

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 18 JUNE 2018 7.30PM, THE OLD FIRE STATION (MICKLEFIELD YOUTH AND ADULT CENTRE)

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

The meeting opened at 7.31pm and was chaired by Cllr J A Crossley, Chairman.

FCM18/01 – DECLARATIONS OF INTEREST

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

FCM/18/02 - APOLOGIES FOR ABSENCE

FCM/18/02/1 – RECEIPT

Members noted apologies for absence from Cllr N Duff.

FCM/18/02/2 – REASONS

No reasons were required to be approved.

FCM/18/03 – EXCLUSION OF THE PUBLIC

Members identified the following item requiring the exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 due to the confidential nature of the business to be transacted.

FCM/18/04 – DISPENSATION REQUESTS

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

FCM/18/05 – MINUTES OF THE MEETING HELD ON MONDAY 19 FEBRUARY 2018

Proposed by Cllr R M Czwarno

Seconded by Cllr D Backhouse

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 19 February 2018 are an accurate record. The Chairman signed the minutes for verification.

FCM/18/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 19 FEBRUARY 2018

Members noted the following matters arising from the minutes of the meeting held on Monday 19 February 2018 not otherwise covered by the agenda:

FCM/17/43/2(i) – (Annual Plan) full Council had approved the plan.

FCM/17/47 – (Data Protection Officer) the Data Protection Act 2018 had been passed by Parliament with no requirement for Parish Councils to appoint a Data Protection Officer.

FCM/18/07 - FINANCIAL MANAGEMENT

FCM/18/07/1 – BANK RECONCILIATION VERIFICATION

Prior to the meeting, members had received a copy of the bank reconciliation for the period 1 April to 31 May 2018 and copies of bank statements and cashbook pages for the same period. Members chose random entries from the cashbook to check against the bank statements,

Proposed by Cllr J A Crossley

Seconded by Cllr D Backhouse

RESOLVED by unanimous vote that the bank reconciliation for the period 1 April to 31 May 2018 verifies.

FCM/18/07/2 - PREPAID DEBIT CARD

The Clerk gave an update on the procurement of a Cashplus pre-paid debit card. She had uncovered information that made her unsure if Cashplus was an appropriate provider for the Council and asked members to make their own investigations before further action was taken.

FCM/18/08 - TRAINING

FCM/18/08/1 – MEMBERS

Members noted that Cllr R M Czwarno had undertaken a YLCA training seminar on the General Data Protection Regulations and Cllr J A Crossley had attended the Planning and Development Forum.

FCM/18/08/2 – STAFF

Members noted that the Clerk had not undertaken formal training, but had formulated a number of policies and had undertaken self-directed study of the General Data Protection Regulations.

FCM/18/09 - LOCAL COUNCIL AWARD SCHEME

FCM/08/09/1 – STEPS TAKEN

The Clerk gave an update on steps taken towards achieving recognition from the Local Council Award Scheme, which included the adoption of additional, necessary policies.

FCM/18/10 - STAFF EMPLOYMENT

FCM/18/10/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 31 December 2017 to 31 March 2018.

FCM/18/10/2 – NUMBER OF HOURS

Members agreed the number of hours of TOIL earned and taken between 31 December 2017 to 31 March 2018 and the remaining balance.

FCM/18/10/3 – PAYMENT OF TOIL

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 31 December 2017 and 31 March 2018 and of all ensuing Tax, NI and pension payments.

FCM/18/10/4 – CONTRACT OF EMPLOYMENT

Members noted that the annual leave for 2017/18 had been taken, along with a small amount of accrued annual leave.

Members had received a draft copy of the revised contract and appendices and examined the revisions and reasons for them.

Proposed by Cllr JA Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend the draft contract of employment for adoption by Council, with the following additions to 5.1: 'office, meetings' (after bullet point 1) and 'alternative meeting venue' (after bullet point 2).

FCM/18/11 – STANDING ORDERS

Members noted that the revised Standing Orders were already out of date and deferred the appointment of a working group to formulate a set of revised Standing Orders until the next meeting, pending receipt of a more up-to-date set of Standing Orders.

FCM/18/12- LICENCES AND AGREEMENTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Clerk creates and holds a list of the Parish Council's licences and agreements and gives copies to members.

FCM/18/13 – ARCHIVAL WORK

Cllr R M Czwarno gave an update on the archiving of the Parish Council's old files.

FCM/18/14 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following item was raised to note:

- Setting a date for a meeting of the strategy group in July.

The following agenda item was requested:

- To revise the Annual Plan for 2019/20

FCM/18/15 – DATE OF NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 15 October 2018, in the I.T. Suite of Micklefield Youth and Adult Centre, to commence at 7.30pm.

The meeting closed at 8.45pm.

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