

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 9TH MARCH 2016
FOLLOWING FSB COMMITTEE
AT CLAYTON GREEN LIBRARY**

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

ACTION

16.24 APOLOGIES

No apologies were received.

16.25 DECLARATION OF INTEREST

There was no declaration of interest.

16.26 APPROVAL OF MINUTES DATED 10TH FEBRUARY 2016

It was **RESOLVED** to approve the minutes of the meeting held on 10th February 2016 as correct record, which were duly signed by the Chairman.

16.27 MATTERS ARISING

16.13 Circulation of Committee Papers

It was confirmed that the committee papers were being distributed to the two alternate members as requested.

16.21 Protocol for backup Data

The clerk informed the meeting that two memory sticks had been purchased and the backup of parish data was completed on a weekly basis and the two memory sticks were swapped between the Chairman and the Clerk at scheduled meetings (around twice per month).

Councillor S Fenn had investigated the possibility of backup on the iCloud and it could be an option at limited cost. It was agreed that this option be further investigated.

16.21 ICT Policy

It was agreed that this policy should be part of the policy matrix which was being developed by the Clerk and the Chairman.

Chairman/Clerk

16.28 APPLICATION RECEIVED FOR VACANCY FOR A PARISH COUNCILLOR WEST WARD

The Chairman informed the committee that the clerk had received an application from Mr R Ormston for the vacant seat in the West of the parish.

After due discussion it was agreed that this would be brought forward to the full parish council for further consideration.

FPC

16.29 ANNUAL REVIEW OF STANDING ORDERS

It was reported that Councillor Cullens had completed the review of the revised Standing Orders (2012) and had made a number of small revisions.

It was planned that once the revisions had been made that this would be approved by the FPC in due course.

It was noted that the parish councillors code of conduct was now incorporated into the Standing Orders document. This would be checked by the clerk prior to the finalised document being circulated to all the members.

Councillor A Cullens was thanked for all his hard work in this matter.

16.30 ANNUAL REVIEW OF THE PARISH COUNCIL PUBLICATION SCHEME

The clerk indicated that the Publication Scheme remained unchanged from previous years as all information was available from the library at 10p per copy.

The Publication Scheme would be signed off as part of the external audit.

16.31 PARISH DEVELOPMENT PLAN

Councillor A Cullens reported on the meeting he and the clerk attended with representatives from Places for People and Members and Officers from Chorley Council.

It was seen as very much an initial meeting where all the parties expressed their willingness to work together to uplift the Clayton Brook area in terms of the shops, security and wellbeing, environment, play and leisure.

One of the key concerns was to encourage a 'joined up writing' approach where working together with as little duplication/overlap as possible.

A second meeting is scheduled for 1st April 2016 at 1pm where funding streams and working in a strategic way would be explored in more detail.

16.32 REVIEW OF CLERKS JOB EVALUATION / HOURS

The members were provided with a work schedule document which had been devised between the Chairman of the council and the clerk as part of the NALC/SLCC job evaluation process.

The committee scrutinised the document in detail and discussed at length the increased daily demands of the post as well as the various projects which the parish council wished to undertake now and in the future.

After due consideration it was agreed to adhere to the work schedule document which calculated that the minimum number of hours required was 29 hours per week. The clerk was in agreement with increasing the contracted working hours.

It was **RESOLVED** that the Clerks contract be revised from 20 hours per week to 29 hours per week with effect from 1st April 2016 with the proviso that a weekly time sheet be completed to be scrutinised by the Management Committee and that the hours be reviewed in six months.

The budget for 2016/17 would be revised accordingly.

FPC

16.33 CONFIDENTIAL ITEMS

There were no items deemed confidential.

16.34 DATE OF NEXT MEETING

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