

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 12TH APRIL 2022 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 Lynne Twigg were also present.

Apologies for Absence:

None

21/P&F/077 **Declaration of Interest in Items on the Agenda:**

None

21/P&F/078 **Chair's Announcements:**

1. Could the councillors who have volunteered for the Toilet Rota please disregard the email that was sent round earlier, a new one will be sent round with correct dates.
2. Any items to be included in the Chairman's Report for the Annual Parish Meeting to be sent to Cllr Kevin Shaw

21/P&F/079 **To Report any Matters arising from Minutes of Meeting 8th March 2022 – for information only:**

21/P&F/071 – New equipment for the Church Volunteers/Meadow Park has now been added to the Inventory part of the assets register.

21/P&F/080 **To Review:**

Committee Terms of Reference: - It was agreed to take out the areas marked in green and amend the membership of planning "to comprise of Chair and Vice Chair and 9 others" and the areas in yellow be added/changed.

RECOMMENDATION

Subject to above amendments the Committee Terms of Reference be adopted by Full Council.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Liz Taylor

Equal Opportunities Policy: - It was agreed to add the wording "discrimination by association or perception" to the paragraph titled Purpose and Code of Conduct to the last paragraph of the policy.

RECOMMENDATION

Subject to the above amendments the Equal Opportunities Policy be adopted by Full Council

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Sara Budzik

No Smoking & No Vaping Policy: - Add under Restrictions on smoking and vaping - after premises and entrances add 'and vehicles being used for parish council business'

RECOMMENDATION

That subject to the above amendment the No Smoking & Vaping Policy be adopted by Full Council.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Lynn Forsyth

21/P&F/081

To Receive updates on:

Costock Road Pavilion: - Cllr Kevin Shaw reported that the 3rd Instalment is due to be paid in the next couple of days. The Clerk and Cllr Kevin Shaw have looked into applying for a PWLB loan for which a detailed application form, budgets and various other supporting documents will need to be forwarded via the local association to Department for Levelling Up, Housing and Communities, for approval and onward transmission to PWLB. Application must be with the DLUHC at least 2 weeks before the required draw down date.

It was agreed to add the PWLB application to the next Full Council agenda, to apply for a loan of £300,000 over 10 years, with a draw down date of 1st May, to minimise the need for bridging finance from RBC.

A report to Council/business case to be submitted giving brief details of the project and sufficient information for Council to decide whether or not to vote for the resolution.

Cllr Shaw to produce this report in time for councillors to study it before the meeting.

Cllr Mel Roper was pleased to announce that the Townlands Trust have agreed to a donation of £15,000 toward the internal fittings.

Costock Road Car Park: - Official notification has been received that we have planning permission. Tenders process has started and are due back on the 9th May.

21/P&F/082

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

1. Email Oliver Lee, Executive Assistant to Ruth Edwards requesting dates when she would be able to attend a Parish Council Meeting to meet members and discuss local and national issues – Clerk to send a list of dates for Full Council.

21/P&F/083

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

There were no questions.

The meeting closed at 8.13pm