

MICKLEFIELD PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 21 JUNE 2021

MEMBERS PRESENT: Cllr D Brown, 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 Cllr J A Crossley, chairman.

FCM/21/01 – DECLARATIONS OF INTEREST

There were no disclosures 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/21/02 - APOLOGIES FOR ABSENCE

FCM/21/02/1 – RECEIPT

Members received apologies for absence from Cllr D Backhouse.

FCM/21/02/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Cllr D Backhouse's reason for absence.

FCM/21/03 – EXCLUSION OF THE PUBLIC

Members identified item 21/12/3 (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) as requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 due to the confidential nature of the business to be transacted.

FCM/21/04 – DISPENSATION REQUESTS

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

FCM/21/05 – MINUTES OF THE HELD ON MONDAY 15 FEBRUARY 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 15 February 2021 are an accurate record. The Chairman signed the minutes for verification.

FCM/21/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 15 FEBRUARY 2021

Members noted that there were no matters arising from the minutes of the meeting held on Monday 15 February 2021.

FCM/21/07 - FINANCIAL MANAGEMENT

FCM/21/07/1 – BANK RECONCILIATION

Prior to the meeting, member had been given copies of the cashbook and bank statements for the period 1 April 2021 to 28 May 2021. Members chose random entries from the cashbook to reconcile with the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to confirm the verification of the bank reconciliation for the period 1 April to 28 May 2021.

FCM/21/07/2 – PREPAID DEBIT CARD

Members received a financial update on the use of the PFS prepaid debit card for the period 1 April 2021 to 28 May 2021, which included copies of the monthly statements.

FCM/21/07/3 – HIGH INTEREST BANK ACCOUNT

Cllr R M Czwarno gave a verbal report on his research into a suitable high interest bank account for the Parish Council CIL funding. He recommended the LCCA – The Public Sector Deposit Fund as it gave a reasonable amount of interest but was flexible enough for the Parish Council to remove money when needed without penalties or long notice periods.

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote to continue to examine the financial market and test the Public Sector Deposit Fund against other providers e.g. Leeds Building Society, Yorkshire Building Society, for the September Parish Council meeting.

FCM/21/08 - MEMBER VACANCIES

FCM/21/08/1 – CURRENT VACANCIES

The Clerk gave an update. The Parish Council had received another expression of interest, which had not resulted in an application.

FCM/21/09 - INSURANCE

FCM/21/09/1 – FAIR REPRESENTATION OF RISK

Members considered the interpretation of 'fair presentation of risk' and 'material circumstances' and concluded that the Parish Council's and Micklefield Recreation Ground Charity's systems interpreted them correctly.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend to full Council that if the Parish Council reports a crime involving assets it should also be reported to the insurer; further, to only report criminal damage to the Parish Council's property if it is in the Parish Council's interest to do so.

FCM/21/10 - TRAINING

FCM/21/10/1 – MEMBERS

Members received an update on member training. Cllr J A Crossley and Cllr R M Czwarno had attended the YLCA remote conference on 26-27 April. Cllr R M Czwarno had also undertaken LCAS training.

FCM/21/10/2 – STAFF

Members received an update on staff training. The Clerk had attended the YLCA remote conference on 26 – 27 April.

FCM/21/11 - LOCAL COUNCIL AWARD SCHEME

FCM/21/11/1 – STEPS TAKEN

Members noted steps taken towards achieving recognition from the Local Council Award Scheme and the action needed.

FCM/21/12 - STAFF EMPLOYMENT

FCM/21/12/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 4 October 2020 to 2 January 2021 and 3 January to 3 April 2021.

FCM/21/12/2 – TOIL BALANCE

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the number of hours of TOIL earned and taken between 4 October 2020 and 2 January 2021 total a remaining balance of 1.75 hours.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the number of hours of TOIL earned and taken between 3 January 2021 and 3 April 2021 total a remaining balance of 2 hours.

FCM/21/12/3 – PAYMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the payment of the remaining 3.75 hours of TOIL earned between 4 October 2020 and 3 April 2021 and of all ensuing Tax, NI and pension payments.

FCM/21/13 – STANDING ORDERS

There was no update from the Standing Orders working group.

FCM/21/14 – ARCHIVING

There was no update on the archiving of the Parish Council's old files.

FCM/21/15 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

Members discussed different ways of promoting the Parish Council's activities, including a Facebook page with the comments turned off and a 'blog' style use of the latest news function on the Parish Council's website page.

The following agenda item was requested:

- To discuss how to promote the Parish Council's activities.

FCM/21/16 – NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 17 October 2021, at 7.30pm, with the venue to be confirmed.

The meeting closed at 9.00pm.

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