

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 21ST OCTOBER 2019 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: 16th October 2019

AGENDA

19/15 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

19/16 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

19/17 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

19/18 To consider dispensation requests received by the Clerk prior to the meeting

19/19 To approve the minutes of the meeting held on Monday 17 June 2019 (attached)

19/20 To note matters arising from the minutes of the meeting held on Monday 17 June 2019

19/21 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 June 2019 to 30 September 2019 (attached, with supporting documents)

/2 To receive an update on the procurement of a PFS pre-paid debit card

19/22 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

19/23 LOCAL COUNCIL AWARD SCHEME

/1 To note advice from YLCA regarding the Local Council Award Scheme and transparency (attached)

/2 To note the YLCA checklist for transparency obligations for smaller authorities (Parish Councils with an annual turnover not exceeding £25,000) (attached)

/2 To note the Continuous Professional Development Scheme for Local Council Clerks and its impact on achieving Foundation Level (attached)

19/24 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 31 March to 28 September 2019

/2 To agree the number of hours of TOIL earned and taken between 31 March and 28 September 2019 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 31 March and 28 September 2019 and of all ensuing Tax, NI and pension payments

19/25 PENSION DUTIES

/1 To receive information from the Pensions Regulator regarding the Parish Council's ongoing legal duties as an employer (attached)

/2 To note that on this occasion the Parish Council has no re-enrolment duties

/3 To note that the Parish Council has a legal duty to submit a re-declaration of compliance before the deadline of 31 March 2020

19/26 REVISED MODEL FINANCIAL REGULATIONS

/1 To receive the NALC revised Model Financial Regulations (attached)

/2 To consider and agree the relevant amendments and values to be inserted in the revised model for recommendation to full Council

19/27 ANNUAL PLAN 2020/21

/1 To agree an Annual Plan for 2020/21 for recommendation to full Council (2019/20 plan attached)

19/28 To receive an update on alternative digital solutions for the storage of Parish Council documents

19/29 To receive an update from the Standard Orders working group

19/30 To receive an update on the archiving of the Parish Council's old files

19/31 Items for discussion and requests for agenda items

19/32 To note the date of the next Finance and Corporate Management Committee meeting as Monday 17 February 2020, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station) , to commence at 7.30pm

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

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