

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON MONDAY 11<sup>th</sup> FEBRUARY 2019 AT 7.00PM**  
**AT CHORLEY BUSINESS CENTRE, EUXTON**

**PRESENT:** Councillor P Gabbott (Chairman)  
 Councillor C Billouin  
 Councillor C Bromilow  
 Councillor M Clifford  
 Councillor S Fenn

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

			<b>ACTION</b>
<b>19.11 APOLOGIES</b>	No apologies were received.		
<b>19.12 DECLARATION OF INTEREST</b>	Councillor M Clifford declared an interest as an associate of the Wild Life Trust.		
<b>19.13 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> January 2019</b>	It was <b>RESOLVED</b> to approve the minutes of the meeting held on 7 <sup>th</sup> January 2019 which were duly signed by the Chairman.		
<b>19.14 MATTERS ARISING</b>	All matters arising either went to the FC or were on the agenda.		
<b>19.15 REVIEW OF INTERNAL FINANCIAL REGULATIONS</b>	The Clerk reported that she had received a number of points from the Chair of Finance which she would use to amend the document and circulate the document to the committee for scrutiny.		Clerk

<b>19.16</b>	<b>REVIEW OF WLW AND CLW WAR MEMORIAL COMMITTEE ANNUAL PRECEPT REQUEST</b>	<b>FPC</b>
	The accounts and expenditure documents had been circulated to the committee for their scrutiny.	
	It was agreed that the committee recommend to the FPC that the request for £3,500 be granted.	
<b>19.17</b>	<b>REVIEW OF HANGING BASKET AND GRASS CUTTING CONTRACT</b>	<b>FPC</b>
	<b>Hanging Basket Contract</b>	
	The recommendation from the Environment Committee had been scrutinised and the Finance committee agreed that the contract for 3 years with Plantscape for £5161.40 +VAT be tabled at the FPC for acceptance.	
	<b>Grass Cutting</b>	
	There was a discussion regarding the 'cut and drop' and 'cut and collect' options.	
	It was agreed that the FPC would be given the options to approve a mixed contract versus cut and collect contract with Envirocare.	<b>FPC</b>
<b>19.18</b>	<b>REVIEW OF REVISED SUMMER FAIR BUDGET 2019</b>	<b>FPC</b>
	The Finance Committee were provided with the revised budget of £8,355 for the Parish Summer Fair.	
	There was an in depth discussion regarding the proposal to adjust the overall budget to reflect the expenditure that the parish council had to underwrite regardless of the possible income that maybe received.	
	It was agreed to recommend to the FPC that the budget for 2019/20 be amended to reflect the expenditure required.	
	It was also requested that the Clerk investigate the possibility of insuring the event against inclement weather.	<b>Clerk/PO</b>
<b>19.19</b>	<b>PURCHASE OF MOBILE PA SYSTEM</b>	
	It was noted that there had been a recommendation from the Play and Leisure Committee to purchase a mobile PA system. It was agreed that the budget for the Clayton Cup be raised by some £500 to provide for the purchase of the mobile PA system.	

**19.20 REVIEW OF RISK ASSESSMENT AND ASSET REGISTER**

It was proposed that a working group be put together to look at the Asst Register and the Annual Risk Assessment prior to the end of the financial year.

The working group would consist of Councillors M Clifford, P Gabbott and D Rogerson.

**DR/MC/PG/  
Clerk**

**19.21 BANKING**

**Reconciliation Report**

It was noted that the Natwest bank balance was £114,979 as at 21<sup>st</sup> January 2019 (less £43,000 CIL Funds) and the Yorkshire bank balance was £74,842.

**Change of Bank Instruction**

It was noted that the Clerk had to wait for a signed set of minutes to send through to Natwest in order to go forward with the application for online banking.

**19.22 CIL SPENDING PROPOSALS**

Report from the CIL Working Group

The Clerk reported on the 6 proposals which had been scrutinised for CIL funding allocation with a total of £184,401.48. Each project met with the criteria as set out by Chorley Council.

It was recommended that the FPC approve the allocation. It was noted that there should be a request put to the FPC for more ideas for projects to be tabled for consideration.

**FPC**

**Proposal to investigate CCLA Investment for CIL Funds**

The Clerk reported that she had made preliminary investigations into the CCLA Financial Group. It was noted that the CCLA were a private investment company. There had been positive recommendations from Chorley Council and a parish council which used the investment group.

After due discussion the Finance Committee agreed that the parish council should not invest in a private investment company at this time.

It was agreed to open several deposit bank accounts which would enable transfer to one working account.

**Clerk**

It was also requested that the clerk contact NALC to enquire if any other parish councils deposited large sums of CIL funding.

Clerk

**19.23 DATE OF NEXT MEETING**

The date of the next FSB meeting was agreed to be held on Monday 18<sup>th</sup> March 2019 at 6.45pm at the Chorley Business Centre.