

**MINUTES OF THE MANAGEMENT COMMITTEE HELD IN THE MAIN HALL, LANTERN LANE SCHOOL ON TUESDAY 11<sup>th</sup> JUNE 2019 AT 7.30PM**

**Present:** Councillors, Lynn Forsyth, Donna Griggs, Lindsey Maggs, Conrad Oatey, Mel Roper, Kevin Shaw (Chairman), Len Simmons, Liz Taylor

The Clerk Neil Lambert, was also present

**19/01**            **Apologies for Absence:** None

**19/02**            **Declaration of Interest in Items on the Agenda**

None

**19/03**            **Chairman's Announcements**

- The Chairman welcomed everyone to the meeting especially the 'first timers'.
- The Chairman congratulated the team who had organised the 'Open Gardens' at the weekend and reported that they had raised over £1900 for the new Community Sports Hub.

**19/04**            **To Report any Matters Arising from Previous Minutes not on the Agenda – For Information Only**

No matters arising from previous meetings

**19/05**            **To Consider the Draft "AGAR", Annual Governance and Accountability Return, for the Year Ended 31<sup>st</sup> March 2019, and Recommend Approval by Full Council on 25<sup>th</sup> June – various papers attached, including supporting statements and reconciliations**

The Chairman explained the general principles of the Statutory Annual Return which is compulsory for East Leake Parish Council and is in three parts.

The Internal Auditors Report on page 3 – The Chairman queried if item K should be in fact 'not covered' rather than a no answer. Clerk was requested to check with the Internal Auditor.

In Section 1 the Chairman referred to the policy of not less than 3 months operating costs to be kept in General Reserves in addition to Ear Marked Reserves.

The Clerk referred to the Risk Assessment which had been done recently but the 'new council' would be requested to consider whether all risks are covered at a forthcoming meeting.

Section 2 Accounting Statements – Item 4 Staff Costs for year end 31 March 2019 should read 89,649 as can be seen in the accompanying working details print out. The further accompanying forms were explained with both numbers and text inserted where necessary. The Clerk was asked to check why expenditure on litter bins code 4145 was less in the year than the previous year.

**RESOLUTION**

That Management Committee recommends that the AGAR be approved and signed at the Full Council Meeting on 25<sup>th</sup> June. This will be 2 separate items.

**Proposed by Cllr Donna Griggs  
Agreed Unanimously**

**Seconded Cllr Kevin Shaw**

The Clerk referred to a change of bank in order for 'dual authorisation' of electronic transfers to be implemented. A proposal will be brought in due course.

**19/06**            **To Consider New “Portfolios” for Internal Roles and External Representation**

The Chairman explained the paper previously circulated and Cllr. Conrad Oatey explained his distinction between links to other organisation and representatives e.g. on the Village Hall Management Committee.

A number of clarifications were discussed and the word 'Champions' was favoured for some roles as distinct from reactive roles such as Rights of Way when problems are identified.

Cllr Donna Griggs felt that as a new council there ought to be a 4 year strategic plan setting our aims and objectives in various categories and that we should then populate the Portfolios according to future actions. As a consequence it was agreed to convene a Special Meeting for all Councillors to be held on Tuesday 2<sup>nd</sup> July to plan accordingly. (*Subsequent to the meeting the Parish Council Chairman suggested that on-going representative roles should be appointed the June Council meeting*)

**19/07**            **To Report Correspondence Received since the Last Meeting – for information only**

1.     Crime figures May – Noted
2.     Rushcliffe Stakeholder Update - Noted

**19/08**            **Questions to Chairman (in accordance with Standing Order 1u)**

There were no questions.

The meeting closed at 8.33pm