

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 20 JUNE 2022

MEMBERS PRESENT: Cllr D Brown, Cllr J A Crossley and Cllr N Duff

The meeting opened at 7.35pm and was chaired by the chairman, Cllr J A Crossley. Cllr J A Crossley took the minutes in the absence of the Clerk.

FCM/22/01 – DISCLOSABLE INTERESTS

There were no disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

FCM/22/02 - APOLOGIES FOR ABSENCE

FCM/22/02/1 – RECEIPT

Members received apologies for absence from Cllr R M Czwarno and the Clerk.

FCM/22/02/2 – REASONS

There were no reasons for absence to approve.

FCM/22/03 – EXCLUSION OF THE PUBLIC

Members noted that there was no public present but the following items were identified 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 conducted: FCM/22/10/2 (To agree the number of hours of TOIL earned and taken between 3 October 2021 and 1 January 2022 and 2 January and 2 April 2022 and the remaining balance) and FCM/22/10/3 (To approve the payment of the remaining TOIL earned between 3 October 2021 and 1 January 2022 and 2 January and 2 April 2022 of all ensuing Tax, NI and pension payments).

FCM/22/04 – DISPENSATION REQUESTS

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

FCM/22/05 – MINUTES OF THE MEETING HELD ON MONDAY 21 FEBRUARY 2022

Proposed by Cllr N Duff

Seconded by Cllr D Brown

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 21 February 2022 are an accurate record.

FCM/22/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 21 FEBRUARY 2022

Members noted the following matters arising from the minutes of the meeting held on Monday 21 February 2022:

FCM/21/40/5 – Members noted that full Council had approved the Committee's recommendation to use online banking as part of its banking arrangements for payments that can no longer be made by cheque. The facility had since been created and used for the purpose of making payments that can no longer be made by cheque.

FCM/21/43/5 – Members noted that the appraisal action plan was still not available.

FCM/22/07 - FINANCIAL MANAGEMENT

FCM/22/07/1 – BANK RECONCILIATION

Members had received copies of the bank statements, cashbook entries and a bank reconciliation for the period 1 April to 31 May 2022 prior to the meeting. Members picked a random sample of entries from the cashbook to compare with the bank statement and verified that they matched.

FCM/22/07/2 – PREPAID DEBIT CARD FINANCIAL UPDATE

Members received a financial update on the use of the PFS prepaid debit card for the period 1 April to 31 May 2022, which included invoices and account statements.

FCM/22/07/3 – UNITY BANK ACCOUNT

There was no update on opening a bank account with Unity for the purpose of depositing the CIL funding due to Cllr R M Czwaro's absence.

FCM/22/08 - TRAINING

FCM/22/08/1 – MEMBERS

Members received an update on member training i.e. that several councillors had undertaken training webinars.

FCM/22/08/2 – STAFF

Members received an update on staff training.

FCM/22/09 - LOCAL COUNCIL AWARD SCHEME

FCM/22/09/1 – APPLICATION

Members noted the Parish Council's application for Foundation Level of the Local Council Award Scheme was submitted on 27 April 2022 and that after assessment the panel had requested further evidence to be submitted by 14 July 2022. Members noted the list of evidences, recommendations and advisory notes and that the Clerk would action them as soon as possible. However, due to the Clerk's illness and the volume of work to be undertaken, the Clerk would request an extension to the submission date.

FCM/22/10 - STAFF EMPLOYMENT

FCM/22/10/1 – SUBMITTED TOIL SHEETS

Members noted submitted TOIL sheets for the period 3 October 2021 to 1 January 2022 and 2 January to 2 April 2022.

FCM/22/10/2 – TOIL EARNED AND TAKEN

Members agreed the number of hours of TOIL earned and taken between 3 October 2021 and 1 January 2022 and 2 January and 2 April 2022 and that the total remaining balance was 7.50 hours.

FCM/22/10/3 – PAYMENT OF TOIL

Proposed by Cllr J A Crossley
Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the payment of 7.50 hours of remaining TOIL earned between 3 October 2021 and 1 January 2022 and 2 January and 2 April 2022 of all ensuing Tax, NI and pension payments.

The Chairman reported on the Clerk's annual leave for 2021-22, which was positive.

FCM/22/11 – STANDING ORDERS

The Standing Orders working group had not met but would need to in view of the need to adopt more up-to-date standing orders.

FCM/22/12 – ARCHIVING OLD FILES

Due to Cllr R M Czwarno's absence, there was no update on the archiving of the Parish Council's old files.

FCM/22/13 - ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised to note:

- The Chairman was in the process of updating the documents relating to the Clerk's salary as a result of changes to the NALC Spinal Column Points

FCM/22/14 – NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 17 October 2022, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road, to commence at 7.30pm.

The meeting closed at 8.50pm.

Signed: (Chairman)

Date:

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

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