

# **MICKLEFIELD PARISH COUNCIL**

## **NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 17 FEBRUARY 2020 8.00PM, 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: 12<sup>th</sup> February 2020

### **AGENDA**

**19/33** 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

#### **19/34 APOLOGIES FOR ABSENCE**

/1 To receive apologies for absence

/2 To approve reasons for absence

**19/35** To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

**19/36** To consider dispensation requests received by the Clerk prior to the meeting

**19/37** To approve the minutes of the meeting held on Monday 21 October 2019 (attached)

**19/38** To note matters arising from the minutes of the meeting held on Monday 21 October 2019

#### **19/39 FINANCIAL MANAGEMENT**

/1 To verify the bank reconciliation for the period 1 October 2019 to 31 January 2020 (attached, with supporting documents)

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

#### **19/40 TRAINING**

/1 To receive an update on member training

/2 To receive an update on staff training

#### **19/41 LOCAL COUNCIL AWARD SCHEME**

/1 To note steps taken towards achieving recognition from the Local Council Award Scheme

#### **19/42 STAFF EMPLOYMENT**

/1 To note submitted TOIL sheets for the period 29 September to 28 December 2019

/2 To agree the number of hours of TOIL earned and taken between 29 September and 28 December 2019 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 29 September and 28 December 2019 and of all ensuing Tax, NI and pension payments

/4 To note that the annual staff appraisal took place on 28 January 2020

/5 To receive and consider the appraisal action plan and any additional report from the

Chairman

#### **19/43 PENSION DUTIES**

/1 To receive an update on the Parish Council's re-declaration submission

#### **19/44 ALTERNATIVE DIGITAL STORAGE**

/1 To receive the Clerk's recommendations (attached)

#### **19/45 REVISED MODEL FINANCIAL REGULATIONS**

/1 To receive an update on the NALC revised Model Financial Regulations

**19/46** To receive an update from the Standing Orders working group

**19/47** To receive an update on the archiving of the Parish Council's old files

**19/48** Items for discussion and requests for agenda items

**19/49 To note the date of the next Finance and Corporate Management Committee meeting as Monday 15 June 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)

6 Churchville Avenue  
Micklefield  
LEEDS  
LS25 4AS  
0113 2875829  
clerk@micklefield-pc.gov.uk