

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON MONDAY 11th JULY 2016 AT 8.00PM
AT CLAYTON GREEN LIBRARY**

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

ACTION

16.57 APOLOGIES

No apologies were received.

16.58 DECLARATION OF INTEREST

There was no declaration of interest.

16.59 APPROVAL OF MINUTES DATED 23 MAY 2016

It was **RESOLVED** to approve the minutes of the meeting held on 23rd May 2016 as correct record, which were duly signed by the Chairman.

16.60 MATTERS ARISING

There were no matters arising.

16.61 REVIEW OF TERMS OF REFERENCE

The Terms of Reference were reviewed by the members and approved subject to a typing amendment.

Two items were discussed:

1. Reserve Membership

Councillor M Clifford had been a reserve member of the committee and by the nature of his being Vice Chair now had an automatic place on the Management Committee.

It was agreed that as well as Councillor M Mayson that another councillor be named as a reserve member.

This would be raised as an agenda item at the next FPC meeting.

FPC

2. Planning Committee

It had been noted that a number of planning applications needed more scrutiny than was available at the FPC meeting. There was a proposal that a separate Planning Committee be set up to fully scrutinise each planning application prior to the FPC meeting.

It was agreed that the proposal be tabled at the next FPC meeting for discussion.

FPC

16.62 UPDATE ON REVIEW OF STANDING ORDERS / CODE OF CONDUCT FOR MEMBERS

There was a detailed review of the amendments to be made on the code of conduct for members and the standing orders.

Each of the documents had been scrutinised and checked on numerous occasions.

The Management Committee requested that Councillor Mark Clifford and the Clerk scrutinise the documents again making the appropriate amendments.

There was a discussion regarding binding the code of conduct for members and the standing orders. However due to the dynamic nature of the documents it seemed more practical to make up a file for each councillor to keep.

A signed acceptance form for each member would be held on the parish council file.

clerk

16.63 REVIEW OF POLICY MATRIX

The committee were provided with a policy matrix which would be developed to fit the standing order requirements.

The Chair indicated that a Competency Policy would be a key document to develop going forward. The members requested that the clerk investigate the provision of a template document that could be developed in the near future.

16.64 REVIEW OF OUTSTANDING WORKLOAD

- **Lone Councillor Instructions/Emails out of the Meeting**
It was noted that the clerk had received a number of emails from various councillors about miscellaneous issues. This had

been a cause of distraction from the normal work of the council.

It was **RESOLVED** that the Management Committee should be copied into any emails that are directed by individual councillor to the clerk so that she is not unduly distracted from her daily duties.

Management Committee

Ray Ormston rayeormston@sky.com
Stephen Fenn stephen.fenn@talktalk.net
Mark Clifford cqcs@blueyonder.co.uk

- **Chairman/Clerk to attend Chorley Council Liaison Meetings (Funding Available for Parish Activities)**

It was noted that funding was available for any number of projects within the parish as long as they were deemed imaginative and/or ground breaking. The next meeting would be taking place at the end of the year.

- **Committee Date Setting Protocols**

It was agreed that a raft of quarterly dates be tabled at the next FPC meeting so that there are open dates available if and when they are needed.

- **Play and Leisure Committee**

1. Christmas Lunch 2016
2. Play Areas Development
3. Play Areas Maintenance/Annual Insurance Review

The clerk had identified a number of areas which required scrutiny by the Play and Leisure Committee. The Management Committee agreed to call a Play and Leisure Committee meeting on Thursday 21st July 2016 at 7.00pm. It was requested that the clerk make the appropriate arrangements.

16.65 CLERKS SLCC MEMBERSHIP / PENSION UPDATE

Pension Update

It was reported that the Clerk would seek an appointment with LCC Pension Officer as soon as possible as the staging date had to be finalised at the end of October 2016.

SLCC Membership

The councillors were advised that the SLCC had split into two halves with a professional and a trade union arm. There were no financial implications at this time; however, any monetary implications will be disclosed next year.

16.66 CONFIDENTIAL ITEMS

There were no items deemed confidential.

16.67 DATE OF NEXT MEETING

The next scheduled meeting will be held on Thursday 1st September following the FSB Committee meeting.