

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 19 JUNE 2023**

**MEMBERS PRESENT:** Cllr J A Crossley, Cllr N Duff and Cllr E A Robertson

**IN ATTENDANCE:** J L Hebden, Clerk and RFO to Micklefield Parish Council

The meeting opened at 7.40pm and was chaired by the chairman, Cllr J A Crossley.

### **FCM/23/01 – DISCLOSURES OF INTERESTS**

There were no disclosures of any disclosable pecuniary interests or any other significant interests that the member wishes to declare for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

### **FCM/23/02 - APOLOGIES FOR ABSENCE**

#### **FCM/23/02/1 – RECEIPT**

Members received apologies for absence from Cllr D Brown and Cllr R M Czwarno.

#### **FCM/23/02/2 – REASONS**

No reasons were required to be approved.

### **FCM/23/03 – EXCLUSION OF THE PUBLIC**

No public were present but members identified that item FCM/23/09/3 would require the exclusion of any public under the Public Bodies (Admission to Meetings) Act 1960, s2 and the reason for the exclusion.

### **FCM/23/04 – DISPENSATION REQUESTS**

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

### **FCM/23/05 – MINUTES OF THE MEETING HELD ON MONDAY 20 FEBRUARY 2023**

Proposed by Cllr N Duff

Seconded by Cllr E A Robertson

**RESOLVED by unanimous vote that the minutes of the meeting held on Monday 20 February are an accurate record.** The chairman signed the minutes for verification.

### **FCM/23/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 20 FEBRUARY 2023**

Members noted the matters arising from the minutes of the meeting held on Monday 20 February 2023:

**FCM/22/36/6** – The changes recommended by the Committee were approved by full Council.

### **FCM/23/07 - FINANCIAL MANAGEMENT**

#### **FCM/23/07/1 – BANK RECONCILIATION**

Members had received copies of the bank reconciliation, bank statements and cashbook pages for the period 1 April to 31 May 2023 with the agenda. Members chose cashbook entries at random to check against the bank statements.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote to confirm the verification of the bank reconciliation for the period 1 April to 31 May 2023.**

### **FCM/23/07/2 – PREPAID DEBIT CARD**

Members received a financial update on the use of the PFS prepaid debit card for the period 1 April to 31 May 2023, which included account statements.

### **FCM/23/07/3 – CIL ACCOUNTS**

Members noted that full Council had approved the committee's recommendations and that the applications were being processed.

### **FCM/23/08 - TRAINING**

#### **FCM/23/08/1 – MEMBERS**

Members noted that no members had undertaken training since the last meeting.

#### **FCM/23/08/2 – STAFF**

Members noted that there had been no staff training undertaken since the last meeting.

Members noted that the LCAS Foundation Award process had provided training and education for both members of the Parish Council and the Clerk.

### **FCM/23/09 - STAFF EMPLOYMENT**

#### **FCM/23/09/1 - TOIL SHEETS**

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

#### **FCM/23/09/2 – TOIL BALANCE**

Members agreed the number of hours of TOIL earned and taken between 1 January and 1 April 2023 and that the remaining balance was 5.5 hours.

#### **FCM/23/09/3 – PAYMENT OF BALANCE**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote to approve the payment of the remaining 5.5 hours of TOIL earned between 1 January and 1 April 2023 and of all ensuing Tax, NI and pension payments.**

### **FCM/23/10 – COMMITTEE MEETING VENUE**

Proposed by Cllr N Duff

Seconded by Cllr E A Robertson

**RESOLVED by unanimous vote to hold the Finance and Corporate Management Committee meeting held in October and February be held in Churchville House, Churchville Drive.**

### **FCM/23/11 – ARCHIVING**

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

### **FCM/23/12 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

There were items for discussion or requests for agenda items.

**FCM/23/13 – DATE OF NEXT MEETING**

Members noted the date of the next Finance and Corporate Management Committee meeting as Monday 16 October 2023, in Churchville House, Churchville Drive.

The meeting closed at 8.05pm.

**Signed:**

**Chairman**

**Date:**

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

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