

Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester Forest East

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Clerk to the Parish Council:

Mrs H E Mann

9th July 2024

You are summoned to attend a Parish Council Meeting to be held on Wednesday 17th July 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/84433265116?pwd=UaBaHP1Ouk6GzqslTubMe5TaWtRShl.1> Meeting ID: 844 3326 5116

Passcode: 2F9W3V

AGENDA

- 24.130 To receive apologies for absence
- 24.131 To consider co-opting a member of the public to the office of parish councillor
- 24.132 To receive disclosures of interest in accordance with the code of conduct
- 24.133 To receive reports from County/District Councillors
- 24.134 To adjourn the meeting to receive questions from Members of the Public
- 24.135 To discuss Finances:
 - (a) To approve film evening licence purchase
 - (b) Annual review and approval of all direct debits *per* financial regulation 5.6
 - (c) To approve annual list of regular payments
 - (d) To note which two Cllrs will approve the July and August payments
 - (e) To approve items 1&2 on the order paper for July 2024
 - (f) To approve all remaining items on the order paper for July 2024
 - (g) To approve items 1&2 on the order paper for August 2024
 - (h) To approve all remaining items on the order paper for August 2024
 - (i) To minute bank balances
 - (j) To approve the bank statements
 - (k) To approve bank the reconciliation for June 2024
 - (l) To note the monthly accounts
 - (m) To note top line budget items
 - (n) To note reserves
 - (o) To consider any grant applications received
- 24.136 To confirm minutes from the Council meeting on Friday 14th June 2024 as a true and accurate record
- 24.137 To discuss matters arising from those minutes:
- 24.138 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held
- 24.139 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 2nd July 2024
 - (a) To discuss any last minute Picnic in the Park issues
- 24.140 To review the following Policies:
 - (a) Advertising policy
 - (b) CCTV Policy
 - (c) Annual monitoring and evaluation of CCTV per section 12 of the CCTV Policy
 - (d) Publication Scheme
 - (e) Grants Policy
 - (f) To review internal controls policy as it states that invoices must be signed by two Cllrs. However, this may not be necessary as the online bank account shows which two Cllrs authorised any payment anyway
 - (g) To discuss business continuity policy
- 24.141 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 – update

(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 and to consider further scarification works and quote to be taken from general reserves

- 24.142 To consider setting up a new committee with delegated powers to work on projects
- 24.143 To consider purchasing a new, metal bin store as the plastic one has been vandalised
- 24.144 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
- 24.145 To receive and open quotes for re slabbing the path around the parish hall and to possibly temporarily suspend financial regulation 11.1 if fewer than three quotes are received via the contracts finder website
- 24.146 To consider adding a war memorial (or similar) to the parish hall
- 24.147 To consider purchasing a 'best cake' trophy for the annual Queens Drive street party
- 24.148 To consider obtaining quotes to have the parish hall floor re-sealed
- 24.149 To consider Leicestershire Highways Design Guide Review Consultation
- 24.150 To receive quotes for the new parish office cupboards
- 24.151 To consider purchasing more lamp post poppies
- 24.152 To consider quote to wipe Premises Officer's laptop for a councillor to use for council business
- 24.153 Clerk's report
- 24.154 Councillors' forum
- 24.155 Delegates reports
- 24.156 Date of Next Meeting

H Mann

Mrs Holly Mann

Clerk to Leicester Forest East Parish Council

