

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE

**TO BE HELD ON MONDAY 16 OCTOBER 2023
7.30PM, CHURCHVILLE HOUSE, CHURCHVILLE DRIVE, MICKLEFIELD**

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed:

Clerk to the Council Date: 11th October 2023

AGENDA

FCM/23/14 To disclose or draw attention to any disclosable pecuniary interests and 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/23/15 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

FCM/23/16 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

FCM/23/17 To consider dispensation requests received by the Clerk prior to the meeting

FCM/23/18 To approve the minutes of the meeting held on Monday 17 July 2023 (attached)

FCM/23/19 To note matters arising from the minutes of the meeting held on Monday 17 July 2023

FCM/23/20 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 June to 30 September 2023 (attached, with supporting documents)

/2 To receive a financial update on the use of the PFS prepaid debit card for the period 1 June to 30 September 2023 (attached, with supporting documents)

FCM/23/21 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

FCM/23/22 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 2 April to 1st July 2023

/2 To agree the number of hours of TOIL earned and taken between 2 April and 1 July 2023 and the remaining balance

/3 To approve the payment of any remaining TOIL earned between 2 April and 1 July 2023 and of all ensuing Tax, NI and pension payments

FCM/23/23 To consider the need to increase the size of Micklefield Parish Council by the addition of more members and agree any recommendations to full council

FCM/23/24 To receive an update on the archiving of the Parish Council's old files

FCM/23/25 Items for discussion and requests for agenda items

FCM/23/26 To note the date of the next Finance and Corporate Management Committee meeting as Monday 19 February 2024, at Churchville House, Churchville Drive

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

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