

Kirkburton Parish Council

Management & Finance Committee Meeting

Thursday 17 April 2025 at 7.30pm

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

AGENDA

1. Apologies

To receive apologies for absence from members unable to attend the meeting.

2. Declarations of interest

To receive members' declarations of interest in any item on the agenda.

3. Public Participation

Members of the public are invited to address the Committee on any issue over which it has a power for up to three minutes each, with the item lasting up to a maximum of fifteen minutes.

4. Admission of the Public

To determine any items on the agenda considered to be of a confidential nature that should be discussed at the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960.

5. Accounts 2024-2025 EOY

- a) To note the budget analysis statement covering the period 1 April 2024 to 31 March 2025 and to make any required adjustments.
- b) To vire the amount £7493.65 to Allocated Reserves. See attached report.

6. Chains of Office

To review the quotation from Fattorinis for the work on the Chains of Office and consider action to be taken.

7. Financial Accounting Software

To agree the purchase of Scribe accounting software.

8. Parish Council website

To authorise the Parish Council Clerk to pursue options for an updated website.

9. Postage costs

To note the annual postage cost to the Parish Council and encourage more members to move to electronic receipt of parish council communications.

10. Meeting date

To consider the date of future meetings.

Virements

At the end of each year, there are some costs budgeted for and committed, but not yet paid. As the Financial Year 1 April 2024 to 31 March 2025 has passed, there will be savings against the budget headings affected. Those savings go into General Reserves. It is proposed to vire the amounts relevant back from General Reserves to Allocated Reserves in the Financial Year 2025/2026 when they will be matched with actual payments.

The following amounts are those proposed.

Employment Costs: £467.78	Final charges from Kirklees Council Clerking Service.
Allotment - Rent & Water: £25.87	An error by the supplier resulted in them not taking the required payment by Direct Debit in March.
Village Improvement Fund: £500.00	At the Grants Committee Meeting on 27 February 2025, it was agreed to give a grant from the Village Improvement Fund to Kirkburton History Group to provide a public seat in Kirkburton Village in memory of Wilfred Makepeace Lunn. We await some backup information before release of these funds. The funding was ratified at the March Council meeting.

It is also proposed to vire the sum of £6,500 for Elections from the budget for 2025/2026 to Allocated Reserves.

Recommendation

To vire the sum of £7493.65 to allocated reserves as detailed above in this report.

Chains of Office

The Council has now received a quote requested from Thomas Fattorini Ltd for the Chains of Office work: the exact replica option and the one likely to be the lowest cost. There is concern that the cost of the work has been affected by the rising prices of valuable metals, which may imminently increase further.

The quote is only valid for 30 days.

Quote

REPLICA OF FULL CHAIN OF OFFICE

Sterling silver gilt full chain of office of 3 rows.

Consisting of alternating chain links S205 shield shape size 32mm x 28mm x 48 links and bespoke Yorkshire Rose size 18.5mm x 18mm x 48 links.

Complete with connecting rings.

Shoulder pins set with 3 shield links soldered together on each side with brooch safety s/s pin fitting.

Polished hard gold plated finish.

Fit existing Pendant and bespoke centre link into new chain.

Re-finish Pendant and centre link polished hard gold plated finish.

Our price for full replica chain as existing and re-finishing Pendant and centre link will be **£15,655.43 net**

The above price does not include a new case.

Engraving the links would be charged extra at 0.69p per character/numeral for machine engraving or for hand/laser engraving £3.06 per character/numeral.

Budget available

There is currently a budget allocated of £16,000 in the 2025-6 budget. This sum was intended to include a provision of £1000 each year to be added to allocated reserves to cover the future cost of a replacement chain anticipated in 2043. This shortfall will need to be addressed later in the financial year once the works have been completed and paid.

Financial regulations

Under Financial Regulation 11.1a iii, work to be executed which consists of repairs to or parts for existing machinery, equipment or plant does not need to conform to Financial Regulation 11.1 h) where the Clerk or RFO must obtain three quotations for a contract of under £30,000.

Recommendation

To proceed with the quote provided and request that the clerk liaises with the Chairman of the Council and Cllr B Smith to arrange for the necessary works to be carried out in accordance with the quote and the Council's previous decision.

Financial Accounting Software

Background

Prior to 2024/5, the Council was using software package Quicken 2004 for its accounting purposes. As the software was twenty years old, it had been designed for operating systems Windows 95 to Windows 8 and would not run on a computer with a newer operating system. As such, the Council had to run the software on an old computer kept especially for the purpose. Cllr Cowan, in his role as temporary clerk, has been using excel spread-sheets in place of the old software, but these do not allow for ease of transparency, report generation and simple Annual Governance and Accountability Return filing.

Scribe Accounts

Scribe is the premier cloud-based accounting software for Town, Parish and Community Councils. For a one-off on-boarding fee and an annual subscription fee, it offers a full accounting package with easy transaction management, real time budget tracking, customisable reports (including schedules of payment), budgetary forecasting, asset register maintenance, bank reconciliations, one-click VAT refund Form 126 generation, one-click AGAR, invoicing and purchase order generation, and much more.

There is also the option to purchase an “add-on” for allotments to manage tenancies, invoicing, mapping, waiting lists, and invoices.

Scribe also has the facility for councillors to be able to access the records through read-only permissions, so committee members would be able to log into the software and have access to the accounts.

- www.scribeaccounts.com

Quote for Kirkburton Parish Council

Accounts only

- Initial on-boarding payment: £549 (excl. VAT)
- Monthly payment £64 (excl. VAT)

Allotments add on

- Initial extra on-boarding payment: £158 (excl. VAT)
- Extra monthly payment: £19 (excl. VAT)

Financial provision

The purchase of software and software licenses is classed as a capital expense under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, Section 25 (1), and so some of the capital funding available to the Council will be used for the purchase.

Recommendation

That the Council purchases Scribe software to run the accounting for the council.

Parish Council Website

The Parish Council's website is at least 16 years old, and does not meet the needs of residents or the wider community in terms of a transparent, consistent and accessible communications channel from the Parish Council.

It is also very difficult to update in a timely manner, and does not properly showcase the work of the Parish Council.

Recommendation

To authorise the Parish Council Clerk to pursue options for an updated website.

Postage costs

The total cost of postage in the financial year 24/25 was **£754.45**. Almost all this sum is the cost of posting out summons, agendas and papers for council and committee meetings.

Most Parish Councils have already moved to electronic communications and this will deliver several benefits. We would also see a reduction in printing costs and consumables, and it would free up significant time for the Parish Clerk and Administrative Assistant.

Recommendation

To encourage members to consent to receiving electronic communications from the parish council.