

**MINUTES OF EAST LEAKE PARISH COUNCIL FINANCE & PERSONNEL COMMITTEE HELD
IN THE PARISH COUNCIL OFFICE ON TUESDAY 14TH SEPTEMBER 2021 AT 7.30PM.**

Present: Cllrs Donna Griggs (Chair), Mel Roper, Terry Rowntree, Kevin Shaw

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

Apologies for absence: Cllr Sara Budzik, Lynn Forsyth, Eleanor Robinson, Liz Taylor – reasons given and approved.

21/P&F/016 **Declaration of Interest in Items on the Agenda:**

None

21/P&F/017 **Chair's Announcements:**

1. The Chair reminded members that articles are required for the next newsletter.
2. Reminder that this weekend is the Great Big Green Weekend, rota is sorted for manning the office, refreshments will be provided, and cardboard cups have been ordered to keep risks down.

21/P&F/018 **To Report any Matters arising from Minutes of Meeting 13th July 2021– for information only:**

Working Party for Staff Appraisals – date to be arranged for a meeting

21/P&F/019 **To Discuss quotation received for work at the Burial Ground and new Garden of Rest:**

The Chair reported that she, Cllr Kevin Shaw, and the Clerk had visited the Burial Ground and discussed improvements needed. As there are only 12 spaces available in the Garden of Rest it was agreed to create a new one on the eastern side of the Burial Ground. We have also had complaints about visitors walking over a plot to get to the Rest Garden due to there not being a footpath. A quote has been obtained to create a footpath and a new Garden of Rest area and the options discussed.

RECOMMENDATION

1. That the quotation in the sum of £3813 plus VAT be accepted for the creation of a new Garden of Rest on the east side of the Burial Ground.
2. That the quotation in the sum of £680 plus VAT be accepted to create a new footpath up the Garden of Rest

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

Any shortfall in funds for the above project will come from the General Reserves

The erection of a lockable gate was also discussed but it was agreed to carry this over to next year's budget.

21/P&F/020

To Review the Health and Safety Policy:

RESOLUTION

That the draft Health and Safety Policy be adopted by Full Council

**Proposed Cllr Mel Roper Seconded Cllr Donna Griggs
Agreed Unanimously**

21/P&F/021

To Discuss and Agree an Equality & Diversity Policy:

The Chair referred to the draft policy circulated. Several amendments were made, including adding an extra paragraph "Commitment to form an Action Plan" and amending the list of protected characteristics as they do not match statute.

RECOMMENDATION

That following minor amendments, the Equality & Diversity Policy be adopted by Full Council

**Proposed Cllr Donna Griggs Seconded Cllr Terry Rowntree
Agreed Unanimously**

21/P&F/022

To Receive updates on:

Costock Road Pavilion – Cllr Kevin Shaw reported that the Parish Council and ELPFC have formally accepted the grant offer. There is an initial meeting tomorrow with the Contractors who have been awarded the project. An in-house Project Manager has been appointed.

Costock Road Car Park – To Agree Fee Proposal to take forward - The Chair referred to the email previously circulated and it was agreed to accept the fee proposals for taking this project forward.

21/P&F/023

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

There was no correspondence.

21/P&F/024

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

There were no questions.

The meeting closed at 8.20pm.