

**MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 8<sup>th</sup> MARCH 2016 AT 7.32 P.M.**

**Present:** Councillors, Ron Hetherington, Marie Males, Glennis Robinson, Mel Roper, Kevin Shaw (Chairman), Carys Thomas, John Thurman

The Clerk Lesley Bancroft was also present.

**APOLOGIES FOR ABSENCE:** Cllr Conrad Oatey reasons given and approved.

**15/MAN/102 CHAIRMAN'S ANNOUNCEMENTS**

None

**15/MAN/103 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

None

**15/MAN/104 TO REPORT MATTERS ARISING FROM MINUTES DATED 9<sup>th</sup> FEBRUARY 2016 NOT ON THE AGENDA – FOR INFORMATION ONLY**

None

**15/MAN/105 ANNUAL REVIEW OF PARISH COUNCIL POLICIES**

**Publication Scheme (Freedom of Information Act 2000)**

The Parish Council's present Publication Scheme was reviewed with the following amendments to read:

Class 3 – Community Led Plan and Action Plan Award Scheme (if applicable) to add Neighbourhood Plan and Parish Council Strategic Plan

Class 7 - To delete Markets. To change to contact details for Parks, Playing Fields and Bus Shelters.

Subject to the above

**RECOMMENDATION**

To adopt the Publication Scheme

**Proposed Kevin Shaw Seconded Cllr Ron Hetherington  
Agreed Unanimously**

**15/MAN/106 TO REVIEW THE PARISH COUNCIL STANDING ORDERS**

The Clerk, having tabled new draft Standing Orders asked the Committee to review them as the Committee felt appropriate. The 25 Sections were reviewed at length and subjected to editing and revision to suit the needs of the Parish Council.

**RECOMMENDATION**

Subject to amendments within the document having been undertaken, to adopt the Standing Orders.

**Proposed Cllr Kevin Shaw      Seconded Cllr Carys Thomas  
Agreed Unanimously**

**15/MAN/107 TO REVIEW ARRANGEMENTS FOR THE ANNUAL PARISH MEETING**

Firstly, it was agreed that invitations to present at the Parish Meeting be sent to East Leake Playing Fields Charity, to inform us about its activities and the History Society in connection with the installation of the Mills Plaque. The Youth Parish Council is to be invited to attend and should they wish, to speak at the meeting.

Secondly, it was felt that the Parish Council should enlarge on its detail on financial issues with particular attention paid to the budget figures - Agreed

**15/MAN/108 TO REVIEW ONGOING TASKS (EXCLUDING THOSE THAT ARE AGENDA ITEMS OF THE PARISH COUNCIL OR ITS COMMITTEES)**

**Pension Provision** – The Committee was asked to finalise the Parish Council’s percentage contribution to the National Insurance Scheme per employee. Based on figures previously discussed

**RECOMMENDATION**

The Parish Council contribution to be 8% from the 1<sup>st</sup> April 2016 to match the employee contribution of 8% which is required from them in 2018 onwards.

**Proposed Cllr Kevin Shaw      Seconded Cllr Ron Hetherington**  
**Agreed Unanimously**

**Local Awards Scheme** – To full Council in April

**15/MAN/109 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING – FOR INFORMATION ONLY**

None

**15/MAN/110 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING ORDER 23**

None

**15/MAN/111 CONFIDENTIAL ITEM – ANNUAL REVIEW OF STAFF SALARIES**

It was resolved that the public be excluded from the Meeting for consideration of the above item of business pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted (see page 124a)

The meeting closed at 9.20pm