

# 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](mailto:clerk@lfeparishcouncil.org.uk)

[www.lfepc.org.uk](http://www.lfepc.org.uk)

Clerk to the Parish Council:

**Mrs H E Mann**

4<sup>th</sup> June 2024

You are summoned to attend a Parish Council Meeting to be held on Friday 14<sup>th</sup> June 2024 at The Parish Hall, Kings Drive, Leicester Forest East commencing at 1.00pm. **MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

<https://us05web.zoom.us/j/88072236064?pwd=BqS3KxriduwXVowQAKhbAK02WlhPMK.1> Meeting ID: 880 7223 6064

Passcode: 3a5rbq

## AGENDA

- 24.109 To receive apologies for absence
- 24.110 To receive disclosures of interest in accordance with the code of conduct
- 24.111 To receive reports from County/District Councillors
- 24.112 To adjourn the meeting to receive questions from Members of the Public
- 24.113 To discuss Finances:
  - (a) To approve EOY accounts
  - (b) To receive the Annual Internal Auditor's Report (AIAR) 2023/2024
  - (c) To receive internal auditor's narrative report
  - (d) To consider recommendations or matters arising from the internal auditor's narrative report
  - (e) To complete and sign the Annual Governance Statement (section 1) of the AGAR 2023-2024
  - (f) To receive and sign the Accounting Statements (section 2) of the AGAR 2023-2024
  - (g) To receive and consider the bank reconciliation 2023-2024
  - (h) To receive and consider the breakdown of reserves held
  - (i) To agree the dates for the period of public rights (30 working days including the first 10 working days of July)
  - (j) To approve item 1&2 on the order paper for June 2024
  - (k) To approve all remaining items on the order paper for June 2024
  - (l) To note bank the reconciliation for May 2024
  - (m) To minute bank balances
  - (n) To note the monthly accounts
  - (o) To note top line budget items
  - (p) To discuss reserves
  - (q) To consider any grant applications received
- 24.114 To confirm minutes from the Council meeting on Wednesday 15<sup>th</sup> May 2024 as a true and accurate record
- 24.115 To discuss matters arising from those minutes:
  - (a) To consider clerk's emergency policy
- 24.116 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held
  - (a) 22/0455/FUL – 29 and 29 Boswoth Way – alteration to combine into one proeprty and change use from (C3) to childrne's care home (C4)
- 24.117 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 4<sup>th</sup> June 2024
  - (a) To approve spend by the Parks committee from the paths around the parish hall earmarked reserve of up to £25,0005 on re-laying and adding to the existing slabbed path
- 24.118 To review the following Policies:
  - (a) Safeguarding policy
  - (b) Data breach policy
  - (c) Subject access request policy
  - (d) Financial Regulations – interim review to consider several changes including to add capability to approve a year's worth of fixed staff salaries and not to sign invoices as they show who has approved them on Unity
- 24.119 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 – to receive amended quote over budgeted amount as requirements have changed (2 sockets instead of 1)
  - (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
- 24.120 To consider Blaby District Council's Parish Charter
- 24.121 To consider what to do regarding the council's savings account as Market Harborough Building Society do not allow administrators on an account unless they are also signatories
- 24.122 To receive quote to redecorate foyer, café and kitchen areas plus quote to redecorate parish office
- 24.123 To receive quote to remove radiators in parish office and move electrical switches
- 24.124 To consider whether or not to publish LIFE magazine in the pre-election period
- 24.125 Plan of Work
- 24.126 Clerk's report
- 24.127 Councillors' forum
- 24.128 Delegates reports
- 24.129 Date of Next Meeting



Mrs Holly Mann  
Clerk to Leicester Forest East Parish Council

