

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 10th JANUARY 2023 AT 7.30PM**

Present: Cllrs Donna Griggs (Chair), Eleanor Robinson, Mel Roper, Kevin Shaw, Liz Taylor
The Clerk, Sue Lewis was also present.

Apologies for Absence: Cllr Lynn Forsyth reason given and approved.

22/P&F/53 **Declaration of Interest in Items on the Agenda**

None

22/P&F/54 **Chair's Announcements**

None.

22/P&F/55 **To Report any Matters arising from Minutes of Meeting 13th
December 2022 – for information only**

None that are not already covered on this agenda.

22/P&F/56 **To Review the Environment Policy for adoption at Full Council
Meeting (see attached)**

Subject to a couple of typos.

RECOMMENDATION

That the revised Environment Policy be adopted by Full Council.

Proposed Cllr Donna Griggs Seconded Cllr Kevin Shaw
Agreed Unanimously

22/P&F/57 **To Approve the Performance & Review Policy & Staff Appraisal
Form (see attached)**

Following a discussion on Performance Review Policy it was agreed that the second to last paragraph be changed to yearly meetings, the first bullet point under Performance Review Procedure be changed to February, the third bullet point be deleted and on the fourth bullet point a 'designated councillor' be deleted.

Staff Appraisal Form – Company name to be changed to East Leake Parish Council

RECOMMENDATION

Subject to the above alterations the Performance and Review Policy & Staff Appraisal Form be adopted by Full Council.

Proposed Cllr Donna Griggs Seconded Cllr Eleanor Robinson
Agreed Unanimously

22/P&F/58

To Agree New Contract for the Photocopier

RESOLUTION

That the contract for a new photocopier be accepted.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Mel Roper

21/P&F/59

To Receive updates on:

Costock Road Car Park – Cllr Kevin Shaw reported that following a meeting with Jeff Jones and the Clerk revised plans were produced which will be submitted to Rushcliffe Borough Council as a revision, therefore there will be no extra fee. In the meantime the Clerk will register on the Contracts Finder website as per our Financial Regulations.

21/P&F/60

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

1. Email from Project Manager for the New Pavilion informing that the Contractors Dako have gone into liquidation - Noted

21/P&F/61

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

There were no questions.

The meeting closed at 8.00pm.