



CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE
HELD ON TUESDAY 7TH MARCH 2023
AT 7.00PM AT THE PARISH OFFICE

PRESENT: Councillor D Clough (Chairman)
Councillor M Clifford
Councillor S Edwards-Williams
Councillor S Lowe
Councillor S Maddock(5)

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>2311 APOLOGIES</p> <p>Apologies were received and accepted for Councillor C Billouin, Councillor G Charlesworth and Councillor P Gabbott</p>	
<p>2312 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>2313 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th January 2023</p> <p>It was RESOLVED to approve the minutes of the meeting held on 9th January 2023 which were duly signed by the Chairman.</p>	
<p>2314 MATTERS ARISING</p> <p>2305 Budget Preparation 2022/23 It was confirmed that the Parish Precept request had been submitted to Chorley Council.</p> <p>2306 Office Building Lease The Clerk informed the Members that the solicitors had contacted the Parish Council as Chorley Council had submitted the draft lease agreement for scrutiny.</p>	

Signed by Chairman.....



FSB COMMITTEE MINUTES

It was agreed that the lease agreement would be distributed to the Members for their input before a final decision be made by the FPC.

MGT/FPC

2307 Management Agreement Back Lane Woods

It was noted that the Management Agreement had been forwarded to the solicitors for their input.

2309 Utility Bills

It was reported that the gas bills have been amended and the Parish Council had been refunded some £3,000. As regards the electricity bills it was found out that there was an emersion heater that was on 24 hours per day.

The Parish Council had written to Chorley Council asking for a more eco friendly approach.

It was requested that the Clerk enquire about a hot water on demand heater which could cover the whole building instead of the proposed timer which would be placed on the existing emersion water heater.

Clerk

2315 GRANT APPLICATION FOR CLW BOWLING TEAM

The documents were distributed to the members prior to the meeting.

After due consideration it was agreed unanimously that the grant application for £840 towards refreshments would be refused. This would be tabled at the next FPC meeting.

FPC

It was reasoned that a grant request would be considered for a specific project and/or piece of equipment and not for running costs.

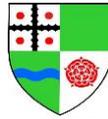
Previously other similar applications had been refused and it would set a precedent if this application were approved.

Also the bowling team had free use of the grounds which meant that the activity was already subsidised by the Parish Council.

2316 WAR MEMORIAL COMMITTEE ANNUAL PRECEPT LEVY APPLICATION

The Clerk explained that on having a conversation with Whittle PC it was hoped that the two Parishes would work

Signed by the Chairman.....



FSB COMMITTEE MINUTES

together to run the War Memorial Committee (WMC) on a bi-annual basis.

It was agreed to work together on the proviso that the constitution be changed to reflect the working arrangement and that an hourly charge be set up to be charged to the WMC going forward.

FPC

It was planned to look into cost saving methods in regard to the grounds maintenance and the insurance in the first instance.

It was agreed to recommend that the Parish Council pay the £3,500 annual precept as the accounts for the last financial year are yet to be finalised.

FPC

2317 ANNUAL SALARY REVIEW

Lengthsmen £9.50 to £10.42 per hour Statutory National Minimum Wage

Councillor M Clifford raised the issue of paying the Lengthsmen the 'living wage' instead of the statutory national minimum wage. This was seen as good practice in the public sector. The living wage would be £10.90 per hour. This would increase the bill by some £600 per year.

After due consideration it was agreed to table this amendment to the budget at the next FPC meeting.

FPC

It was noted that one of the Lengthsmen was unable to work due to lack of support from the Brothers of Charity. It was requested that the BOC be contacted and a working arrangement be agreed by all parties.

Clerk

2318 AUDIT 2021/22 REPORT AND ACTION

The Clerk had distributed the closing external audit report to the members and explained the outcome. It was planned to monitor the progress of the Clerk for this upcoming audit and provide guidance and support where necessary. It was also noted that the Internal Auditors report had no outstanding issues.

The Clerk would distribute the internal auditors report along with the external auditors report.

Clerk

Signed by the Chairman.....



FSB COMMITTEE MINUTES

2319 ANNUAL RISK ASSESSMENT (AUDIT 2022/23)

The Members scrutinised the Annual Risk Assessment form and a number of changes were identified.

It was requested that the clerk make the necessary amendments and distribute the amended document to the Members.

Clerk

2320 ANNUAL ASSET REGISTER REVIEW (AUDIT 2022/23)

The Members scrutinised the asset register and made a number of amendments.

The Clerk was instructed to make the necessary changes and distribute to the Members.

Clerk

2321 APPOINTMENT OF INTERNAL AUDITOR (ALAN PLATT)

After due consideration it was agreed to appoint Mr Alan Platt as the auditor for 2022/23.

The Clerk would contact Mr Platt to confirm the arrangements.

Clerk

2322 DATE OF NEXT MEETING

It was agreed that a meeting would be scheduled as Tuesday 6th June 2023 at 7pm.

Signed by the Chairman.....