

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON MONDAY 4TH SEPTEMBER 2017 AT 7.30PM
AT MANOR ROAD SCHOOL ANNEXE

PRESENT: Councillor R Ormston (Chairman)
 Councillor C Billouin
 Councillor G Charlesworth
 Councillor M Clifford
 Councillor P Gabbott

IN ATTENDANCE: Mrs TD Morris (Clerk)

		ACTION
17.35	APPOINTMENT OF CHAIRMAN Nominations were sought for the appointment of the Chairman of the Finance Committee. After due considerations Councillor S Fenn was re-elected Chairman for a period of one year subject to him accepting the role.	Clerk/ Councillor S Fenn
17.36	APOLOGIES Apologies were received and accepted from Councillors C Bromilow and S Fenn. It was noted that Councillor M Mayson had been absent from a few meetings and the members requested that the Clerk contact her.	Clerk
17.37	DECLARATION OF INTEREST There were no declarations of interest.	
17.38	TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JUNE 2017 It was RESOLVED to approve the minutes of the meeting held on 29 th June 2017 subject to the amendment that Councillor S Fenn chaired the meeting which was duly signed by the Chairman	

17.39 MATTERS ARISING

UPDATE ON AUDIT 2016/17

The Clerk informed the meeting that the external auditors had been in contact stating that a qualified statement would be issued due to the late submission of the data.

This had been noted by the Management Committee.

UPDATE ON CASHBOOK

It was reported that the cashbook was currently being updated and that a check of the first quarter would be undertaken by the Clerk and Councillor C Bromilow.

Clerk/
Councillor
C Bromilow

CHANGE OF BANK ACCOUNTS

Councillor R Ormston informed the meeting that after encountering several issues the new bank account with Yorkshire Bank was fully functional.

17.31 FUTURE STAFFING PROPOSALS

This was deemed a confidential item

17.40 ANNUAL REVIEW OF TERMS OF REFERENCE

The committee had been provided with the Terms of Reference for their scrutiny.

It was RESOLVED that the Terms of Reference remain unchanged except for the membership being updated. This would be tabled for acceptance at the next full council meeting.

Clerk/FPC

17.41 PROPOSAL TO APPROVE SOLICITORS FEES FOR TITLE DEED WORK

It was explained to the members that since the change of solicitor there had been a review of the documentation much of which required updating.

It was proposed that the sum of £750.00 be approved as expenditure so that the solicitor could begin the process of merging and updating the parish council title deeds.

It was Resolved that under delegated powers the amount of £750.00 be approved for expenditure to update the title deeds.

It was requested that the Clerk write to the solicitors confirming that the process could begin.

Clerk

14.42 CLAYTON-LE-WOODS COMMUNITY CENTRE

There was proposal brought from the extraordinary meeting to place a planning application for the modular building to be sited next to the existing Community Centre.

It was noted that the application would be for change of use and that approval would be needed before the proposed project could go ahead.

The members agree to the expenditure of some £200 to go forward with the planning application.

Chairman

TRUSTEE STATUS

This was deemed a confidential item.

17.43 CLAYTON-LE-WOOD BOWLING CLUB

The Clerk reported that she had received a request for maintenance work to be completed under health and safety and security measures in the amount of £200.00

There was a detailed discussion and it was agreed that an inspection was required and that if the issue was serious enough that the Bowling Green should be shut down for the end of the season.

It was requested that the Clerk liaise with the Bowling Club to obtain a set of keys for the use of the parish council.

Clerk

17.44 CONFIDENTIAL ITEMS

No Item was deemed confidential.

17.45 DATE OF NEXT MEETING

The next meeting of the Finance Staffing and Buildings Committee is to be agreed at the next full council meeting.

FPC