

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 16 OCTOBER 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 7.33pm and was chaired by Cllr J A Crossley, chairman.

FCM/23/14 – DISCLOSABLE PECUNIARY 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/23/15 - APOLOGIES FOR ABSENCE

All members were present.

FCM/23/16 – EXCLUSION OF THE PUBLIC

No members of the public were present but members identified that items FCM/23/22/2 & 3 would require the exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 should any arrive.

FCM/23/17 – DISPENSATION REQUESTS

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

FCM/23/18 – MINUTES OF THE MEETING HELD ON MONDAY 17 JULY 2023

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 17 July 2023 are an accurate record. The Chairman signed the minutes for verification.

FCM/23/19 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 17 JULY 2023

There were no matters arising from the minutes of the meeting held on Monday 17 July 2023.

FCM/23/20 - FINANCIAL MANAGEMENT

FCM/23/20/1 – RECONCILIATION

Members had received copies of the bank statements and cashbook pages for the period 1 June to 30 September 2023 with the agenda for the meeting. Each member picked a random entry from the cashbook to compare with the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote to confirm the verification of the bank reconciliation for the period 1 June to 30 September 2023.

FCM/23/20/2 – PFS PREPAID DEBIT CARD

Members received a financial update on the use of the PFS prepaid debit card for the period 1 June to 30 September 2023. Members noticed a discrepancy between the ledger balance and reconciled balance. Cllr R M Czwaro posited that the discrepancy was due to the ledger balance being accurate to the date the transactions were compiled even though the transactions themselves were only for the period ending 30 September. The Clerk would check if this was the case.

FCM/23/21 - TRAINING

FCM/23/21/1 – MEMBERS

Members noted that Cllr P Meir had places booked on YLCA's 'Off to a Flying Start Part One and Part Two' webinars.

FCM/23/21/2 – STAFF

There was no update on staff training.

FCM/23/22 - STAFF EMPLOYMENT

FCM/23/22/1 – TOIL SHEETS

Members noted submitted TOIL sheets for the period 2 April to 1 July 2023.

FCM/23/22/2 – TOIL BALANCE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwaro

RESOLVED by unanimous vote that the TOIL earned between 2 April and 1 July 2023 is 10.25 hours, TOIL taken between 2 April and 1 July 2023 is 1.50 hours and that the remaining balance is 8.75 hours.

FCM/23/22/3 – PAYMENT OF TOIL

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwaro

RESOLVED by unanimous vote to approve the payment of 8.75 hours of TOIL earned between 2 April and 1 July 2023 and of all ensuing Tax, NI and pension payments.

FCM/23/23 – INCREASED MEMBERSHIP

Members considered the need to increase the size of Micklefield Parish Council by the addition of more members due to the increase in residents and number of electors. They noted that a request to increase the number of members would need to be made to Leeds City Council, which would have to conduct a Local Governance Review. Members also noted that the number of councillors was not linearly linked to population size, that there was no measurable demand to join council or be involved in council activities. Further, an increase in the number of members would also raise the quorum for meetings.

FCM/23/24 – ARCHIVING

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

FCM/23/25 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

Members received copies of the statements from Redwood Bank for the 1 year bond and 35 day access bond. Members agreed that the monthly interest from the 35 day access account should be returned to the account on a quarterly basis.

FCM/23/26 – DATE OF NEXT MEETING

Members note the date of the next Finance and Corporate Management Committee meeting as Monday 19 February 2024, at Churchville House, Churchville Drive, to commence at 7.30pm.

The meeting closed at 8.56pm.

Signed: (Chairman)

Date:

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

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