

MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 11TH SEPTEMBER 2018 AT 7.30PM

Present: Councillors, Donna Griggs, Ron Hetherington, Conrad Oatey, Mel Roper, Kevin Shaw (Chairman), Carys Thomas, John Thurman

The Clerk Neil Lambert, was also present

APOLOGIES FOR ABSENCE – Cllrs Marie Males reasons given and approved.

18/MAN/25 **CHAIRMAN'S ANNOUNCEMENTS**

None

18/MAN/26 **DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

None

18/MAN/27 **TO REPORT MATTERS ARISING FROM MINUTES DATED 14TH AUGUST 2018 NOT ON THE AGENDA – FOR INFORMATION ONLY**

None

18/MAN/28 **PROPOSED CLOSURE OF REGISTRATION OFFICE**

The Clerk referred to the email previously circulated and reported that no answers to the questions had yet been received. It was agreed that we should publicise the proposed closure on face book and suggest people make comments to County Councillor Andrew Brown. The revised deadline for comments is 28th September 2018

18/MAN/29 **PAYMENT NOTIFICATIONS**

Nottingham City Council – Trade Waste, St Mary's Church – Noted that £460.20 has been paid.

Gresley Colliery Brass Band – Re Tour of Britain - £250 approved for payment.

Gas Main Works Re New Car Park Exit Route – Quote from Cadent of £7,598.16 including VAT approved subject to Architect agreeing details with our main contractor.

Expenditure on Sound Equipment hire for East Leake Live venues which had been offered was not required.

18/MAN/30 **TO REVIEW AND AMEND OR ADOPT POLICIES – NO CHANGES REQUIRED NOR RECOMMENDED – INDEX LIST ATTACHED. OTHER POLICIES TO FOLLOW IN DUE COURSE**

All documents to be checked for capital 'C' in front of Council and references to Assistant Clerk to be changed to Deputy. References to Parish Council Chairman to be changed to Chair of Council.

The following Polices were recommended for approval at Full Council subject to the above changes.

- Complaints Procedure
- Equal Opportunities
- Anti-Bullying
- Information Technology Internal
- Information Technology External
- Media Relations Protocol
- Parish Office Building Use

- Application for Grants
- Rights Waver
- Playground Policy

The 'No Smoking Policy' to be updated to include reference to 'Vaping', the Safeguarding Policy needs to be checked for updates from NALC, Rushcliffe Borough Council and Nottinghamshire County Council. A new policy on CCTV is being drafted.

**18/MAN/31 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –
FOR INFORMATION ONLY**

1. Rushcliffe Borough Council – A big thank to the Parish Council for getting behind the Tour of Britain – Noted
2. Rushcliffe Borough Council – notification of Planning Committee meeting at the Borough on 13th September and agenda to include 5 Roulstone Crescent.

**18/MAN/32 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING
ORDER IU**

There were no questions.

The meeting closed at 8.33pm