

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 17TH JUNE 2019 7.30PM, CHURCHVILLE HOUSE, CHURCHVILLE DRIVE

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

In Attendance: J L Hebden, Clerk and RFO

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

FCM/19/01 – DISCLOSURE OF INTERESTS

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/19/02 - APOLOGIES FOR ABSENCE

FCM/19/02/1 – RECEIPT

All members were present.

FCM/19/02/2 – REASONS

All members were present.

FCM/19/03 – EXCLUSION OF THE PUBLIC

No members of the public were present but members identified that items 19/10/2 (To agree the number of hours of TOIL earned and taken between 30 December 2018 and 24 March 2019 and the remaining balance) and 19/10/3 (To approve the payment of the remaining TOIL earned between 30 December 2018 and 24 March 2019 and of all ensuing Tax, NI and pension payments) would require the exclusion of any public that may attend under the Public Bodies (Admission to Meetings) Act 1960, s2 due to the confidential nature of the business to be transacted.

FCM/19/04 – DISPENSATION REQUESTS

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

FCM/19/05 – MINUTES OF THE MEETING HELD ON MONDAY 25 FEBRUARY 2019

Proposed by Cllr R M Czwarno

Seconded by Cllr D Backhouse

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 25 February 2019 are an accurate record. The Chairman signed the minutes for verification.

FCM/19/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 25 FEBRUARY 2019

There were no matters arising from the minutes of the meeting held on Monday 25 February 2019 that were not addressed by the agenda.

FCM/19/07 - FINANCIAL MANAGEMENT

FCM/19/07/1 – BANK RECONCILIATION

Members had been given copies of the relevant bank statements and cashbook pages in order to verify the bank reconciliation for the period 1 April 2019 to 31 May 2019. Each member chose a random entry in the cashbook to compare with the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the bank reconciliation for the period 1 April 2019 to 31 May 2019 verifies.

FCM/19/07/2 – ALTERNATIVE PROVIDERS: PREPAID DEBIT CARD

The Clerk reported that she had identified two providers of prepaid debit cards that are used by local authorities of different sizes. Only one provider had supplied information. Cllr D Brown provided personal review information that he has found by searching the internet.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to use the Prepaid Financial Services prepaid debit card.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to transfer £500, or any previously approved amount, whichever is highest, to the prepaid debit card.

FCM/19/08 - TRAINING

FCM/19/08/1 – MEMBER

Members noted that there had been no member training since the previous committee meeting.

FCM/19/08/2 – STAFF

The Clerk reported that she has undertaken self-directed video training on using the financial software.

FCM/19/09 - LOCAL COUNCIL AWARD SCHEME

FCM/19/09/1 – FOUNDATION LEVEL CRITERIA

Members noted the evidence and steps required to achieve foundation level of the Local Council Award Scheme. Members noted that some of the information required was distributed via the quarterly newsletter but was not available on the Parish Council website as required.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the correct, final version of the Micklefielder newsletter is uploaded to the Parish Council website.

Members discussed the criteria and the extent to which the Parish Council fulfilled them. Some areas needed further clarification, which the Clerk would seek from the YLCA.

FCM/19/10 - STAFF EMPLOYMENT

FCM/19/10/1 – SUBMITTED TOIL SHEETS

Members noted the submitted TOIL sheets for the period 30 December 2018 to 24 March 2019.

FCM/19/10/2 – TOIL BALANCE

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the remaining balance of TOIL earned and taken between 30 December 2018 and 24 March 2019 is 2.25 hours.

FCM/19/10/3 – PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the payment of the remaining TOIL earned between 30 December 2018 and 24 March 2019 and of all ensuing Tax, NI and pension payments.

FCM/19/11 – INFORMATION STORAGE

The Clerk gave an update on using a raid-enabled Network Attached Storage device to store the Parish Council documents.

FCM/19/12 – STANDING ORDERS

Cllr J A Crossley gave an update from the Standing Orders working group, which had examined the most recent draft.

FCM/19/13 – ARCHIVING

Cllr Czwarno was in possession of a key for the building but had been unable to undertake any archiving of the Parish Council's old files due to the continued damp weather.

FCM/19/14 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

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

FCM/19/15 – NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 21 October 2019, in Churchville House, to commence at 7.30pm.

The meeting closed at 9.03pm.

Signed: (chairman)

Date:

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

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