

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 10TH FEBRUARY 2016
FOLLOWING FSB COMMITTEE
AT CLAYTON GREEN LIBRARY**

PRESENT: Councillor A Cullens (Chairman)
Councillor S Fenn
Councillor M Mayson

IN ATTENDANCE: Mrs TD Morris (Clerk)

	ACTION
<p>16.13 APOLOGIES</p> <p>Apologies were approved and accepted for Councillor J Cronshaw.</p> <p>Substitute Management Committee Member As agreed by the FPC substitute member Councillor M Mayson agreed to attend the meeting.</p> <p>The members wished to thank Councillor Mayson for attending the meeting on very short notice.</p> <p>It was requested that Councillors M Mayson and M Clifford receive the paperwork for all meetings so as to be prepared for their substitute role.</p>	Clerk
<p>16.14 DECLARATION OF INTEREST</p> <p>There was no declaration of interest.</p>	
<p>16.15 APPROVAL OF MINUTES DATED 6th JANUARY 2016</p> <p>It was RESOLVED to approve the minutes of the meeting held on 6th January 2016 as correct record, which were duly signed by the Chairman.</p>	
<p>16.16 MATTERS ARISING</p> <p>Protocol for Release of Legal Documents It was noted that this letter would be signed off at the first solicitors meeting.</p>	Clerk

16.17 ANNUAL REVIEW OF STANDING ORDERS

Councillor A Cullens stated that he would look through the proforma Standing Order document from NALC and make the suggested changes to the parish council Standing Orders for distribution prior to the next Full Parish Council meeting.

**Cllr A
Cullens**

16.18 PARISH DEVELOPMENT PLAN

It was confirmed that the Parish Development Plan would be discussed with outside interest groups such as Places for People and Chorley Council in order that a co-ordinated 'master plan' could be drawn up to uplift the community as a whole.

The Chairman and the clerk would be meeting with the interested parties before the end of the month. It was requested that a progress report be made in due course.

**Clerk/Cllr A
Cullens**

16.19 REVIEW OF CLERKS JOB EVALUATION / HOURS

The members discussed that there needed to be a review of the working arrangements of the clerk, now that the job evaluation had been completed.

It was noted that both the clerk and Councillor A Cullens had agreed on a work schedule document that was submitted as part of the job evaluation which could be used as a basis for a work review.

It was proposed that the Management Committee work on the restructuring the clerk's workload with a view to finalising the arrangements at the Annual General Meeting in May 2016.

MGT

16.20 PARISH OFFICE SPACE

The clerk reported that she had been investigating the possibility of using office space in Community House in Clayton Brook, but on inspection it was not a practical option as a parish council base.

It was requested that the clerk kept looking for any viable options.

Clerk

16.21 PROTOCOL FOR BACKUP DATA

The members were informed that as the store of parish information had increased greatly with the new computer system and that there needed to be a backup protocol in place.

It was **RESOLVED** that two backup memory sticks would be prepared. One would be held by the Chairman and one held by the clerk. The backup would take place on a two weekly basis and the memory sticks would be swapped over.

**Cllr A
Cullens
/ Clerk**

Also Councillor S Fenn volunteered to look into saving files on google 'cloud' on line.

Cllr S Fenn

It was noted that there was a need for a parish ICT policy, which Councillor A Cullens volunteered to draw up.

**Cllr A
Cullens**

16.22 CONFIDENTIAL ITEMS

There were no items deemed confidential.

16.23 DATE OF NEXT MEETING

The next scheduled meeting was to be held on Wednesday 9th March 2016 following on from the FSB Committee meeting.