

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON MONDAY 18th MARCH 2019 AT 6.45PM
AT CHORLEY BUSINESS CENTRE, EUXTON

PRESENT: Councillor P Gabbott (Chairman)
Councillor C Bromilow
Councillor G Charlesworth
Councillor M Clifford
Councillor S Fenn
Councillor M Mayson

IN ATTENDANCE: Councillor J Cronshaw
Councillor D Rogerson
Mrs TD Morris (Clerk)

19.24 APOLOGIES

Apologies were received and accepted from Councillor C Billouin.

19.25 DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wild Life Trust.

19.26 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH FEBRUARY 2019

It was **RESOLVED** to approve the minutes of the meeting held on 11th February 2019 which were duly signed by the Chairman.

19.27 MATTERS ARISING

19.16 CLW and WLW War memorial Committee Precept Request

It was approved at FPC to issue the Precept in the amount of £3,500

19.17 Grass Cutting and Hanging Basket Contract

The FPC approved the two contracts. A mixed option to cut and collect on one occasion was approved by the FPC.

ACTION

19.18 Summer Fair – Inclement Weather Insurance

This had been investigated and found to be too expensive in light of the size of the event.

19.22 CIL Spending Proposals

The Recommendation had been put forward to the FPC.

CIL Investment

The Clerk reported that she was still investigating the set up of banks willing to work with the parish council and that she would report back in due course.

It was also reported that NALC had no relevant information at the present time and were still in the process of drawing up some guidelines.

19.28 REVIEW OF FINANCIAL REGULATIONS

It was noted that the revised regulations had been circulated to the working group and a few amendments had to be made. The Clerk would circulate the document to the parish council once the revisions had been made.

Clerk

19.29 REVIEW OF RISK ASSESSMENT AND ASSET REGISTER

Councillor P Gabbott stated that he had researched the Risk Assessment Data and the parish council was compliant in the main.

The Clerk and the Councillors M Clifford and D Rogerson would adjust the Asset Register once the stock take of the contents of the storage locker had been undertaken.

MC/DC/
Clerk

19.30 STAFFING COST OF LIVING REVIEW 2019/20

The Clerk informed the committee of the cost of living increases for all the staff. The office staff were covered under the National Joint Council for Local Government Employees (NJC). The Lengthsmen were covered by the annual Government Living Wage Increase. The increase was due to come into effect on 1st April 2019.

Clerk

- Annual NJC Increase Employee (1) 442.05 per annum
- Annual NJC Increase Employee (2) £301.27 per annum
- Annual Pay Award 5 Lengthsmen £7.83 to £8.21 per hour (Increase of £474.24 per year)

Clerk

19.31 GRANT REQUEST FROM TWO TREES COMMUNITY GARDEN GROUP

The committee were advised that there had been an application for a grant to enhance the community garden at the top of Back Lane Fiddlers Lane with a wild flower meadow and a bench.

It was noted that the amount required was some £1,312; however the group had raised some £312 towards the project

After due consideration it was agreed to recommend that the grant of some £1,000.00 be approved by the FPC.

FPC

19.32 CLW BOWLING GREEN OUTSTANDING WATER AND ELECTRICITY BILLS

The Clerk informed the members of the history of the outstanding bills which had not been paid in several years.

It was requested that the Bowling Green Committee investigate the situation and report back to the Finance Committee with their findings.

BG Comm

19.33 BANKING

Reconciliation Report

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

19.34 CIL SPENDING PROPOSALS

It was proposed that a CIL Policy would be devised and all applications be scrutinised by the CIL working Group which would ensure a fair and equitable evaluation of both internal and external projects.

The draft CIL Policy/Application Form would be devised and scrutinised by the CIL Working Group and tabled at the next FPC meeting for approval.

Clerk/PO/
MC/DR

19.35 DATE OF NEXT MEETING

The date of the next meeting would be scheduled after the parish council elections.