



**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**

**HELD ON THURSDAY 27th JANUARY 2022 AT 7.00PM VIA ZOOM**

**PRESENT:** Councillor D Clough (Chairman)  
Councillor C Billouin  
Councillor C Bromilow  
Councillor G Charlesworth  
Councillor M Clifford  
Councillor P Gabbott  
Councillor S Lowe (7)

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

**ACTION**

**22.10 APOLOGIES**

There were no apologies.

**22.11 DECLARATION OF INTEREST**

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

**22.12 TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> January 2022**

It was **RESOLVED** to approve the minutes of the meeting held on 6<sup>th</sup> January 2022 which were duly signed by the Chairman.

**22.13 MATTERS ARISING**

The Clerk updated the Members on the following items:-

**22.04 Lengthsmen Review**

It was reported that there was no further developments at the present time.

**22.05 4 Year Development Plan**

This would be an agenda item at the next management Committee meeting.

Signed by Chairman.....



FSB COMMITTEE MINUTES

**22.06 Bank Reconciliation 31<sup>st</sup> December 2021**

The report was tabled at the FPC meeting

**22.07 Update on Cunnery Meadow MUGA and Footpath Lights**

Altitude Services had been contacted and were due to go out to rectify the MUGA lights issue. The MUGA specification will be provided to Lancashire County Council to add the ongoing unmetered supply report.

It was requested that the CCTV specification be passed on to the Clerk so that the unmetered supply form can be completed.

MC/Clerk

**22.08 New Office/Meeting Room**

The Clerk advised that due to work commitments the shopping trip had been pushed back to the beginning of next week.

The lease agreement had not yet been passed on from Chorley Council. This was due to a member of staff at Chorley Council leaving the authority. However, the building was now complete and ready for the Parish council to occupy.

**22.14 ANNUAL RISK ASSESSMENT (Audit 2021/22)**

The Members were provided with the Annual Risk Assessment Report. Each item was deliberated/scrutinised and amended accordingly.

It was requested that the report be revised and tabled at the FPC meeting for agreement/adoption.

Clerk/FPC

**22.15 ANNUAL ASSET REGISTER REVIEW (Audit 2021/22)**

The Members were provided with Parish Council Asset Register for scrutiny. It was noted that low value inventory items had been deleted from the list.

After scrutinising the document a few amendments were suggested. It was requested that the revised document be tabled for agreement/adoption at the next FC meeting.

Clerk/FC

**22.16 APPOINTMENT OF INTERNAL AUDITOR (Alan Platt Fee £150.00+VAT)**

Signed by the Chairman.....



**FSB COMMITTEE MINUTES**

It was agreed that the Clerk approach Mr Alan Platt to appoint him as the Internal Auditor for 2021/22.

**FPC**

This would be ratified at the next FPC meeting.

**22.17 CIL HALF YEARLY REPORT AT JANUARY 2022**

The Members were provided with the latest position of CIL fund allocation and spend.

It was noted that there probably be no large CIL receipts in the near future. The updated CIL Report will be tabled at the next FPC meeting.

**FPC**

**22.18 ANNUAL PRECEPT/LEVY APPLICATION**

Whittle and Clayton War Memorial Committee ( £3,500 in budget)

The Finance Committee requested that the Working Group that had been formed at the FPC meeting in January 2022 meet as soon as is practicable and report back to the FPC meeting in due course.

**WG**

At that point the Finance Committee will review the annual precept request prior to the April deadline.

**22.19 HOLIDAY HUNGER RESIDUAL FUNDS ALLOCATION (£900 in Budget)**

It was noted that there were funds available that had been allocated to the Holiday Hunger Food Parcel project. After due deliberation it was agreed that the funds should be equally divided between the 6 schools within the Parish Council boundary. This would be tabled at the next FPC for agreement/adotion.

**22.20 DATE OF NEXT MEETING**

The Chairman proposed Thursday 27<sup>th</sup> 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.....