



CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON MONDAY 11TH JULY 2022
FOLLOWING ON FROM THE FPC MEETING AT THE PARISH OFFICE

PRESENT: Councillor D Clough (Chairman)
Councillor C Billouin
Councillor G Charlesworth
Councillor S Edwards- Williams
Councillor P Gabbott
Councillor S Lowe (6)

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>22.30 ELECTION OF CHAIRMAN</p> <p>After due consideration Councillor D Clough was elected Chairman for 2022/23.</p>	
<p>22.31 APOLOGIES</p> <p>Apologies were received and accepted for Councillor M Clifford and Councillor S Maddock.</p> <p>It was agreed that due to the lateness of the commencement of the meeting that the Audit questions and grant would be the main items of business.</p>	
<p>22.32 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>22.33 REVIEW OF TERMS OF REFERENCE</p> <p>The terms of reference was reviewed and it was agreed to amend the list of the committee members and to insert staff review rather than the Clerk and the Project Officer as stated.</p>	
<p>22.34 TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd MARCH 2022</p>	

Signed by Chairman.....



FSB COMMITTEE MINUTES

It was **RESOLVED** to approve the minutes of the meeting held on 3rd March 2022 (*with the amendment of the date in the heading statement*) which were duly signed by the Chairman.

22.35 MATTERS ARISING

22.25 WLW & CLW War Memorial Committee

The £3,500 precept/grant had been paid.

22.26 Annual Appraisal Salary Review

Lengthsmen Salary – This had been implemented

22.26.1/4 Clerk Annual Appraisal/Job Description Review

Cllr P Gabbott advised the Members that the Management Committee had conducted initial discussions. A planned meeting would be set up to progress the situation.

22.26.5 Admin Assistant 3 month Review

The Clerk indicated that she had completed the 3 month review with Mrs Gallagher and she was fitting into her new role very well. The Members were happy with their appointment and commended her on her positive outlook and attitude.

It was planned that the Management Committee would arrange for an appraisal as soon as was practicable.

22.36 ANNUAL AUDIT FORM COMPLETION

The Clerk advised that the form needed to be completed. However the Public Participation question would have to be answered as a “no” as it was yet to be signed off. The external auditors had been informed and gave an extension up to 15th September 2022.

The questions were worked through in detail by the Committee and checked off.

FPC

22.37 GRANT APPLICATION FROM 92 (CHORLEY) SQUADRON AIR TRAINING CORP £1000

The Clerk informed the Members that the squadron wished to have a grant to put towards the air simulator that they were due to purchase. The overall cost was £2,460.00. The Cadets had raised around £555.00 and had requested £1000.00 grant towards the overall cost.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

It was noted that the Air cadets were very active at the Summer Fair and that a letter of thanks be sent to them for all their hard work.

It was recommended that £1000 be granted to the Squadron in line with the 75% policy but also in recognition of all the hard work that was undertaken at the Summer Fair.

FPC

22.38 UTILITIES BILL - BUDGET CHECK

The Members were advised that the electricity bills for the new building were much higher than anticipated. The Clerk had contacted Chorley Council (Landlord) who had advised to monitor the readings over several days to monitor what was happening and report back. Cllr D Clough requested to see copies of the bills so that he could investigate the issue further.

DC/Clerk

22.39 DATE OF NEXT MEETING

It was agreed that a meeting would be scheduled as soon as was practicable after the Summer break.

Signed by the Chairman.....