



CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE

HELD ON THURSDAY 3rd MARCH 2022 AT 7.00PM VIA ZOOM

PRESENT: Councillor D Clough (Chairman)
Councillor C Billouin
Councillor C Bromilow
Councillor G Charlesworth
Councillor P Gabbott (5)

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

ACTION

22.21 APOLOGIES

Apologies were received and accepted for Councillor M Clifford.

22.22 DECLARATION OF INTEREST

There was no declaration of interest. (Councillor P Gabbott as Executive Member Chorley Borough Councillor - New Office)

22.23 TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th January 2022

It was **RESOLVED** to approve the minutes of the meeting held on 27th January 2022 (*with the amendment of item 20.20 of the next meeting date*) which were duly signed by the Chairman.

22.24 MATTERS ARISING

22.07 Cunnery Meadow CCTV

The Clerk informed the Members that she had been given the contact details from Cllr Mark Clifford and she was awaiting a response.

22.14 Review of Annual Risk Assessment

The Annual Risk Assessment had been sent through to the FPC and had been approved.

Signed by Chairman.....



FSB COMMITTEE MINUTES

22.15 Review of Annual Asset Register

The Annual Asset Register had been tabled at the FPC meeting and had been approved.

22.16 Appointment of Internal Auditor

The Clerk had approached Mr Alan Platt and he had agreed to undertake the internal audit for 2021/22 at the set fee of £150.00.

22.17 CIL Half Yearly Report

It was noted that this was tabled at the FPC meeting and that some £25,000 had been allocated to the Skate Park at Clayton Green.

22.25 WLW & CLW WAR MEMORIAL COMMITTEE ANNUAL PRECEPT

Councillor P Gabbott highlighted the points that had been raised in the Working Group meeting.

The Clerk advised that even though there were some ongoing issues that needed resolving the precept should be scrutinised in the first instance.

After due consideration it was agreed that the precept of £3,500 be recommended for payment at the next FPC meeting and that the recommendations of the Working Group be tabled at the next FPC meeting for approval.

FPC

22.26 ANNUAL APPRAISAL/SALARY REVIEW

Lengthsmen Salary Increase 2022/23 £8.91 to £9.50

The Members confirmed and noted the increased salaries for the 5 Lengthsmen which will be tabled at the next FPC meeting for approval.

FPC

Clerk Annual Appraisal

After an in depth discussion it was agreed that the Management Committee arrange for the Clerk's annual appraisal as soon as was practicable with any recommendations tabled to the FPC.

MGT

Clerk Job Description and Pay Scale Review

The Clerk requested that she wished to have her job officially reviewed by the National Association of Local Councils (NALC) as she believed that a review was long overdue as her work load and complexity of her role had changed

Signed by the Chairman.....



FSB COMMITTEE MINUTES

markedly since the last NALC review was undertaken in 2015.

Councillor Peter Gabbott agreed that the Clerk's role needed to be reviewed and that he had already contacted the Lancashire Association of Local Councils (LALC) to request for advice and training on the Clerk's appraisal.

After due discussion it was agreed that a Working Group be set up and in conjunction with LALC and that the Clerks job description and relative position on the pay scale would be reviewed.

FPC

It was hoped that this would be resolved amicably. However the option to have the job officially reviewed by NALC would remain an option at a cost of some £250.00. The Membership of the Working Group be opened up to the FPC in the first instance. The Clerk would provide the base job description for the Working Group to use as a starting point for the review.

Councillor David Clough proposed that a deadline be set for a progress report of 13th/14th June 2022 so that a report could be tabled to the FPC. This was agreed by all the Members.

Administrative Assistant 3 Month Review

The Clerk informed the Members that the Admin. Assistant will be coming to the end of her probationary period.

It was agreed that the Management Committee meet with Mrs Gallagher as soon as was practicable to discuss how she was settling in and the Clerk would provide a progress report for their information

MGT

22.27 HANGING BASKETS CURRENT FINANCIAL POSITION

The Clerk summarised the regulations regarding hanging baskets on lamp posts which were being enforced by Lancashire County Council.

A cost breakdown of the new proposal was tabled for consideration. Plantscape can provide the wrap around baskets at 10kg weight limit per 1/2 basket at a cost of £3,200 +VAT. By sharing the Chorley Council watering bill with Whittle PC the cost would be some £2,200 + VAT. With the new stress test on around 50 lamp posts at £21 each comes to around £1050.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

The total came to some £6,450 and the budget for 2022/23 is £6,000. It was agreed to go ahead with the hanging basket project and draw the £500 extra from reserves.

FPC

The would be reported to the FPC in due course.

22.28 CLEANING CONTRACT NEW OFFICE/MEETING ROOM

The Clerk informed the Members that the new office building/meeting room was nearing completion and the cleaning contract would need to be signed off.

Clerk

It was noted that a couple of firms would be approached and that the Clerk would report back in due course.

22.29 DATE OF NEXT MEETING

It was agreed that a meeting would be scheduled on 13th/14th June 2022

Signed by the Chairman.....