

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON WEDNESDAY 9TH OCTOBER 2019 AT 7.00PM**  
**AT CHORLEY BUSINESS CENTRE, EUXTON**

**PRESENT:** Councillor P Gabbott (Chairman)  
Councillor C Bromilow  
Councillor G Charlesworth  
Councillor M Clifford  
Councillor D Dowrick

**IN ATTENDANCE:** Councillor J Cronshaw  
Mrs TD Morris (Clerk)

	<b>ACTION</b>
<p><b>19.61 APOLOGIES</b></p> <p>Apologies were received from Councillor C Billouin.</p>	
<p><b>19.62 DECLARATION OF INTEREST</b></p> <p>Councillor M Clifford declared an interest as an associate of the Wild Life Trust Councillors D Dowrick and P Gabbott declared an interest as Governors at Lancaster Lane CPS. Councillor C Bromilow at Trustee at Cuerden Valley.</p>	
<p><b>19.63 TO APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> SEPTEMBER 2019</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 5<sup>TH</sup> September 2019 which were duly signed by the Chairman.</p>	
<p><b>19.64 MATTERS ARISING</b></p> <p><b>19.52.1 Purchase of Litter Picking Trolley</b> The Clerk explained that a secure tether had to be arranged as the location of the trolley was not secure. This had now been completed and the trolley had been ordered.</p> <p><b>19.52.2 Grant Leyland Radio</b> It was noted that the grant had been approved and £250.00 had been issued.</p>	

**19.53 Neighbourhood Planning Meeting**

It was reported that an alternative venue had been secured for the meeting which is to be held on Wednesday 13<sup>th</sup> November 2019 at Cuerden Valley Café. It was proposed that refreshments could be covered by the parish council.

It was agreed that the parish as guests at the event should not cover the costs however, the members would be informed of the £2.00 charge for refreshments at the event.

Clerk/MC

**19.65 LENGTHSMEN OVERPAYMENT**

The Clerk informed the meeting that she had made initial contact with Lisieux Hall and she had been sign posted to the individual support staff. Only one person who supports one of the Lengthsmen has been in touch so far.

It was agreed that the Clerk send out a letter once all the support staff are aware that the letter regarding re-payment options will be sent.

The Clerk would report back on progress in the following meeting.

FSB

**19.66 CIL FUNDING**

The Clerk stated that she would supply the members with an updated schedule as soon as was practicable.

Clerk

**Leonora Carrington Information Board**

It was reported that the Environment Committee had finalised the details of the Information Board which would be sited at the Lidl roundabout.

It was recommended that the project would be put forward for consideration at FPC meeting to be evaluated for CIL funding in the next round.

FPC/CIL

**Whittle and Clayton Cricket Club**

It was noted that there had been an application from Whittle and Clayton Cricket Club for side screens. It was agreed that the application would be evaluated for CIL funding in the next round.

CIL

**Cuerden Valley Trust**

Councillor C Bromilow informed the members that there may be an application from Cuerden Valley in order to re-instate pathways within the Park. The members agreed that any application which was received within the deadline for the next round would be considered accordingly.

CIL

**19.67 EXTERNAL AUDITORS REPORT 2018/19**

The members were provided with the External Auditors final report for 2018/19 their scrutiny. The following issues were raised:

The Clerk explained that the parish had missed the deadline for reporting to the public. The strategy of monthly reconciliation of the cash book should alleviate some of the issues. Also the Clerk would work more closely with the Finance Committee throughout the process.

It was noted that the asset register was in need of adjustment and this was in the process of being fully reviewed ready for 2019/20 audit.

Councillor P Gabbott raised the point that the spending in the last financial year had been above the income and that if this trend was continued there would have to be a review of the Precept in the coming years.

**19.68 BANK RECONCILIATION**

**Reconciliation Report Second Quarter 2019/20**

The Clerk sated that she had fully reconciled the accounts up to 30<sup>th</sup> September 2019 and the statements had been signed off by Councillor C Bromilow.

The members were informed that the Clerk was still awaiting official copies of two of the statements to finalise the figures at the end of the year.

**19.69 PURCHASE OF ACCOUNTANCY SYSTEM**

It was noted that the Clerk had made enquiries regarding local parish councils and their accountancy systems. Also she had a webinar and taster session of two systems.

It was agreed that the Clerk undertake further enquiries and report back with her full findings at the next Finance Committee meeting.

**FSB**

**19.70 DATE OF NEXT MEETING**

It was requested that the Chairman would table suitable dates which would be circulated by the Clerk.