



**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON TUESDAY 9<sup>TH</sup> JANUARY 2024**  
**AT 7.30PM AT THE PARISH OFFICE**

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

**IN ATTENDANCE:** None

	<b>ACTION</b>
<p><b>24.01 APOLOGIES</b></p> <p>There were no apologies.</p>	
<p><b>24.02 DECLARATION OF INTEREST</b></p> <p>There was no declaration of interest.</p>	
<p><b>24.03 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JUNE 2023</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 12<sup>th</sup> June 2023 which were duly signed by the Chairman.</p>	
<p><b>24.04 MATTERS ARISING</b></p> <p>There were no matters arising.</p>	
<p><b>24.05 BUDGET PREPARATION 2024/25</b></p> <p>The Members were provided with the Revised 2024/25 budget for their scrutiny along with the Income and Expenditure Report.</p> <p>Revisions Proposed:</p> <ol style="list-style-type: none"><li>1. Increase War Memorial Levy by £750 to £4,250.00. Agreed. It was noted that the PC would request that</li></ol>	

Signed by Chairman.....



**FSB COMMITTEE MINUTES**

the War Memorial Committee look into alternate streams of income to undertake necessary work on the grounds.

- 2. Reduce Bowling Green Maintenance by £1,000 to £2,500. Agreed
- 3. Increase Summer Fair Budget by £1,500 to £11,500. Agreed
- 4. Increase Christmas Tree Budget by £500 to £7,500. Agreed

This would adjust the overall budget by some £1,750.

From the changes it was noted that the Precept would be set at £30.00 on a Band D Property. Which was no increase from 2023/24 level.

It was proposed that the revised budget be forwarded to the FPC meeting for approval on 15<sup>th</sup> January 2024. This was agreed on unanimously.

Clerk/FPC

**24.06 AUDIT 2022/23 INTERNAL AUDITORS REPORT AND ACTION**

The Internal Auditors Report 2022/23 had been circulated to all Members and was noted.

It was requested that a budget calculation plus all bands be published on the FPC Agenda as advised by the Internal Auditor.

Clerk

**24.07 BANKING UPDATE AND SECURITY**

It was noted that with the passing of Cllr Glenda Charlesworth and the stepping down of a number of Councillors the signatory list would need to be reviewed. Also the current arrangements with Virgin would also need to be reviewed.

It was requested that the Clerk look into the issue and report back as soon as is practicable.

Clerk

**24.08 EXCLUSION OF PRESS AND PUBLIC (STAFFING ISSUE)**

It was tabled that there be an exclusion of press and public for item 24.09. This was agreed unanimously.

**24.09 UPDATE ON JOB EVALUATION OF CLERKS ROLE**

Signed by the Chairman.....



**FSB COMMITTEE MINUTES**

The Members were advised that the Clerk had requested that the role of Clerk to the Council be evaluated by the National Association of Local Councils which Clayton-le-Woods Parish Council were a member. The cost were around £160.00 for the review.

After due deliberation this was agreed unanimously. This would be tabled at the next FPC for deliberation.

FPC

**24.10 DATE OF NEXT MEETING**

It was agreed that a meeting would be scheduled as required.

DC/Clerk

Signed by the Chairman.....