

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON MONDAY 3RD DECEMBER 2018 AT 7.00PM
AT CHORLEY BUSINESS CENTRE, EUXTON**

PRESENT: Councillor M Clifford (Chairman)
Councillor P Gabbott
Councillor D Rogerson

IN ATTENDANCE: Mrs TD Morris (Clerk)

ACTION

18.19 APOLOGIES

There were no apologies.

18.20 CONFIRMATION OF CHAIR OF COMMITTEE

It was confirmed that Councillor M Clifford would Chair the committee until the May 2019 elections.

18.21 DECLARATION OF INTEREST

There was no declaration of interest.

18.22 REVIEW OF TERMS OF REFERENCE

This item had been reviewed at a previous meeting.

18.23 APPROVAL OF MINUTES DATED 24th SEPTEMBER 2018

It was **RESOLVED** to approve the minutes of the meeting held on 8TH January 2018 as correct record, subject to **18.18** the date of the next meeting was scheduled for 12 November 2018; however, an Environment Meeting was scheduled in its place.

The Chairman duly signed the minutes.

18.24 MATTERS ARISING

18.14 St Johns Club Update

It was noted that a meeting had been arranged for the strategic partnership on Wednesday 12th December 2018.

FPC

Any action would be reported back to the FPC.

18.15 General Data Protection Regulation Update

It was agreed that due to the resignation of the previous Chairman that Councillor P Gabbott undertake the process of compliance in conjunction with the Clerk.

PG/Clerk

18.16 Six Month Review of Project Officer Post

The Chairman reported that he had discussed the issue with other Councillors and with the Clerk who worked closely with the Project Officer on a daily basis. All the feedback had been very positive.

It was agreed that the Project Officer was working effectively and had settled into her duties. A further review will be undertaken at the end of 12 months.

18.25 COUNCILLOR CONDUCT

This was deemed a confidential item by the members.

MC

18.26 PARISH COUNCIL COMMUNICATION PROTOCOL

It was reported that the clerk and the PO had received contacts from councillors which were distracting them from their normal duties.

It was established that the Management Committee had already agreed a protocol of communication in 2016 during which time there had been similar communication difficulties.

It was agreed that this protocol be maintained and brought to the next FPC meeting.

FPC

18.27 CONFIDENTIALITY

Item 18.26 was deemed confidential.

18.28 DATE OF THE NEXT MEETING

It was agreed that the date of the next meeting would be arranged in the new year.