

**CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON MONDAY 18th MARCH 2019 AT 6.00PM
AT CHORLEY BUSINESS CENTRE, EUXTON**

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

ACTION

APOLOGIES

There were no apologies.

DECLARATION OF INTEREST

There was no declaration of interest.

APPROVAL OF MINUTES DATED 3RD DECEMBER 2018

It was **RESOLVED** to approve the minutes of the meeting held on 3rd December 2018 as correct record and the Chairman duly signed the minutes.

MATTERS ARISING

18.24 St Johns Club

It was noted that the trustees at St Johns Club had accepted a bid from Chorley Council for the sale of the building. The planned relocation of the doctors' surgery could now go ahead.

It was agreed that the management committee would report back to the Full Parish Council after the next strategic partnership meeting.

18.24.2 General Data Protection Regulation Update

This was not discussed in the meeting and will be placed on the next agenda.

18.25 Councillor Conduct

It was noted that there were no issues to report at the present time.

18.26 Parish Council Communication Protocol

It was noted that the staff did ensure that most of the emails sent in by individual councillors were copied to the chairman and the management team where deemed necessary.

The situation would be monitored but it seemed to be working well at the present time.

COMMITTEE MEETING TIMETABLE

The Clerk advised the members that at the present time the two officers had been attending the majority of the committees which took twice the time out of the staff hours. Also many of the committee meetings had been called on a monthly basis which took quite a lot of administrative time.

After due discussion it was agreed that one of the officers would attend each of the meetings going forward with the Clerk attending the Finance and Management Committee meetings.

STAFFING PERFORMANCE REVIEW

The members were provided with a framework from the National Association for Local Councils (NALC) for the staff performance review for their information.

After due consideration it was agreed that a staff performance review meeting would be held on Monday 1st April 2019 at 3.00pm. Following the review the management Committee meeting would be held to consider any plan of action and the awarding of any incremental points.

STAFF SALARY REVIEW 2019/20

The members were advised of the annual cost of living increases for each of their staff.

- Annual NJC Increase Employee (1) £442.05 per annum
- Annual NJC Increase Employee (2) £301.27 per annum
- Annual Pay Award 5 Lengthsmen £7.83 to £8.21 per hour (Increase of £474.24 per year)

This was noted and would be recommended to the FPC for adoption.

CONFIDENTIAL

There were no items deemed confidential.

DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Monday 1st April following on from the Staff Appraisal Meetings.