

**CLAYTON-LE-WOODS PARISH COUNCIL  
MINUTES OF THE MANAGEMENT COMMITTEE  
HELD ON THURSDAY 2<sup>ND</sup> NOVEMBER 2017  
AT MANOR ROAD SCHOOL ANNEXE**

**PRESENT:** Councillor R Ormston (Chairman)  
Councillor M Clifford  
Councillor S Fenn

**IN ATTENDANCE:** Councillor C Billouin  
Councillor C Bromilow  
Councillor G Charlesworth  
Mrs TD Morris (Clerk)

**ACTION**

**17.35 APOLOGIES**

There were no apologies.

**17.36 DECLARATION OF INTEREST**

There was no declaration of interest.

**17.37 APPROVAL OF MINUTES DATED 10<sup>th</sup> OCTOBER 2017**

It was **RESOLVED** to approve the minutes of the meeting held on 10<sup>th</sup> October 2017 as correct record, which were duly signed by the Chairman.

**17.38 MATTERS ARISING**

There were no matters arising.

**17.39 UPDATE ON CLAYTON-LE-WOODS COMMUNITY CENTRE**

The members were advised that a letter had been received from the Trustees of Clayton-le-Woods Community Centre by all the members of the parish council.

It was proposed that as there had been no clear response to the concerns raised by the parish council that a complaint be sent to the charity commission.

It was agreed that the proposal be tabled at the next full parish council meeting.

**FPC**

**17.40 PROPOSALS FOR FUTURE STAFFING**

The members were provided with details of a proforma job description for the post of Project Officer who could deputise for the Clerk when necessary.

The committee scrutinised a proforma job description and made the appropriate amendments.

It was agreed that the clerk draw up the job description along with checking the threshold of hours as it affected family credit/working tax credits.

It was proposed that the post be advertised in the New Year.

**Clerk  
/Chairman**

**17.41 CONFIDENTIALITY**

There were no items deemed confidential.

**17.42 DATE OF THE NEXT MEETING**

The date of the next meeting would be arranged in due course.