

MINUTES OF EAST LEAKE PARISH COUNCIL MANAGEMENT COMMITTEE HELD VIA ZOOM, ON MONDAY 26TH APRIL 2021 AT 7.30PM

Present: Councillors Sara Budzik, Donna Griggs (Chair), Lindsey Maggs, Lynn Forsyth, Eleanor Robinson, Mel Roper, Kevin Shaw, Liz Taylor

The Clerk, Sue Lewis and Cllr Lesley Way were also present.

Apologies for absence: None

20/MAN/85 **Declaration of Interest in Items on the Agenda**

None

20/MAN/86 **Chair's Announcements**

The Chair welcomed everyone to the meeting, which had been deferred from earlier in the month following the death of HRH Prince Philip.

20/MAN/87 **To Report any Matters arising from Minutes of Meeting 9th March – for information only**

20/MAN/71 – Review of banking arrangements. Eventually details have been changed on the HSBC account following several complaints which resulted in a £50 apology. Unity Bank closure form submitted and now waiting for signatory forms to confirm closure.

20/MAN/82 – Play Area – Contractors have confirmed that they will be able to commence the work in June and it should take at least 4 weeks to complete.

20/MAN/88 **To Discuss Review of the Committee Structure and Portfolios**

Cllr Kevin Shaw referred to the report previously circulated and following a discussion the following recommendations were made:

RECOMMENDATIONS

1. **Planning Committee** – we move away from the Ward system to having 9 self-nominated members plus the Chair and Vice-Chair of the Council

**Proposed Cllr Kevin Shaw Seconded Cllr Donna Griggs
Agreed Unanimously**

2. **Management Committee** – That this Committee be restyled and called the Personnel and Finance Committee to better reflect its primary roles and the membership of the Committee remains the same, with the Chairman and Vice-Chairman being elected by the committee members.

**Proposed Cllr Kevin Shaw Seconded Cllr Donna Griggs
Agreed Unanimously**

Amenities Committee – No Change.

Portfolios – Cllr Lindsey Maggs addressed members on the proposed list of portfolios and following a discussion a few minor alterations were made.

RECOMMENDATION

Subject to the alterations the list of Portfolio Holders be adopted at Full Council to be incorporated into the Annual Parish Council Meeting Agenda on 4th May.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Kevin Shaw

20/MAN/89

To Discuss Way Forward with Opening of Parish Office, Face to Face Meetings, agree meeting dates plus Temporary Scheme of Delegation – [Risk Assessments attached](#)

RESOLUTION

Subject to lateral flow tests being added to the Risk Assessments they be both adopted and put in place from May 7th unless the Regulations regarding virtual meeting change.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Kevin Shaw

Temporary Scheme of Delegation

RESOLUTION

That the Clerk, Parish Council Chairman and Chairs of Management, Amenities and Planning be awarded powers of delegation in the event that we have to return to face to face meetings thus enabling the council to cut down on the number of meetings until the Government Road Map is lifted.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Kevin Shaw

20/MAN/90

To Approve Financial Risk Assessment

RESOLUTION

That the Financial Risk Assessment be adopted for 2021/22

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Liz Taylor

20/MAN/91

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

1. Email – Sanjit Sull, Borough Solicitor – Update on Virtual Meetings - Noted
2. Tanya Grimes, Nalc – Update on The Court Hearing on Remote Meetings - Noted

20/MAN/92

Questions to Chairman (in accordance with Standing Order 1u)

There were no questions.

The meeting closed at 8.18pm

DRAFT