

KIRKBURTON PARISH COUNCIL

A MEETING OF THE MANAGEMENT & FINANCE COMMITTEE WILL BE HELD ON THURSDAY 16 OCTOBER 2025,
COMMENCING AT 7.30PM, AT BURTON VILLAGE HALL, NORTHFIELD LANE, HIGHBURTON, HD8 0QT

Councillors summoned: Cllrs J Taylor (Committee Chair), B Armer, R Bray, P Brook, J Cowan, D Hardcastle, D Knight, B Smith, P Taylor and C Voyce.

A G E N D A

1. Apologies

To receive members' apologies for absence.

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 Council 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.

Previous Committee business

5. Clerk's report on previous committee business

To receive a report from the Clerk about the Chains of Office (MF28/MF9), the new website (MF12), and the archive website contract (MF20), and consider any action necessary.

6. Gov.uk email provision (MF13)

To receive an update from the Clerk and agree the recommendation for the email address convention for councillors.

7. Printing (MF18)

To review the update upon the office printer contract and consider recommendation for approval.

New Committee business

8. Q2 Bank Reconciliation

To receive and recommend the authorisation of the Q2 bank reconciliation.

9. Q2 Budget Analysis Statement and Forecast

To receive the Q2 budget analysis statement and forecast and consider recommendation.

10. External Auditor's Report 2024-25

To receive the External Auditor's Report for 2024 – 25 and consider recommendation.

11. Insurance coverage

To review the insurance policy schedule and agree recommendation.

12. Delegation of power to Clerk

To consider delegating the power to spend up to £500 to the Clerk for sundry items and agree recommendation.

13. Refunded grant monies

To receive a report on refunded grant monies and agree recommendation.

14. Water at Shepley allotments

To consider the estimated readings for the water at Shepley allotments and agree recommendation.

15. VAT refund submissions

To consider whether to recommend authorising the Clerk to submit a VAT refund request to HMRC quarterly, six monthly, or once a specific VAT amount has accumulated.

16. Employment Directory

To receive the draft Employment Directory for review and consideration at the next Management and Finance meeting and consider action to be taken.

17. Parish Council website communications

To consider how to manage the Parish Council's website communication channel and agree recommendation.

18. Date of next meeting

To decide upon the date of the next meeting.



Alex Greenwood
Clerk to the Council
10/10/2025