

Leicester Forest East

Parish Council
The Parish Hall, Kings Drive, Leicester Forest East
Leicester LE3 3JE
Tel: 0116 239 0039
Email: clerk@lfeparishcouncil.org.uk
www.lfepc.org.uk

Clerk to the Parish Council:
Mrs H E Mann
7th May 2024

You are summoned to attend the Annual Parish Council Meeting to be held on Wednesday 15th May 2024 at The Parish Hall, Kings Drive, Leicester Forest East commencing at 7.00pm. **MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

<https://us05web.zoom.us/j/85853632538?pwd=V7s93AY5WfI5xDoR5LldjSkP9ufy4a.1> Meeting ID: 858 5363 2538
Passcode: 3m1QV0

AGENDA

- 24.78 To elect:
(a) a Chairman for 2024/2025 and elected Chairman to sign 'Declaration of Acceptance of Office' form
(b) a Vice- Chairman for 2024/2025 and elected Vice-Chairman to sign 'Declaration of Acceptance of Office' form
- 24.79 To receive reports from County/District Councillors
- 24.80 To adjourn the meeting to receive questions from Members of the Public
- 24.81 To receive apologies for absence
- 24.82 To:
(a) receive disclosures of interest in accordance with the Code of Conduct; and
(b) consider granting a dispensation to one councillor
- 24.83 Appointment of members of standing committees:
(a) Finance and Policies
(b) Parks, Hall, Events and LiFE Magazine
(c) Planning, Trees and Highways
(d) Staffing and Appeals
- 24.84 To determine the number and time of the ordinary meetings of the following standing committees:
(a) Finance and Policies
(b) Parks, Hall, Events and LiFE Magazine
(c) Planning, Trees and Highways
(d) Staffing and Appeals
- 24.85 To determine the Chairman and Vice-Chairman of each of the following standing committees:
(a) Finance and Policies
(b) Parks, Hall, Events and LiFE Magazine
(c) Planning, Trees and Highways
(d) Staffing and Appeals
- 24.86 To discuss Finances:
(a) To approve repayment to clerk of overpayment of pension contributions
(b) To approve spend over budgeted amount for Rialtas accounts package
(c) To approve item 1&2 on the order paper for May 2024
(d) To approve all remaining items on the order paper for May 2024
(e) To note bank the reconciliation for May 2024
(f) To minute bank balances
(g) To note the monthly accounts
(h) To note top line budget items
(i) To discuss reserves
(j) To consider any grant applications received
- 24.87 To confirm minutes from the Council meeting on Wednesday 17th April 2024 as a true and accurate record
- 24.88 To discuss matters arising from those minutes:

- 24.89 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held
- 24.90 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 7th May 2024
 - (a) To discuss date for whacker plate hire and use
- 24.91 To review the following Policies:
 - (a) Volunteer Policy
 - (b) Data Protection Policy; and
 - (c) General Privacy Notice Policy
- 24.92 To consider progress on 2024-2025 projects:
 - (a) Parish App – May 2024 - update
 - (b) Outside power supply and to replace lights in Reg Neal room for LED – June 2024
 - (c) Replacement Sliding Doors for Parish Hall – October 2024
 - (d) 3 new bins for Kings Walk Park and moving them to different locations + extra bin near MUGA and installation of all – February 2025
 - (e) Scarification of wildflower garden – April 2024 – update
- 24.93 To consider the risk assessments for:
 - (a) Picnic in the Park 2024
 - (b) TV Production Company to film on Kings Walk Park and use the Parish Hall as a base
- 24.94 To consider return of hall hire deposits for hires on:
 - (a) 20.04.2024; and
 - (b) 28.01.2024
- 24.95 To consider whether the SLCC can hold branch meetings at the Parish Hall at no charge
- 24.96 To consider quote from Cuttlefish for a gov.uk website, gov.uk staff email addresses and migration of old emails from old email accounts to new email accounts
- 24.97 To consider the adequacy of the parish council's insurances
- 24.98 To consider quarterly review of the Action Plan
- 24.99 To consider clerk's emergency policy
- 24.100 To consider quote to safely destroy the clerk's old laptop and also the clerk's old computer tower
- 24.101 To Re-Affirm the Council's General Power of Competence
- 24.102 Plan of Work
- 24.103 Clerk's report
- 24.104 Councillors' forum
- 24.105 Delegates reports
- 24.106 To approve the minutes from the March 2024:
 - (a) Planning, Trees and Highways Committee meeting; and
 - (b) Parks, Hall, Events and LIFE Committee meeting.
- 24.107 To consider excluding the press and public and to enter a closed session to consider new contracts and job descriptions for the Premises Officer and Assistant Clerk
- 24.108 Date of Next Meeting

H Mann

Mrs Holly Mann
Clerk to Leicester Forest East Parish Council

