

# **CLAYTON-LE-WOODS PARISH COUNCIL**

**FINANCE STAFFING AND BUILDINGS COMMITTEE MEETING  
ON WEDNESDAY 10th FEBRUARY 2021 AT 7.00PM  
VIA ZOOM**

## **AGENDA**

- 1. APOLOGIES**
- 2. DECLARATION OF INTEREST**
- 3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> NOVEMBER 2020**
- 4. MATTERS ARISING**
- 5. ANNUAL RISK ASSESSMENT (Audit 2020/21)**
- 6. ANNUAL ASSET REGISTER REVIEW (Audit 2020/21)**
- 7. APPOINTMENT OF INTERNAL AUDITOR (Alan Platt Fee £150.00+VAT)**
- 8. BANK RECONCILIATION TO JANUARY 2021**  
Scribe Reports Review
- 9. REPORT VARIANCE DOGGY BAGS (£650) FROM SUMMER FAIR BUDGET**  
To agree annual order (50,000 bags at a cost of £19.95/1000)
- 10. CIL HALF YEARLY REPORT FEB 2021**
- 11. LENGTHSMEN ANNUAL INCREASE APRIL 2021/22**  
(£8.72 to £8.91 per hour)
- 12. ANNUAL LEVY APPLICATION**
  - Whittle and Clayton War Memorial Committee ( £3,500 in budget)
- 13. DATE OF NEXT MEETING**  
The proposed date for the next FSB committee meeting is to be arranged.