

MICKLEFIELD PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE TO BE HELD ON MONDAY 27 FEBRUARY 2017 7.30PM, THE OLD FIRE STATION (MICKLEFIELD YOUTH AND ADULT CENTRE)

This meeting is open to the public.

Members of the Committee are summoned to attend this meeting.

Signed:

Clerk to the Council Date: 21st February 2017

AGENDA

16/37 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

16/38 APOLOGIES FOR ABSENCE

/1 To receive apologies for absence

/2 To approve reasons for absence

16/39 To identify items requiring exclusion of the public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion

16/40 To consider dispensation requests received by the Clerk prior to the meeting

16/41 To approve the minutes of the meeting held on Monday 17 October 2016 (attached)

16/42 To note matters arising from the minutes of the meeting held on Monday 17 October 2016

16/43 FINANCIAL MANAGEMENT

/1 To verify the bank reconciliation for the period 1 October 2016 to 31 January 2017 (attached, with supporting documents)

/2 To note that some businesses and organisations no longer accept payment by cheque due to the application of bank charges and that the Parish Council has no other method of making one off payments to third parties

/3 To consider alternative payment methods for situations that are unsuitable for cheque payment

/4 To receive a report on changes in the circumstances of the Co-operative Bank and agree that the opening of an account with Unity Trust Bank is now necessary

16/44 TRAINING

/1 To receive an update on member training

/2 To receive an update on staff training

16/45 LOCAL COUNCIL AWARD SCHEME

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

16/46 STAFF EMPLOYMENT

/1 To note submitted TOIL sheets for the period 2 October to 31 December 2016

/2 To agree the number of hours of TOIL earned and taken between 2 October and 31 December 2016 and the remaining balance

/3 To approve the payment of the remaining TOIL earned between 2 October 2016 and 31 December 2016 and of all ensuing Tax, NI and pension payments

/4 To note that the annual staff appraisal took place on 8 December 2016

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

/6 To receive an update on revisions to the Clerk's contract of employment

16/47 PUBLIC RELATIONS/SOCIAL MEDIA POLICY

/1 To note that the Parish Council has a quarterly newsletter and a website and uses email but does not have any guidance or policies on public relations or the use of social media and electronic communication

/2 To approve the formulation of a draft Public Relations (incorporating Social Media and Electronic Communication) Policy for consideration by the Committee

16/48 To receive an update on the provision of a comprehensive risk assessment of the Parish Council's amenities

16/49 To receive an update on the archiving of the Parish Council's old files

16/50 Items for discussion and requests for agenda items

16/51 To confirm the date of the next Finance and Corporate Management Committee meeting as Monday 19 June 2017

Joanne Hebden
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