

**MINUTES OF THE MANAGEMENT COMMITTEE OF EAST LEAKE PARISH COUNCIL HELD IN THE PARISH OFFICE ON TUESDAY 14<sup>th</sup> JUNE 2016 AT 7.25 P.M.**

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

The Clerk Lesley Bancroft was also present.

**APOLOGIES:** None

**16/MAN/001 CHAIRMAN'S ANNOUNCEMENTS**

None

**16/MAN/002 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

None

**16/MAN/003 TO REPORT MATTERS ARISING FROM MINUTES DATED 12<sup>th</sup> APRIL 2016 NOT ON THE AGENDA – FOR INFORMATION ONLY**

None

**16/MAN/004 TO EXAMINE THE BUDGET IN ORDER TO CONSIDER A REQUEST FROM EAST LEAKE FOOTBALL CLUB FOR A 'START UP' GRANT**

A projection of income and expenditure from the applicant on behalf of the Club was tabled and discussed.

It was resolved that, in pursuance of the power conferred by **Section 137 of the Local Government Act 1972** (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the Committee approves the payment of the sum of £1000.00 to assist with start-up costs and cash flow for the first year.

This is not to be an ongoing commitment and it is hoped that the Club will be able to become self-supporting during its second year.

The Parish Council will ask the East Leake Playing Fields Charity for its support for the Club.

**Proposed Cllr Carys Thomas  
Agreed Unanimously**

**Seconded Cllr Conrad Oatey**

**16/MAN/005 TO EXAMINE THE COUNCIL'S FINANCIAL CONTROLS**

As required, the Parish Council's Financial and Internal Controls were tabled and examined. The Committee agreed that the Controls were in order.

**RECOMMENDATION**

The Financial and Internal Controls be approved and adopted.

**Proposed Cllr Kevin Shaw  
Agreed Unanimously**

**Seconded Cllr Marie Males**

**16/MAN/006 TO APPROVE THE COUNCIL'S GOVERNANCE STATEMENT IN RELATION TO THE ANNUAL RETURN**

Having examined the Financial and Internal Controls (above) the Committee acknowledged its responsibility for ensuring a sound system of internal control and made recommendation that the Governance Statement be signed.

## RECOMMENDATION

The Annual Governance Statement as examined by the Management Committee be approved and adopted by Full Council acknowledging that members have ensured a sound system of internal control is in place.

**Proposed Cllr Kevin Shaw**  
**Agreed Unanimously**

**Seconded Cllr Marie Males**

### **16/MAN/007 APPROVAL OF THE ANNUAL RETURN FOR YEAR END MARCH 2016**

The figures for the Annual Return were tabled and discussed. An explanation was given in response to a point raised by the External Auditor in relation to last year's figures in box 2 and box 3

## RECOMMENDATION

The Parish Council approve the Annual Return with restated figures for 2015 in box 2 £150,276 to £148,906 and box 3 £47,289 to £48,758. The figures for year end 2016 are correct.

**Proposed Cllr Kevin Shaw**  
**Agreed Unanimously**

**Seconded Cllr Marie Males**

### **16/MAN/008 SUBMISSION OF THE INTERNAL AUDIT REPORT FOR CONSIDERATION**

The Internal Audit Report for Financial Year 1<sup>st</sup> April 2015-31<sup>st</sup> March 2016 was tabled and noted. There were no areas of concern and therefore no recommendations.

### **16/MAN/009 TO CONSIDER THE BUDGET STATUS IN RELATION TO THE MAINTENANCE OF THE 'FINGER POSTS' IN AND AROUND THE VILLAGE**

Developers in the area of the finger posts which need restoring are to be contacted to request funding for this project. County Councillor Andrew Brown is also to be asked to assist - Agreed

### **16/MAN/010 TO REVIEW THE INCOME AND EXPENDITURE FOR APRIL 2015-MARCH 2016**

The income and expenditure report for the last final year was tabled and noted. There were no areas for concern.

### **16/MAN/011 TO NOTE THE PAY CARD EXPENDITURE FOR 1<sup>ST</sup> APRIL 2016-14 JUNE 2016**

The pay card expenditure report for the 1<sup>st</sup> April to 14<sup>th</sup> June 2016 was tabled and noted.

### **16/MAN/012 TO NOTE THE NEW 2016-2018 NATIONAL SALARY AWARDS AGREED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES**

The new 2016-2018 National Salary Awards were tabled and noted. The percentage increase is to be a consideration at the next Parish Council Annual Pay Review as a guideline for all employees.

### **16/MAN/013 TO REVIEW ONGOING TASKS (EXCLUDING THOSE THAT ARE AGENDA ITEMS OF THE PARISH COUNCIL OR ITS COMMITTEES)**

**Pension Provision** - It is hoped that Pension contributions will begin in July subject to the payroll outsourcing having begun.

**16/MAN/014 TO REPORT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING – FOR INFORMATION ONLY**

There was no correspondence

**16/MAN/015 QUESTIONS TO CHAIRMAN IN ACCORDANCE WITH STANDING ORDER IU**

There were no questions.  
The Meeting closed at 8.14pm