



CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE

HELD ON MONDAY 12TH JUNE 2023

AT 7.00PM AT THE PARISH OFFICE

PRESENT: Councillor D Clough (Chairman)
Councillor G Charlesworth
Councillor S Edwards-Williams
Councillor S Lowe
Councillor S Maddock(5)

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>2323 ELECT A CHAIRMAN FOR 2023/24</p> <p>After due consideration Councillor D Clough was duly elected as Chairman for 2023/24.</p>	
<p>2324 APOLOGIES</p> <p>Apologies were received and accepted for Councillor M Clifford and Councillor P Gabbott</p>	
<p>2325 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>2326 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th MARCH 2023</p> <p>It was RESOLVED to approve the minutes of the meeting held on 7th March 2023 which were duly signed by the Chairman.</p>	
<p>2327 MATTERS ARISING</p> <p>2306 Building Lease The Clerk stated that there had been no further action taken as yet as there had been only one response to the amendments.</p>	

Signed by Chairman.....



FSB COMMITTEE MINUTES

2309 Utility Bills

The Clerk had been in contact with Chorley and with Councillor M Clifford regarding this issue. Chorley had agreed in principle to install an on demand water system in the future. No timescale had been agreed at this point.

2328 REVIEW TERMS OF REFERENCE

It was agreed that the terms of reference remain as they are at the present time.

2329 AUDIT 2022/23 REPORT AND ACTION

It was reported that the Internal Auditor had completed his report and the annual audit was ready to be tabled at the Parish Council meeting.

The Annual Statement was completed with the acknowledgement the exercise of public rights for the previous year was late due to the Clerk's illness.

2330 BOWLING GREEN MAINTENANCE BUDGET (UPDATE)

The Clerk informed the Members that the health and safety check had been completed and a contractor had been engaged to undertake the work. In the meantime Heras fencing had been installed and all hazards had been signposted. The cost of the repairs will be in the region of £3000.

A monthly health and Safety check list had been drawn up and a monthly H&S walkthrough will be conducted on a monthly basis from now on.

2331 PARISH OFFICE UTILITY BILLS UPDATE

It was noted that the gas bills had reduced significantly as the meter readings were now correct. The timer had been installed on the emersion heater. So the Clerk will be able to track the electricity bill reduction. However with the higher energy costs it will be unclear as to the underlying costs at the present time.

2332 RECONCILIATION REPORT APRIL/MAY

The Clerk will liaise with Councillor Mark Clifford to get the bank reconciliation up to date.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

2333 BANKING UPDATE AND SECURITY

It was noted that there was only one signatory on the Natwest Bank mandate that was still on the Parish Council.

It was requested that the Clerk investigate getting the mandate updated.

2334 DATE OF NEXT MEETING

It was agreed that a meeting would be scheduled as required.

Signed by the Chairman.....