

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN EAST LEAKE VILLAGE HALL ON TUESDAY 8TH JUNE 2021 AT 7.30PM**

Present: Cllrs Donna Griggs (Chair), Sara Budzik, Eleanor Robinson, Mel Roper, Kevin Shaw

The Clerk, Sue Lewis, was also present.

Apologies for absence: Cllrs Terry Rountree and Liz Taylor

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

None

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

1. The Chair welcomed everyone to the new Personnel & Finance Committee and reminded that wearing of masks in doors is mandatory unless speaking. If you need to use the facilities, please use the disabled toilet and all chairs etc to be wiped down with sanitiser wipes.
2. Next month's Agenda we will be reviewing the Burial Ground Fees and forming a working party to investigate creating and instigating job appraisals for all staff along with reviewing ground staff job descriptions.
3. The Chair urged members to reply to the Consultation on Local Authority Remote Meetings – Call for evidence – Closing date 17th June.

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

21/P&F/87 Play Area is almost completed, but there is a problem with obtaining 'binder' for the Mulch as it is stuck in China.

21/P&F/89 Temporary Scheme of Delegation – the Chairs of Committee authorised payments for May (list to be produced at Full Council)

21/P&F/04 **To Consider the Draft "AGAR", Annual Governance and Accountability Return, for the Year Ended 31st March 2021, and Recommend Approval by Full Council on 22ND June – various papers attached, including supporting statements and reconciliations**

RECOMMENDATION

That Personnel and Finance Committee recommends that the AGAR, Annual Governance and Accountability Return for year ended 31st March be approved and signed at the Full Council Meeting on 22nd June 2021. This will be 2 separate items.

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Kevin Shaw

21/P&F/05 To receive recommendation from Rialtas to transfer underspend which is in General Reserves to Earmarked Reserves

The Clerk reported following the end of year closedown that there is a massive underspend of 66k and it is good practice for transparency to allocate the money out against the projects precepted and additionally recommend that the underspend on 4148 (Signs and Noticeboards) of 15K be moved to 328 Playgrounds in Ear Marked Reserves.

RESOLUTION:

That the Clerk be authorised to move 66k to Ear Marked Reserves along with 15k for Playground repairs.

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Kevin Shaw

21/P&F/06

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

1. Email, NCC Enquiries Broadband – Noted
2. NALC Notification of training Course 'An Introduction to Chairmanship', Wednesday 7th July – anyone wishing to attend please let Clerk know.
3. Insp Craig Berry – Stakeholder Update - Noted

21/P&F/07

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

There were no questions.

The meeting closed at 7.50pm