

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 15 FEBRUARY 2021

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

In Attendance: J L Hebden, Clerk to Micklefield Parish Council

The meeting opened at 7.30pm and was chaired by Cllr J A Crossley, Chairman.

FCM/20/16 – DECLARATIONS OF INTEREST

There were no disclosures of 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.

FCM/20/17 - APOLOGIES FOR ABSENCE

FCM/20/17/1 – RECEIPT

Members received apologies for absence from Cllr D Backhouse and Cllr D Brown.

FCM/20/17/2 – REASONS

No reasons were required to be approved.

FCM/20/18 – EXCLUSION OF THE PUBLIC

Members identified the following items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2: FCM/20/26/2 (To agree the number of hours of TOIL earned and taken between 4 October 2020 and 2 January 2021 and the remaining balance), FCM/20/26/3 (To approve the payment of the remaining TOIL earned between 4 October 2020 and 2 January 2021 of all ensuing Tax, NI and pension payments) and FCM/20/26/5 (To receive and consider the appraisal action plan and any additional report from the Chairman).

FCM/20/19 – DISPENSATION REQUESTS

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

FCM/20/20 – MINUTES OF THE MEETING HELD ON MONDAY 19 OCTOBER 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the minutes of the meeting held on Monday 19 October 2020.

FCM/20/21 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 19 OCTOBER 2021

Members noted the following matters arising from the minutes of the meeting held on Monday 19 October 2020:

FCM/20/11 – The Clerk reported that the approved amendments had been made to the annual plan and that full Council has approved it.

FCM/20/22 - FINANCIAL MANAGEMENT

FCM/20/22/1 – BANK RECONCILIATION

Members received copies of the bank reconciliation for the period 1 October 2020 to 31 January 2021 and supporting documents (copies of the relevant cashbook pages and bank statements) with the meeting notice and agenda. Members chose random entries from the cashbook to check against the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to confirm the verification of the bank reconciliation for the period 1 October 2020 to 31 January 2021.

FCM/20/22/2 – PFS PREPAID DEBIT CARD

Members received copies of the debit card account and statements for the period 1 October 2020 to 31 January 2021.

FCM/20/22/3 - HIGH INTEREST BANK ACCOUNTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to research suitable high interest bank accounts as instructed by full Council at its meeting held on Thursday 3 December 2020.

FCM/20/23 - MEMBER VACANCIES

FCM/20/23/1 – CURRENT VACANCIES

Members noted that the Parish Council has had two member vacancies since the May 2019 election (due to insufficient nominations) and despite several expressions of interest has been unable to fill either vacancy.

FCM/20/23/2 – METHODS TO ATTRACT NEW METHODS FOR CO-OPTION

Members discussed potential methods to attract and co-opt new members to fill the current vacancies. All agreed that it was a difficult task as the coronavirus restrictions were preventing social activities and venues. Cllr J A Crossley agreed to write an article welcoming new residents and introducing the Parish Council and its vacancies for the next issue of the newsletter. When public events, such as the CIL consultation, were allowed to be held, the Parish Council and its vacancies could be brought to the attention of attendees.

FCM/20/24 - TRAINING

FCM/20/24/1 – MEMBERS

The Clerk reported that no members had undertaken training since the last meeting.

FCM/20/24/2 – STAFF

The Clerk reported that she had undertaken a budgeting webinar since the last meeting.

FCM/20/25 - LOCAL COUNCIL AWARD SCHEME

FCM/20/25/1 – STEPS TAKEN

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to submit an application for Foundation level of the Local Council Award Scheme on the publication of the fourth edition of the Micklefielder newsletter within a one year period (provisionally September 2021).

FCM/20/26 - STAFF EMPLOYMENT

Members noted that the TOIL sheets had yet to be verified, therefore no business could be conducted related to TOIL sheets.

FCM/20/26/1 – APPRAISAL

Members noted that the annual staff appraisal took place on 1 February 2021.

FCM/20/26/2 – ACTION PLAN

Members noted that there was no written appraisal action plan but noted a verbal report from the Chairman. All agreed that the appraisal year had been a very successful one.

FCM/20/27 – STANDING ORDERS

There was no update from the Standing Orders working group.

FCM/20/28 – ARCHIVING

There was no update on the archiving of the Parish Council's old files due to the cold temperatures.

FCM/20/29 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

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

FCM/20/30 – NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 21 June 2021, to commence at 7.30pm. The venue was dependent on legislation and would be confirmed.

The meeting closed at 8.54pm.

Signed: (Chairman)

Date:

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

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