

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 17 OCTOBER 2016 7.30PM, THE OLD FIRE STATION (MICKLEFIELD YOUTH AND ADULT CENTRE)

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed:

Clerk to the Council Date: 12th October 2016

AGENDA

16/19 To disclose or draw attention to any disclosable pecuniary interests and any other significant interests that the member wishes to declare in the public interest, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14

16/20 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

16/21 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

16/22 To consider dispensation requests received by the Clerk prior to the meeting

16/23 To approve the minutes of the meeting held on Monday 20 June 2016 (attached)

16/24 To note matters arising from the minutes of the meeting held on Monday 20 June 2016

16/25 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 June to 30 September 2016 (attached, with supporting documents)

16/26 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

16/27 LOCAL COUNCIL AWARD SCHEME

/1 To note steps taken towards achieving recognition from the Local Council Award Scheme

16/28 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 3 April to 1 October 2016

/2 To confirm the number of hours of TOIL earned between 3 April and 1 October 2016

/3 To approve the payment of net TOIL earned between 3 April and 1 October 2016 and of all ensuing Tax, NI and pension payments

/4 To receive an update on revisions to the Clerk's contract of employment

16/29 STANDING ORDERS

/1 To receive draft Standing Orders for consideration and amendment

/2 To approve a recommendation to full Council that it adopts the Committee's draft

Standing Orders

16/30 AUTO-ENROLMENT

/1 To note that the LGPS is a qualifying scheme for auto-enrolment

/2 To note that NEST (National Employment Savings Trust) is the workplace pension scheme set up by the Government

/3 To note guidance on different types of worker and employer pension responsibilities (information attached)

/4 To note further information on auto-enrolment and the administration of workplace pension schemes, including employee letter templates (templates and information attached)

/5 To consider which Pension Scheme to recommend to full Council as the Parish Council's qualifying auto-enrolment scheme and 'right to join' scheme

/6 To receive an update on a template for a compliant system for automatic enrolment/opting-in of any future staff

/7 To note that the Clerk has completed all the relevant sections of the compliance check list online in draft form, in preparation to submit the Parish Council's Declaration of Compliance by 31 March 2017 (check list attached)

16/31 NON-DELEGATED EMERGENCY WORK

/1 To receive advice from YLCA regarding approvals and decisions in emergency situations during staff absences (attached)

/2 To agree that the Parish Council should follow YLCA's advice as far is practical

16/32 To consider the provision of a Data Protection statement at the end of outgoing emails

16/33 To receive an update on the provision of a comprehensive risk assessment of the Parish Council's amenities

16/34 To receive an update on the archiving of the Parish Council's old files

16/35 Items for discussion and requests for agenda items

16/36 To confirm the date of the next Finance and Corporate Management Committee meeting as Monday 20 February 2017

Joanne Hebden
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