

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 14th APRIL 2026 AT 7.30PM**

Present: Cllrs Kevin Shaw (Chair), Chris Garbett, Will Birch, Liz Taylor, Donna Griggs, Wendy Thompson and David Davis.
The Clerk, Sue Lewis was also present.

Apologies for Absence: Cllr Eleanor Robinson - reasons given and approved.

25/P&F/71 **Declaration of Interest in Items on the Agenda**

None

25/P&F/72 **Chair's Announcements**

None

25/P&F/73 **To Report any Matters arising from Minutes of Meeting 10th March
2026 – for information only**

25/P&F/69 Job Evaluation – this has now been carried out, and the recommendations will be going to the HR Committee.

25/P&F/74 **To Review the Health and Safety Policy & Standing Orders**

RECOMMENDATION

That the following alteration be made to the Health and Safety Policy

- 10.3 Play Equipment – Add Weekly recorded checks by the Ground staff.
- Add in 'Harassment Section under Violence at Work and refer to HR Policy.
- Monitoring – change to be reviewed annually by the Clerk and H&S Portfolio holder

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Donna Griggs

RECOMMENDATION

Subject to the typos being corrected it was agreed to accept the Standing Orders

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr David Davis

25/P&F/75 **To Review update of the Parish Council Committee Terms of
Reference**

The Clerk reported that the changes recommended at the previous meeting had been implemented.

RECOMMENDATION

That the Council adopted the revised Committee Terms of Reference

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Liz Taylor

25/P&F/76

To Receive Valuation Report on Baptist Church and agree any actions.

Cllr Chris Garbett referred to the previously circulated valuation, after which a full and constructive discussion took place on the way forward leading to the following recommendation

RECOMMENDATION

That the Parish Council establish a Working Party and request an extension of the ACV moratorium until 1st July. A comprehensive business plan will then be developed and submitted to RBC alongside a funding request.

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Will Birch

In the meantime, enquiries should be made into any other available grant funding.

25/P&F/77

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

1. NALC – Training newsletter – Noted
2. David Dixon – Letter of engagement for the Internal Auditor

The meeting closed at 8.25pm