

# **CLAYTON-LE-WOODS PARISH COUNCIL**

**MANAGEMENT AND GENERAL PURPOSES COMMITTEE MEETING  
WEDNESDAY 10<sup>th</sup> FEBRUARY 2016  
AT CLAYTON GREEN LIBRARY**

## **AGENDA**

- 1. APOLOGIES**
- 2. DECLARATION OF INTEREST**
- 3. APPROVAL OF MINUTES OF MEETING HELD ON 6<sup>TH</sup> JANUARY 2016**
- 4. MATTERS ARISING**
- 5. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS**
- 6. DEVELOPMENT OF MASTER PLAN**
- 7. CLERK'S JOB EVALUATION UPDATE**
- 8. REVIEW OF CLERKS HOURS**
- 9. OFFICE SPACE**
- 10. PROTOCOL FOR BACK UP DATA**
- 11. CONFIDENTIALITY**
- 12. DATE OF NEXT MEETING**  
The proposed date for the next meeting is Wednesday 9<sup>th</sup> March 2016  
at 7.00pm at Clayton Green Library