

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON THURSDAY 4TH JULY 2019 AT 7.00PM
AT CHORLEY BUSINESS CENTRE, EUXTON

PRESENT: Councillor P Gabbott (Chairman)
Councillor C Bromilow
Councillor C Billouin.
Councillor M Clifford
Councillor D Dowrick

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>19.36 ELECTION OF CHAIRMAN</p> <p>Nominations were received for Councillor P Gabbott. It was agreed unanimously that Councillor P Gabbott be duly elected as Chairman for the Finance Meeting until the next Annual General Meeting .</p>	
<p>19.37 APOLOGIES</p> <p>Apologies were received and accepted from Councillor G Charlesworth.</p>	
<p>19.38 DECLARATION OF INTEREST</p> <p>Councillor M Clifford declared an interest as an associate of the Wild Life Trust Councillors D Dowrick and P Gabbott declared an interest as Governors at Lancaster Lane CPS. Councillor C Bromilow declared an interest as a Trustee oat Cuerden Valley Park.</p>	
<p>19.39 ANNUAL REVIEW OF TERMS OF REFERENCE</p> <p>The members reviewed the terms of reference and indicated that there would be no change in the parameters at this time.</p>	

19.40 TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th MARCH 2019

It was **RESOLVED** to approve the minutes of the meeting held on 18th March 2019 which were duly signed by the Chairman.

19.41 MATTERS ARISING

19.28 Financial Regulation Review

The Clerk stated that she just needed to finalise the amendments and she would circulate the document as soon as possible.

Clerk

19.29 Review of Asset Register

Councillor M Clifford reported that there had been an inventory check at the storage facility and there were still some unaccounted items.

It was requested that the clerk send out an email to request that any sundry items held by the Members be returned as soon as was practicable.

Clerk

19.30 Staffing Cost of Living Review

The Clerk informed the meeting that this was all in hand.

19.31 Grant Request Two Trees Community Garden

It was reported that as Chorley Council would undertake the preparatory work for the wildflower meadow the Parish Council would pay Chorley Council the cost of £500 directly. Therefore the final grant was for £500.

19.32 CLW Bowling Green Outstanding Utility Bill

This item had been discussed at the FPC meeting and a letter had been sent to the Management of the Ley Inn to try and progress the matter amicably.

It was reported that as yet there had been no response from the Ley Inn.

19.42 GRANT APPLICATIONS

Clayton Scout Group £1278 for 5 Tables and 8 Benches

After due consideration it was agreed under delegated powers to award 75% of the grant application which is £959.21.

It was requested that the Clerk make the necessary arrangements for payment.

Clerk

Resident Group Clayton North Ward (Laptop contribution £300.00)

After due consideration it was agreed under delegated powers to award 100% of the grant application which was £300.

It was requested that the Clerk make the necessary arrangements for payment.

Clerk

19.43 CIL APPLICATIONS JULY 2019

1.CIL Working Group

It was proposed that the CIL working Group meet as soon as was practicable to evaluate the current applications and report back at the next FPC meeting.

It was agreed that Councillors C Bromilow, M Clifford, D Dowrick and D Rogerson would make up the Working Group and that Councillor P Gabbott would be a reserve if required.

2.CIL Process

There was a detailed discussion regarding the evaluation process. It was agreed that the evaluation would be based on the application form only for this round. The CIL process would be reviewed regarding its effectiveness once the Summer round had been completed.

**19.44 BANKING
Reconciliation Report**

Councillor C Bromilow stated that she would be meeting with the Clerk shortly to reconcile the first quarter of the year and report back to the meeting in due course.

Clerk/CB

19.45 UPDATE ON ANNUAL AUDIT 2019

It was reported that the audit had been completed and that the paperwork had been handed on to the Internal Auditor. Councillor P Gabbott stated that the parish needed to keep to the timescales stated as this had been missed in the previous two years.

19.46 PURCHASE OF ACCOUNTANCY SYSTEM

The Members were advised that due to the expenditure and projected income levels for the next two years the parish would have to keep more specialised accounts.

Several accountancy systems were tabled; however the Clerk indicated that she would be more comfortable with a system that had a support team as part of the package as well as

training for both herself and whoever was deemed appropriate to understand/work the system.

It was requested that the Clerk investigate the matter alongside Councillors P Gabbott and C Bromilow and table possible packages at the next Finance meeting.

**PG/CB
/Clerk**

19.47 DATE OF NEXT MEETING

The date of the next meeting would be scheduled for 5th September 2019.