

# East Leake Parish Council Notice of meeting

Parish Office  
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**Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom as permitted in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020**

Dear Councillor

**I hereby give you notice that a virtual meeting of the Management Committee will be held on-line  
On Tuesday 9<sup>th</sup> June 2020 at 730pm approx**

**Neil Lambert  
Clerk to the Parish Council, June 2<sup>nd</sup> 2020**

## **AGENDA**

- |           |  |
|-----------|--|
| 20/Man/01 | Apologies for absence  |
| 20/Man/02 | Declaration of interest in items on the agenda   |
| 20/Man/03 | Chairman's announcements   |
| 20/Man/04 | Budget out-turn to 31.3.20, actual against budget – <b>grid attached</b> – explains under-spending in Q4   |
| 20/Man/05 | Financial matters – verbal updates <ul style="list-style-type: none"><li>• AGAR and external audit</li><li>• Change of bank</li><li>• Internal auditor recruitment</li></ul> |

- 20/Man/06           Policies review – recommendation for approval by Council
- Environment Policy – wording not changing but review of performance not undertaken
  - Records Retention Policy – incorporated under GDPR; no changes proposed
  - Publication Scheme – new font and “confidential” used instead of private
  - Standing Orders – new national (NALC) template
  - Employment Policy – further reduction and cross references; new separate Grievance, and Disciplinary policies from NALC template recommended for approval
- 20/Man/07           To report correspondence received since the last meeting – for information only
- 20/Man/08           Questions to Chairman (in accordance with Standing Order 1u)