

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON MONDAY 9<sup>th</sup> JANUARY 2017 AT 7.00PM**  
**CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor R Ormston (Chairman)  
Councillor C Billouin  
Councillor R Boyd  
Councillor M Clifford  
Councillor M Mayson

**IN ATTENDANCE:** Councillor A Whitham (no voting rights)  
Mrs TD Morris (Clerk)

	<b>ACTION</b>
<p><b>17.01 APOLOGIES</b></p> <p>Apologies were received and accepted from Councillors C Bromilow, G Charlesworth and S Fenn.</p> <p>In the absence of the Chairman Councillor R Ormston Chaired the meeting.</p>	
<p><b>17.02 DECLARATION OF INTEREST</b></p> <p>Councillor R Boyd declared an interest in the (Pond Reserves)</p>	
<p><b>17.03 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> October 2016</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 10<sup>th</sup> October 2016 which was duly signed by the Chairman.</p>	
<p><b>17.04 MATTERS ARISING</b></p> <p><b>1. Replacement of 3 Benches Bowling Green</b> The Chair reported that the Bowling Green Committee had visited the site and had confirmed that the benches had reached the end of their natural life. Three quotes</p>	

had been tabled for scrutiny and the one deemed best value had been chosen.

Permission had been granted at FPC to purchase 3 new benches at a cost of some £1000 +VAT.

The clerk confirmed that the benches had been ordered and would be delivered in the coming week.

**2. Maintenance of the CLW Community Centre**

The clerk confirmed that a letter had been sent out to the Chair of the Management Committee and the work had been completed satisfactorily.

**3. New Bank Accounts**

The Chair confirmed that a second bank account had been opened with the Yorkshire bank and that the appropriate funds had been transferred. It was noted that the Yorkshire Bank had been commended for their well organised and efficient dealing with the situation.

**17.05 ANNUAL REVIEW OF PRECEPT 2017/18**

The members were provided with the draft budget for 2017/18 which had been drawn up by the Finance Working Party of Councillors M Clifford, S Fenn and R Ormston.

The members were also provided with a provisional income and expenditure statement for 2016/71 and 2017/18 and a comparison sheet provided by Chorley Council which stated the precepts that had been set by all the local parish councils under Chorley Council's jurisdiction.

The Chair explained that the Working Party had met as requested by the full parish council and had drawn up the provisional budget considering the 5-year plan and the Committee commitments over the next 12 months.

It was noted that the spend for this financial year was due to be around £90,000 which did not consider the environmental work and play area renewal programme which would be under way in the next financial year.

The budget would set the parish council to continue with the plans laid down by the committees and to pay for the mandatory areas of spending such as insurances and staffing etc.

The budget would be around £180,000 leaving a nominal sum of £25,000 after reserves had been considered.

There was a discussion regarding the Pond Project reserves of £12,000 as the contractor had not been in contact with the parish council for over a year regarding queries in the contract.

It was agreed to hold the reserves and await contact from the contractor.

The clerk also reminded the members that the government may cap the percentage increase in the future and that the play area and environment development would need a big investment from the parish even if grant funding became available.

The members were also advised that though the local library and the subsidised bus service had been reprieved until 2018/19. There was no guarantee that the funding would continue in the future. However, this had not been considered when setting the precept for the coming year

After due scrutiny of the budget for 2017/18 and the income expenditure documents, the proposal was to increase of the precept from £16.00 on a band D property to £22.00. This would raise around £103,000 which would be some £30,000 more than last year. The committee voted on the proposal and the majority agreed to recommend the increase to the FPC.

It was RESOLVED to table the increase to £22.00 on a band D property and that the appropriate paperwork be distributed to the councillors with the agenda papers for the FPC meeting.

#### **17.06 QUARTERLY BUDGET UPDATE (3<sup>RD</sup> QUARTER) AND VIREMENTS**

The councillors were provided with the quarterly figures for their scrutiny.

The following items were noted:

Clerks on costs were over by some £4000 over budget as discussed and approved by the FPC to cover the arrears payments.

The expenses category had been separated as per the request at the previous meeting.

The outdoor/grass payments had significantly decreased, however the final grass cutting bill was yet to be submitted.

The cash book (expenditure) stood at some £67,768.88 at the end of the 3<sup>rd</sup> Quarter 2017 with an estimated £20,000 outstanding payments to the end of the year.

**17.07 BANK RECONCILIATION**

Councillor C Bromilow and the clerk had met and reconciled the cash book and bank statements and identified a number of anomalies which would be chased up and rectified in due course.

The revised cash book will be scrutinised at the next committee meeting.

FSB

**17.08 CONFIDENTIAL ITEMS**

There were no items deemed confidential.

**17.09 DATE OF NEXT MEETING**

The next meeting of the Finance Staffing and Buildings Committee is to be agreed at the next full council meeting.

FPC