

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FULL PARISH COUNCIL EXTRAORDINARY MEETING**  
**HELD ON TUESDAY 23<sup>RD</sup> AUGUST 2022**

**AT 6.30PM AT CLAYTON LE WOODS PARISH COUNCIL OFFICE/MEETING ROOM, 239A PRESTON ROAD, CLAYTON LE WOODS, CHORLEY, PR6 7PY.**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mrs S Edwards-Williams  
Councillor Mrs G Ormston  
Councillor Mr S Lowe  
Councillor Mrs C Billouin  
Councillor Mrs J Cronshaw  
Councillor Mrs L Farnworth  
Councillor Mr N Whitham  
Councillor Mr S Maddock  
Councillor Mr D Clough  
Councillor Mrs C Bromilow  
Councillor Mr D Rogerson

**IN ATTENDANCE:** None

	<b>ACTION</b>
<p><b>22.01 APOLOGIES</b></p> <p>Apologies were received and accepted from Cllr Mark Clifford, Cllr Dulcie Dowrick and Cllr Glenda Charlesworth.</p>	
<p><b>22.02 DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest made.</p>	
<p><b>22.03 INTRODUCTION</b></p> <p>Members were advised of the situation with the Clerk and the external audit deadline by the Chairman.</p> <p>The Chairman advised he had sought advice from Debra Platt (LALC) in putting out a temporary clerk advert</p>	
<p><b>22.04 TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC IN RELATION TO THE BELOW ITEM DUE TO CONFIDENTIALITY</b></p> <p>It was RESOLVED to exclude press and public and keep the matter confidential.</p>	

**22.05 TO APPOINT A TEMPORARY CLERK (G. MASON) FOR A PERIOD OF 5 WEEKS BASED ON NO MORE THAN 16 HOURS PER WEEK AT A RATE OF £13.75 PH (TOTAL EXPENDITURE £1100.00)**

It was RESOLVED to appoint Gill Mason as set out – The Chairman to liaise regarding hours/days.

**22.06 TO DELEGATE AUTHORITY TO THE MANAGEMENT COMMITTEE TO MONITOR AND REVIEW THE CLERK SITUATION AND TO EXTEND THE ABOVE ITEM OR TO APPOINT ANOTHER TEMPORARY CLERK. (TOTAL EXPENDITURE £1600.00)**

It was RESOLVED to delegate authority to management committee in case of another emergency situation.

All votes were unanimous, and the council RESOLVED to offer counselling (1-2-1 etc.) to the Clerk to help through this time. Any costs to be reported later to FPC.

**22.07 DATE FOR NEXT MEETING**

The next Full Parish Council meeting is proposed to be held on Monday 19<sup>th</sup> September 2022 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

**Committee Meeting /WG Schedule**

Communications Committee Meeting Wednesday 7<sup>th</sup> September 2022 at 7pm at Clayton le Woods Parish Council Meeting Rooms/Office, 239a Preston Road, Clayton le Woods, Chorley, PR6 7PY.

Environment Committee Meeting to be arranged

