

**CLAYTON-LE-WOODS PARISH COUNCIL  
MINUTES OF THE MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 13<sup>TH</sup> APRIL 2016 AT 7.00PM  
AT CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor A Cullens (Chairman)  
Councillor J Cronshaw  
Councillor S Fenn

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

	<b>ACTION</b>
<p><b>16.35 APOLOGIES</b></p> <p>No apologies were received.</p>	
<p><b>16.36 DECLARATION OF INTEREST</b></p> <p>There was no declaration of interest.</p>	
<p><b>16.37 APPROVAL OF MINUTES DATED 9<sup>TH</sup> MARCH 2016</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 9<sup>th</sup> March 2016 as correct record, which were duly signed by the Chairman.</p>	
<p><b>16.38 MATTERS ARISING</b></p> <p><b>iCloud Update</b> Councillor S Fenn stated that he would further investigate the issue and report back in due course.</p>	
<p><b>16.39 RESIGNATION OF CHAIRMAN</b></p> <p>Councillor A Cullens announced that due to health concerns and increased work commitments that he was resigning as a Parish Councillor directly after the next FPC meeting.</p> <p>It was requested that Councillor A Cullens confirm his resignation as soon as was practicable and the council would be informed in due course.</p> <p>The committee wished to thank Councillor A Cullens for his positive contribution to the council over many years and wished all the best for the future.</p>	

**Two Parish Councillor Vacancies (West Ward)**

As required by regulation both vacancies have to be filled as soon as practicably possible.

Chris Moister the Monitoring Officer advised that it was feasible for the parish council to fill both parish councillor vacancies at the next FPC meeting if both candidates were deemed suitable.

The parish council would be made aware of the situation at the beginning of the next FPC meeting.

**Chairman**

**16.40 LETTER OF APPEAL WLW & CLW WAR MEMORIAL COMMITTEE ONE OFF GRANT**

The clerk tabled a copy of the appeal letter which had been circulated to the FSB committee. The following concerns were raised by the Management Committee:

- 1. Factory Lane was not deemed within the boundaries of Clayton-le Woods parish.
- 2. If it was within the remit of the War Memorial Committee what responsibility did Clayton Parish have within a committee run by Whittle Parish Council?

It was requested that the clerk write to the clerk to the War Memorial Committee requesting that these queries be answered prior to the grant request going forward to appeal.

**clerk**

**16.41 MASTER PLAN UPDATE**

The clerk reported that she attended a meeting with an officer and a member of Chorley Council and representatives from Places for People.

It was a very productive meeting where it was agreed that all the parties would concentrate on redeveloping the Clayton Brook village centre making it more accessible/secure for the residents and enhancement of the public areas.

It was agreed that an initial walk through the centre of Clayton Brook would be scheduled for Thursday 28<sup>th</sup> April 2016 at 1.00pm. All participating members of the planning group were invited to attend along with any Neighbourhood Officers.

In the absence of the Chairman another councillor would have to be nominated in his place. This would be raised at the next FPC meeting.

**FPC**

The clerk was thanked for her report.

**16.42 ANNUAL REVIEW OF STANDING ORDERS**

The clerk tabled the revised 2014 NALC proforma standing orders for scrutiny by the committee.

After due consideration it was agreed that the draft standing orders be emailed to the whole council and that a hard copy would be made available at the next FPC meeting.

clerk

**16.43 REVIEW OF CLERKS TIMESHEET**

It was agreed that the new timesheet that had been distributed previously was suitable for the purpose.

The committee **RESOLVED** to utilise the timesheet and have the form countersigned by the Chairman of the FSB Committee on a monthly basis.

The timesheet would be used as a basis for a review of the clerk's hours in six months.

MGT

**16.44 REVIEW OF POLICY/PROCEDURE MATRIX**

The members scrutinised the policy matrix and made the following recommendations:

1. That the policy review times be set i.e. 1,2 or more years.
2. Spring Meadow Community Centre Annual Review be added.
3. Play Areas Annual Review/Maintenance and Oversight be added.

It was requested that the clerk continue to develop the matrix and the timings and report back with the revised document.

clerk

**16.45 REVIEW OF TERMS OF REFERENCE**

**Play and Leisure Committee**

It was noted that there needed to be a revision of the two committees. It was requested that the clerk draw up a revised terms of reference ready for the first meeting of the new committee.

All the other committees will review their terms of reference at their first designated meeting.

clerk

**Duration of Term of Office for Chairman**

It was tabled that the term of office of the Chairman be reviewed. It was proposed that the period in office should be no more than 4 years in total and that the incumbent could not seek re-election within one year of standing down.

**AGM**

It was **RESOLVED** that this would be placed as an agenda item at the Annual General Meeting in May 2016.

**16.46 REVIEW OF PARISH COUNCIL PRIORITIES**

The committee were advised that there were a number of outstanding projects yet to be completed or undertaken.

It was agreed that the clerk would make a list of all outstanding projects and the Management Committee would decide which projects would take priority over the next few months.

**Clerk/MGT**

**Pension Update**

It was noted that this project will have to be prioritised along with the other projects and daily workload.

**16.47 CONFIDENTIAL ITEMS**

There were no items deemed confidential.

**16.48 DATE OF NEXT MEETING**

The next scheduled meeting will be finalised at the next FPC meeting