

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 19 JUNE 2017

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

MEMBERS PRESENT: 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 7.30pm and was chaired by the Chairman, Cllr J A Crossley.

FCM/17/01 – DECLARATIONS OF INTEREST

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

FCM/17/02 - APOLOGIES FOR ABSENCE

FCM/17/02/1 – RECEIPT

Members received apologies for absence from Cllr D Backhouse and Cllr D Brown.

FCM/17/02/2 – REASONS

No approvals for absence were required.

FCM/17/03 – EXCLUSION OF THE PUBLIC

Members identified the following items of the agenda that would require the exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2: 17/10/2, 17/10/4, 17/10/5, 17/10/6.

FCM/17/04 – DISPENSATION REQUESTS

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

FCM/17/05 – MINUTES OF THE MEETING HELD ON MONDAY 27 FEBRUARY 2017

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous that the minutes of the meeting held on Monday 27 February 2017 are an accurate record. The Chairman signed the minutes for verification.

FCM/17/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 27 FEBRUARY 2017

There were no matters arising from the minutes of the meeting held on Monday 27 February 2017 that were not covered by the agenda.

FCM/17/07 - FINANCIAL MANAGEMENT

FCM/17/07/1 – BANK RECONCILIATION

Members had received a bank reconciliation with copies of the bank statements and cashbook pages for the period 1 April to 31 May with the agenda and chose random cashbook entries to check against the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the bank reconciliation for the period 1 April to 31 May 2017 reconciles.

FCM/17/07/2 – PREPAID DEBIT CARD

The Clerk gave a verbal report on research into the procurement of a prepaid debit card.

(a) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Finance and Corporate Management Committee favours the MyCashPlus business account for a prepaid debit card and recommends that it is put to the Council for approval, subject to further information regarding costs.

(b) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend to the Council that the prepaid debit card is not used for cash machines.

FCM/17/08 - TRAINING

FCM/17/08/1 – MEMBERS

Members noted that Cllr D Brown had attended a YLCA Planning and Neighbourhood Plan seminar.

FCM/17/08/2 – STAFF

Members noted that the Clerk's CiLCA Portfolio had received a pass.

FCM/17/09 - LOCAL COUNCIL AWARD SCHEME

FCM/17/09/1 – STEPS TAKEN

Members noted that in employing a CiLCA qualified Clerk the Parish Council was closer to achieving recognition from the Local Council Award Scheme.

(a) Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote that Cllr R M Czwarno investigates applying for the first stage of the Local Council Award Scheme.

(b) Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to recommend to the Council that subject to receipt of further information, the Parish Council applies for the first stage of the Local Council Award Scheme.

FCM/17/10 - STAFF EMPLOYMENT

FCM/17/10/1 – TOIL SHEETS SUBMITTED

Members noted submitted TOIL sheets for the period 1 January to 1 April 2017.

FCM/17/10/2 – TOIL EARNED

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the remaining balance of TOIL earned and taken between 1 January and 1 April 2017 is 2.75 hours.

FCM/17/10/3 – PAYMENT

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the payment of the remaining TOIL earned between 1 January and 1 April 2017 and of all ensuing Tax, NI and pension payments.

Members noted that the Clerk had taken all the annual leave for the year 1 April 2016 to 31 March 2017 and had also used some of the accrued carry-forward.

FCM/17/10/4 – SCP RATE

Cllr J A Crossley had distributed a spreadsheet showing the approved salary inflation rates from 2010 to 2017, the relevant Spinal Column Points, the resultant salary and the NJC salary rates. Members confirmed the SCP rate calculation and that the salary rate only related to the existing Clerk.

FCM/17/10/5 – SALARY RATE

Proposedly Cllr R M Czwarno
Seconded by Cllr N Duff

RESOLVED by unanimous vote that the Clerk's salary rate applicable from 1 April 2017 is £26,607.66 (£15,820.77 pro-rata and £13.829 per hour at SCP 26).

FCM/17/10/6 – CLERK'S CONTRACT

Cllr J A Crossley gave a verbal update on revisions to the Clerk's contract of employment. Members discussed what would be required to progress through the 'above substantive' SCP range. Cllr J A Crossley would draft a new contract for the October committee meeting.

FCM/17/11 – ASSET REGISTER

Members evaluated the asset register format.

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to list the assets held by the Parish Council as Charity Trustee separately from the Parish Council's own assets.

FCM/17/12 – DATA PROTECTION REFORM

Members noted the reform of data protection legislation and introduction of General Protection regulations.

FCM/17/13 – PUBLIC RELATIONS POLICY

The Clerk gave an update on the formulation of a draft Public Relations (incorporating Social Media and Electronic Communication) Policy. The policy was partially drafted.

FCM/17/14 – RISK ASSESSMENT

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

FCM/17/15 – ARCHIVING

Cllr R M Czwarno reported that he would re-commence the archiving of the Parish Council's old files within a week.

FCM17/16 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

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

FCM17/17 – DATE OF THE NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 16 October 2017.

The meeting closed at 9.13pm.

Signed:

(Chairman)

Date:

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

6 Churchville Avenue
Micklefield
LEEDS
LS25 4AS
0113 2875829
clerk@micklefield-pc.gov.uk