

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 11th JULY 2023 AT 7.40PM**

Present: Cllrs David Davis, Chris Garbett, Donna Griggs, Lynn Forsyth, Eleanor Robinson, Kevin Shaw (Chairman), Liz Taylor, and Lynne Twigg.

The Clerk, Sue Lewis, Cllr Chris Jennison, and Borough Councillors Carys Thomas and Jason Billin were also present.

Apologies for Absence: None

23/P&F/13

Declaration of Interest in Items on the Agenda

None

23/P&F/14

Chair's Announcements

The new Friendship Garden Arch is being installed on Thursday at 9.30am if anyone wishes to attend.

23/P&F/15

To Report any Matters arising from Minutes of Meeting 13th June 2023 – for information only

None

23/P&F/16

To Review Q1 Budget Report Income & Expenditure – Attached

Cllr Donna Griggs asked what code 1001 referred to - Agency Reimbursement which is VAT claimed.

23/P&F/17

To Discuss and consider Climate Emergency – Diesel

The Chairman reported that as the Parish Council had passed a resolution to adopt Climate Emergency with a desire to reduce our footprint, he would like to recommend that the Parish Council look at reducing the consumption of diesel by approx. 10% by cutting the grass less often. It was agreed that the Amenities Committee take this forward and add it to the next Agenda.

23/P&F/18

To Review & Adopt Revised Standing Orders

The Chairman referred to the document previously circulated to which the committee went through and made several alterations including recommending removing item 1u, which refers to 'Questions to Chairman' and removing it from all future agendas.

It was agreed that, once the amendments have been made, there will be a recommendation made to Full Council to adopt.

23/P&F/19

To Consider quote from Red Spider Hire for Cleaning of the Parish Office windows

The Chair referred to the quotation of £1600 and it was agreed that it was very large. In the meantime, the Clerk reported that she had received a recommendation from Cllr Mel Roper on a local window cleaner. He was contacted and supplied a much lower quote of £55. It was agreed to accept this quote plus to ask for sight of insurance documents, method statement and risk assessment.

23/P&F/20

To Receive updates on:

Costock Road Car Park – Deadline for tenders is 12noon on the 28th July.

23/P&F/21

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

None

23/P&F/22

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

None

The meeting closed at 8.13pm

DRAFT