

MICKLEFIELD PARISH COUNCIL

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

**TO BE HELD ON MONDAY 19 FEBRUARY 2024
8.30PM, 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: 14 February 2024

AGENDA

FCM/23/27 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/23/28 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

FCM/23/29 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/23/30 To consider dispensation requests received by the Clerk prior to the meeting

FCM/23/31 To approve the minutes of the meeting held on Monday 16 October 2023 (attached)

FCM/23/32 To note matters arising from the minutes of the meeting held on Monday 16 October 2023

FCM/23/33 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 October 2023 to 31 January 2024 (attached, with supporting documents)

/2 To receive a financial update on the use of the PFS prepaid debit card for the period 1 October 2023 to 31 January 2024 (attached, with supporting documents)

/3 To consider a recommendation to full council that additional monies are loaded onto the debit card

FCM/23/34 To review the effectiveness of the internal controls

FCM/23/35 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

FCM/23/36 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 2 July 2023 and 6 January 2024

/2 To agree the number of hours of TOIL earned and taken between 2 July 2023 and 6 January 2024 and the remaining balance

/3 To approve the payment of any remaining TOIL earned between 2 July 2023 and 6 January 2024 and of all ensuing Tax, NI and pension payments

/4 To note that the annual staff appraisal took place on 15 February 2024

/5 To receive and consider the appraisal action plan and any additional report from the Chairman

FCM/23/37 To receive an update on the archiving of the Parish Council's old files

FCM/23/38 Items for discussion and requests for agenda items

FCM/23/39 To note the date of the next Finance and Corporate Management Committee meeting as Monday 17 June 2024, in the I.T Suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road

Joanne Hebden

Clerk to the Parish Council

(Sole Trustee of Micklefield Recreation Ground Charity)

6 Churchville Avenue

Micklefield

LEEDS

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