

# **MICKLEFIELD PARISH COUNCIL**

## **NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 16 OCTOBER 2017 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: 11<sup>th</sup> October 2017

### **AGENDA**

**17/18** 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

#### **17/19 APOLOGIES FOR ABSENCE**

/1 To receive apologies for absence

/2 To approve reasons for absence

**17/20** To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

**17/21** To consider dispensation requests received by the Clerk prior to the meeting

**17/22** To approve the minutes of the meeting held on Monday 19 June 2017 (attached)

**17/23** To note matters arising from the minutes of the meeting held on Monday 19 June 2017

#### **17/24 FINANCIAL MANAGEMENT**

/1 To verify the bank reconciliation for the period 1 June to 29 September 2017 (attached, with supporting documents)

/2 To note that the Parish Council at its meeting held Thursday 7 September approved the committee's recommendation to open a Cashplus business account and approve the sum to be loaded onto the prepaid debit card

/3 To agree a recommendation to Council regarding the basic principles of an annual plan i.e. the 'year' during which the annual plan will apply

#### **17/25 TRAINING**

/1 To receive an update on member training

/2 To receive an update on staff training

#### **17/26 LOCAL COUNCIL AWARD SCHEME**

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

#### **17/27 STAFF EMPLOYMENT**

/1 To note submitted TOIL sheets for the period 1 April to 30 September 2017

/2 To agree the number of hours of TOIL earned and taken between 1 April and 30 September 2017 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 1 April and 30 September 2017 and of all ensuing Tax, NI and pension payments

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

#### **17/28 PUBLIC RELATIONS POLICY**

/1 To receive the draft Public Relations (incorporating Social Media and Electronic Communication) Policy and consider any necessary amendments

**/2 To approve the draft Public Relations (incorporating Social Media and Electronic Communication) Policy and recommend to Council that it is adopted**

**17/29 WEBSITE**

**/1 To consider the principle of the use of the Parish Council's website to host third party content, in particular the specific parameters of use i.e. who, what, how**

**/2 To approve a recommendation to Council regarding the use of the Parish Council's website to host third party content**

**17/30 To receive the restructured asset register (attached)**

**17/31 To receive further information on the introduction of General Data Protection Regulations (information attached)**

**17/32 To note that the Parish Council was chosen by the Office of National Statistics to complete a compulsory UK Business Register and Employment Survey 2017**

**17/33 To receive an update on the provision of a comprehensive risk assessment of the Parish Council's amenities**

**17/34 To receive an update on the archiving of the Parish Council's old files**

**17/35 Items for discussion and requests for agenda items**

**17/36 To confirm the date of the next Finance and Corporate Management Committee meeting as Monday 19 February 2018**

Joanne Hebden  
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