

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN EAST LEAKE VILLAGE HALL ON TUESDAY 13TH JULY 2021 AT 7.30PM**

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

The Clerk, Sue Lewis and Cllr Carys Thomas were also present.

Apologies for absence: Cllr Terry Rountree reasons given and approved.

21/P&F/08 **Declaration of Interest in Items on the Agenda**

None

21/P&F/09 **Chair's Announcements**

1. Its good to see the play area on Gotham Road is open and well used and that the new equipment on the Oldershaw Trust Land is progressing well.
2. Policies Review – It is intended to bring at least one policy to future meetings to keep them updated.

21/P&F/10 **To Report any Matters arising from Minutes of Meeting 8th June – for information only**

None

21/P&F/11 **To Review Q1 Budget Income Report & Expenditure**

The quarter 1 budget review was accepted with no questions.

21/P&F/12 **To Review Burial Ground Fees and set up a Working Party to discuss new Garden of Rest**

The Chair referred to the comparison list and the proposed new charges and following a discussion the following was recommended.

RECOMMENDATION

1. That the no charges age limit for internment of stillbirths to 4 years be increased to 12 years.
2. That the Burial Ground Fees be increased by 1.5% in line with inflation and then rounded up to the nearest £10 pound.

**Proposed Cllr Kevin Shaw Seconded Cllr Eleanor
Agreed Unanimously**

It was also agreed that a Working Party be set up to review the Burial Ground including a new Garden of Rest as the present one is filling up very quickly and the possibility of installation of a lockable barrier to stop the Burial Ground be used at night by gangs of youths. Cllrs Kevin Shaw, Donna Griggs and Clerk agreed to form the working party.

21/P&F/13

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

None

21/P&F/14

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

None

It was resolved that the public be excluded from the meeting for consideration of item 21/P&F/14 pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted.

21/P&F/15

Confidential Items:

a) Staff Appraisals / Performance Improvement Plans

It was agreed a Working Party consisting of Cllrs Eleanor Robinson, Kevin Shaw, Lynn Forsyth, and the Clerk take this forward by reviewing the Employment Policy, Employment Contracts and once finalised Staff Appraisals for all staff can be carried out.

The Clerk was delighted to report that the Assistant Clerk has successfully completed her 6 month probation.

b) Costock Road Pavilion Project – update and recommendations

Cllrs Kevin Shaw referred to the paper previously circulated with the following recommendations.

RECOMMENDATIONS

1. That the Parish seek alternative sources of funding.
2. If significant cash flow issues should arise accessing S106 or CIL funds, we would approach RBC for a short-term loan.

Proposed Cllr Kevin Shaw Seconded Cllr Mel Roper
Agreed by 6 in favour with 1 abstention.

The meeting closed at 8.40pm