

MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 13th SEPTEMBER 2016 AT 7.37 P.M.

Present: Councillors, Marie Males, Conrad Oatey, Glennis Robinson, Mel Roper, Kevin Shaw (Chairman), Carys Thomas, John Thurman

The Clerk Lesley Bancroft was also present.

APOLOGIES: Cllr Ron Hetherington reasons given and approved

16/MAN/033 CHAIRMAN'S ANNOUNCEMENTS

None

16/MAN/034 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

None

16/MAN/035 TO REPORT MATTERS ARISING FROM MINUTES DATED 9th AUGUST 2016 NOT ON THE AGENDA – FOR INFORMATION ONLY

The urgency to enable work to start on the skate park is such that under this item a quote received for £1150.00 for the supply and fit of 18mm marine ply boards to back faces of the skate park frame and to build top half frame out to match bottom was considered and agreed. There had been no further response from a second request quote and it was agreed to suspend Standing Order 18 (Finance Controls and Procurement) and Financial Regulations 11.1(i) on this occasion due to the urgency of the work and to enable consideration and acceptance of the tabled quote. The quote fell within the £5,000 expenditure allowed and agreed previously.

**Proposed Cllr Kevin Shaw Seconded Cllr Conrad Oatey
Agreed Unanimously**

16/MAN/036 TO REVIEW INCOME AND EXPENDITURE FOR 1ST APRIL 2016 – 31ST AUGUST 2016

The income and expenditure report was examined and discussed. There were no areas of concern to date – Agreed

16/MAN/037 TO REVIEW THE PARISH COUNCIL ENVIRONMENTAL POLICY

The policy having been tabled and discussed –

RECOMMENDATION

To adopt the Environmental Policy

**Proposed Cllr Conrad Oatey Seconded Cllr John Thurman
Agreed Unanimously**

16/MAN/038 TO REVIEW THE GROUNDS MAINTENANCE FUNCTION

In order to consider the review of grounds maintenance functions prior to the 31st October (1 groundsman's hours reduces at this date) it was requested that a Working Party be set up to undertake the review. This was agreed with the Working Party being made up of Cllrs Shaw, Oatey, Roper and Hetherington. The proposals are to be reported back to the November meeting.

Documents to help with the review to be provided.

Proposed Cllr Kevin Shaw Seconded Cllr Marie Males
Agreed Unanimously

16/MAN/039 TO DISCUSS THE PARISH COUNCIL PAYROLL PROCEDURE

Having discussed the present procedure in relation to the bank account activities in processing the payroll and having consulted the Financial Regulations it was agreed to continue with the present system - **Agreed**

16/MAN/040 TO REVIEW ONGOING TASKS (EXCLUDING THOSE THAT ARE AGENDA ITEMS OF THE PARISH COUNCIL OR ITS COMMITTEES)

Pensions Update – The NEST Pension Scheme is now up and running and the direct debit payments will show up on the list of payments to Full Council for authorisation. In view of the above it was agreed to remove Pension Provision from the ongoing tasks on this Agenda.

16/MAN/041 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING – FOR INFORMATION ONLY

None

16/MAN/042 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING ORDER IU

None

The meeting closed at 8.06 p.m.