

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 11th February 2025 AT 7.30PM**

Present: Cllrs Kevin Shaw (Chair), Chris Garbett, David Davis, Eleanor Robinson, Lynn Forsyth, Donna Griggs & Liz Taylor.

The Clerk, Sue Lewis was also present.

Apologies for Absence: None

24/P&F/64 **Declaration of Interest in Items on the Agenda**

Cllr Chris Garbett declared an interest in item 24/P&F/70 Village Hall

24/P&F/65 **Chair's Announcements**

Reminder that it's the Meet Your Village Event on Saturday 22nd and to look at the board that the Assistant Clerk had prepared for it.

24/P&F/66 **To Report any Matters arising from Minutes of Meeting 14th
January 2025– for information only**

None

24/P&F/67 **Finance – Q3 review – papers attached**

The Chair referred to the papers previously circulated of the detailed Income and Expenditure by Budget Headings for quarter 3 and it was agreed to add a new header for CIL and add the precept.

24/P&F/68 **To Review the Assets Register for 2025/26**

The Clerk reported that the highlighted sections were new additions.

It was noted that the War Memorial was not on the register and the number of benches around the village.

With the additions above, it was agreed to accept the Assets Register for 2025/26

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

24/P&F/69 **To Approve and Adopted the following Policies**

Financial Regulations – No updates adopted as seen.

Financial Risk Assessment - It was agreed that under the Cemetery heading that routine safety inspections be added, under Parks add Legal & Financial and under Contracts add ensure the Parish Council use qualified contractors.

RECOMMENDATION

Subject to the above amendments the Financial Risk Assessment for 2025/2026 be adopted

**Proposed Cllr Kevin Shaw
Agreed Unanimously**

Seconded Cllr Donna Griggs

Health and Safety Policy

The Chair referred to the Health and Safety Policy and following a discussion it was agreed to add under 3.4 Contractors “and hold appropriate insurance with copies being kept in the office, under Section 16 Smoking add “this includes smoking vapes” and under Section 22 Monitoring delete parish clerk, the chair and add Personnel and Finance Committee.

RECOMMENDATION

Subject to the above amendments the Policy be adopted.

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Will Birch

24/P&F/70

To Consider Request from EL Village Hall Committee to pay for Planning Application

RECOMMENDATION

That the Parish Council pay the planning application fee of up to £500 for works to the foyer roof.

**Proposed Cllr Lynn Forsyth
Agreed by 6 in favour with 1 abstention**

Seconded Cllr David Davis

24/P&F/71

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

None

The meeting closed at 8.00pm