

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON 2<sup>nd</sup> NOVEMBER 2017 AT 7.00PM**  
**AT MANOR ROAD SCHOOL ANNEXE**

**PRESENT:** Councillor S Fenn (Chairman)  
Councillor C Billouin  
Councillor C Bromilow  
Councillor G Charlesworth  
Councillor P Gabbott  
Councillor M Clifford  
Councillor R Ormston

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

	<b>ACTION</b>
<p><b>17.55 APOLOGIES</b></p> <p>No apologies were received</p>	
<p><b>17.56 DECLARATION OF INTEREST</b></p> <p>Councillor M Clifford declared an interest as a member of the Wild Life Trust.</p>	
<p><b>17.57 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> OCTOBER 2017</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 10<sup>th</sup> October 2017 which was duly signed by the Chairman.</p>	
<p><b>17.58 MATTERS ARISING</b></p> <p>There were no matters arising.</p>	
<p><b>17.59 BUDGETARY REPORT FOR 2017/18</b></p> <p><b>1.Bank Reconciliation</b></p> <p>The members were provided with an updated bank reconciliation. Councillor C Bromilow stated that the work was ongoing and that she would liaise with the clerk to finalise the details.</p>	Clerk/CB
<p><b>2.CIL Report – Elms Project</b></p> <p>The Clerk reported that Chorley Council had deposited some £19,000 as a grant for infra structure within the parish which needed to be spent within 5 years.</p> <p>It was requested that this item be placed as an agenda item at the next meeting.</p>	FSB

### **3. Report on Spending 1<sup>st</sup> and 2<sup>nd</sup> Quarter**

The clerk reported that the parish council were well underspent except for staffing and sundries which had been due to costs incurred whilst the clerk was off sick.

It was noted that donations were not at the level of previous years. This was due in part that grant applications were subject to new procedures which were in line with local authorities. This area could be better publicised in the new year.

#### **17.60 PROCEDURES FOR USE OF YORKSHIRE BANK ON LINE BANKING /CARD (Review of Internal Financial Regulation)**

The Clerk raised her concerns regarding the use of the on-line banking system and the safeguards that needed to be put in place.

The members discussed the issue and noted that one of the advantages of the online and debit card was to give the parish council more flexibility when conducting business.

At present the Chairman and Councillor C Bromilow provided the scrutiny of bank accounts and invoices and it was agreed that this process would continue subject to review.

#### **17.61 BUDGETARY PLANNING FOR 2018/19**

It was agreed that a separate meeting of each of the Committees should be held prior to Christmas so that budgetary preparations can be undertaken at the beginning of the New Year.

It was requested that the Clerk contact each of the Chairs to organise a meeting as soon as was practicable.

Clerk

#### **17.62 PROPOSAL FOR PURCHASE OF CHRISTMAS LIGHTS FOR 2018**

Councillor M Clifford gave a detailed presentation regarding the proposal to purchase a set of specialised DMX lighting.

The members noted that the lights would cost at most £5,500 which would be £4,000 to purchase the lights and around £1,200 per year for storage and maintenance costs.

Q. Could we program the lights ourselves?

A. No, as the programming was a specialist job.

Councillor R Ormston informed the committee that similar lights were on the market; however, there was no freelance programmer available to set the lights up.

It was also noted that research had found the rental versus the purchase costs were very similar.

The lights would generate more publicity for the parish, storage would be taken care of and the existing star would be collected and stored.

FPC

After due consideration it was agreed that the DMX lighting proposal be placed as an agenda item for the next FPC meeting as an early order in January 2018 could attract a substantial discount on the purchase price.

**17.63 REVIEW OF PARISH MOBILE PHONE CONTRACT DUE FOR RENEWAL**

The Clerk informed the meeting that the initial contract for the parish mobile phone was due for renewal in December 2017.

It was agreed that the parish council would continue to operate a mobile phone and it was requested that the clerk find a suitable SIM only contract.

Clerk

**UPDATE ON HIRE OF TEMPORARY PREMISES**

It was noted that the office at Chorley Business Centre would become available on 16<sup>th</sup> November 2017 for an initial period of 6 months.

The Chairman and the Clerk had signed the lease agreement and paid the deposit and the payment system had been set up.

The clerk and Chairman had purchased office equipment under sundry costs for £900 which had included two desk units several chairs tables, filing cabinets and a book case. It was also planned to purchase a small fridge and a coffee machine.

The Barn – Woodland Trust

It was noted that an office had become available in the Barn, Cuerden Valley.

The size was smaller than the temporary office in Chorley Business Centre, so a proposal was raised that once proposed remodelling was undertaken that a bespoke office could be accommodated within the space.

Councillor M Clifford would liaise with the Management of the Woodland Trust and report back with his findings.

MC

**17.64 CONFIDENTIAL ITEMS**

No Item was deemed confidential.

**17.65 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**