

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE**

**HELD ON MONDAY 17 OCTOBER 2016**

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

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

The meeting opened at 7.32pm and was chaired by the Chairman, Cllr J A Crossley.

### **FCM/16/19 – DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary interests, or other significant interests in the public interest, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

### **FCM/16/20 - APOLOGIES FOR ABSENCE**

All members were present.

### **FCM/16/21 – EXCLUSION OF THE PUBLIC**

There were no members of the public in attendance, but members identified that the following agenda items would require their exclusion should they arrive: 16/28/3 (To approve the payment of net TOIL earned between 3 April and 1 October 2016 and of all ensuing Tax, NI and pension payments) and 16/28/4 (To receive an update on revisions to the Clerk's contract of employment).

### **FCM/16/22 – DISPENSATION REQUESTS**

There were no dispensation requests received by the Clerk prior to the meeting.

### **FCM/16/23 – MINUTES OF THE MEETING HELD ON MONDAY 20 JUNE 2016**

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the minutes of the meeting held on Monday 20 June 2016 are an accurate record.** The Chairman signed the minutes for verification.

### **FCM/16/24 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 20 JUNE 2016**

Members noted that there were no matters arising from the minutes of the meeting held on Monday 20 June 2016 that were not otherwise covered by the agenda.

### **FCM/16/25 - FINANCIAL MANAGEMENT**

#### **FCM/16/25/1 – BANK RECONCILIATION FOR THE PERIOD 1 JUNE TO 30 SEPTEMBER 2016**

Prior to the meeting members had received copies of the bank reconciliation, cashbook pages and bank statements for the period 1 June to 30 September 2016. Members picked random payments from the cashbook and checked them against the bank statements to verify the bank reconciliation.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the bank reconciliation for the period 1 June to 30 September 2016 verifies.**

### **FCM/16/26 - TRAINING**

#### **FCM/16/26/1 – MEMBERS**

There had been no member training undertaken. Members noted that the training conference had been cancelled due to very low numbers.

#### **FCM/16/26/2 – STAFF TRAINING**

The Clerk reported that she had made a few revisions to her portfolio to accommodate more up-to-date documents and that the portfolio was ready to submit.

### **FCM/16/27 - LOCAL COUNCIL AWARD SCHEME**

#### **FCM/16/27/1 – STEPS TAKEN TOWARDS RECEIVING RECOGNITION**

Members noted that the Council would soon be in a position to apply for foundation status.

### **FCM/16/28 - STAFF EMPLOYMENT**

#### **FCM/16/28/1 – TOIL SHEETS SUBMITTED**

Members noted submitted TOIL sheets for the period 3 April to 1 October 2016.

#### **FCM/16/28/2 – CONFIRMATION OF HOURS**

Proposed by Cllr J A Crossley

Seconded by Cllr D Backhouse

**RESOLVED by unanimous vote that the number of hours of net TOIL earned between 3 April and 1 October 2016 is 15.75.**

#### **FCM/16/28/3 – PAYMENT OF TOIL**

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

**RESOLVED by unanimous vote approve the payment of 15.75 hours of net TOIL earned between 3 April and 1 October 2016 and of all ensuing Tax, NI and pension payments.**

#### **FCM/16/28/4 – CONTRACT OF EMPLOYMENT**

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

### **FCM/16/29 - STANDING ORDERS**

#### **FCM/16/29/1 – DRAFT**

Members received draft Standing Orders for consideration and noted the Clerk's comments regarding sections 9b and 9d.

#### **FCM/16/29/2 – APPROVAL AND RECOMMENDATION**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to recommend to full Council that it adopts the Finance and Corporate Management Committee's draft Standing Orders, with an amendment to 9b as**

follows: to replace 'at least 4 clear days' with 'at least 10 clear days' and an amendment to 9d as follows: to replace 'at least 4 clear days' with 'at least 7 clear days'.

### **FCM/16/30 - AUTO-ENROLMENT**

#### **FCM/16/30/1 – QUALIFYING SCHEME**

Members noted that the LGPS is a qualifying scheme for auto-enrolment.

#### **FCM/16/30/2 – NATIONAL EMPLOYMENT SAVINGS TRUST**

Members noted that NEST (National Employment Savings Trust) is the workplace pension scheme set up by the Government.

#### **FCM/16/30/3 – GUIDANCE**

Members noted guidance on different types of worker and employer pension responsibilities.

#### **FCM/16/30/4 – AUTO-ENROLMENT ADMINISTRATION INFORMATION**

Members noted further information on auto-enrolment and the administration of workplace pension schemes, including employee letter templates.

#### **FCM/16/30/5 – PARISH COUNCIL PENSION SCHEME**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to recommend to full Council that the Local Government Pension Scheme (LGPS) is Micklefield Parish Council's qualifying auto-enrolment scheme and 'right to join' scheme.**

#### **FCM/16/30/6 – TEMPLATE FOR A COMPLIANT SYSTEM**

The Clerk reported that she had been unable to find a template for a compliant system for automatic enrolment/opts-in of any future staff and would have to create one.

#### **FCM/16/30/7 – COMPLIANCE CHECKLIST**

Members noted that the Clerk had 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.

### **FCM/16/31 - NON-DELEGATED EMERGENCY WORK**

#### **FCM/16/31/1 – YLCA ADVICE**

Members received advice from YLCA regarding approvals and decisions in emergency situations during staff absences.

#### **FCM/16/31/2 – PARISH COUNCIL POLICY**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the Parish Council should follow YLCA's advice as far is practical.**

#### **16/32 – DATA PROTECTION STATEMENT**

The Clerk gave a verbal report on the information she had gathered from researching the provision of a Data Protection Statement at the end of outgoing emails.

Proposed by Cllr J A Crossley  
Seconded by Cllr D Backhouse

**RESOLVED by unanimous vote that it is not expedient for the Parish Council to have a Data Protection Statement at the end of out-going emails.**

### **16/33 – RISK ASSESSMENT**

There was no update on the provision of a comprehensive risk assessment of the Parish Council's amenities. The Clerk advised that the risk assessment would need to be expanded to cover volunteer group activities.

### **16/34 – ARCHIVING**

There was no update on the archiving of the Parish Council's old files. Work would recommence in spring.

### **16/35 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

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

### **16/36 – DATE OF NEXT MEETING**

Members noted that the next Finance and Corporate Management Committee meeting would be held on Monday 20 February 2017, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire station), at 7.30pm.

The meeting closed at 8.49pm.

**Signed:**

**(Chairman)**

**Date:**

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

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