

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON MONDAY 24th SEPTEMBER 2018
AT CHORLEY BUSINESS CENTRE, EUXTON**

PRESENT: Councillor R Ormston (Chairman)
Councillor M Clifford
Councillor P Gabbott

IN ATTENDANCE: Councillor C Billouin
Councillor G Charlesworth
Councillor S Fenn
Mrs TD Morris (Clerk)

ACTION

18.08 APOLOGIES

There were no apologies.

18.09 CONFIRMATION OF CHAIR OF COMMITTEE

It was confirmed that Councillor R Ormston would chair the committee for a period of one year.

18.10 DECLARATION OF INTEREST

There was no declaration of interest.

18.11 REVIEW OF TERMS OF REFERENCE

It was agreed to approve the Terms of Reference.

18.12 APPROVAL OF MINUTES DATED 8th JANUARY 2018

It was **RESOLVED** to approve the minutes of the meeting held on 8TH January 2018 as correct record, subject to **18.04** being amended to state that there was an in-depth discussion and it was agreed that the Chairman would appoint an independent auditor in due course.

The minutes were duly signed by the Chairman.

18.13 MATTERS ARISING

There were no matters arising.

18.14 PLAN OF ACTION ST JOHN'S CLUB

Councillor R Ormston and M Clifford updated the meeting in detail of the setting up of the Strategic Partnership and the upcoming press release which would inform the public of the purpose of the Strategic Partnership.

A meeting would be held at Chorley Town Hall on Monday 1st October 2018 where Councillors R Ormston, M Clifford and P Gabbott would be in attendance.

The Management Committee would report directly to the Full Parish Council.

18.15 UPDATE GENERAL DATA PROTECTION REGULATION COMPLIANCE

It was noted that preparatory work had to be undertaken regarding compliance. It was requested that the Chairman and the clerk action the preparation as soon as was practicable.

18.16 SIX MONTH PERFORMANCE REVIEW OF PROJECT OFFICER

The Clerk informed the members that Mrs G Egan had been in post for 6 months. It was proposed that a performance review would be held with Councillors R Ormston and M Clifford during the October half term in consultation with Mrs Egan.

RO/MC/GE

18.17 CONFIDENTIALITY

There were no items deemed confidential.

18.18 DATE OF THE NEXT MEETING

It was agreed that the date of the next meeting would be held on Monday 12 November 2018 following on from the Finance Committee meeting.