

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON MONDAY 7<sup>TH</sup> JANUARY 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>
<p><b>19.01 APOLOGIES</b></p> <p>Apologies were received and accepted from Councillor G Charlesworth. It was noted that Councillor M Mayson was absent from the meeting.</p>	
<p><b>19.02 DECLARATION OF INTEREST</b></p> <p>Councillor M Clifford declared an interest as an associate of the Wild Life Trust.</p>	
<p><b>19.03 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> NOVEMBER 2018</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 12<sup>th</sup> November 2018 which were duly signed by the Chairman.</p>	
<p><b>19.04 MATTERS ARISING</b></p> <p><b>18.29 Update on Accounts</b></p> <p><b>Cash Book Review</b></p> <p>The Chair of Finance indicated that he was satisfied with the current system at the present time. Further investigation into an 'off the shelf' system would be pursued in the future.</p>	

**Natwest Bank Update**

The clerk advised the meeting that she had received the missing bank statement and the reconciliation for the first half of the year could now be finalised.

The on line banking issue would be held up as the signatory list would have to be updated by resolution at the next full council meeting.

FPC

**18.30 CIL Update**

It was reported that there was still an ongoing investigation into where the CIL funds would be deposited and the clerk would report back on the issue as soon as was practicable.

**18.32 Review of Internal Financial Regulations**

The Chair of Finance reported that the working party had reviewed the Internal Financial Regulations as set in 2015. However, it was deemed a priority to work on the budget at the present time.

It was agreed that the Internal Financial Regulations would be brought to the Finance Committee at the next meeting.

Clerk

**19.05 CONFIDENTIALITY**

It was noted that the information that was to be discussed regarding the budget for 2019/20 would remain confidential until such time that the budget and precept had been agreed by the full parish council.

**19.06 OVERVIEW OF PARISH FINANCES**

**Proposal to Split Budget into Revenue and Community Infrastructure Levy (CIL) Funding**

There was a proposal that the revenue budget and the CIL budget be separated in order to monitor the spending more closely.

It was agreed to recommend to the full council that the CIL budget be separated from the revenue budget for monitoring purposes.

FPC

**Proposal to Increase Fixed Reserves**

It was proposed that the fixed general reserves be increased from £25,000 to £84,000 to cover a years essential working cost.

There was a second proposal to increase the fixed reserve to £40,000 considering that there may be an increased responsibility due to budget constraints at borough and county level.

It was agreed to recommend to the full parish council that the fixed reserve be increased to £40,000 and that the budget be revised to reflect the agreement.

FPC

### **Proposal to Move Election Costs to Reserves from Revenue Spending Budget**

It was agreed that the election costs continue to be part of the revenue budget as this clearly indicated that the parish had prepared for the eventuality as an ongoing cost. The budget would be revised to reflect the agreement.

## **19.07 RECOMMENDATION OF PRECEPT 2019/20**

### **Budget Proposals 2019/20**

The members were given a copy of the budget statement and the bank reconciliation documents for their scrutiny which had been distributed prior to the meeting.

The Chair of Finance explained in detail about the review of the parish finances that he had undertaken with the clerk.

It was noted that the proposed revenue spend would be more than the base income for the year 19/20 and that in future years the proposed spend would have to be reviewed in line with the precept to enable the parish to continue with its development plans within the parish.

### **To Scrutinise / Finalise Budget Proposals**

The members then raised a number of queries regarding the budget which were discussed at length. It was agreed to recommend to the full parish council that the precept for 2019/20 remain at £22.00 on a band D property.

It was requested that the revised budget be circulated to the committee for final approval prior to the distribution to the whole council.

**19.08 COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PROPOSALS**

**CIL Annual Report on 2017/2018**

It was noted that the clerk had completed the report on 2017/18 spending which stood at zero at the present time.

It was agreed that the report would be signed off at the next full parish council meeting.

**PROPOSAL TO SET UP A CIL/GRANT WORKING PARTY**

It was noted that there were a number of projects which could attract CIL funding; however there needed to be some scrutiny as regards each projects suitability.

It was proposed that a working group be set up to look at the projects that were due for consideration for CIL funding.

It was agreed that Councillors D Rogerson, M Clifford and S Fenn act as a working group with Councillor C Bromilow as reserve.

A meeting would be arranged in due course.

**19.09 LANCASHIRE ENVIRONMENTAL FUND (LEF) GRANT**

The members were advised that the parish council had been successful in securing a grant from the LEF in the sum of £30,000 towards the Cunnery Meadow Play Area Project. It was explained that there was an administrative fee of some £3,300.00 to be paid which would leave the net grant at £26,700.00.

It was agreed that the committee recommend that the parish council accept the terms of the grant and pay the administration fee.

It was noted that the there were deadlines to be met as regards the delivery of the Cunnery Meadow Project and the timescales would be reviewed according by the Play and Leisure Committee.

**19.10 DATE OF NEXT MEETING**

The date of the next FSB meeting was agreed to be held on Monday 4<sup>th</sup> February 2019 at 7.00pm at the Chorley Business Centre.