

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE

HELD ON MONDAY 25TH NOVEMBER 2025 AT 7PM
CLAYTON-LE-WOODS PARISH COUNCIL OFFICE/MEETING ROOMS, 239A
PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY, PR6 7PY

PRESENT: Councillor Irene Amahwe (Chair)
Councillor Michelle Brown
Councillor Mark Clifford
Councillor Jan Coyne
Councillor Steve Maddock
Councillor Ian Halliday (6)

IN ATTENDANCE: Lisa Burton (Locum Clerk)

	ACTION
25.01 APOLOGIES	
Apologies were received and accepted for Cllr David Clough	
25.02 DECLARATION OF INTEREST	
Cllr Mark Clifford – Lancashire County Council matters	
25.03 ELECTION OF CHAIR 2025/26	
It was RESOLVED that Cllr Irene Amahwe is elected Chair of the Finance Committee for 25/26	
25.04 EXTERNAL AUDITORS REPORT	
The smaller authority failed to approve the AGAR in time to publish it by 1 July 2025, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1. The Audit was completed late due to resourcing issues and a requirement to prioritise deadlines. A financial deadline calendar will be followed to ensure deadlines are not missed.	Clerk
The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next	

	<p>year's AGAR. The balance brought forward from the previous year of £72,980 (Section 2, Box 1) does not agree to the prior year balance carried forward of £112,285 (Section 2, Box 7) and no explanation was provided for difference.</p> <p>A clerical error due to rushing the audit to try and meet the deadline extension date. Not picked up by the Internal Auditor.</p>	
	<p>A financial deadlines calendar will be followed to ensure deadlines are not missed.</p>	Clerk
	<p>The AGAR will be reviewed and checked at the Finance Committee before submission for the Internal Audit</p>	Finance
25.05	BANK RECONCILIATION	
	<p>Agreed that the Finance Committee will be responsible for the reconciliation of the Bank Accounts.</p> <p>Cllr Michelle Brown will conduct the necessary checks and sign off the Bank Reconciliation monthly.</p>	Finance MB
25.06	ACQUIRING ADDITIONAL ACCOUNTS	
	<p>The Parish Council need to expand the portfolio of Bank Accounts to reduce risk for the reserves.</p> <p>A report was submitted providing details of savings accounts that are open to Parish Councils, do not charge to use, and provide interest.</p> <p>The report is to be amended to provide more comparable detail on the accounts.</p> <p>It was agreed to transfer funds from the current account to the savings account to maximise protection on the accounts.</p> <p>CIL monies held by Chorley BC to be confirmed.</p>	Clerk Finance Clerk
25.07	BUDGET / PRECEPT	
	<p>The budget for 26/27 was discussed at length and agreed.</p> <p>The precept was also agreed £189,760.00. This will be submitted to the Full Parish Council for approval prior to the Precept deadline of 16th January 2026.</p>	Finance
25.08	DATE OF NEXT MEETING	
	<p>Next meeting Wednesday 14th January 2026 @ 7pm</p>	