

**PARISH OF EAST LEAKE
NOTICE OF MEETING**

Dear Councillor,

I hereby give you notice that the meeting of the **MANAGEMENT COMMITTEE** will be held at **The Parish Office, 45 Main Street** on **TUESDAY 12th June** at approx. 7.30pm

Dated 7th June 2018

Neil Lambert
Clerk to the Parish Council

AGENDA

APOLOGIES FOR ABSENCE

18/MAN/01 CHAIRMAN'S ANNOUNCEMENTS

18/MAN/02 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

18/MAN/03 TO REPORT MATTERS ARISING FROM MINUTES DATED 24th April 2018
NOT ON THE AGENDA – **FOR INFORMATION ONLY**

- Car park extension Gotham Road – work starts 25.6.18
- Skate Park replacement – preferred supplier identified and match funding applied for from RBC
- Insurance cover – renewed 1st June, includes costs for absent staff

18/MAN/04 TO RECEIVE AND REVIEW REPORT FROM INTERNAL AUDITOR

- Overview “tick” sheet (A)
- Recommendation to improve BACS authorisation (b)
- Report to go to External Auditor (page 3 of AGAR – see below) (C)

18/MAN/05 CONSIDER THE DRAFT ANNUAL RETURN FOR YEAR ENDED 31.3.18,
NOW KNOWN AS “AGAR”, Annual Governance and Audit Report, for
recommendation to approve at Full Council

- Annual Governance Statement, Section 1 (page 4) (D)
- Accounting Statement, Section 2 (page 5) (E1-E5)

18/MAN/06 TO CONSIDER PITCH REFURBISHMENT of one pitch at Costock Road
Playing Fields – see email from chair of ELPFC, item 2 refers (F)

18/MAN/07 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST
MEETING – **FOR INFORMATION ONLY**

18/MAN/08 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING
ORDER IU

18/MAN/09 CONFIDENTIAL ITEM – Grounds staff