



CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE

HELD ON WEDNESDAY 10TH FEBRUARY 2021 AT 7.00PM VIA ZOOM

PRESENT: Councillor P Gabbott (Chairman)
Councillor C Billouin
Councillor G Charlesworth
Councillor M Clifford
Councillor R Francis (5)

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
Councillor P Gabbott welcomed the Members to the ZOOM meeting.	
21.01 APOLOGIES	
Apologies were received from Councillors C Bromilow and D Dowrick.	
21.02 DECLARATION OF INTEREST	
Councillor M Clifford declared an interest as an Associate of the Wildlife Trust and Champion of the Environment and Green Spaces.	
21.03 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19th NOVEMBER 2020	
It was RESOLVED to approve the minutes of the meeting held on 19 th November 2020 which were duly signed by the Chairman.	
21.04 MATTERS ARISING	
No queries were raised under matters arising.	
21.05 ANNUAL RISK ASSESSMENT (Audit 2020/21)	
The Members scrutinised the Annual Risk Assessment documents under each category.	

Signed by Chairman.....



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It was requested that the Clerk make the necessary amendments and issue a copy to the Members.

21.06 ANNUAL ASSET REGISTER REVIEW (Audit 2020/21)

The Members were advised of the changes regarding the Parish Council Assets during this financial year. The main one being the signing over of the Manor Road infant play area over to Chorley Council as part of the renovation project.

21.07 APPOINTMENT OF INTERNAL AUDITOR (Alan Platt Fee £150.00+VAT)

After due consideration it was agreed to appoint Mr Alan Platt to be the internal auditor for the Parish Council for 2020/21

21.08 BANK RECONCILIATION TO JANUARY 2021

The Clerk stated that the bank reconciliation had been completed up to 31st January 2021. The overall balance was £71,554.05.

It was requested that the Bank reconciliation sheet be distributed to the Members for their information

21.09 REPORT VARIANCE DOGGY BAGS (£650) FROM SUMMER FAIR BUDGET

To agree annual order (50,000 bags at a cost of £19.95/1000)

Councillor M Clifford stated that the usage of the doggy bags was higher than expected probably due to the lack of purchasing option for the doggy bags due to the pandemic and more people being at home. If it was approved by the Parish Council it was planned to extend the dog dispensers to four more locations during the coming months.

It was agreed to purchase the doggy bags at a cost of £997.50 + VAT which would be vired from the Summer Fair budget.

21.10 CIL HALF YEARLY REPORT TO FEB 2021

The members were provided with the latest CIL report for their information.

Councillor P Gabbott proposed that there be a dedicated page on the website where the residents can review all the

Signed by the Chairman.....



FSB COMMITTEE MINUTES

projects which have been funded by Community Infrastructure Levy.

It was requested that the Clerk investigate the matter and report back in due course.

It was requested that the Clerk find out what future CIL funds may be realised in April 2021.

21.11 LENGTHSMEN ANNUAL INCREASE APRIL 2021/22
(£8.72 to £8.91 per hour Government living wage)

It was agreed to recommend the implementation of the Government increase to the minimum wage which comes into force on 1st April 2021.

21.12 ANNUAL LEVY APPLICATION 2021
Whittle and Clayton War Memorial Committee (£3,500 in budget)

After due consideration it was recommended that the parish Council would pay the annual levy in the amount of £3,500.

This arrangement would be reviewed again next year as far as funding and possible Clerking arrangements.

21.13 DATE OF NEXT MEETING

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

Signed by the Chairman.....