

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 16 OCTOBER 2017

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

MEMBERS PRESENT: Cllr D Backhouse, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwaro and Cllr N Duff

In Attendance: J L Hebden, Clerk to Micklefield Parish Council

The meeting opened at 7.42pm and was chaired by Cllr J A Crossley, Chairman.

FCM/17/18 – 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/17/19 - APOLOGIES FOR ABSENCE

All members were present.

FCM/17/20 – EXCLUSION OF THE PUBLIC

No members of the public were present.

FCM/17/21 – DISPENSATION REQUESTS

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

FCM/17/22 – MINUTES OF THE MEETING HELD ON MONDAY 19 JUNE 2017

Proposed by Cllr R M Czwaro

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 19 June 2017 are an accurate record. The Chairman signed the minutes for verification.

FCM/17/23 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 19 JUNE 2017

Members noted that there were no matters arising from the minutes of the meeting held on Monday 19 June 2017 that were not covered by the agenda.

FCM/17/24 - FINANCIAL MANAGEMENT

FCM/17/24/1 – BANK RECONCILIATION VERIFICATION

Members had been given copies of the bank reconciliation for the period 1 June to 29 September 2017, as well as bank statements and cashbook pages for the same period, with the meeting agenda.

Members randomly chose payments from the cashbook to verify with the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr D Backhouse

RESOLVED by unanimous vote to confirm the verification of the bank reconciliation for the period 1 June to 29 September 2017.

FCM/17/24/2 – PREPAID DEBIT CARD

Members noted that the Parish Council at its meeting held on Thursday 7 September had approved the committee's recommendation to open a Cashplus business account. The Council had also delegated to the Finance and Corporate Management Committee the sum to be loaded onto the prepaid debit card.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to load a sum of £1000.00 onto the Cashplus Business Account Debit Card.

FCM/17/24/3 – ANNUAL PLAN

Members noted that an annual plan would be needed to successfully obtain level one of the Local Councils Award Scheme and discussed an appropriate timetable.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the annual plan runs from one annual meeting to the next (a municipal year from May to May).

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the annual plan for the 2018/19 municipal year is devised for the Finance and Corporate Management Committee Meeting to be held on Monday 19 February 2018, to be approved by full Council at the meeting to be held on Thursday 5 April 2018.

(iii) Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that in subsequent years the Finance and Corporate Management Committee will discuss the following year's annual plan at its October meeting, to be recommended to full Council for approval at its December meeting, ready to inform the budget in January.

FCM/17/25 - TRAINING

FCM/17/25/1 – MEMBERS

Members noted that there had been no member training.

FCM/17/25/2 – STAFF

Members noted that there had been no staff training.

FCM/17/26 - LOCAL COUNCIL AWARD SCHEME

FCM/17/26/1 – STEPS TAKEN

Members noted that the following steps had been taken towards achieving recognition from the Local Council Award Scheme:

- The Parish Council had approved registering with NALC its intention to apply for Local Councils Award Scheme Foundation Award.
- The Parish Council would be formulating an annual plan.

FCM/17/27 - STAFF EMPLOYMENT

FCM/17/27/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 1 April to 30 September 2017.

FCM/17/27/2 – NUMBER OF HOURS

Proposed by Cllr J A Crossley
Seconded by Cllr D Backhouse

RESOLVED by unanimous vote that the net amount of TOIL earned between 1 April and 30 September 2017 is 10.75 hours.

FCM/17/27/3 – PAYMENT

Proposed by Cllr R M Czwarno
Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the payment of 10.75 hours of TOIL earned between 1 April and 30 September 2017 and of all ensuing Tax, NI and pension payments.

FCM/17/27/4 – CONTRACT OF EMPLOYMENT

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

FCM/17/28 - PUBLIC RELATIONS POLICY

FCM/17/28/1 – AMENDMENTS

Members received the draft Public Relations (incorporating Social Media and Electronic Communication) Policy and agreed that the style of bullet points should be regularised.

FCM/17/28/2 – APPROVAL

Proposed by Cllr R M Czwarno
Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the draft Public Relations (incorporating Social Media and Electronic Communication) Policy, subject to style amendments and recommend to Council that it is adopted.

FCM/17/29 - WEBSITE

FCM/17/29/1 – THIRD PARTY CONTENT

Members discussed the principle of the use of the Parish Council's website to host third party content. Members concluded that third parties could not upload their own content as it would give them unfettered access to the Parish Council's website and that it would be technically difficult to separate different areas. Members agreed that Micklefield in Bloom was a Parish Council voluntary group not a third party organisation.

FCM/17/29/2 - RECOMMENDATION

Proposed by Cllr R M Czwarno
Seconded by Cllr N Duff

RESOLVED by unanimous vote to recommend to Council that local Micklefield groups that want content on the Parish Council website will require Parish Council approval and must be uploaded by an approved site administrator.

FCM/17/30 – ASSET REGISTER

Members received the restructured asset register. The following additions that were required were noted: the wooden mushrooms, the skate park seat and the MUGA fencing and surface.
Cllr N Duff left the meeting at 9.16pm and returned at 9.21pm.

FCM/17/31 – GENERAL DATA PROTECTION REGULATIONS

Members received further information on the introduction of General Data Protection Regulations.

FCM/17/32 – ONS SURVEY

Members noted that the Parish Council was chosen by the Office of National Statistics to complete a compulsory UK Business Register and Employment Survey 2017.

FCM/17/33 – RISK ASSESSMENT

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

FCM/17/34 – FILE ARCHIVAL

Cllr R M Czwaro gave an update on the archiving of the Parish Council's old files, which had recommenced.

FCM/17/35 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

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

FCM/17/36 – DATE OF NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 19 February 2018.

The meeting closed at 9.37pm.

Signed:

(Chairman)

Date:

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

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