

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON MONDAY 12th NOVEMBER 2018 AT 7.00PM
AT CHORLEY BUSINESS CENTRE, EUXTON

PRESENT: Councillor P Gabbott (Chairman)
Councillor C Billouin
Councillor C Bromilow
Councillor G Charlesworth
Councillor M Clifford

IN ATTENDANCE: Councillor J Cronshaw
Councillor G Ormston
Councillor J Norris
Mrs TD Morris (Clerk)

	ACTION
<p>18.23 APOLOGIES</p> <p>Apologies were received and accepted from Councillors S Fenn and M Mayson.</p>	
<p>18.24 DECLARATION OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>18.25 TO APPROVE THE MINUTES OF THE MEETING HELD ON 24th SEPTEMBER 2018</p> <p>It was RESOLVED to approve the minutes of the meeting held on 24th September 2018 which were duly signed by the Chairman.</p>	
<p>18.26 MATTERS ARISING</p> <p>18.17 SPID Camera The Clerk advised the members that the SPID camera that the parish was interested in purchasing had been sold to another parish council.</p> <p>Lancashire County Council advised that they were currently reviewing which would be the best SPID camera to use in the</p>	

future and they would report back to the parish once their investigations were complete.

18.27 PARISH ELECTION COSTS 2019

The members were informed that the projected costs for the parish elections in 2019 had been provided by the Elections Office at Chorley Council. For uncontested elections in the three wards the administrative charge would be £741.75 around £250.00 per ward. For contested wards the charge would be £13,310.89 the largest charge would be for North Ward at around £5,400.

18.28 WLW & CLW WAR MEMORIAL COMMITTEE ACCOUNTS

The Clerk stated that she had received the external audit report from the War Memorial Committee for 2017/18. It was requested that the report be distributed to the members for their information.

18.29 UPDATE ON ACCOUNTS

Bank Reconciliation

Councillor C Bromilow gave a detailed report regarding the meetings that she had held with the Clerk to finalise the bank reconciliation. The issue at the present time was that there was a page missing from the Natwest Bank statement and as yet there had not been a response from the Bank. Once this had been received the reconciliation would be completed.

There was a proposal that the parish investigate the possibility of buying in an accountancy programme instead of the extended spread sheet which was presently being used.

It was requested that the costing of an of the shelf accountancy system be explored. The Finance Chairman agreed to meet with the Clerk to look at the existing system to advise as to any changes/improvements which could be made.

PG/Clerk

The clerk proposed that she would apply for on-line banking with the Natwest so that she could have sight of the data on line instead of waiting for a statement on a monthly basis. After due consideration the committee agreed that the Clerk could go ahead with the application and keep the members informed of the outcome.

Clerk

18.30 CIL UPDATE

The Clerk confirmed that £323,000.00 had been received on 28th October 2018 and was being held by Chorley Council. The Clerk informed the council that she had requested that Chorley hold the funds until such time as a suitable insured account could be found for it.

It was requested that the Clerk investigate the matter and report back to the Committee in due course.

Clerk

18.31 DONATION REQUESTS

Clayton Singers

It was reported that the Singing Group had applied for a donation of some £100 towards a piano stool. It was noted that there had been a previous donation request, but it had occurred in the previous financial year.

It was recommended that the parish council would be pleased to 75% of the cost leaving the group a modest amount to raise themselves.

It was agreed to recommend to the parish council the amount of £75.00 be approved for donation.

Thursday Club

It was reported that a donation request had been received by the Thursday Club to support a visit that they were due to have in November 2018.

It was recommended that due to the nature of the event the parish council would be unable to support their application at this time. It was hoped that they would apply again in the future

It was agreed to recommend to the parish council that their application be declined on this occasion.

18.32 REVIEW OF FINANCIAL REGULATIONS

The Clerk stated that the Finance Chairman had requested that the Financial Regulations as laid down by NALC needed reviewing.

It was proposed that a working group be set up to look at the Regulations in detail and report back to the Finance Committee in January 2019.

It was agreed that a working party be set up and the members would be Councillors M Clifford, C Bromilow, P Gabbott and the Clerk. A meeting would be arranged as soon as was practicable.

WP

18.33 CONFIDENTIAL ITEMS

No Item was deemed confidential.

18.34 DATE OF NEXT MEETING

The date of the next FSB meeting was agreed to be held on Monday 7th January 2019 at 7.00pm at the Chorley Business Centre.