

MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 11th JULY 2017 AT 7.30PM

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

The Clerk Neil Lambert was also present.

APOLOGIES FOR ABSENCE None

17/MAN/013 CHAIRMAN'S ANNOUNCEMENTS

1. There is no internet/email access in the Parish Office and we are awaiting new router.

17/MAN/014 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

None

17/MAN/015 TO REPORT MATTERS ARISING FROM MINUTES DATED 13th JUNE 2017 NOT ON THE AGENDA – FOR INFORMATION ONLY

None

17/MAN/016 TO AGREE ANNUAL INSURANCE PREMIUM FOR SMALL SIT ON TRACTOR

It was agreed to accept the quotation of £168.00 for the annual insurance of the Parham Sit Tractor.

**Proposed Cllr Ron Hetherington
Agreed Unanimously**

Seconded Cllr Marie Males

17/MAN/017 TO AUTHORISE A CHEQUE FOR PAYMENT TO HMRC FOR TAX AND N.I. FOR THE PERIODS APRIL, MAY, JUNE 2016

It was agreed to authorise the cheque for £3539.10 to HMRC. In future this payment can be paid by BACS

**Proposed Cllr Kevin Shaw Seconded Cllr Glennis Robinson
Agreed Unanimously**

17/MAN/018 TO RECEIVE, DISCUSS AND AGREE THE QUARTERLY REVIEW

The following cost codes were raised

- 4012 Water Services – Cllr Kevin Shaw reported that he investigated the Bowls Club usage and was informed that there was a leak at the Bowls Club which may have incurred the higher cost, which they will be billed for from the Parish Council.
- 4033 Photocopying – Neil to investigate the increase
- 4120 Contingencies Amenities – The Clerk to investigate why so high
- 1176 Precept – Monies received but not coded Clerk to investigate

**Proposed Cllr Ron Hetherington
Agreed Unanimously**

Seconded Cllr Kevin Shaw

17/MAN/019 TO REVIEW THE BANK MANDATE

It was agreed that the Chairman and Vice-Chairman of the Full Council and the Chairs of Committees and the New Clerk be added if not already to the new mandate and that Lesley Bancroft previous Clerk be removed along with Richard Jenks and Cllrs Marie Males and Ron Hetherington.

**Proposed Cllr Conrad Oatey Seconded Cllr Glennis Robinson
Agreed Unanimously**

17/MAN/020 TO APPROVE PAYMENT FOR NEW CLERK TRAINING

It was agreed approve a cheque for £95 for the Clerk to attend the following training sessions

- Introductory session (£35)
- Finance Wednesday 20th September (£60)

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

**17/MAN/021 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –
FOR INFORMATION ONLY**

1. NALC – Notification of TU Pay Claim – Noted

**17/MAN/022 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING
ORDER IU**

There were no questions

The meeting closed at 8.05pm