

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE  
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 9<sup>th</sup> JUNE 2026 AT 7.30PM**

**Present:** Cllrs Kevin Shaw (Chair), Chris Garbett, Will Birch, Liz Taylor, Donna Griggs, Wendy Thompson Eleanor Robinson and David Davis.

The Clerk, Sue Lewis was also present.

**Apologies for Absence:** None

**26/P&F/01 Declaration of Interest in Items on the Agenda**

None

**26/P&F/02 Chair's Announcements**

We regret to inform you that the Burial Ground toilet facility has been broken into, and all equipment has been stolen. The matter has been reported to the police, who are aware and investigating the incident.

**26/P&F/03 To Report any Matters arising from Minutes of Meeting 14th April 2026 – for information only**

None

**26/P&F/04 To Review the Data Protection Policy**

The Clerk explained that the policy was based on guidance and a template provided by NALC.

**RECOMMENDATION:**

That the Parish Council re-adopt the Data Protection Policy

**Proposed:** Cllr Donna Griggs  
**Agreed Unanimously**

**Seconded:** Cllr Will Birch

**26/P&F/05 To Consider Grant Applications**

**East Leake Village Hall:**

The grant requested for works to the Village Hall is £11,575 plus VAT. Following discussion, it was noted that no Community Infrastructure Levy (CIL) funds are currently available; however, this position may change in the future. It was also recognised that some of the proposed works are not essential at this time. Accordingly, the following recommendation was made

**RECOMMENDATION:**

That the Parish Council agrees to award a grant of £6,475 plus VAT towards the repair of the drains. However, the Council is unable to commit to any further funding at this stage until the position regarding Community Infrastructure Levy (CIL) funding becomes clearer.

**Proposed:** Cllr Donna Griggs  
**Agreed Unanimously**

**Seconded:** Cllr Liz Taylor

## **Friends of Millside**

### **RESOLUTION:**

That the Parish Council award a grant of £1000 towards the erection of a small fence to create a small safe space for SEND children plus the purchase of mud kitchens, sand boxes etc.

**Proposed:** Cllr David Davis  
**Agreed Unanimously**

**Seconded:** Cllr Wendy Thompson

### **26/P&F/06 To Consider Request from Church Yard Volunteers for a new mower.**

### **RECOMMENDATION:**

That the Parish Council purchase a Mulching Mower for the volunteers who look after the closed churchyard

**Proposed:** Cllr Kevin Shaw  
**Agreed Unanimously**

**Seconded:** Donna Griggs

### **26/P&F/07 To Report Correspondence Received since the last meeting – for information only**

1. Severn Trent – Notice served for the closure of the Health Centre Car Park over the weekend of 27/28<sup>th</sup> June but date yet to be determined.
2. Kenway Construction – Notification of increase in energy & fuel costs which will be applied to outstanding quotes – Noted

**To consider the following resolution: “That, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1”**

7.55pm the Clerk left the meeting.

### **26/P&F/08 Confidential Item – Staffing Matters**

### **RECOMMENDATION:**

Following the results of the Job Evaluation Review both the Clerk and Assistant Clerk be paid at the recommended salary level and that the Assistant Clerk’s title be changed to Deputy Clerk

**Proposed:** Cllr Kevin Shaw  
**Agreed Unanimously**

**Seconded:** Cllr Donna Griggs

The meeting closed at 8.00pm.