

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 19 OCTOBER 2020

MEMBERS PRESENT: Cllr D Backhouse, Cllr J A Crossley, Cllr R M Czwarno and Cllr N Duff
IN ATTENDANCE: J L Hebden, Clerk to the Parish Council

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

FCM/20/01 – DECLARATIONS OF INTEREST

There were no declarations of any 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/20/02 - APOLOGIES FOR ABSENCE

FCM/20/02/1 – RECEIPT

Members received apologies for absence from Cllr D Brown.

FCM/20/02/2 – REASONS

No reasons for absence were required to be approved.

FCM/20/03 - EXCLUSION OF THE PUBLIC

There were no members of the public present but members identified that the following items would require exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 due to the confidential nature of the business to be conducted i.e. employee contract:

FCM/20/09/2 (To agree the number of hours of TOIL earned and taken between 29 December 2019 and 3 October 2020 and the remaining balance) FCM/20/09/3 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) and FCM/20/03/4 (To receive advice regarding the Clerk's contract).

FCM/20/04 – DISPENSATION REQUESTS

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

FCM/20/05 – MINUTES OF THE MEETING HELD ON MONDAY 17 FEBRUARY 2020

Proposed by Cllr N Duff

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 17 February 2020 are an accurate record.

FCM/20/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 17 FEBRUARY 2020

Members noted the following matters arising from the minutes of the meeting held on Monday 17 February 2020:

19/44 – The Clerk reported that the recommendations for a digital storage device had been presented to the full Council and she had subsequently purchase a 2 disk Synology NAS. There had been initial teething problems, which had been resolved with help from the Synology Support Centre

FCM/20/07 - FINANCIAL MANAGEMENT

FCM/20/07/1 – BANK RECONCILIATION

Members received copies of the following documents prior to the meeting: the bank reconciliation for the period 1 April 30 September 2020, relevant pages from the cash book and bank statements for the same period. Members each chose a random entry from the cashbook to verify with the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the bank reconciliation verifies.

FCM/20/07/2 – PREPAID DEBIT CARD

Members noted that the PFS MasterCard account was active and received a statement for the period 1 August to 29 September 2020.

FCM/20/08 - TRAINING

FCM/20/08/1 – MEMBERS

Members noted that Cllr R M Czwarno had undertaken finance training and that he and Cllr J L Auty had undertaken basic planning training.

FCM/20/08/2 – STAFF

Members noted that the Clerk had undertaken training on the following topics: Structuring, Appointing and Using Committees; Contracts and Specifications for Goods and Services; Charities: An Overview for Trustees; Introduction to the Planning System; Risk Assessments; Planning Enforcement and Appeals.

FCM/20/09 - LOCAL COUNCIL AWARD SCHEME

FCM/20/09/1 – STEPS TAKEN

Members noted that the CPD points associated with the Clerk's training would count towards recognition from the Local Council Award Scheme. Members also noted that publishing a newsletter four times a year was part of the criteria to achieve Foundation level of the Local Council Award Scheme and that this had been unachievable due to Government restrictions imposed during the pandemic.

FCM/20/10 - STAFF EMPLOYMENT

FCM/20/10/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 29 December 2019 to 3 October 2020.

FCM/20/10/2 – TOIL BALANCE

Members agreed the number of hours of TOIL earned and taken between 29 December 2019 and 3 October 2020 and the remaining balance of 5.75 hours.

FCM/20/10/3 – PAYMENT OF REMAINING TOIL HOURS

Proposed by Cllr R M Czwarno

Seconded by Cllr D Backhouse

RESOLVED by unanimous vote to approve the payment of 5.75 hours of TOIL earned between 29 December 2019 and 3 October 2020 of all ensuing Tax, NI and pension payments.

FCM/20/10/4 – CLERK’S CONTRACT

The Clerk informed members of information that she had received during a training webinar that would have an impact on the Clerk’s contract. She would investigate the matter further.

FCM/20/11 - ANNUAL PLAN 2021/22

FCM/20/11/1 - ANNUAL PLAN 2020/21

Members discussed the current plan and a recommended future plan.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the annual plan for 2021/22 for recommendation to full Council is the same as the annual plan 2020/21, with the following amendments:

- (i) To replace ‘provide’ in bullet point two, with ‘ensure the continued provision of’**
- (ii) To replace ‘firm up’ in bullet point four with ‘reassess’; to insert ‘and its location ’ between ‘scheme’ and ‘a’ and insert ‘potential’ between ‘a’ and ‘funding’**
- (iii) To remove ‘and pay for’ in bullet point 20 and insert ‘and Wi-Fi’ between ‘internet’ and ‘service’**
- (iv) To replace ‘renovate the seating’ with ‘construct a seating’ in bullet point 22**
- (v) To add an additional point: To undertake a community consultation on options for the spending of the Parish Council’s CIL money.**

Members noted that the reason for the changes to (iii) was the Committee’s recommendation that the Parish Council’s seeks to secure payment from Leeds City Council for internet services in The Youth and Adult Centre, as is the case with other Leeds City Council owned community buildings.

FCM/20/12 – STANDING ORDERS

Members noted that the Parish Council had adopted a set of Standing Orders relating to remote meetings.

FCM/20/13 – ARCHIVING

Members noted that the Clerk had undertaken an audit of the office filing cabinet and taken non-current files to be archived.

FCM/20/14 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

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

FCM/20/15 – NEXT MEETING

Members noted that next Finance and Corporate Management Committee meeting was scheduled for Monday 15 February 2021, to be held at Zoom.us, to commence at 7.30pm.

The meeting closed at 9.13pm

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