

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE

**TO BE HELD ON MONDAY 19 OCTOBER 2020
7.30PM, AT ZOOM.US, MEETING ID: 414 573 1830, PASSCODE: 7FhGVD**

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed: Clerk to the Council Date: 14th October 2020

AGENDA

FCM/20/01 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

FCM/20/02 APOLOGIES FOR ABSENCE

- /1 To receive apologies for absence
- /2 To approve reasons for absence

FCM/20/03 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

FCM/20/04 To consider dispensation requests received by the Clerk prior to the meeting

FCM/20/05 To approve the minutes of the meeting held on Monday 17 February 2020 (attached)

FCM/20/06 To note matters arising from the minutes of the meeting held on Monday 17 February 2020

FCM/20/07 FINANCIAL MANAGEMENT

/1 to verify the bank reconciliation for the period 1 April 30 September 2020 (attached, with supporting documents)

/2 To note that the PFS MasterCard account is active and receive a statement for the period 1 August to 29 September 2020 (attached)

/3 To approve a draft internal control policy for recommendation to full Council (attached)

FCM/20/08 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

FCM/20/09 LOCAL COUNCIL AWARD SCHEME

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

FCM/20/10 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 29 December 2019 to 3 October 2020

/2 To agree the number of hours of TOIL earned and taken between 29 December 2019 and 3 October 2020 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 29 December 2019 and 3 October 2020 of all ensuing Tax, NI and pension payments

/4 To receive advice regarding the Clerk's contract

FCM/20/11 ANNUAL PLAN 2021/22

/1 To agree an Annual Plan for 2021/22 for recommendation to full Council (2020/21 plan attached)

FCM/20/12 To receive an update from the Standing Orders working group

FCM/20/13 To receive an update on the archiving of the Parish Council's old files

FCM/20/14 Items for discussion and requests for agenda items

FCM/20/15 To note the date of the next Finance and Corporate Management Committee meeting as Monday 15 February 2021, to be held at Zoom.us, 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