

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON THURSDAY 5TH MARCH 2020 AT 8.15PM
AT CHORLEY BUSINESS CENTRE, EUXTON

PRESENT: Councillor P Gabbott (Chairman)
Councillor C Billouin
Councillor C Bromilow
Councillor M Clifford
Councillor D Dowrick

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>20.10 APOLOGIES</p> <p>Apologies were received from Councillor G Charlesworth. Councillor Russell Francis also sent through his apologies.</p>	
<p>20.11 DECLARATION OF INTEREST</p> <p>Councillor D Dowrick and Councillor P Gabbott declared an interest as Governors at Lancaster Lane Primary School.</p>	
<p>20.12 TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th JANUARY 2020</p> <p>It was RESOLVED to approve the minutes of the meeting held on 13th January 2020 which were duly signed by the Chairman.</p>	
<p>20.13 MATTERS ARISING</p> <p>20.04 Purchase of Scribe Accountancy System The Clerk stated that she had started inputting data for this financial year as a test before the System goes live in April 2020. It was noted that both Councillor C Bromilow and Councillor P Gabbott were nominated as read only access.</p>	
<p>20.14 ANNUAL RISK ASSESSMENT (Audit 2019/20)</p> <p>The Members were provided with a proforma Risk Assessment for their scrutiny.</p>	

There were several areas where there were suggestions for improved protocols and procedures.

It was requested that the Clerk complete the form and have it ready for sign off at the next FPC meeting.

FPC

20.15 ANNUAL ASSET REGISTER REVIEW (AUDIT 2019/20)

The Clerk distributed the latest Asset Register list to the members for their scrutiny.

After due deliberation it was recommended that the list be tabled for acceptance at the next FPC meeting.

FPC

20.16 BANK RECONCILIATION TO FEBRUARY 2020

It was noted that the Clerk had been away over the last few weeks and the bank reconciliation for January and February would be undertaken with Councillor C Bromilow in the next few days.

20.17 LENGTHSMEN OVERPAYMENT

It was noted that the Clerk had instructed the bank to not pay the Lengthsmen in March 2020 due to the overpayment in June 2019.

The Clerk would report back on whether the instruction had been undertaken. The Lengthsmen had been informed of the situation.

Clerk

20.18 CIL FUNDING

Community Meeting Room/Parish Office Update

Councillor M Clifford explained the details to the Committee. The Management Committee had met with senior members of Chorley Council in order to discuss the financial implications of the Community Meeting Room and Parish Office.

The proposal would be to recommend to FPC to hold back some £116,000 of CIL Funds to invest in the community meeting room/office which would give the Parish Council shared ownership of the overall building. There would be a ceiling rental element of no more £500 per month. Chorley Council indicated that they would also enter into a maintenance contract with the Parish Council.

It was noted that a legal document would need to be drawn up which had break clause within the final contract.

A vote was held on the proposal and it was 4 in favour and 1 against recommending the proposal at the next FPC meeting with the caveat that Chorley Council would have to confirm the outlined proposal in writing.

Councillor M Clifford would contact Mark Lester to arrange for the document to be drawn up.

MC

Cuerden Valley trust CIL Application

This project would have to be scored as per the CIL Policy and if approved the Cuerden Valley Trust Project would have to wait until further CIL Funds became available.

FPC

Manor Road CCTV Quotation

The Clerk informed the meeting that Chorley Council had obtained a quotation for the CCTV at a cost of £8,025.95. After due discussion it was agreed to hold this in abeyance at the present time.

20.19 GRANT APPLICATIONS

1. Whittle and Clayton War Memorial Committee Grant £3,500

After due consideration it was agreed to recommend to the FPC that the annual grant be paid to the War Memorial Committee.

FPC

2. Whittle and Clayton Cricket Club £3,800

It was noted that this item had been deferred from the FPC meeting. It was agreed that the grant application would be duly considered in the new financial year when funds were available.

FSB

3. VE 75th Anniversary Day Coins for Schools/OAPs (1280 x £0.99 = £1,267.20)

The Clerk stated that in previous years the Parish Council had donated little souvenirs to the schools to commemorate national events. The proposal was to donate VE 75th Anniversary coins to the local schools and at the OAP lunch.

After due discussion it was agreed to recommend the purchase of the coins to the FPC .

FPC

20.20 DATE OF NEXT MEETING

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