

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 17 OCTOBER 2022

MEMBERS PRESENT: Cllr J A Crossley, Cllr R M Czwarno and Cllr N Duff
IN ATTENDANCE: J L Hebden, Clerk and RFO to Micklefield Parish Council

The meeting opened at 7.35pm and was chaired by the chairman, Cllr J A Crossley.

FCM/22/14 – DISCLOSURES OF INTERESTS

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 Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

FCM/22/15 - APOLOGIES FOR ABSENCE

FCM/22/15/1 – RECEIPT

Members received apologies for absence from Cllr D Brown.

FCM/22/15/2 – REASONS

No reasons for absence were required to be approved.

FCM/22/16 – EXCLUSION OF THE PUBLIC

No members of the public were present but members identified that item 22/24/3 (To approve the payment of the remaining TOIL earned between 3 April 2022 and 1 October and of all ensuing Tax, NI and pension payments would require the 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/22/17 – DISPENSATION REQUESTS

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

FCM/22/18 – MINUTES OF THE MEETING HELD ON MONDAY 20 JUNE 2022

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 20 June 2022 are an accurate record. The chairman signed the minutes for verification.

FCM/22/19 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 20 JUNE 2022

Members noted the following matter arising from the minutes of the meeting held on Monday 20 June 2022:

FCM/22/11 – The Parish Council adopted an –up-to-date set of Standing Orders at its meeting held on Thursday 1 September 2022. It had also adopted an up-to-date set of Financial Regulations, Grievance Policy and Disciplinary policy at the same meeting.

FCM/22/20 - FINANCIAL MANAGEMENT

FCM/22/20/1 – BANK RECONCILIATION

Members had received copies of the bank reconciliation for the period 1 June to 30 September 2022, bank statements for the same period and pages from the cashbook, with the meeting agenda. Members chose random entries from the cash book to verify with the bank statements and noted that the casebook entries covered the period 1 June to 31 August 2022.

FCM/22/20/2 – PREPAID DEBIT CARD

The Clerk gave a financial update on the use of the PFS prepaid debit card for the period 1 June to 30 September 2022 (members had received copies of card statements for the period with the agenda). The update included Cllr R M Czwarno's difficulties using the account to re-issue the card on the expiration of the previous one.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend to full council that it considers, at the March meeting, the purpose and necessity of Zoom meetings.

FCM/22/20/3 – 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, which was proving difficult due to the unavailability of customer service staff.

FCM/22/21 - INSURANCE

FCM/22/21/1 - UNDERINSURANCE

Members had received information with the agenda and noted the impact of underinsurance on buildings and property claims.

FCM/22/21/2 – INSURED SUMS REVIEW

Members reviewed the current levels of sums insured for 4 & 5 Railway Cottages and the football spectator stand.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to increase the insured sum for 4 & 5 Railway Cottages by 30%, from an estimated re-sale value of £130,085.00 to £170,021.00 to cover re-instatement costs plus other factors like removal of debris, building regulations, professional fees, power and lighting etc.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to increase the insured sum for the football spectator stand by 20% to £49,044.00 to cover re-instatement costs and other factors such as professional fees, removal of debris/dismantling, building regulations etc.

FCM/22/22 - TRAINING

FCM/22/22/1 – MEMBERS

Members noted that Cllr J L Auty had attended the YLCA one day training conference.

FCM/22/22/2 – STAFF

Members noted that the Clerk had not undertaken any formal training but that the process of compiling the portfolio for the LCAS award, including drafting new policies and amending some of the Council's current practices, constituted on-the-job training.

FCM/22/23 LOCAL COUNCIL AWARD SCHEME

FCM/22/23/1 – ACCREDITATION

Members noted that the Parish Council had received Foundation level accreditation and would receive its certificate and logo in due course.

FCM/22/24 - STAFF EMPLOYMENT

FCM/22/24/1 – TOIL SHEETS SUBMITTED

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

FCM/22/24/2 – TOIL EARNED

Members agreed the number of hours of TOIL earned and taken between 3 April and 1 October 2022 and the remaining balance of 15.50 hours.

FCM/22/24/3 – PAYMENT OF BALANCE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

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

FCM/22/25 – ARCHIVING

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

FCM/22/26 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following item was raised to note:

- The resignation of Cllr D Backhouse required the appointment of another councillor to the committee

FCM/22/27 – DATE OF NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 20 February 2023, 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 8.57pm.

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