

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 19 FEBRUARY 2018 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: 14th February 2018

AGENDA

17/37 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

17/38 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

17/39 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

17/40 To consider dispensation requests received by the Clerk prior to the meeting

17/41 To approve the minutes of the meeting held on Monday 16 October 2017 (attached)

17/42 To note matters arising from the minutes of the meeting held on Monday 16 October 2017

17/43 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 October 2017 to 31 January 2018 (attached, with supporting documents)

/2 To receive a draft 2018/19 annual plan to consider for approval

17/44 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

17/45 LOCAL COUNCIL AWARD SCHEME

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

17/46 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 1 October to 31 December 2017

/2 To agree the number of hours of TOIL earned and taken between 1 October to 31 December 2017 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 1 October and 31 December 2017 and of all ensuing Tax, NI and pension payments

/4 To note that the annual staff appraisal took place on 29th January 2018

/5 To receive and consider the appraisal action plan and any additional report from the Chairman

/6 To receive an update on revisions to the Clerk's contract of employment

17/47 To receive further information on the introduction of General Data Protection Regulations and the possible impact on local councils (information attached)

17/48 To receive an update on the provision of a comprehensive risk assessment of the Parish Council's amenities

17/49 To receive an update on the archiving of the Parish Council's old files

17/50 Items for discussion and requests for agenda items

**17/51 To confirm the date of the next Finance and Corporate Management Committee meeting
as Monday 18 June 2018**

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

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