

MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 12th APRIL 2016 AT 7.35 P.M.

Present: Councillors, Ron Hetherington, Marie Males, Conrad Oatey, Glennis Robinson, Kevin Shaw (Chairman), Carys Thomas, John Thurman

The Clerk Lesley Bancroft was also present.

APOLOGIES: Cllr Mel Roper reason accepted and approved

15/MAN/112 CHAIRMAN'S ANNOUNCEMENTS

None

15/MAN/113 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

None

15/MAN/114 TO REPORT MATTERS ARISING FROM MINUTES DATED 8th MARCH 2016 NOT ON THE AGENDA – FOR INFORMATION ONLY

None

15/MAN/115 TO AUTHORISE A CHEQUE TO HMRC FOR PAYMENT

A cheque to HMRC for tax and National Insurance in the amount of £4181.84 for periods 10/11/12 was authorised.

Proposed Cllr Kevin Shaw Seconded Cllr Conrad Oatey
Agreed Unanimously

15/MAN/116 TO AUTHORISE THE PARISH COUNCIL RISK ASSESSMENTS TO RECOMMEND TO FULL COUNCIL AS EXAMINED BY THE CHAIR AND VICE CHAIR OF THE COUNCIL

There being no further amendments.

RECOMMENDATION

The Risk Assessments be adopted

Proposed Cllr Kevin Shaw Seconded Cllr Marie Males
Agreed Unanimously

15/MAN/117 TO REVIEW THE NEW EMPLOYMENT POLICY

The Policy having been discussed and subject to

- Editing
- Sections numbered
- Contents page being added
- Shared with employees

RECOMMENDATION

The Employment Policy be adopted

Proposed Cllr Kevin Shaw Seconded Cllr Conrad Oatey
Agreed Unanimously

The Clerk was thanked for the work undertaken on producing the Policy.

15/MAN/118 TO REVIEW ONGOING TASKS (EXCLUDING THOSE THAT ARE AGENDA ITEMS OF THE PARISH COUNCIL OR ITS COMMITTEES)

PENSION PROVISION – Our Scheme has become operative from the 1st April this year and the first payments into the scheme will be submitted during this month's payroll run for those employees who wish to join the scheme.

LOCAL AWARDS SCHEME- TO APRIL FULL COUNCIL

15/MAN/119 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING – FOR INFORMATION ONLY

None

15/MAN/120 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING ORDER SECTION 1U

None

The meeting closed at 8.08pm