

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 8th AUGUST 2023 AT 7.40PM**

Present: Cllrs David Davis, Chris Garbett, Lynn Forsyth, Eleanor Robinson, Kevin Shaw (Chairman), Liz Taylor,

The Clerk, Sue Lewis, was also present.

Apologies for Absence: Cllr Donna Griggs

23/P&F/23

Declaration of Interest in Items on the Agenda

None

23/P&F/24

Chair's Announcements

The Clerk was pleased to report that the Audited Accounts have been signed off by PKF Littlejohn with no comments. The Notice of Conclusion of Audit will be displayed on the notice board.

23/P&F/25

To Report any Matters arising from Minutes of Meeting 11th July 2023 – for information only

None

23/P&F/26

To Discuss and consider Climate Emergency – Lighting in Parish Office

The Clerk reported that a quotation had been received to replace the lighting in the Parish Office to LED plus new lighting outside the parish office, workshop, public toilet, and wall heater for the workshop. The Clerk was requested if possible, to find out how much we would save by transferring to LEDs.

RECOMMENDATION

That the Parish Council accepts the quote in the sum of £5875.20 subject to replacements making a saving.

**Proposed Cllr Chris Garbett
Agreed Unanimously**

Seconded Cllr Kevin Shaw

23/P&F/27

To Consider & Adopt :

Terms of Reference for an HR Committee – The Clerk reported that the first meeting of the Committee is Tuesday 15th August, and she would like to get the Terms of Reference in place before the meeting.

RESOLUTION

That the terms of reference of be adopted.

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr David Davis

Travel Expenses & Mileage Policy for Staff and Parish Councillors.

RECOMMENDATION

That the Parish Council adopt the Travel Expenses & Mileage Allowance Policy for Staff and Parish Councillors.

**Proposed Cllr Lynn Forsyth
Agreed Unanimously**

Seconded Cllr Eleanor Robinson

23/P&F/28

To Consider quote from Kenway Construction for repair of driveway at Burial Ground

RECOMMENDATION

That the Parish Council accept the quote from Kenway Construction for repairs to the driveway of the Burial Ground

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Liz Taylor

23/P&F/29

To Receive updates on:

Costock Road Car Park – The Chair reported that 10 tenders had been received and were opened last Tuesday in the presence of himself, the Clerk and Jeff Jones. Of the 10 tenders, 3 have been chosen and they will be invited to an interview and then the Parish Council will be able to pick their preferred contractor.

23/P&F/30

To Report Correspondence Received since the last meeting – for information only

1. ST – Information on how they are progressing with the improvements to the wastewater network within the East Leake Area. – Noted

The meeting closed at 7.50pm