

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

**Present:** Cllrs Kevin Shaw (Chair), Eleanor Robinson, Donna Griggs, Liz Taylor David Davis, Will Birch, Chris Garbett

The Clerk, Sue Lewis, and Cllr Jason Billin were also present.

**Apologies for Absence:** Cllr Lynn Forsythe - reasons accepted and approved.

**23/P&F/50**

**Declaration of Interest in Items on the Agenda**

None

**23/P&F/51**

**Chair's Announcements**

The Chairman reported that several members of staff have completed their 1 day first aid at work training and the Assistant Clerk the 3-day training which came in very useful for her yesterday as she had to administer first aid to a neighbour who had fell and broke her hip.

**23/P&F/52**

**To Report any Matters arising from Minutes of Meeting 10<sup>th</sup> October 2023 – for information only**

None

**23/P&F/53**

**To Agree Two Quotations for the Public Toilets and Water Fountain**

The Clerk reported that the repair to the urinals is following the water leak we had in September and the water fountain had been vandalised again. A discussion took place on the water fountain, and it was agreed that this would be the last time it would be repaired.

**RECOMMENDATION**

That the repairs to the urinals and water fountain be carried out, but if the water fountain is vandalised again then this will be the last time its repaired.

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

**23/P&F/54**

**To Agree Two Quotation for Fire Alarm**

**RECOMMENDATION**

That the quotations to replace the fire panel as current one is out of date and the installation of a zone plan in the sum of £723.45 be accepted

**Proposed Cllr Donna Griggs  
Agreed Unanimously**

**Seconded Cllr Kevin Shaw**

**23/P&F/55**

**To Adopt revised Councillor Code of Conduct Policy**

The Clerk reported that that our code of conduct needed updating due to misunderstanding by councillors on when to declare an interest. Advice was sought from Rushcliffe Borough Council who are going to look in to providing training for all councillors and staff.

Following a discussion, a couple of alterations were requested in pages 11 and 13.

**RECOMMENDATION**

Subject to the above alterations the revised Code of Conduct be adopted.

**Proposed Cllr Kevin Shaw  
Agreed Unanimously**

**Seconded Cllr Donna Griggs**

**23/P&F/56**

**To Consider request from East Leake Traders Association for financial assistance towards a Social Media Workshop at their next meeting**

7.15pm The chair closed the meeting to allow Cllr Jason Billing address members

7.20pm the chair reopened the meeting.

**RESOLUTION**

Due to the grant required is being used for a closed group the Committee felt that they could not grant this request.

**Proposed Cllr Kevin Shaw    Seconded Cllr Will Birch  
Agreed Unanimously**

**23/P&F/57**

**To Acknowledge the implementation of the new pay scales for staff from 1<sup>st</sup> April 2023**

The Clerk reported that we had now received the new pay scales which will be implemented in the staff's November pay.

**23/P&F/58**

**To Receive updates on:**

**Costock Road Car Park** – The Clerk reported that that we were still waiting for the S278 legal agreement and as soon as that has been received the contractors will be back to finish the car park.

**Proposed New Health Centre** – A report will be given at the Full Parish Council meeting.

**23/P&F/59**

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

1. Rushcliffe Borough Council – UKSPF Grant Funding 2024-25 – Agenda Item and Full Council.