

MICKLEFIELD PARISH COUNCIL

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

**TO BE HELD ON MONDAY 15 FEBRUARY 2021
7.30PM, AT ZOOM.US, MEETING ID: 414 573 1830, PASSCODE: 7FhGVD**

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed:

Clerk to the Council Date: 10th February 2021

AGENDA

FCM/20/16 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 Members' Code of Conduct paras 10-14

FCM/20/17 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

FCM/20/18 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/20/19 To consider dispensation requests received by the Clerk prior to the meeting

FCM/20/20 To approve the minutes of the meeting held on Monday 19 October 2020 (attached)

FCM/20/21 To note matters arising from the minutes of the meeting held on Monday 19 October 2020

FCM/20/22 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 October 2020 to 31 January 2021 (attached, with supporting documents)

/2 To receive a financial update on the use of the PFS prepaid debit card for the period 1 October 2020 to 31 January 2021 (attached, with supporting documents)

/3 To agree to research suitable high interest bank accounts as instructed by full Council at its meeting held on Thursday 3 December 2020

FCM/20/23 MEMBER VACANCIES

/1 To note that the Parish Council has had two member vacancies since the May 2019 election (due to insufficient nominations) and despite several expressions of interest has been unable to fill either vacancy

/2 To discuss potential methods to attract and co-opt new members to fill the current vacancies

FCM/20/24 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

FCM/20/25 LOCAL COUNCIL AWARD SCHEME

/1 To note steps taken towards achieving recognition from the Local Council Award Scheme

FCM/20/26 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 4 October 2020 to 2 January 2021

/2 To agree the number of hours of TOIL earned and taken between 4 October 2020 and 2 January 2021 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 4 October 2020 and 2 January 2021 of all ensuing Tax, NI and pension payments

/4 To note that the annual staff appraisal took place on 1 February 2021

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

Chairman

FCM/20/27 To receive an update from the Standing Orders working group

FCM/20/28 To receive an update on the archiving of the Parish Council's old files

FCM/20/29 Items for discussion and requests for agenda items

FCM/20/30 To note the date of the next Finance and Corporate Management Committee meeting
as Monday 21 June 2021, at 7.30pm, venue to be confirmed

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

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