

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON THURSDAY 5<sup>th</sup> SEPTEMBER 2019 AT 7.00PM**  
**AT CHORLEY BUSINESS CENTRE, EUXTON**

**PRESENT:** Councillor P Gabbott (Chairman)  
Councillor C Bromilow  
Councillor C Billouin  
Councillor G Charlesworth  
Councillor M Clifford  
Councillor D Dowrick

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

**19.48 APOLOGIES**

There were no apologies.

**19.49 DECLARATION OF INTEREST**

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 G Charlesworth and Councillor M Clifford regarding item 19.52.2 Grant Request to Leyland Radio.

**19.50 TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> JULY 2019**

It was **RESOLVED** to approve the minutes of the meeting held on 4<sup>TH</sup> July 2019 which were duly signed by the Chairman.

**19.51 MATTERS ARISING**

**19.41 Financial Regulation Review**

The Clerk confirmed that the Revised Financial Regulations had been ratified and distributed to all the members.

**19.41 Review of Asset Register**

It was reported that an email had been circulated regarding the certain missing items and there had been no response.

**ACTION**

The Clerk stated that a log was now in place and there would be a check on logged out items on a regular basis.

#### **18.42 Grant Applications**

It was noted that the applications for the Scouts and Clayton Brook Community Group had been actioned and that the parish would be kept informed as to the purchase and use of the equipment going forward.

### **19.52 DONATIONS/GRANT APPLICATION**

#### **1.Purchase of Litter Picking Trolley**

Councillor P Gabbott informed the meeting that one of the Litter Picking Trolleys used by the Lengthsmen had come to the end of its useful life. Places for People had kindly agreed to fund the replacement.

Places for People requested that the Parish Council purchase the trolley at a cost of £838.95 +VAT and be reimbursed accordingly.

It was agreed under delegated powers to approve the expenditure of £838.95+VAT which would be reimbursed in due course.

Clerk

#### **2.Leyland Radio Grant Request**

The Clerk circulated the grant request for £250.00 from Leyland Radio for the purchase of a licence.

After due consideration it was agreed under delegated powers to approve the grant for £250.00 for Leyland Radio.

It was requested that the Clerk make the necessary arrangements for payment. For information the broadcast frequency was 104.8FM.

Clerk

### **19.53 NEIGHBOURHOOD PLANNING INITIAL MEETING**

Councillor M Clifford stated that he had been approached by Cuerden Parish Council to hold a joint meeting regarding Neighbourhood Planning which would be hosted by the Campaign for Rural England at a cost £150.00. Each council would be liable for 50% of the cost around (£75.00)

The was a discussion about the uplift in CIL funding if the parish went through the process which would be in excess of the possible costs of drawing up the plan.

After due consideration it was agreed that the Parish Council would fund the meeting. It was requested that Councillor M

Clifford liaise with the Clerk to make the necessary arrangements.

Clerk/MC

The proposed date for the diary would be Wednesday 13<sup>th</sup> November 2019 at 7.00pm at the Barn Berkeley Drive Cuerden.

#### **19.54 LENGTHSMEN OVERPAYMENT**

The Clerk stated that the Lengthsmen that the bank had erroneously paid a months extra salary to each of the Lengthsmen.

After due discussion it was agreed that the Parish would propose to deduct a set amount over the next six months to alleviate any hardship on the Lengthsmen.

It was requested that the Clerk contact Brothers of Charity to table the proposal and then if agreed make the necessary changes.

Clerk

#### **19.55 CIL FUNDING REVIEW**

##### **To Discuss Funding Arrangements with Chorley Council**

It was noted at the present time that some £371,000 was being held by Chorley Council. An agreement document was circulated to the members for their scrutiny.

After due consideration it was agreed to recommend to the Full Parish Council (FPC) to sign the agreement in the interim until suitable alternative arrangements can be made.

FPC

##### **Review of CIL Process after First Round of Applications**

Councillor P Gabbott stated that he felt that the process went well with the proviso that the CIL working Group scrutinised the applications thoroughly.

The Clerk tabled the idea that in order to cut down on time spent at the FPC she would issue a report on each application once the CIL Working Group had come to a decision so that the members would have a fuller picture of each application.

The committee discussed the latest developments regarding the successful and unsuccessful applicants. The Clerk stated that the process was made much easier because of the marking scheme.

The total amount of the CIL funding granted so far this financial year is £73,854. The full breakdown of the current awards were recorded in the FPC Minutes for July 2019.

	<p>The Clerk will provide an ongoing financial report at the next Finance Committee meeting.</p>	<p><b>FSB</b></p>
<p><b>19.56</b></p>	<p><b>INTERNAL AUDITORS REPORT FOR 2018/19</b></p>	
	<p>The members were provided with a copy of the Internal Auditors Report for their scrutiny.</p>	<p><b>FPC</b></p>
	<p>The points of action were as follows:</p>	
	<p><b>General</b></p>	
	<p><b>Financial Compensation Scheme</b></p>	
	<p>It was noted that the Internal Auditor recommended that the Parish ask the bank for protection for funds over the £85,000 limit.</p>	
	<p>It was requested that the Clerk investigate the matter and report back.</p>	<p><b>Clerk</b></p>
	<p><b>2. Financial Regulations Payments and VAT</b></p>	
	<p>It was noted that the Clerk had not claimed back VAT for the last financial year.</p>	
	<p>The Clerk assured the members that the process was now in hand and would be claimed as soon as was practicable.</p>	
	<p><b>3. Risk Management Controls</b></p>	
	<p>It was noted that the Risk Assessment should be undertaken as specified in the 'Governance and Accountability for Smaller Authorities England'.</p>	
	<p><b>4. Precept and Budgetary Reserves</b></p>	
	<p>It was noted that the Parish did not go into sufficient detail regarding the budgetary process and the calculation of the Precept.</p>	
	<p>It was requested that the Clerk and Councillor P Gabbott make the necessary calculations and that these are recorded in the FPC minutes to ensure openness and transparency to the public.</p>	<p><b>PG/Clerk</b></p>
	<p>It was requested that the Clerk make all the necessary information available to Councillor P Gabbott to review in the first instance.</p>	<p><b>Clerk</b></p>
	<p><b>10. Accounting Systems and Records</b></p>	
	<p>It was noted that the Internal Auditor recommended that the invoices should be numbered in line with the cash book so that transactions can be easily checked by the Auditor, Members and the public.</p>	

The Clerk stated that she was in the process of implementing the system ready for the year end 2019/20.

**19.57 BANK RECONCILIATION**

**Reconciliation Report First Quarter 2019/20**

The Clerk reported that she and Councillor C Bromilow had met and had reconciled the Yorkshire Bank Account but were awaiting a copy statement with the interest payments from Natwest Bank to finalise the figures. It was noted that all the income and expenditure from the Summer Fair had been reconciled and a final account had been raised.

The Clerk provided an expenditure breakdown for the first quarter. The committee scrutinised the document which was noted.

**19.58 FINAL ACCOUNT FOR THE SUMMER FAIR 2019**

The members were provided with a breakdown of income and expenditure for the Summer Fair 2019. It was noted that the Summer Fair had come in around £5,000 expenditure threshold. The slight overspend was due to unforeseen security issues and making good the site which had been damaged by trader vehicles due to the heavy rain prior to the event.

The members wished to thank all those who made the Summer Fair such a success and planning was already underway for next year.

**19.59 PURCHASE OF ACCOUNTANCY SYSTEM**

The Clerk stated that she had made little progress since that last meeting.

It was agreed that to move the issue forward the Clerk would contact the Clerk at Euxton Parish Council to have a 'taster session' on the system that they employ which would be similar to the one the parish would require. Also the Clerk would approach Adlington and Coppull Town Councils for advice.

Other off the shelf packages were suggested such as Xero, QuickBooks (Intuit) and Sage.

This item would be discussed at the next meeting.

PG/CB  
/Clerk

**19.60 DATE OF NEXT MEETING**

It was requested that the Chairman would table suitable dates which would be circulated by the clerk.