

Lawrence said that this significant 'risk' is under ongoing consideration and this document should be updated as procedures are introduced to mitigate the identified risk. These changes should be also be minuted as appropriate.

Clerk to add Risk Management Policy to the next Full Council Meeting for its adoption.

(e) To review a proposed new Grievance and Disciplinary policy

Councillor Linnett proposed accepting both the Grievance and Disciplinary policies, Councillor Kitchen seconded. Carried. *Clerk to add these to the Council's website.*

Fin 20.06

To review the Management Accounts

Councillor Lawrence explained that the monthly bank statement for the HSBC savings account had not yet been received so the income figures may be short by circa £600. The figures will be amended once the bank statement is received.

At this point the Committee resolved to only publish Spring and Autumn editions of LiFE magazine. *Clerk to add to Full Council meeting agenda.*

The accounts were discussed and the Committee asked the Clerk to:

- *Obtain the rebate from BT for the 12 months overpaid broadband (circa £400),*
- *provide the Council with a breakdown of 2Commune's charges and contractual obligations regarding the Parish Council's website,*
- *add Christmas Lights to the Planning, Trees and Highways Committee agenda,*
- *establish whether lamp post inspections are needed for both Christmas lights and hanging baskets, and*
- *establish if a licence needed for hanging baskets in the same way one is needed for Christmas lights.*

Fin 20.07

To consider the Budget for 2020

Each Member had received a copy of the Actual and Proposed expenditure and income for 2019/20 prior to the meeting, along with proposed budgetary figures for 2020/21. Members of the Finance/Policies/LiFE Committee discussed and considered each item on the Budget.

The Committee resolved to keep the Parish Precept at £172,000. One Councillor abstained.

Clerk to establish NJC pay scales for 2020/21 from LRALC. Also, Clerk to add budget precept to January's Full council agenda for the Council to accept. Once accepted, Clerk to pass precept request to BDC.

Fin 20.08

To review other Council's Grants Policies and Grants Application Forms and compile a draft Policy and form for Leicester Forest East Parish Council

The Committee reviewed several other Council's Grants Policies and asked the Clerk to draft a policy for the Council and send to all Councillors ahead of the next Full Council Meeting. *Clerk to action.*

Fin 20.09

To consider making Grants to Leicester Forest East Library and the Citizens Advice Bureau

If a Grants Policy is put in place for the 2019/20 financial year the Library will be able to apply for a grant, along with the Citizens Advice Bureau. *Clerk to add this to the next Full Council agenda.*

Fin 20.10

To review the Job Advert for Assistant Clerk

The Committee discussed the job description prepared by the Clerk. *Clerk to draft a job description, person specification and contract of employment. Then send to all Councillors and add to the agenda of the next Full Council Meeting.*

Fin 20.11 To review reserves

The Committee discussed the reserves. *Clerk to add this item to the next Full Council Meeting.*

Fin 20.12 Date of next meeting – tba

To be confirmed.

The Meeting closed at 9.17pm.