

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 12TH SEPTEMBER 2023 AT
7.30PM.**

Present: Cllrs Kevin Shaw (Chair), Donna Griggs, Liz Taylor David Davis

The Clerk, Sue Lewis, was also present.

Apologies for Absence: Cllrs Chris Garbett, Eleanor Robinson, Lynn Forsyth

23/P&F/32

Declaration of Interest in Items on the Agenda

None

23/P&F/33

Chair's Announcements

Following the Clerk's email this morning regarding a leak in the public toilets, a plumber has been out and quoted £585 to repair which has been accepted.

23/P&F/34

To Report any Matters arising from Minutes of Meeting 8th August 2023 – for information only

None

23/P&F/35

To Discuss the requirement of a Public Performance Licence for the Christmas Lights Switch-on and Carnival Office

The Clerk reported that it has come to the attention of both the above committees that a Music Licence is needed for the playing of live music at both events.

RECOMMENDATION

That a Music Licence be purchased for both the above events.

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

23/P&F/36

To Consider & Adopt :

Disciplinary Policy & Grievance Policy

RECOMMENDATION

That both the Disciplinary and Grievance Policies be adopted by Full Council.

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

23/P&F/37

To Consider 3 quotes for work to paths in Meadow Park

The Clerk reported that three quotes had been received as follows:

- a) £8436.00 plus VAT
- b) 9951.70 inc VAT
- c) 11800 plus VAT

RECOMMENDATION

That quote a) in the sum of £8436 be accepted.

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Donna Griggs

23/P&F/38

To Consider Grant Application from East Leake Basketball Club

RECOMMENDATION

That the Parish Council grant funds in the sum of £750 to the Basketball Club for the purchase of a custom designed basketball kit for the senior team.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Liz Taylor

23/P&F/39

To Consider Quote for First Aid Training

The Clerk referred to the email previously circulated with regard to First Aid training for staff and councillors.

RECOMMENDATION

That the Assistant Clerk does the 3-day training with other members of staff doing the one-day plus any councillors who wish to join them.

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

23/P&F/40

To Receive updates on:

Costock Road Car Park – Work is progressing well, and the ground is now cleared.

Proposed New Health Centre – The Clerk reported that a full survey will be carried out on the land of the 3 options to see which is the most viable.

23/P&F/41

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

1. East Leake Bantams - Request for grant towards insurance for a Firework Display – Agenda Item for Full Council

The meeting closed at 7.58pm