

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 21 FEBRUARY 2022**

**MEMBERS PRESENT:** Cllr D Brown, Cllr J A Crossley, Cllr R M Czwaro and Cllr N Duff (from 7.36pm)

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

The meeting opened at 7.32pm and was chaired by the Chairman, Cllr J A Crossley.

### **FCM/21/34 – DECLARATIONS OF INTEREST**

There were no 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/21/35 - APOLOGIES FOR ABSENCE**

#### **FCM/21/35/1 – RECEIPT**

Members noted that no apologies for absence had been received.

#### **FCM/21/35/2 – REASONS**

There were no reasons for absence given.

### **FCM/21/36 – EXCLUSION OF THE PUBLIC**

No public was present but members identified that should any attend items FCM/21/43/2,3 and 4 would require their exclusion.

### **FCM/21/37 – DISPENSATION REQUESTS**

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

### **FCM/21/38 – MINUTES OF THE MEETING HELD ON MONDAY 18 OCTOBER 2021**

Proposed by Cllr R M Czwaro

Seconded by Cllr J A Crossley

**RESOLVED by unanimous vote that the minutes of the meeting held on Monday 18 October 2021 are an accurate record.** The chairman signed the minutes for verification.

Cllr N Duff joined the meeting.

### **FCM/21/39 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 18 OCTOBER 2021**

There were no matters arising from the minutes of the meeting held on Monday 18 October 2021.

### **FCM/21/40 - FINANCIAL MANAGEMENT**

#### **FCM/21/40/1 – BANK RECONCILIATION**

Members had received a copy of the bank reconciliation for the period 1 October 2021 to 31 January 2022 and copies of the bank statements and cash book entries for the same period with the agenda.

Members chose random entries from the cashbook to check against the bank statements and found no anomalies.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the committee has verified the bank reconciliation and it is correct.**

### **FCM/21/40/2 – PREPAID DEBIT CARD**

Members received a financial update on the use of the PFS prepaid debit card for the period 1 October 2021 to 31 January 2022, comprising debit card statements and invoices for purchases (Zoom payments only).

### **FCM/21/40/3 – UNITY BANK ACCOUNT**

Cllr R M Czwarno gave an update on opening a bank account with Unity for the purpose of depositing the CIL funding. Individual members would need to fill in an online form with the required information in order for the Parish council to open an account.

### **FCM/21/40/4 – LEGISLATIVE REFORM**

Members noted that The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 removes the requirement for every cheque or other order for the payment of money by a parish council to be signed by two members of the council; removes a burden on parish councils and facilitates the use of electronic means of payment.

### **FCM/21/40/5 – ONLINE BANKING**

Members discussed the merits of using on online banking as part of the Parish Council's banking arrangements for payments that could no longer be made by cheque.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote to recommend to full council that the Parish Council uses online banking as part of the Parish Council's banking arrangements for payments that can no longer be made by cheque.**

### **FCM/21/41 - TRAINING**

#### **FCM/21/41/1 – MEMBERS**

Members noted that no members had undertaken training since the last committee meeting.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to encourage new members to take appropriate training.**

#### **FCM/21/41/2 – STAFF**

Members noted that the Clerk had no undertaken any training since the last committee meeting.

### **FCM/21/42 - LOCAL COUNCIL AWARD SCHEME**

#### **FCM/21/42/1 – STEPS TAKEN**

The Clerk gave an update. She hoped to be able to submit the Parish Council's portfolio before the end of the financial year.

## **FCM/21/43 - STAFF EMPLOYMENT**

### **FCM/21/43/1 – TOIL SHEETS SUBMITTED**

Members noted submitted TOIL sheets for the period 3 October 2021 to 1 January 2022.

### **FCM/21/43/2 – TOIL BALANCE**

Agreeing the number of hours of TOIL earned and taken between 3 October 2021 and 1 January 2022 and the remaining balance was deferred to the June meeting.

### **FCM/21/43/3 – PAYMENT OF TOIL**

The approval of the payment of the remaining TOIL earned between 3 October 2021 and 1 January 2022 of all ensuing Tax, NI and pension payments was deferred to the June meeting.

### **FCM/21/43/4 – STAFF APPRAISAL**

Members noted that the annual staff appraisal took place on 7 February 2022.

### **FCM/21/43/5 – APPRAISAL ACTION PLAN**

The appraisal action plan was not yet available but Cllr J A Crossley gave a verbal report.

### **FCM/21/44 – STANDING ORDERS WORKING GROUP**

There was no update from the Standing Orders working group.

### **FCM/21/45 – FILE ARCHIVE**

Cllr R M Czwarno reported that he would continue the archiving of the Parish Council's old files when the weather (and conditions in the building) improved.

### **FCM/21/46 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

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

### **FCM/21/47 – DATE OF NEXT MEETING**

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 20 June 2022, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road.

The meeting closed at 8.38pm.

**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