

# MICKLEFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 20 JUNE 2016

7.30PM, THE OLD FIRE STATION (MICKLEFIELD YOUTH AND ADULT CENTRE)

**MEMBERS PRESENT:** Cllr D Backhouse, Cllr J A Crossley and Cllr N Duff  
**IN ATTENDANCE:** J L Hebden, Clerk and RFO to Micklefield Parish Council

The meeting opened at 7.34pm and was chaired by the Chairman, Cllr J A Crossley.

### **FCM/16/01 – DECLARATIONS OF INTEREST**

Members made no declarations of disclosable pecuniary interests, or of any other significant interests, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

### **FCM/16/02 - APOLOGIES FOR ABSENCE**

#### **FCM/16/02/1 – RECEIPT**

Apologies were received from Cllr R M Czwarno.

#### **FCM/16/02/2 – REASONS**

There were no reasons that required approval.

### **FCM/16/03 – EXCLUSION OF THE PUBLIC**

No public was present, but members noted that the following items would require public exclusion, were members of the public to attend: 16/10/2 (To confirm the number of hours of TOIL earned between 3 January and 2 April 2016), 16/10/3 (To approve the payment of TOIL earned between 3 January and 2 April 2016 of all ensuing Tax, NI and pension payments) and 16/10/4 (To receive an update on revisions to the Clerk's contract of employment).

### **FCM/16/04 – DISPENSATION REQUESTS**

No dispensation requests were received by the Clerk prior to the meeting.

### **FCM/16/05 – MINUTES OF THE MEETING HELD ON MONDAY 15 FEBRUARY 2016**

Proposed by Cllr N Duff

Seconded by Cllr D Backhouse

**RESOLVED by unanimous vote that the minutes of the meeting held on Monday 15 February 2016 are an accurate record.** The minutes were signed for verification by the Chairman.

### **FCM/16/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 15 FEBRUARY 2016**

Members noted the following matters arising from the minutes of the meeting held on Monday 15 February 2016, not otherwise covered by the agenda:

**15/48** – The Clerk had uploaded the emergency contractors list to the Parish Council's website for member use only. She had also contacted YLCA for advice regarding emergency works in the Clerk's absence, but had not yet received a response.

## **FCM/16/07 - FINANCIAL MANAGEMENT**

### **FCM/16/07/1 – BANK RECONCILIATION VERIFICATION**

Copies of the bank reconciliation for the period 1 April to 31 May 2016, relevant bank statements and cashbook pages had been distributed to members with the agenda. Proposed by Cllr J A Crossley  
Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the bank reconciliation for the period 1 April to 31 May 2016 verifies.**

Members also discussed risk management and the possibility of depositing an operating sum into another bank to be used in the event of difficulties with the current provider.

### **FCM/16/08 - TRAINING**

#### **FCM/16/08/1 – MEMBERS**

There was no update on member training.

#### **FCM/16/08/2 – STAFF**

The Clerk reported that she had completed the training portfolio and was organising a method of presentation ready to submit for marking.

### **FCM/16/09 - LOCAL COUNCIL AWARD SCHEME**

#### **FCM/16/09/1 – STEPS TAKEN**

Members noted the steps taken towards achieving recognition from the Local Council Award Scheme i.e. a fully functioning website and the Clerk's completion of portfolio

### **FCM/16/10 - STAFF EMPLOYMENT**

#### **FCM/16/10/1 – TOIL SHEETS**

Members noted submitted TOIL sheets for the period 3 January to 2 April 2016.

#### **FCM/16/10/2 – CONFIRMATION OF HOURS**

Proposed by Cllr J A Crossley  
Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the number of hours of net TOIL earned between 3 January and 2 April 2016 is 3.25 hours.**

#### **FCM/16/10/3 – PAYMENT OF TOIL**

Proposed by Cllr J A Crossley  
Seconded by Cllr D Backhouse

**RESOLVED by unanimous vote to approve the payment of 3.25 hours of net TOIL earned between 3 January and 2 April 2016 and of all ensuing Tax, NI and pension payments.**

#### **FCM/16/10/4 – CONTRACT OF EMPLOYMENT**

There was no update on revisions to the Clerk's contract of employment

### **FCM/16/11 - STANDING ORDERS**

#### **FCM/16/11/1 – DRAFT**

The working group had met several times to formulate a new draft. The notated draft was not yet ready to present for consideration.

## **FCM/16/11/2 – RECOMMENDATION**

There was no recommendation to full Council.

## **FCM/16/12 – PENSION SYSTEM**

The Parish Council did not have a compliant system for automatic enrolment/opting-in of any future staff and members agreed that the availability of a template system needed to be investigated.

## **FCM/16/13 – DATA PROTECTION STATEMENT**

The consideration of the provision of a Data Protection statement at the end of outgoing emails was deferred to the next meeting.

## **FCM/16/14 – RISK ASSESSMENT**

There was no update on the provision of a comprehensive risk assessment of the Parish Council's amenities.

## **FCM/16/15 – ARCHIVING**

There was no update on the archiving of the Parish Council's old files.

## **FCM/16/16 – FINANCIAL REGULATIONS**

Members noted that a set of Financial Regulations for Micklefield Parish Council had been completed and approved by full Council.

## **FCM/16/17 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

There were no items for discussion or requests for agenda items.

## **FCM/16/18 – DATE OF NEXT MEETING**

Members confirmed the date of the next Finance and Corporate Management Committee meeting as Monday 17 October 2016, in the I.T. Suite of Micklefield Youth and Adult Centre, to commence at 7.30pm.

The meeting closed at 8.32pm.

**Signed:**

**Chairman**

**Date:**

Joanne Hebden  
Clerk to the Parish Council  
(Sole Trustee of Micklefield Recreation Ground Charity)

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