

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON MONDAY 1st APRIL 2019
FOLLOWING THE STAFF APPRAISAL
AT CHORLEY BUSINESS CENTRE, EUXTON**

PRESENT: Councillor M Clifford (Chairman)
Councillor P Gabbott
Councillor D Rogerson

IN ATTENDANCE: Mrs TD Morris (Clerk)

		ACTION
19.09	APOLOGIES	
	There were no apologies.	
19.10	DECLARATION OF INTEREST	
	There was no declaration of interest.	
19.11	APPROVAL OF MINUTES DATED 18TH MARCH 2019	
	It was RESOLVED to approve the minutes of the meeting held on 18 TH March 2019 as correct record and the Chairman duly signed the minutes.	
19.12	MATTERS ARISING	
	19.03 Communications Protocols	
	It was noted that when individual councillors make a request to the office staff that any response should be copied in to the management team so that a record can be made so that work load can be reviewed and/or revised.	PO/Clerk
	It was also agreed that the communications protocols could be added to the new councillor pack and a reminder be added to the councillor training sessions after the May elections.	Clerk
19.13	CLW BOWLING GREEN UTILITY BILLS	
	The members were advised that the Ley Inn had disclosed that the parish council were liable for outstanding water and electricity bills going back several years. The last payment was an adhoc arrangement in 2012. It was noted that at the present time no actual bills had been made available for scrutiny.	
	It was agreed that a letter should be sent to Marston's Brewery to outline that the parish council would pay any	

outstanding liability. However due to the constraints of financial regulations no payment could be made without an official invoice indicating the charges and the calculations that the invoice was based on.

The Clerk would draft the letter and circulate it for approval and then agree the best line of approach

Clerk/MGT

19.14 REVIEW OF CIL POLICY DOCUMENT

The members had received the copy of the draft CIL document for their scrutiny.

After due discussion it was agreed that the CIL document would be recommended for approval at the next FPC meeting.

19.15 CONFIDENTIAL ITEMS

The Staffing Performance Review and Discretionary Award Review (19.16 and 19.17) items were deemed confidential and deliberations were held in camera.

19.16 STAFFING PERFORMANCE REVIEW

The Clerk and the Project Officer were interviewed in confidence by the Management Committee under delegated powers from the Finance, Staffing and Buildings Committee.

The Performance Review was conducted under the guidelines of the National Association of Local Councils (NALC).

MGT

Each staff member was given the opportunity to contribute to discussion and question current and possible future working arrangements. The staff were given targets for the following year which would be reviewed in due course.

19.17 STAFF SALARY DISCRETIONARY AWARD REVIEW 2019/20

The Management made deliberations in camera. The decisions were relayed to the Clerk and the Project Officer. The recommendation would be tabled at the next FPC meeting.

FPC

19.18 DATE OF NEXT MEETING

It was agreed that the next meeting would be held in June 2019 following the parish elections.