

**MINUTES OF EAST LEAKE PARISH COUNCIL PERSONNEL & FINANCE COMMITTEE
HELD IN THE PARISH COUNCIL OFFICE ON TUESDAY 8th SEPTEMBER 2026 AT 7.30PM**

Present: Cllrs Kevin Shaw (Chair), Chris Garbett, David Davis, Donna Griggs, Wendy Thompson and Eleanor Robinson.

The Clerk, Sue Lewis was also present.

Apologies for Absence: Cllr Liz Taylor reasons given and accepted

26/P&F/17 Declaration of Interest in Items on the Agenda

None

26/P&F/18 Chair's Announcements

None

26/P&F/19 Report any Matters arising from Minutes of Meeting 14th July 2026 – for information only

None

26/P&F/20 To Consider request from ELPFC for a Bursary for grounds maintenance.

The Chair referred to the letter previously circulated and stated that the Parish Council some years ago did give them a bursary which they had to apply for every year. Now the Parish Council are paying £10,513.44 plus VAT. If we did award them the grant, then they would be able to take control of the contract

RECOMMENDATION

That the Parish Council approve a grant of £10,513.44 net to ELPFC in principle based on the current amount paid by the Parish Council. Going forward, the grant will be index-linked and subject to an annual review. ELPFC will be required to provide a copy of the relevant quotation and/or invoice to support the amount requested.

**Proposed Cllr Wendy Thompson
Agreed Unanimously**

Seconded Cllr David Davis

26/P&F/21 To Consider grant request from EL Bantams

The Clerk reported that she had responded to the Bantams, advising them that the Parish Council currently had no CIL funds available to award.

It was agreed that the Clerk write to the Bantams requesting a detailed breakdown of the costs associated with their request. The Clerk should also advise that, whilst the Parish Council may not be in a position to provide the full amount requested, it may be able to make a contribution towards the costs.

If the requested information is received prior to the next Full Council meeting, the matter will be added to the agenda for consideration.

26/P&F/22

To Consider review of Grant Application Form and how we award grants

The Clerk reported that she had reviewed the Grants Awarding Policy and amended it to provide for grants to be awarded once a year.

Following discussion, it was agreed that the policy should also include provision for small grants to be awarded, together with a clawback clause stating that the Parish Council reserves the right to reclaim any grant funding that is not used for the specified purpose.

It was further agreed that applicants should be required to provide evidence of expenditure and sign an acknowledgement confirming that they accept and agree to the conditions attached to the grant.

The amended Grants Awarding Policy will be brought back to the next Personnel & Finance Committee meeting for further consideration

26/P&F/23

To Consider quotes for replacing stolen equipment from Burial Ground

Having reviewed the quotations, particularly the cost of a steel door, it was agreed that further quotations should be sought for a more substantial door than those originally considered, but not to the same specification as a steel door.

RESOLUTION

That as the insurance money has been received the Clerk can go ahead and purchase the equipment and seek further quotes for the replacement door.

**Proposed Cllr Kevin Shaw Seconded Cllr David Davis
Agreed Unanimously**

26/P&F/24

Report Correspondence received since the last meeting – for information only

None

The meeting closed at 8.02pm