

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 20 FEBRUARY 2023

MEMBERS PRESENT: Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr N Duff and Cllr E A Robertson

IN ATTENDANCE: J L Hebden, Clerk and RFO to Micklefield Parish Council

The meeting opened at 7.34pm and was chaired by the chairman, Cllr J A Crossley.

FCM/22/28 – DISCLOSURE OF INTERESTS

There were no disclosures of disclosable pecuniary interests or 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 Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

FCM/22/29 - APOLOGIES FOR ABSENCE

There were no apologies for absence.

FCM/22/30 - EXCLUSION OF THE PUBLIC

No public was present, but members identified that item FCM/22/36/3, 5 & 6 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 being transacted.

FCM/22/31 – DISPENSATION REQUESTS

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

FCM/22/32 – MINUTES OF THE MEETING HELD ON MONDAY 17 OCTOBER 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 17 October 2022 are an accurate record. The chairman signed the minutes for verification.

FCM/22/33 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 17 OCTOBER 2022

Members noted the following matters arising from the minutes of the meeting held on Monday 17 October 2022:

FCM/22/21 – The Parish Council had agreed to change the insurance sums as per the committee's recommendations.

FCM/22/23 – The Parish Council had received the LCAS Foundation certificate.

FCM/22/34 - FINANCIAL MANAGEMENT

FCM/22/34/1 – RECONCILIATION

Members had received copies of the bank reconciliation for the period 1 October 2022 to 31 January 2023, 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, whilst the cashbook and bank statements reconciled, there was an error with an entry.

FCM/22/34/2 – PREPAID DEBIT CARD

The Clerk gave a financial update on the use of the PFS prepaid debit card for the period 1 October 2022 to 31 January 2023 (members had received copies of card statements and invoices for the period with the agenda).

FCM/22/34/3 – BANK ACCOUNT

Cllr R M Czwaro gave an update. He had been unable to contact Unity Bank and had looked into two banks used by Kippax Parish Council, as suggested by Cllr P Meir. Members discussed the relative benefits of the accounts on offer, particularly the interest rates and length of bind.

Proposed by Cllr R M Czwaro

Seconded by Cllr D Brown

RESOLVED by unanimous vote to recommend to full Council that the Parish Council splits the CIL money into two pots:

- (i) **£100,000.00 to be deposited into an account with Redwood, with 35 days' notice and 1.70% interest**
- (ii) **£250,000.00 to be deposited into an account with Cambridge for a 1 year fixed bond at 3% interest**

FCM/22/35 - TRAINING

FCM/22/35/1 – MEMBER

Members noted that Cllr E A Robertson had undertaken a 'finance for councillors' webinar and Cllr R M Czwaro had trained as a LCAS assessor.

FCM/22/35/2 – STAFF

The Clerk reported that she had booked a place on a training webinar for the General Power of Competence and Local Government Act 1972, Section 137 but that it had been cancelled and not offered again since.

FCM/22/36 - STAFF EMPLOYMENT

FCM/22/36/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 2 October to 31 December 2022.

FCM/22/36/2 – TOIL BALANCE

Members noted that all the hours of TOIL earned between 2 October and 31 December 2022 had been taken and the remaining balance was zero.

FCM/22/36/3 – PAYMENT OF TOIL

There was no remaining TOIL earned between 2 October and 31 December 2022 to be paid.

FCM/22/36/4 – STAFF APPRAISAL

Members noted that the annual staff appraisal took place on 8 February 2023.

FCM/22/36/5 – REPORT AND ACTION PLAN

The appraisal action plan for the 2023 appraisal was not yet available. The Chairman gave a report.

The Clerk left the meeting at 8.49pm and the chairman took the minutes in her absence.

FCM/22/36/6 – CONTRACT

Cllr J A Crossley had distributed copies of the draft contract with the proposed amendment. Members discussed the proposed changes.

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to recommend to full council that the Clerk's contract be amended by the agreed changes to clause 6.4 and the addition of draft clauses 6.5 and 6.6.

The Clerk returned to the meeting at 9.36pm.

FCM/22/37 - PSTN LINE PROVISION

FCM/22/37/1 – ANALOGUE SWITCH-OFF

Members noted that phone companies intend to withdraw the existing analogue telephone System (the Public Switched Telephone Network - PSTN), by 2025.

FCM/22/37/2 – DIGITAL INTERNET NETWORKS

Members noted that landline telephone services in the UK would switch to a fully digital network and phone calls would be carried over the internet.

FCM/22/37/3 – PROVISION MIGRATION

Members noted that the Parish Council's telephone provision would need to migrate to a digital line but that its internet provision is at Micklefield Youth and Adult Centre.

FCM/22/37/4 – MAINTAINING PROVISION

Members discussed various options to maintain a Parish Council telephone line when the analogue service is withdrawn, including a low broadband digital line or a mobile device.

FCM/22/38 – ARCHIVING

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

FCM/22/39 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following agenda item was requested:

- A change of venue for the committee meetings

FCM/22/40 – DATE OF NEXT MEETING

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 19 June 2023, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road.

The meeting closed at 9.46pm.

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