

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON TUESDAY 7TH JULY 2020 AT 6.30PM VIA ZOOM

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

IN ATTENDANCE: Councillor R Francis
Mrs TD Morris (Clerk)

	ACTION
Councillor P Gabbott welcomed the Members to the ZOOM meeting.	
20.21 APOLOGIES	
There were no apologies.	
20.22 DECLARATION OF INTEREST	
Councillor D Dowrick and Councillor P Gabbott declared an interest as Governors at Lancaster Lane Primary School. Councillor D Dowrick as an employee of Lancashire County Council.	
20.23 TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th MARCH 2020	
It was RESOLVED to approve the minutes of the meeting held on 5 th March 2020 which were duly signed by the Chairman.	
20.24 MATTERS ARISING	
The Chairman proposed that due to the ZOOM meeting format that discussion regarding matters arising be deferred until physical meetings are resumed.	FSB

20.25 AUDIT REPORT 2019/20

1. To Review Internal Auditors Report 2019/20

The Members discussed the report in detail.

General Section

The FSCS as regards bank balances:

The Clerk has written to the Natwest Bank and did not receive a response regarding extending FSCS over £85,000. It was agreed to pursue opening further bank accounts once the current restrictions have been eased.

Clerk/PG/
MC

D. Precept/Budget:

It was agreed that as the total amount claimed will be added to the agenda and minutes for 2021/22.

It was agreed that the summary budget will be included in the minutes and published to the residents via the website/newsletter doing forward.

Clerk

L. Exercise of Public Rights:

It had been noted that the Parish Council did not comply with the regulations in the 2019/20 year. The Management Committee had liaised with the Clerk to put working practices in place/support to ensure that the parish will comply with the regulations for 2020/21.

Review AGAR 2019/20 (Annual Governance and Accountability Return)

Section 1 Pt 4

Stated as 'no' because of the noncompliance regarding the exercise of public rights during 2019/20.

Section 2

This was explained by the Chairman and that the assets had been restated to reflect the Summer Fair/ Christmas switch on event as well as the upgrading of two play areas.

It was agreed that both the AGAR and the Internal Auditors report will be tabled for approval and signature at the next FPC meeting.

20.26 FOOD PARCEL PROJECT
Grant from Lancashire/Merseyside Trust (£2,500)

The Members were provided with a report regarding the food parcel project which had been spearheaded by Chorley Council.

It was proposed to support vulnerable families and those families in receipt of free school meals within the Parish. It was noted that the cost of the project was in the region of £5,000. Some £2,500 of grant funding had already been secured leaving the project some £2,500 short.

It was noted that some 163 families had been identified with other vulnerable families to be added by recommendation from the individual Headteachers from the six schools within the Parish.

The Members discussed the different options available and the Officer time which would be needed to execute the project.

The Chairman proposed that the Parish Council ring fence some £5,000 as a Covid-19 fund in order to support community causes and cover any eventualities that arise due to Covid-19.

It was noted that due to the pandemic a number of budgeted events and projects have been shelved which on paper gave a saving of some £16,000.

After due deliberation it was agreed to ring fence some £5,000 in the first instance from the savings accrued to a covid-19 fund and to recommend to the FPC that the Parish Council fund the Food Parcel project to the sum of £2,500.

FPC

20.27 PROPOSAL TO EXCLUDE PRESS AND PUBLIC (DUE TO CONFIDENTIAL STAFF ISSUE)

It was agreed that the following item was deemed confidential and that press and public would be excluded.

20.28 PROJECT OFFICER ANNUAL REVIEW

This item was deemed confidential.

20.29 DATE OF NEXT MEETING

It was agreed that a meeting would be held when deemed necessary.

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CONFIDENTIAL ITEM

20.28 PROJECT OFFICER ANNUAL REVIEW

The Chairman stated that following the annual review and the studying the employment contract of the Project Officer it was noted that the staff member was due an automatic increment from pt. 22 to 23 on the NJC scale with effect from 1st April 2020.

The Clerk indicated that this would amount to £873 pro rata at 2019 rates.

It was agreed that the committee would recommend the implementation of the increment at the next FPC meeting.

ACTION

FPC