Association</b> currently Cllrs N. McCarthy-Thomason. . Cllr D.Adams asked to be involved in anything related to SHCA. Agreed.
	<b>5.2</b>	<b>Appointments to Committees and Working Groups</b>
	a)	<b>Finance</b> currently Cllrs M. Lyons, E. Wright. Cllr P. Barker asked to be involved in anything related to finance. Agreed
	b)	<b>HR</b> currently Cllrs M. Lyons, & P. Barker Cllr T,Atlay asked to be involved in anything related to HR. Agreed.
	c)	<b>Transport &amp; Road Safety</b> currently Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts Cllrs P. Barker & T. Atlay asked to be involved in anything related to transport & road safety. Agreed.
	d)	<b>Flooding</b> Working group closed. Agreed.
	e)	<b>Propose to close: Healthy Halsall</b> Working group closed. Agreed.
	g)	<b>Propose to close: Environment and Biodiversity WG</b> Working group closed. Agreed.
	h)	<b>Halsall News</b> currently Cllr N McCarthy-Thomason. Agreed.
	i)	<b>Woodland Project</b> currently Cllrs P. Barker, D. Adams, L. Stephenson & T. Atlay Cllr M Lyons asked to be involved in anything related to the woodland project. Agreed.
<b>6.</b>		<b>Confirm other S.O. Items Required at an Annual General Meeting</b> ( Standing Orders items 5 M i to xxi)
	<b>6.0</b>	<b>To confirm and sign the <a href="#">minutes of meeting 8th April 2026</a></b> Minutes were proposed and seconded and agreed.
	<b>6.1</b>	<b>Review of <a href="#">Standing Orders</a> &amp; <a href="#">Financial Regulations</a></b> SO have been amended . No further changes were suggested. Agreed.
	<b>6.2</b>	<b>Review of <a href="#">asset register 2026</a></b> Reviewed, no changes of assets.
	<b>6.3</b>	<b>Review of <a href="#">Insurance policy schedule 2026</a></b> Council & Trust have joint £10M of Employer's Liability and Public Liability

		insurance until 30/9/2026 as part of a 3-year ( until 30/9/2027) with Clear Councils (Aviva) so the policy will be automatically renewed this year.
<b>6.4</b>		<b>Review of Subscriptions (LALC &amp; NALC)</b> The Council paid £445.17 in subscriptions to LALC & NALC in 2024/25. £470 has been allocated in the 2026/27 budget.
<b>6.5</b>		<b><u>Review of Council Policies</u></b> (all on Website) Complaints Policy Data Protection Policy Halsall News Policy Health & Safety Policy Reserves Policy Risk Management Policy IT Policy Document Retention policy Vexatious Policy Halsall News Policy  All policies reviewed. No changes required. Agreed.
<b>6.6</b>		<b>Review of <u>S137 grants</u></b> The Council awarded a total of £3642.88 in S137 Grants, £315.00 in S19 Grants and spent £4488.28 in WLBC CIL funds. The budget for the S137 and S19 grants for 2026/7 is £5000.00
<b>6.7</b>		<b>To agree Time and Place of <u>Calendar of meetings May 2026-May 2027</u></b> Website and noticeboards to be updated. Agreed.
<b>7.</b>		<b>Discuss and agree on any matters arising from Parish Clerk's Report</b>
<b>7.1</b>		First aid box and CCTV signage has been installed at St Aidan`s.
<b>7.2</b>		Storage unit delivered to St Aidan`s Hall, the marquees to be removed from the Memorial Hall kitchen and stored within St Aidan`s.
<b>7.3</b>		£50 Amazon voucher purchased for Keith Wright.
<b>7.4</b>		Audit sent to J`O`Donahue, first part of AGAR prepared.
<b>7.5</b>		Quotation for perspex panels for St Aidan`s lower walls, 1200mm x 600 mm £25.00. Not including fitting. Cllr Adams to measure the hall.
<b>7.6</b>		£45.00 spent on the clerk`s laptop to remove a virus.
<b>8.</b>		<b>To receive reports from Representatives to outside Bodies and agree on any actions arising;</b>
<b>8.1</b>		<b>Lancashire Association of Local Councils (LALC)</b> No reports.
<b>8.2</b>		<b>Ormskirk Foundation Trust</b> No reports.
<b>8.3</b>		<b>Shirdley Hill Community Association</b> No reports.
<b>9.</b>		<b>To receive reports from Working Groups and agree any actions arising;</b>
<b>9.1</b>		<b>Finance</b>

		Clerk explained that the concurrent grant had unexpectedly been received despite a higher precept being set when advised it would not be provided; grant restricted to open space/public infrastructure.
<b>9.2</b>		<b>Human Resources</b>
		Adverts for Co-option of a new councillor have been placed in the noticeboards, Halsall News and Facebook. Closing Date 24th May. June 10th Selection meeting.
<b>9.3</b>		<b>Traffic and Road Safety</b>
		Persistent motorcycle noise and speeding Renacres lane/Halsall Road. There is limited police progress. Cllr Graham suggested a need to distinguish speed vs noise and consider noise pollution frameworks. Hazardous driving behaviours reported on Halsall Road at all times of the day. Farm vehicle hazards on Renacres Lane, proposal for farm vehicle warning signage around the village. Dangerous parking on a blind bend near routes to Renacres Hospital. Chair to write to Renacres. School parking congestion continues, causing safety/access issues, temporary hire of parking attendants was suggested. Council to continue to monitor the situation. This brings up another issue, a local resident being unable to enrol her child into the school despite her two older children attending.
<b>9.4</b>		<b>Flooding Closed</b>
<b>9.5</b>		<b>Healthy Halsall Closed</b>
<b>9.6</b>		<b>Environment &amp; Biodiversity Working Group Closed</b>
<b>9.7</b>		<b>Halsall News</b>
		May/June issue of magazine had inserts included without permission, editor requires prior approval for all additions/alterations made.  One of our current magazine receivers/deliveriers will retire after the next issue .A replacement will be needed to cover their area. We would like to thank them for all their hard work.
<b>9.8</b>		<b>Woodland project</b>
		Solicitors handling the documents have advised a draft contract should be expected next week. Working group to organise a meeting to agree final inputs to the constitution and put in the application online to the Charity Commission.
<b>10.</b>		<b>Planning Applications</b>
<b>10.1</b>		<b>Applications</b>
		Rural West Ward Parish: Halsall Application No: 2026/0250/LBC Date Valid: 27 March 2026

	<p>Proposal: Listed Building Consent - Replacement external door.  Site Location: La Mancha House, 106 Renacres Lane, Halsall, Ormskirk, Lancashire.  Applicant: Mr Derry Green  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0275/FUL Date Valid: 31 March 2026  Proposal: Conversion of garage into living accommodation, a single storey extension and the erection of a detached domestic outbuilding containing a single garage, gym and garden store.  Site Location: Weaver House Bridge, 10 Morris Lane, Halsall, Ormskirk, Lancashire.  Applicant: Mr &amp; Mrs Alex &amp; Zara Heyes  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0283/FUL Date Valid: 16 April 2026  Proposal: Erection of New Wooden Outbuilding.  Site Location: 54B Heathey Lane, Shirdley Hill, Halsall, Ormskirk, Lancashire.  Applicant: Karen Hellier-Martin  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0315/FUL Date Valid: 17 April 2026  Proposal: Two storey extension to front.  Site Location: 176A Renacres Lane, Halsall, Ormskirk, Lancashire, L39 8SQ.  Applicant: Mrs Michelle Luk  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0332/FUL Date Valid: 23 April 2026  Proposal: Demolition of existing attached single-storey garage and erection of replacement attached single-storey garage with ancillary utility room and shower room accommodation, including a modest enlargement to the footprint.  Site Location: 11 Summerwood Lane, Halsall, Ormskirk, Lancashire, L39 8RG.  Applicant: Miss Laura Jackson  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Halsall Parish Council has no comments on any planning applications</p>
<b>10.2</b>	<b>Any planning applications published on day of the meeting</b> None.
<b>10.3</b>	<b>To Note Recent Planning Decisions</b>
<b>11</b>	<b>Finance</b>
<b>11.1</b>	<b>To approve the <a href="#">schedule of payments May 2026</a></b> Approved.
<b>11.2</b>	<b>To review the <a href="#">spend to date report April i2026</a></b> Approved.
<b>11.3</b>	<b>To approve the <a href="#">Bank Reconciliation</a></b> Approved.
<b>11.4</b>	<b>Independent Review of Bank Balances.</b> Reviewed.

11.5		<b>To note the VAT126 Claim for 2025/26 of £1302.50.</b> Noted.
12.		<b>2025-26 Internal and External Audits</b>
12.1		<b>To accept the report of the Internal Auditor</b> Deferred to June meeting, as reports have not been received.
12.2		<b>To consider an Action Plan for Auditor's Recommendations</b> Deferred to the next meeting.
12.3		<b>To appoint J. O'Donoghue as Auditor for 2026/7</b> Agreed.
12.4		<b>To approve payment of Internal Audit at a cost of £250</b> Agreed.
12.5		<b>To approve the submission of External Auditor's Reports</b>
	a)	<a href="#">Section 1 AGAR Report 25-26</a> Approved.
	b)	<a href="#">Section 2 AGAR Report 25-26</a> Approved.
	c)	<b>Annual Internal Audit Report (AIAR) to External Auditor</b> Deferred to June.
	d)	<b>Bank Reconciliation Report</b> Deferred to June.
	e)	<a href="#">Exercise of Public Rights</a> Approved.
	f)	<b>Variances Report</b> Deferred to June.
13.		To consider a S137 grant application from the SHRA for £500, to help towards the cost of the warm space lunchclub.  Deferred until the June meeting, research to be carried out as to whether the request meets the S137 criteria.
14.		To consider a S137 grant application from The Frogs for £47.50 to cover the cost of a brown bin. Approved.  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.
15.		To approve transfer of Interest to Reserves from: CIL £47.35 Precept £35.95 Total interest received (inc reserves acc interest) £183.25 Approved.
16.		To consider a S137 grant application from Halsall proud & tidy for £500 for the upkeep of public areas in the village. Deferred until the June meeting. The group needs to attend a meeting and give a brief report of work.
17.		To approve quotation for the repair work in St Aidan`s toilets, following the damage to the walls due to damp issues. £728.00 plus vat Approved.
18.		To discuss any email issues councillors are having with the new email addresses.  Ongoing issues: email unreliability, limited website storage, lack of self-service updates, poor usability, outages; security concerns raised. Clerk to email all

		councillors, to check all issues and contact the provider to discuss the problems with both the emails and the website.
19.		To note, Scribe initial payment £537.60 has been paid. Direct debit set up @ £44.40 per month. Noted.
20.		To note. Annual parish meeting to be held on 27th May 2026 at the Memorial hall. Trust meeting to follow at 7.30pm. Agreed
21.		Notice of Information-Only Items Land registration of St Aidan`s is in progress. Summer fair planning is progressing with stalls, entertainment, and sponsorships, more volunteers needed.
22.		<b>Date and time of next meeting</b>
		Next meeting will be 10th June at St Aidans Hall.
		Meeting closed 21.02pm

draft

## **Minutes of the Annual Parish Meeting.**

**Held on Wednesday 27th May 2026 at 7.00 p.m. at Memorial Hall, Halsall Road, Halsall**

1. To approve Minutes of the Annual Parish Meeting held on 14th May 2025. Unable to approve, minutes not available.
2. Report from [Chair of Halsall](#) Parish Council. Cllr Mary Lyons reported that the council has had a very tumultuous year, with many changes. See attached report.
3. To note Parish Council Financial Statement 2025-2026.  
[Financial Report](#) see attached report.
4. Other Parish Reports.  
[Halsall Proud & Tidy](#) See attached report.
5. [Bees & Butterflies Brigade](#) Bees & butterflies reported about the future plans they have, photos were shown of recent activities. See attached report.
6. [Friends of Village Green](#) Cllr Mary Lyons reported on the activities over the past year on the green in Shirdley Hill, See attached report.
7. [St Cuthberts](#)
8. Open Forum.  
None.

Meeting closed 7.24pm

Cathy Smith, Parish Clerk.  
clerk@Halsallparish.gov.uk

Schedule of Payments						
HALSALL PARISH COUNCIL				for		10th June meeting
Chair	M Lyons		Signed			
Independent			Signed			
Received Date	Minutes Ref	Bank Date	Expenditure Category	Amount	Payee	Notes
Changes since last month : Highlighted						
<b>(Manual List) Direct Debits</b>						
		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)
<b>(Manual List) Paid under Delegated Authority ( not listed on the Agenda )</b>						
		28th	27 Cleaner Salary	351.20	Cleaner	(Gross salary standard month)
		28th	21 Clerks Salary	987.28	Clerk	(Gross salary standard month)
		28th	21 Asst Clerk salary	266.70	Asst Clerk	(Gross salary standard month)
		28th	10 Salary Transfer from Trust	626.71	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		Payee

Halsall Parish Council		Spend to Date Summary as at			31-May-26	Comments
Receipts and Payments 2026/2027		Budget	Year to Date	Available		
Cost Code		26/27	26/27	26/27		
		£	£	£		
<b>01 Income</b>						
Precept	12	45,049	23,241	21,808		
Refund salary costs	10	8,144	1,572	6,572		
CIL receipts	11	0	0	0		
Council support	13	0	0	0		
Concurrent grant	14	0	0	0		
C/fwd from Reserves	15	2,000	0	2,000		
Hall hire	16	4,000	850	3,150		
Interest received	18	750	0	750		
Other income	19	4,000	742	3,258		
VAT refund	126	1,000	0	1,000		
<b>Receipts to date</b>		<b>64,943</b>	<b>26,405</b>	<b>38,537</b>		
<b>Less CIL</b>		<b>64,943</b>	<b>26,405</b>			
<b>02 Staff Costs</b>						
Clerk's salary	21	19,500	3,502	15,998		Includes £1240.78 Jan/Feb/Mar Tax/Ees NIC
Assistant clerk's salary	28	0	567	-567		Includes £34.2 Mar Tax
Cleaner's salary	27	4,282	702	3,579		
HMRC	22	2,200	680	1,520		Includes £679.53 Jan/Feb/Mar Ers NIC
Clerk's mileage	23	150	0	150		
Staff office expenses	24	700	238	462		
Staff training	25	400	144	256		
Staff recruitment	26	50	0	50		
<b>03 Councillors' Costs</b>						
Chair's allowance	31	200	93	107		
Mileage	33	50	0	50		
Expenses	34	50	0	50		
Training	35	300	0	300		
<b>04 Subscriptions &amp; Legal Costs</b>						
Audit/Accountancy costs	41	1,730	626	1,104		
Subscription LALC	42	470	0	470		
ICO	43	47	0	47		
Provision for elections	44	1,000	0	1,000		
Legal/Planning fees	45	3,000	0	3,000		
Music licence	46	600	464	136		
Bank charges	69	84	14	70		
<b>05 Externals Cost &amp; Maintenance</b>						
Rem Sunday/War Memorial	51	1,100	0	1,100		
Bus shelters & seats	52	350	0	350		
Noticeboards/Web hosting	55	800	135	665		
Spids	56	300	0	300		
Maintenance open spaces	57	4,500	640	3,860		
Defibrillator costs	58	300	0	300		
<b>06 Property Costs</b>						
Electricity	61	1,200	109	1,091		
Gas	62	1,200	0	1,200		
Water	63	720	78	642		
Internet	64	560	84	476		
Mobile phone	65	150	0	150		
Insurance/Inspection/Fire	66	3,000	58	2,942		
Hygiene/Waste	67	1,200	0	1,200		
Window cleaning	68	500	0	500		
Repairs & renewals	70	0	198	-198		
<b>07 St Aidan's Costs</b>						
Cleaning supplies	72	300	0	300		
St Aidan's property costs	73	3,000	163	2,837		
<b>08 Grant Payments</b>						
S137 (Anyone)	81	5,000	48	4,953		
S19 (Only MH)	82	1,500	1,480	20		Apr 26 Item 17
S142 (Halsall News & printing)	83	4,300	1,215	3,085		
S133 (Meetings at MH)	85	150	75	75		
CIL Projects		0	0	0		
VAT on CIL Grants		0	0	0		
<b>Payments to date</b>		<b>64,943</b>	<b>11,311</b>	<b>53,631</b>		
<b>Less CIL</b>		<b>64,943</b>	<b>11,311</b>			
Balance b/fwd	01/04/2026		35,267			
Receipts to date			26,405			
Payments to date			11,312			
<b>Balance c/fwd</b>			<b>50,360</b>			
<b>Balance per Bank Statements</b>	31/05/2026		<b>50,360</b>			



**Explanation of variances 2025/26**

Name of smaller authority: **HALSALL PARISH COUNCIL** County area: **LANCASHIRE**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2026 £	2025 £	Variance £	Variance %	Explanation Required? Is > 15%	Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN
1 Balances Brought Forward	<b>28,460</b>	<b>36,286</b>					Explanation of % variance from PY opening balance not required - Balance brought forward does not agree
2 Precept or Rates and Levies	<b>36,860</b>	<b>29,436</b>	7,424	25.22%	YES	NO	
3 Total Other Receipts	<b>27,166</b>	<b>30,123</b>	-2,957	9.82%	NO	NO	
4 Staff Costs	<b>25,471</b>	<b>20,184</b>	5,287	26.19%	YES	NO	
5 Loan Interest/Capital Repayment	<b>0</b>	<b>0</b>	0	0.00%	NO	NO	
6 All Other Payments	<b>31,748</b>	<b>47,202</b>	-15,454	32.74%	YES	NO	
7 Balances Carried Forward	<b>35,267</b>	<b>28,459</b>	6,808	23.92%	YES	NO	
8 Total Cash and Short Term Investments	<b>35,267</b>	<b>28,460</b>	6,807	23.92%	YES	NO	
9 Total Fixed Assets plus Other Long Term Investments and Assets	<b>191,542</b>	<b>191,729</b>	-187	0.10%	NO	NO	
10 Total Borrowings	<b>0</b>	<b>0</b>	0	0.00%	NO	NO	

Rounding errors of up to £2 are tolerable

Variances of £500 or less are tolerable

**Halsall Parish Council**  
**Explanation of Variance in Precept**

	2026 £	2025 £	Variance £	Variance %	Narrative change		
Precept	36,860	29,436	7,424	25.22%	25/26 Precept includes £2,314 previously received via Council Support Grant and Concurrent Grant		
					25/26 Precept budgeted to cover £4,495 increased salary costs.	£	£
						25/26	24/25
					Budgeted salary cost	24,228	12,500
					less: reimbursement of salary cost from Memorial Hall		
					Charity (see explanation in Staff Cost Summary)	7,233	0
						<u>16,995</u>	<u>12,500</u>

**Halsall Parish Council  
Staff Cost Variance Summary**

**Narrative**

Parish Council is the sole trustee for a small charity (annual income averages £26,000 per annum)

There are two village halls, one owned by the Council, one owned by the charity.

Cleaner is employed to cover both halls.

Council runs one payroll and Charity reimburses Council for one third of total payroll cost

Parish Clerk (C Pyne) retired October 25. C Smith served as Asst Clerk from Apr 25 to Sep 25, then took over as Parish Clerk in Oct 25.

Additional costs due to C Pyne training C Smith firstly as Assistant Clerk and then to take over as Parish Clerk.

New Asst Clerk (S Donnelly) appointed Mar 26

	24/25				25/26					
	Parish Clerk C Pyne Full year £	Asst Clerk C Smith Jan 25 to Mar 25 £	Cleaner Full year £	Total £	Parish Clerk C Pyne Apr 25 to Oct 25 £	Asst Clerk C Smith Apr 25 to Sep 25 £	Parish Clerk C Smith Oct 25 to Mar 26	Cleaner Full year £	Asst Clerk S Donnelly Mar-26	Total £
Salary cost (inc Ers NIC)	14,653	1,561	4,105	20,319	6,965	3,966	11,698	4,327	172	27,128
Total per AGAR				20,184						25,471
difference				135						1,657

Note: differences between Salary cost and AGAR figure is due to timing of payments to HMRC as Council operates on a Receipts and Payments basis

**Halsall Parish Council**  
**Variance Analysis: All Other Payments**

	25/26 £	24/25 £	Variance £	Explanation of Variance
Employee Costs (not salary)	732	1,511	-779	Office Supplies variance. 24/25 Parish Clerk and Assistant Clerk for full year. 25/26 just Parish Clerk
Councillors' Costs	200	87	113	similar
Subscriptions/Legal/Admin Costs	2,660	6,384	-3,723	24/25 Spent £2600 legal fees on new 10 year lease. 24/25 Refunded hall hire fees £684 variance includes £400 Polling Station fees (Note: hirer paid Parish Council rather than Trust). 24/25 includes £443 re 25/26 PPI/PRS licence
Estate Management	7,027	6,185	841	25/26 includes £696 for two new defibrillator cabinets
Property Costs	6,351	6,260	92	Similar
St Aidan's Hall Costs	1,722	5,993	-4,271	24/25 Roof repairs £3,660. 24/25 Install Hive heating control system £372.
Grants Paid	13,055	20,781	-7,726	Completed £8,883 more CIL projects in 24/25.  Council took over printing of Parish Council newsletter from Jan 25. Additional printing costs of £1,405 in 25/26

HALSALL

PARISH COUNCIL

INTERNAL AUDIT 2025-2026

YEAR-END REPORT

22<sup>nd</sup> May 2026

Signed: *Jo O'Donoghue* FSLCC

IA-ODONOGHUE.COM  
231 Hartford Road  
Davenham  
Northwich  
Cheshire  
CW9 8JT



**Internal Audit Forum**  
THE VOICE FOR LOCAL COUNCIL AUDIT

The internal audit of Audlem Parish Council has been carried out by undertaking the following tests as specified in the SAPPP (Smaller Authorities Proper Practices Panel) Practitioners' Guide 2025. Checking that books of account have been properly kept throughout the year

- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
  - Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
  - Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
  - Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
  - Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
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**HALSALL PARISH COUNCIL**  
**Internal Audit Report 2025-2026**

Internal Control Objective	Testing	Recommendation	Outcome (2026-2027 testing) by IA
<p>A. Appropriate accounting records have been properly kept throughout the year.</p>	<p><b>A1.</b> The accounting system in use is Google which does not enables the production of the Annual Accounting Statement and regular bank reconciliations and is not sector specific. <b>A2.</b> The council's accounting records are accurate, up to date and well maintained.</p>	<p><b>1.</b> The Council uses Google sheet cashbook and it is recommended that the Council uses sector specific accounting software. It is anticipated that this will become obligatory within the next 2 years and Council is recommended to consider implementing this with immediate effect.</p>	
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<p><b>B1.</b> The Council has in place a set of Financial Regulations and Standing Orders and these have been subject to regular review. <b>B2.</b> Standing Orders and Financial Regulations specify the same tender thresholds. <b>B5.</b> The Council has approved the payments in accordance with the requirements of its Financial Regulations. <b>B6.</b> The Council has in place effective controls on the making of payments. This should include the need for two signatures however it is not clear whether dual authorisation of online payments is in place. <b>B5.</b> The Council has approved payments in accordance with the requirements of its Financial</p>	<p><b>2.</b> Recommended the date of approval and minute references of both the Finance Regs and Standing Orders is added to the policy document and published on the website. <b>3.</b> It is recommended that the Council make arrangements for dual authorisation of online payments.</p>	

	Regulations.	<p><b>4.</b> A suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation and applied to all invoices.</p> <p><b>5.</b> Grants awarded should be accompanied by paperwork from the appropriate organisation to confirm that the funds have been received and used for the intended purpose.</p> <p><b>6.</b> A parish council that does not hold the General Power of Competence should ensure that the statutory power authorising each item of expenditure is clearly evidenced within the payment schedule, minutes, or supporting reports, in order to demonstrate that the council is acting within its legal powers and to provide a clear audit trail.</p>	
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<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p><b>C1.</b> It is not clear whether the council has carried out a risk assessment during the audit year.  <b>C2.</b> I have been provided with minute reference where the risk assessment was approved Reference item 6.5 14.5.2026. It is not clear whether a risk assessment was carried out during the audit year 1st April 2025 to 31st March 2026. The risk assessment available on the website is dated 21/07/2024.</p>	<p><b>7.</b> The Council should consider adding cyber security to the insurance schedule.</p>	
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p><b>D1.</b> The Council prepared and formally approved a budget for the year prior to the setting of the precept.  <b>D2.</b> The Full Council has considered, approved and adopted the annual precept, for the year subject to internal audit, prior to the statutory deadline of 1st March.  <b>D4.</b> The Council has reviewed budgetary reports however there is no evidence that significant variances have been subject to detailed query/review.  <b>D5.</b> The precept received during the year agrees to the precept raised by the council.  <b>D6.</b> The precept received during the year agrees to central government records.</p>	<p><b>8.</b> The reports and variances should be published on the website or explained within the minutes.</p>	
<p>E. Expected income was fully received based on correct prices, properly recorded and banked; VAT appropriately accounted for.</p>	<p><b>E1.</b> VAT was appropriately accounted for.</p>		
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<p style="text-align: center;"><b>N/A</b></p>		

<p>G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p><b>G1.</b> A formal employment contract is in place for staff.  <b>G2.</b> Staff salaries, gross pay due is correctly calculated in accordance with contract terms and conditions.  <b>G4.</b> The council has submitted RTI returns to HMRC and made payments due as required.  <b>G8.</b> The Council has submitted returns .</p>		
<p>H. Asset and investment registers were complete and accurate and properly maintained.</p>	<p><b>H1.</b> The Council is maintaining a formal asset register which is updated with any additions or disposals during the year.  <b>H2.</b> The Council has not got in place a process for the regular physical verification of its assets.</p>	<p><b>9.</b> The Council should carry out a physical verification of the assets included within the assets register</p>	
<p>I. Periodic bank account reconciliations were properly carried out during the year.</p>	<p><b>I1.</b> Bank reconciliations are prepared regularly, for all Council bank accounts.  <b>I2.</b> It is not clear whether bank reconciliations are subject to independent review by members and that they are signed and dated as evidence of this review.</p>	<p><b>10.</b> A member, other than the Chairman, should be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member should sign the reconciliations and the original bank statements (or similar document) as evidence of verification and check against bank statements. It is recommended that this is completed outside of a meeting in order to give due consideration.</p>	

<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p style="text-align: center;"><b>N/A</b></p>		
<p>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements</p>	<p><b>L1.</b> The Council has published, for the prior financial year, all the information as required by the Transparency Code 2015 as follows:  (a) Location of public land and building assets  (b) 5 years' AGARs  <b>L2.</b> The Publication Scheme is available on the website: Freedom of Information Act 2000 (FOIA): Requires a Publication Scheme and access to information on request.</p>		
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p><b>M1.</b> The date of the announcement of public rights was appropriately made.</p>	<p><b>11.</b> It is recommended that the Council formally approve the dates for the Period for the Exercise of Public Rights following receipt of the IA report and signing of Section 1 and 2 of the AGAR at a full council meeting.</p>	
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p><b>N1.</b> The Council published the Annual Governance Statement on its website together with the Accounting Statements on the website within the proposed timescale  <b>N2.</b> The Council published the External Auditor report on its website together with Notice of Conclusion of Audit on its website.</p>		

<p>O. The authority has complied with laws, regulations &amp; proper practices relating to digital and data compliance.</p>	<p><b>O1.</b> There is a published IT policy available on the website in accordance Which complies with Assertion 10 as specified in the SAPPP Practitioners' Guide 2025.  <b>O2.</b> The council holds a generic email address.</p>	<p><b>12.</b> No specific testing has been carried out to ensure the website complies with WCAG 2.2 AA.</p>	
<p>P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</p>	<p><b>P1.</b> The Council met its responsibilities.</p>		

## 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 grants 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 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 ENVIRONMENT GROUP. (AVA) HALSALL PROUD + TIDY GROUP.
2.	Short Description of the Aims of the Group: UPKEEP OF PUBLIC AREAS AROUND THE VILLAGE
3.	Contact Details: Name, address, email, telephone number: CLEANUP WREDE. 3 HALSALL MANOR COURT. HALSALL L39 8TN
4.	Is this a Registered Charity? NO Registration Number —
5.	PURPOSE OF GRANT. TO BOOST FUNDS TO MEET ONGOING COSTS THROUGHOUT THE YEAR.
6.	AMOUNT. £500
7.	
8.	BANK DETAILS HALSALL ENVIRONMENT GROUP

Sort Code 23-05-80

Acc No. 439 273 45.

## HALSALL PARISH COUNCIL

### Guidelines for Grant applications

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- 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 war memorial playing field and Hall Trust.
2.	Short Description of the Aims of the Group:  To provide recreational amenities for the community
3.	Contact Details: Name, address, email, telephone number:  Cathy Smith 07702812512
4.	Is this a Registered Charity?    Yes                      Registration Number 521111
5.	Halsall war memorial playing field and Hall Trust.
6:	Amount of Grant: £500.00
7.	Identify the benefit to some or all of the residents of Halsall.
8.	Bank account name: Halsall war memorial playing fields & Hall Sort code: 608301 Account number:20468606