

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON THURSDAY 1st SEPTEMBER 2016 AT 7.00PM
AT CLAYTON GREEN LIBRARY**

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>16.77 APOLOGIES</p> <p>No apologies were received.</p>	
<p>16.78 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>16.79 APPROVAL OF MINUTES DATED 8TH AUGUST 2016</p> <p>It was RESOLVED to approve the minutes of the meeting held on 8th August 2016 as correct record, which were duly signed by the Chairman.</p>	
<p>16.80 MATTERS ARISING</p> <p>Planning Scrutiny</p> <p>It was proposed to allow for more scrutiny of planning applications to set up a Committee for the purpose.</p> <p>After due deliberation it was agreed that the proposal should be tabled before the full parish council for discussion.</p>	FPC
<p>16.81 FREEDOM OF INFORMATION ACT REQUEST</p> <p>The clerk advised the members that there had been a freedom of information request from the Community House Trustees.</p> <p>There had been a request for accounts going back 5 years and the plans and sums spent solely on Clayton Brook.</p>	

The councillors advised to sign post the Trustees and to assist as much as possible within the limited time available.

clerk

16.82 REVIEW OF POLICY MATRIX

The overall matrix was reviewed by the councillors. A priority was to have a competency policy in place for the parish council. It was requested that the clerk contact NALC in order to find out how to proceed.

clerk

16.83 REVIEW OF OUTSTANDING WORKLOAD (DETERMINE PRIORITIES)

It was noted by the members that the clerk had a wide number of differing priorities and her time would be best served by having a limited number of objectives at any one time.

It was hoped that when the budget and the five-year plan were reviewed later in the year that the council would have a clearer focus.

16.84 CONFIDENTIAL ITEMS

There were no items deemed confidential.

16.85 DATE OF NEXT MEETING

The next scheduled meeting will be scheduled to follow the next FSB Committee if necessary.