

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 14TH JULY 2026 AT 7.30PM**

Present: Cllrs Kevin Shaw (Chair), Chris Garbett, Will Birch, Liz Taylor, Wendy Thompson and Eleanor Robinson.

The Clerk, Sue Lewis was also present.

Apologies for Absence: Cllrs Donna Griggs & David Davis reasons given and accepted

26/P&F/09 Declaration of Interest in Items on the Agenda

None

26/P&F/10 Chair's Announcements

None

**26/P&F/11 Report any Matters arising from Minutes of Meeting 9th June 2026
– for information only**

None

26/P&F/12 Review Q1 Budget Report Income & Expenditure

The report was accepted as read

26/P&F/13 Review the Whatsapp Use Policy & Adopt

The Clerk suggested that a sentence be added under Principles of Use “ Please note that WhatsApp is not monitored by staff 24/7 and any work issues should be emailed”

RECOMMENDATION

That subject to the above amendment the WhatsApp Policy be accepted by Full Council

Proposed: Cllr Wendy Thompson **Seconded:** Cllr Liz Taylor
Agreed Unanimously

**26/P&F/14 Approve additional expenditure for the replacement of four
electronic toilet pan flush systems at the public conveniences
(attached)**

RECOMMENDATION

It was agreed to approve payment of **£1,766.40**, being the builder's cost price. However, the Council requires a corrected invoice, as the invoice received did not match either the agreed amount or the correspondence with the contractor. Subject to receipt of a corrected invoice, the Committee agreed in principle to recommend to Full Council that ELPC approve payment of the original sum quoted.

Proposed: Cllr Will Birch **Seconded:** Cllr Liz Taylor
Agreed Unanimously

26/P&F/15

To consider the draft Terms of Engagement received from District Valuer Services (DVS) in relation to the valuation of land associated with the Severn Trent Water pumping station site and approve fee estimate (*attached*)

The Chair referred to the Terms of Engagement received by the DVS and following a discussion it was agreed that Cllr Chris Garbitt should reply on behalf of the Parish Council and discuss it further and for the Clerk to send an amended Purchase Order for the value of £4000 – Cllr Chris Garbett to clarify if it needs to be paid now.

26/P&F/16

Report Correspondence received since the last meeting – for information only

1. Letter Campbell Crossley & Davis (Administrators for Leith Facilities) – queries raised with the Directors as they confirm no material were removed from site – Noted
2. Vertas – Notification of increase in costs effective from 1st September 2026

Meeting closed at 8.04pm.