

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND CORPORATE MANAGEMENT COMMITTEE HELD ON MONDAY 18 OCTOBER 2021

MEMBERS PRESENT: Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno and Cllr N Duff
In Attendance: J L Hebden, Clerk and RFO to the Parish Council

The meeting opened at 7.30pm and was chaired by the chairman, Cllr J A Crossley.

FCM/21/17 – DECLARATIONS OF INTEREST

There were no declarations of any disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

FCM/21/18 - APOLOGIES FOR ABSENCE

FCM/21/18/1 – RECEIPT

Members received apologies for absence from Cllr D Backhouse.

FCM/21/18/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Cllr D Backhouse's reason for absence.

FCM/21/19 – EXCLUSION OF THE PUBLIC

There was no public present to require exclusion under the Public Bodies (Admission to Meetings) Act 1960, s2.

FCM/21/20 – DISPENSATION REQUESTS

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

FCM/21/21 – MINUTES OF THE MEETING HELD ON MONDAY 21 JUNE 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Monday 21 June 2021 are an accurate record. The Chairman signed the minutes for verification.

FCM/21/22 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 21 JUNE 2021

Members noted the following matters arising from the minutes of the meeting held on Monday 21 June 2021:

FCM/21/09/1 – The Committee's recommendation regarding fair representation of risk was approved by full Council.

FCM/21/23 - FINANCIAL MANAGEMENT

FCM/21/23/1 – BANK RECONCILIATION

Members had received a bank reconciliation for the period 29 May to 30 September 2021 and copies of the relevant bank statements and pages from the cashbook with the meeting agenda. Members checked random entries from the cashbook against the bank statements and agreed the verification of the bank reconciliation.

FCM/21/23/2 – PREPAID DEBIT CARD

Members received a financial update on the use of the PFS prepaid debit card for the period 29 May to 30 September 2021, comprising a reconciliation, copies of the account statements and the prepaid debit card cashbook.

FCM/21/23/3 – HIGH INTEREST BANK ACCOUNT

Cllr R M Czwaro gave an update on research into a suitable high interest bank account. High interest accounts with high street banks and building societies were not set up to deal with Parish Councils. Members discussed depositing CIL money in a different account to help safeguard it, regardless of the interest earned.

Proposed by Cllr R M Czwaro

Seconded by Cllr N Duff

RESOLVED by unanimous vote to open an account with Unity Trust Bank to deposit existing and future CIL money.

FCM/21/23/4 – PREPAID DEBIT CARD USE

Members noted that the prepaid debit card is currently only approved for use in emergency or one-off situations where a business does not accept payment by cheque.

FCM/21/23/5 – ALTERNATIVE PAYMENT METHODS

Members considered alternative payment methods for routine payments to businesses that do not accept payment by cheque.

Proposed by Cllr R M Czwaro

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote to make payments to businesses that do not accept cheques in the following ways (by order of preference):

- **Variable Direct Debit**
- **Bank Transfer**
- **Prepaid Debit Card**

FCM/21/24 - MEMBER VACANCIES

FCM/21/24/1 – NEW MEMBERS

The Clerk gave an update on efforts to attract new members to fill the current vacancies. One vacancy had been filled and there had been two expressions of interest in the other vacancy.

FCM/21/25 - REMOTE MEETINGS

FCM/21/25/1 – LEGAL POSITION

The Clerk gave an update on the legality of remote and hybrid meetings for local councils. Both forms of remote meeting were still not legal but NALC continued to lobby government.

FCM/21/25/2 – ZOOM SUBSCRIPTION

Members considered the need for a subscription to Zoom as a meeting platform and agreed that due to the continued pandemic, and the ability to hold a remote meeting as charity trustee, the subscription should remain.

FCM/21/26 - TRAINING

FCM/21/26/1 – MEMBERS

There had been no member training since the last meeting.

FCM/21/26/2 – STAFF

Members received an update on staff training. The Clerk had attended two webinars – one on Public Rights of Way and one on dealing with ear marked reserves in the accounting software.

FCM/21/27 - LOCAL COUNCIL AWARD SCHEME

FCM/21/27/1 – STEPS TAKEN

The Clerk reported that she had registered the Parish Council for the Local Council Award Scheme.

FCM/21/28 - STAFF EMPLOYMENT

FCM/21/28/1 – TOIL SHEETS SUBMITTED

Members noted submitted TOIL sheets for the period 4 April to 2 October 2021.

FCM/21/28/2 - TOIL EARNED

Members agreed the number of hours of TOIL earned and taken between 4 April and 2 October 2021 and the remaining balance.

FCM/21/28/3 – PAYMENT OF TOIL

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to pay the remaining TOIL of 8.75 hours earned between 4 April and 2 October 2021 of all ensuing Tax, NI and pension payments.

FCM/21/29 – PROMOTION OF PARISH COUNCIL

Members discussed the promotion of the Parish Council's activities and agreed that the CIL consultation events in March 2022 would promote the Parish Council and its activities.

FCM/21/30 – STANDING ORDERS WORKING GROUP

There was no update from the Standing Orders working group.

FCM/21/31 – ARCHIVING OLD FILES

Cllr R M Czwarno gave an update on the archiving of the Parish Council's old files.

FCM/21/32 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

There were no items for discussion or requests for agenda items.

FCM/21/33 – NEXT MEETING

Members noted that the next Finance and Corporate Management Committee meeting was scheduled for Monday 21 February 2022, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road.

The meeting closed at 8.57pm.

Signed:

(Chairman)

Date:

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

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