

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 25 FEBRUARY 2019 7.30PM, THE OLD FIRE STATION (MICKLEFIELD YOUTH AND ADULT CENTRE)

MEMBERS PRESENT: Cllr D Backhouse, Cllr J A Crossley, Cllr R M Czwarno and Cllr N Duff
In Attendance: J L Hebden, Clerk to Micklegate Parish Council

The meeting opened at 7.34pm and was chaired by the chairman, Cllr J A Crossley

18/31 – 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

18/32 - APOLOGIES FOR ABSENCE

18/32/1 – RECEIPT

Members received apologies for absence from Cllr D Brown.

18/32/2 – REASONS

No reasons were required to be approved.

18/33 – EXCLUSION OF THE PUBLIC

Members identified that item 18/40/5 (to receive and consider the appraisal action plan and any additional report from the Chairman) would require the exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960.

18/34 – DISPENSATION REQUESTS

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

18/35 – MINUTES OF THE MEETING HELD ON MONDAY 15 OCTOBER 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 15 October 2018 are an accurate record. The Chairman signed the minutes for verification.

18/36 – MATTER ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 15 OCTOBER 2019

Members noted the following matters arising from the minutes of the meeting held on Monday 15 October 2018:

18/22/1 – The Clerk reported that each individual invoice was now represented by an individual cheque to improve clarity and transparency.

18/37 - FINANCIAL MANAGEMENT

18/37/1 – BANK RECONCILIATION

Members chose random cheque payments from the cashbook to verify 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 October 2018 to 31 January 2019 verifies.

18/37/2 - PREPAID DEBIT CARD

The Clerk gave an update on the procurement of a Cashplus pre-paid debit card. The item was deferred to the June meeting pending information on sector specific alternatives.

18/38 - TRAINING

18/38/1 – MEMBERS

There was no update on member training.

18/38/2 – STAFF

The Clerk reported that she was looking into the possibility of bespoke play inspection training from the existing inspector for herself and a member.

18/39 - LOCAL COUNCIL AWARD SCHEME

18/39/1 – STEPS TAKEN

The Clerk reported that the Parish Council had already agreed to register for Foundation Level.

18/40 - STAFF EMPLOYMENT

18/40/1 – TOIL SHEETS SUBMITTED

Members noted submitted TOIL sheets for the period 30 September to 23 December 2018.

18/40/2 – TOIL EARNED

Members agreed the number of hours of TOIL earned and taken between 30 September and 23 December 2018 and that the remaining balance was zero.

18/40/3 – PAYMENT OF TOIL

There was no remaining TOIL earned between 30 September and 23 December 2018.

18/40/4 – STAFF APPRAISAL

Members noted that the annual staff appraisal took place on 28 January 2019.

18/40/5 – APPRAISAL ACTION PLAN

Members noted the appraisal action plan.

18/41 – ELECTRONIC DOCUMENT STORAGE

The Clerk gave a report on the limitations and data protection risks inherent in the current methods of electronic storage.

Proposed by Cllr R M Czwaro

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote to examine the possibility of personal raid enabled Cloud storage.

18/42 – STANDING ORDERS

There was no update from the Standard Orders working group.

18/43 – ARCHIVING

There was no update on the archiving of the Parish Council's old files.

18/44 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised to note:

- Updating the bank mandate
- Pay scale numbers were to be revised, which might have ramifications for the Clerk's current contract

18/45 – NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 17 June 2019, in Churchville House, to commence at 7.30pm.

The meeting closed at 8.30pm.

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