

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE  
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 14<sup>TH</sup> MARCH 2023 AT 7.30PM**

**Present:** Cllrs Donna Griggs (Chair), Lynn Forsyth, Eleanor Robinson, Mel Roper, Kevin Shaw and Liz Taylor

The Clerk, Sue Lewis was also present.

**Apologies for Absence:** Cllr Stefano Forlani reasons given and approved.

**22/P&F/72**                      **Declaration of Interest in Items on the Agenda**

None

**22/P&F/73**                      **Chair's Announcements**

None

**22/P&F/74**                      **To Report any Matters arising from Minutes of Meeting 14th  
February 2023 – for information only**

None

**22/P&F/75**                      **To Review the following Policies:**

**Complaints Procedure -** The only amendment is the email address for the Chairman and it was agreed to amend in May when a new Chairman will have been elected.

**Anti-Bullying & Anti-Harassment Policy** – This policy has been replaced by the Dignity at Work Policy which was adopted in November 2022.

**22/P&F/76**                      **To agree quotation for gate to Burial Ground**

It was agreed to accept the quote on the proviso that the neighbours are still willing to open and lock the gate every day and that warning notices go up prior to the gate being installed and also notices after installation.

**Proposed Cllr Donna Griggs  
Agreed Unanimously**

**Seconded Cllr Lynn Forsyth**

**22/P&F/77**                      **To Receive updates on:**

**Costock Road Car Park** – Still waiting to hear if we have planning permission.

**22/P&F/78**                      **To Report Correspondence Received since the last meeting – for  
information only**

1. Marlow Fire & Security – Quotation to install new keypad for intruder alarm – Noted
2. Email on behalf of ST requesting that the Health Centre Car Park be closed for 4 days commencing 27<sup>th</sup> March for essential tree maintenance work – Noted.

**22/P&F/79**                      **Questions to Chairman (in accordance with Standing Order 1u)**

There were no questions.

The meeting closed at 7.45pm