

# **MICKLEFIELD PARISH COUNCIL**

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

**TO BE HELD ON MONDAY 21 FEBRUARY 2022  
7.30PM, I.T. SUITE, THE OLD FIRE STATION, GREAT NORTH ROAD, MICKLEFIELD**

**This meeting is open to the public.**

**Members of the Committee are summoned to attend this meeting.**

**Signed:**

**Clerk to the Council Date: 10<sup>th</sup> February 2022**

### **AGENDA**

**FCM/21/34 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/21/35 APOLOGIES FOR ABSENCE**

**/1 To receive apologies for absence**

**/2 To approve reasons for absence**

**FCM/21/36 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/21/37 To consider dispensation requests received by the Clerk prior to the meeting**

**FCM/21/38 To approve the minutes of the meeting held on Monday 18 October 2021 (attached)**

**FCM/21/39 To note matters arising from the minutes of the meeting held on Monday 18 October 2021**

#### **FCM/21/40 FINANCIAL MANAGEMENT**

**/1 To verify the bank reconciliation for the period 1 October 2021 to 31 January 2022 (attached, with supporting documents)**

**/2 To receive a financial update on the use of the PFS prepaid debit card for the period 1 October 2021 to 31 January 2022 (attached, with supporting documents)**

**/3 To receive an update on opening a bank account with Unity for the purpose of depositing the CIL funding**

**/4 To note that The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 removes the requirement for every cheque or other order for the payment of money by a parish council to be signed by two members of the council; removes a burden on parish councils and facilitates the use of electronic means of payment**

**/5 To consider the merits of using on online banking as part of the Parish Council's banking arrangements**

#### **FCM/21/41 TRAINING**

**/1 To receive an update on member training**

**/2 To receive an update on staff training**

#### **FCM/21/42 LOCAL COUNCIL AWARD SCHEME**

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

#### **FCM/21/43 STAFF EMPLOYMENT**

**/1 To note submitted TOIL sheets for the period 3 October 2021 to 1 January 2022**

**/2 To agree the number of hours of TOIL earned and taken between 3 October 2021 and 1 January 2022 and the remaining balance**

**/3 To approve the payment of the remaining TOIL earned between 3 October 2021 and 1 January 2022 of all ensuing Tax, NI and pension payments**

**/4 To note that the annual staff appraisal took place on 7 February 2022**

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

**FCM/21/44 To receive an update from the Standing Orders working group**

**FCM/21/45** To receive an update on the archiving of the Parish Council's old files

**FCM/21/46** Items for discussion and requests for agenda items

**FCM/21/47** To note the date of the next Finance and Corporate Management Committee meeting as Monday 20 June 2022, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road

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

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