



CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE

HELD ON THURSDAY 9TH SEPTEMBER 2021 AT 7.00PM VIA ZOOM

PRESENT: Councillor D Clough (Chairman)
Councillor C Billouin
Councillor C Bromilow
Councillor G Charlesworth
Councillor M Clifford
Councillor P Gabbott (6)

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
The Clerk welcomed the Members to the ZOOM meeting.	
21.14 TO APPOINT A CHAIRMAN	
After due consideration Councillor D Clough was appointed as Chairman of the Finance Committee for a period of one year until the next Annual General Meeting.	
21.15 APOLOGIES	
There were no apologies.	
21.16 DECLARATION OF INTEREST	
Councillor M Clifford declared an interest as Lancashire County Councillor for Clayton and Whittle.	
21.17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th FEBRUARY 2021	
It was RESOLVED to approve the minutes of the meeting held on 10 TH February 2021 which were duly signed by the Chairman.	
21.18 MATTERS ARISING	
No queries were raised under matters arising.	
21.19 ANNUAL REVIEW OF TERMS OF REFERENCE	

Signed by Chairman.....



FSB COMMITTEE MINUTES

It was noted that the Management Committee undertake staff appraisal and other sub committee duties so this needed to be changed.

The Clerk would amend the document and circulate it to the Members for approval.

21.20 FLOWERBED CLAYTON BROOK VILLAGE HALL

The Clerk informed the Committee that she had undertaken the renovation of one of the flowerbeds at Clayton Brook Village Hall due to the very poor state it was in and it was located right next to the Parish noticeboard. With some voluntary work the bed had been cleared replanted with perennials with a protective sheet and bark at a cost of some £450.00.

21.21 UPDATE ON CUNNERY MEADOW MUGA LIGHTING/FOOTPATH LIGHTS

The Members were informed that both the footpath lights and the MUGA lights were wired to an unmetered supply which was illegal. Even though the correct permissions were granted by LCC at the time. If no legal resolution can be found all the lights may have to be switched off.

As the MUGA lights are owned by the Parish Council the Clerk was in negotiations with County to become compliant. The Parish would not be liable for any previous electricity bills as this cannot be measured. It was estimated by LCC that the cost of the electricity would be around £15.00 per year. However the cost of finding and connecting to a legal supply could prove to be costly.

The footpath lights were installed with a major contribution by Parish Council CIL monies. The project was led by Chorley Council and was seen to be adopted by LCC after the completion of the work.

County has now stated that it does not adopt lights that are on a private footpath and as with the MUGA lights the connection to the electricity supply was deemed illegal. The previous approval was not in line with LCC policy.

The Clerk stated that the Parish Council could adopt the lights however there would be costs involved in connecting the footpath lights to a legal supply.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

Councillor M Clifford noted that the CCTV project was dependent on feeding off one of the lighting columns on the footpath. So a speedy resolution to this issue would be desirable.

It was agreed that the Parish would work on making the MUGA lights compliant and wait and see the outcome of the of what is agreed between Chorley and LCC regarding the footpath lights before taking any further action. It was noted that the members did not want to see the footpath lights being turned off and/or removed.

21.22 NEW OFFICE

1.Heads of Terms Update

Councillor P Gabbott stated that the final changes had been made on behalf of the Parish Council and had been sent through to Chorley Council for amendment. Once the document was returned to the Parish Council it would be tabled at the next FPC meeting for approval.

2.Financial Arrangements

2.1 Outstanding Debt

The Clerk indicated that as the Parish had agreed that it wanted to own the building in the longer term diverting future CIL funding may be a consideration or a low percentage government loan could be another option.

After due discussion it was decided to investigate the loan option as the CIL income stream was not guaranteed.

2.2 Rates

It was noted that the building would be inspected and rated. If the building was deemed rateable the Parish could then apply for a percentage rate exemption.

2.3 Moving/Installation/Inventory

The Clerk stated that as the moving in date was likely to be early next year plans would need to be in place to get ready for the move. £5000 had been budgeted for the move this would include all furniture, kitchen equipment, ICT provision and signage.

Removal plans were discussed and it was agreed that a professional removal firm would be employed to take the existing furniture from the current office to the new premises.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

Recycled furniture for the main meeting hall would be sourced as soon as was practicable. A Cleaner would need to be engaged for a few hours per week to keep the premises tidy.

It was requested that the Clerk/PO investigate these matters as soon as possible.

21.23 LENGTHSMEN REVIEW OF WORKING PRACTICES AND HOURS

The Committee were informed that the Lengthsmen had requested an increase in their allocated hours. Plus there had been a restructure at Lisieux Hall which meant that the support network had become haphazard.

The Clerk had opened discussions with Lisieux Hall regarding the support network and a Service Level Agreement was mentioned. The Members were happy to consider increasing the hours of the Lengthsmen if they were deemed capable of taking on the extra responsibility. The Clerk would report back on the discussions with Lisieux Hall in due course.

21.24 BANK RECONCILIATION TO 31ST AUGUST 2021

The Members noted the bank reconciliation report up to 31st August 2021 which was received with thanks.

Councillor C Bromilow reported that she had met with the Clerk and signed off on the reconciliation. She wholly endorsed the Scribe system which could generate lists and reports on all payments and receipts at a touch of a button.

The Clerk also stated that the accountancy package had taken a lot of stress out of the weekly monthly financial tasks which needed to be done.

21.25 BUDGET PREPARATION FOR 2022/23

The Clerk stated that she was going to begin budget preparations for 2022/23.

It was agreed that the Committees would put their ideas on the budget to the Finance Committee in order to finalise the budget. The Clerk would draw up the framework of the budget with the Councillors P Gabbott and D Clough.

Signed by the Chairman.....



FSB COMMITTEE MINUTES

It was agreed that as soon as the framework was drawn up the Committee meeting would be called and Cllrs P Gabbott, D Clough and the Clerk would meet to draw the budget together ready for initial scrutiny by the Finance Committee.

21.26 CONCLUSION OF PARISH COUNCIL AUDIT 2020/21

The Clerk informed the Members that the external auditors have signed off the Parish audit with 'no comment'. Councillor P Gabbott thanked the Clerk for all her hard work in this matter.

The Members will be provided with a report for the FPC meeting. As required by law the Clerk would publish the report on the Parish website.

21.27 QUEENS PLATINUM JUBILEE

It was proposed that the Parish donate a commemorative coin or mug to the schools to mark the occasion.

It was requested that the Clerk investigate what was available with the costs involved and report back to the Members in due course.

21.28 DATE OF NEXT MEETING

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

Signed by the Chairman.....