



CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE

HELD ON THURSDAY 6TH JANUARY 2022 AT 7.00PM VIA ZOOM

PRESENT: Councillor D Clough (Chairman)
Councillor G Charlesworth
Councillor M Clifford
Councillor P Gabbott
Councillor S Lowe (5)

IN ATTENDANCE: Councillor S Maddock
Mrs TD Morris (Clerk)

ACTION

22.01 APOLOGIES

Apologies were received from Councillor C Billouin.

22.02 DECLARATION OF INTEREST

Councillor M Clifford and G Gabbott declared an interest as Borough Councillors regarding the New Office/Meeting Room arrangements.

22.03 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th SEPTEMBER 2021

It was **RESOLVED** to approve the minutes of the meeting held on 9th September 2021 which were duly signed by the Chairman.

22.04 MATTERS ARISING

The Clerk updated the Members on the following items:-

21.19 Annual Review of Terms of Reference

This had been tabled and approved at the FPC meeting

21.23 Lengthsmen Review of Working Practices and Hours

It was reported that there had been no further contact from Lisieux Hall. The Clerk would chase up this issue and report back to the Members in due course.

Clerk

Signed by Chairman.....



FSB COMMITTEE MINUTES

21.27 Queen’s Platinum Jubilee

It was noted that the coins had been selected, ordered and purchased and would be shipped in time for May 2022.

22.05 BUDGET PREPARATION FOR 2022/23

The Members were provided with the Draft Budget and Income and Expenditure Statement for 2022/23.

After due consideration the Committee made the following amendments:-

- Code 22 Summer Fair increased from £7,500 to £10,000.
- Code 10 Newsletter changed from £6,400 to £3,200.
- Some £700 would go into the residual balance.
- Code 37 Employee 2 would be changed from £11,000 to £12,000

The Precept charge for a Band D Property would be increased from £22.00 to £25.00 for 2022/23

The revised budget and Income and Expenditure Statement would be issued to the Members in due course. The finalised budget would be tabled for agreement at the next FPC meeting.

The 4 year budgetary plan would be scrutinise by the management Committee in the first instance and then finalised by the Finance Committee over the next few months.

FPC

22.06 BANK RECONCILIATION TO 31ST DECEMBER 2021

The Clerk indicated that she did not have the December bank statements at the present time. The finalised reconciliation and bank statements would be issued in the FPC information pack next week.

FPC

22.07 UPDATE ON CUNNERY MEADOW MUGA LIGHTING/FOOTPATH LIGHTS

The Clerk gave a short history of the issues that had occurred.

It was noted that the footpath lights and the MUGA lights had still not passed inspection by Lancashire County Council.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

It was also reported that the timer on the MUGA lights were out of sync and were coming on between 10pm and 2pm which had resulted in complaints from neighbouring residents.

Councillor M Clifford reported that Chorley Council could not undertake the CCTV projects at Cunnery Meadow and Manor Road until this issue had been resolved.

It was requested that the Clerk contact the contractor Altitude Services to get these issues addressed as soon as possible.

Clerk

22.08 NEW COMMUNITY ROOM / OFFICE

It was reported that the community meeting room and office was nearing completion.

The Clerk indicated that she had already served notice at the offices in Euxton and would now turn her attention to the moving out/in process getting utilities connected and furniture and white goods ordered. A shopping trip had been arranged with the Chairman and the Admin Assistant next week.

**Clerk /AA/
Chairman**

It was noted that Chorley Council were yet to issue the lease agreement for signing. Hopefully this would be sent over shortly as the Clerk had chased the issue up with Andrew Scrivens at Chorley Council.

Clerk

22.09 DATE OF NEXT MEETING

The Chairman proposed Thursday 27th January 2022 as a date for the next Finance Committee meeting. This would be tabled at the next FPC meeting for confirmation.

FPC

Signed by the Chairman.....