

MICKLEFIELD PARISH COUNCIL

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

**TO BE HELD ON MONDAY 18 OCTOBER 2021
7.30PM, I.T. SUITE, THE OLD FIRE STATION, GREAT NORTH ROAD, MICKLEFIELD**

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed:

Clerk to the Council Date: 13th October 2021

AGENDA

FCM/21/17 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/21/18 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

FCM/21/19 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/21/20 To consider dispensation requests received by the Clerk prior to the meeting

FCM/21/21 To approve the minutes of the meeting held on Monday 21 June 2021 (attached)

FCM/21/22 To note matters arising from the minutes of the meeting held on Monday 21 June 2021

FCM/21/23 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 29 May to 30 September 2021 (attached, with supporting documents)

/2 To receive a financial update on the use of the PFS prepaid debit card for the period 29 May to 30 September 2021 (attached, with supporting documents)

/3 To receive an update on research into a suitable high interest bank account

/4 To note that the prepaid debit card is currently only approved for use in emergency or one-off situations where a business does not accept payment by cheque

/5 To consider alternative payment methods for routine payments to businesses that do not accept payment by cheque

FCM/21/24 MEMBER VACANCIES

/1 To receive an update on efforts to attract new members to fill the current vacancies

FCM/21/25 REMOTE MEETINGS

/1 To receive an update on the legality of remote and hybrid meetings for local councils

/2 To consider the need for a subscription to Zoom as a meeting platform

FCM/21/26 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

FCM/21/27 LOCAL COUNCIL AWARD SCHEME

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

FCM/21/28 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 4 April to 2 October 2021

/2 To agree the number of hours of TOIL earned and taken between 4 April and 2 October 2021 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 4 April and 2 October 2021 of all ensuing Tax, NI and pension payments

FCM/21/29 To discuss how to promote the Parish Council's activities

FCM/21/30 To receive an update from the Standing Orders working group

FCM/21/31 To receive an update on the archiving of the Parish Council's old files

FCM/21/32 Items for discussion and requests for agenda items

FCM/21/33 To note the date of the next Finance and Corporate Management Committee meeting as Monday 21 February 2022, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road

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

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