

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE EXTRAORDINARY PARISH MEETING
HELD ON MONDAY 29th JULY 2024 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mr D Clough
Councillor Mr A Halliday
Councillor Mr S Maddock (Vice Chairman)
Councillor Mrs B Ward-Smith
Councillor Mrs K Wardle
Councillor Mrs A Willis (7)

In Attendance: None

Members of the Public: None

ACTION

In the absence of the Clerk Councillor P Gabbott took the minutes and these were signed off at the meeting by the Chairman and the Vice Chairman. (Paper copy held on file).

8846 APOLOGIES

Apologies were received and accepted for Councillor Mr M Clifford, Councillor Mrs G Ormston and Councillor Mr E Shannon (3).

Councillor Ms I Amahwe, Councillor Mr N Whitham and Councillor elect Mr M Lee were excused from the meeting as due to the confidential item being discussed as they may be called as an appeal panel.(2 +1).

8847 DECLARATION OF INTEREST

There were no declarations of interest

8848 MOTION TO EXCLUDE PRESS AND PUBLIC AND STAFF

It was RESOLVED to exclude press and public due to confidential staffing matters.

Chairman's Signature.....



8849 INVESTIGATION AND FINAL REPORT (BY PARISH COUNCIL SOLICITORS)

1. Present Report and Findings
2. Discuss Outcome and Way Forward
3. Recommendations

These items were deemed confidential.

8850 HR POLICIES REVIEW/STAFF SECURITY AND SAFETY

Parish Council Task Group and/or External Body

The Chairman proposed that the Parish Council should undertake the following course of action which is to fully review all HR policies and practices. The PC could use:

- Forbes Solicitors
- Lancashire Association of Local Councils (LALC)
- Chorley Council
- ACAS

In order to ensure the safety and security of staff it was RESOLVED to investigate the provision of CCTV and panic button in the parish building also to add a video door bell at the entrance as well as to purchase a personal alarm for each of the staff.

These recommendations were to be relayed to the Clerk for implementation as soon as was practicable.

CLERK

8851 DATE OF NEXT MEETING

The next full parish council meeting is scheduled to be held on Monday 16th September 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Chairman's Signature.....