

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 19 FEBRUARY 2024

MEMBERS PRESENT: Cllr J L Auty, Cllr J A Crossley, Cllr R M Czwarno and Cllr E A Robertson
In Attendance: J L Hebden and Clerk and RFO to Micklefield Parish Council

The meeting opened at 8.37pm and was chaired by the chairman, Cllr J A Crossley.

FCM/23/27 – DISCLOSURE 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/23/28 - APOLOGIES FOR ABSENCE

FCM/23/28/1 – RECEIPT

Members received apologies for absence from Cllr D Brown and Cllr N Duff.

FCM/23/28/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the reasons for absence of Cllr D Brown and Cllr N Duff.

FCM/23/29 – EXCLUSION OF THE PUBLIC

There were no members of the public present but members identified that should any arrive, the following items would require exclusion their exclusion under the Public Bodies (Admission to Meetings) Act 1960, s2, due to the confidential nature of the business to be transacted: FCM/23/26/2 (To agree the number of hours of TOIL earned and taken between 2 July 2023 and 6 January 2024 and the remaining balance), FCM/23/26/3 (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) and FCM/23/26/5 (To receive and consider the appraisal action plan and any additional report from the Chairman).

FCM/23/30 – DISPENSATION REQUESTS

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

FCM/23/31 – MINUTES OF THE MEETING HELD ON MONDAY 16 OCTOBER 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 16 October 2023 are an accurate record. The Chairman signed the minutes for verification.

FCM/23/32 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 16 OCTOBER 2024

Members noted that there were no matters arising from the minutes of the meeting held on Monday 16 October 2023.

FCM/23/33 - FINANCIAL MANAGEMENT

FCM/23/33/1 – BANK RECONCILIATION

Members received a bank reconciliation for the period 1 October 2023 to 31 January 2024 with supporting documents (copies of the cashbook and bank statements). Members picked random entries from the cashbook to check against the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the bank reconciliation for the period 1 October 2023 to 31 January 2024 has been verified and is correct.

FCM/23/33/2 – PREPAID DEBIT CARD

Members received a financial update on the use of the PFS prepaid debit card for the period 1 October 2023 to 31 January 2024, including account statements and a bank reconciliation. Members noted that the ledger balance was correct to the date that the statement was generated and therefore did not agree with the period end balance.

FCM/23/33/3 – ADDITIONAL FUNDS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend to full council that an additional sum of £500.00 is loaded onto the debit card.

FCM/23/34 – INTERNAL CONTROLS

Members undertook a review of the effectiveness of the internal controls using the internal control policy checklist.

FCM/23/35 - TRAINING

FCM/23/35/1 – MEMBERS

Members noted that Cllr P Meir and Cllr R M Czwarno had undertaken training.

FCM/23/35/2 – STAFF

Members noted that the cancelled webinar that the Clerk wanted to attend had not yet been re-offered by YLCA.

FCM/23/36 - STAFF EMPLOYMENT

FCM/23/36/1 – SUBMITTED TOIL SHEETS

Members noted submitted TOIL sheets for the period 2 July 2023 and 6 January 2024.

FCM/23/36/2 – TOIL BALANCE

Members chose a random sample of timesheets to check against the TOIL sheet figures to ensure their accuracy. Members agreed the number of hours of TOIL earned and taken between 2 July 2023 and 6 January 2024 and that the remaining balance was 12.50 hours.

FCM/23/36/3 – PAYMENT OF TOIL

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the payment of 12.50 hours of TOIL earned between 2 July 2023 and 6 January 2024 and of all ensuing Tax, NI and pension payments.

FCM/23/26/4 – STAFF APPRAISAL

Members noted that the annual staff appraisal took place on 15 February 2024.

FCM/23/35/5 – APPRAISAL ACTION PLAN

The appraisal action plan was not yet available but the Chairman gave a verbal report of the appraisal. Members noted that the Clerk’s job description was out-of-date and would require revising.

FCM/23/37 – ARCHIVING OLD FILES

There was no update on the archiving of the Parish Council’s old files as the work would have to wait for warmer weather.

FCM/23/38 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

Cllr R M Czwaro reported that he had looked into alternative high interest account providers and that at the moment only Cambridge bank offered an alternative suitable for Parish Councils and its interest rate was very low.

FCM/23/39 – NEXT MEETING

Members noted 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.

The meeting closed at 9.43pm.

Signed: (Chairman)

Date:

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

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