

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 14<sup>th</sup> MARCH 2013 at 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr R Burton in the Chair

Cllrs R Barraclough, S Beresford, N Berry, K Dunn, J Hirst, A Munro, L Parsley, J Paxton and C Whittingham.

Officer in attendance: Mrs A Royle

Apologies were received from Cllr Whittingham.

Absent: Cllr I Lumb.

**MF36 Apologies and  
Declarations of  
Interest**

There were no interests declared.

There were no members of the public present.

**MF37 Public  
Participation**

**Resolved:** To hold the meeting in the public.

**MF38 Admission of the  
Public**

Members noted the Council's insurance cover and considered whether it still met the Council's requirements.

**MF39 Insurance**

**Resolved:** That the cover was still appropriate and no changes were required.

Members noted the Financial Regulations.

**MF40 Financial  
Regulations**

**Resolved:** To make the following amendments:

Para 3.5: "Unspent and unallocated provisions in the revenue budget shall not be carried forward to a subsequent year."

Para 11.1(f): "All sealed tenders shall be opened at the same time on the prescribed date by the Clerk at the appropriate meeting."

Members conducted a review of the effectiveness of the internal audit and noted that the External Auditor had made no comments or recommendations on the Annual Return for the year ended March 2012. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.

**MF41 Internal Audit**

**Recommended:** To agree the schedule confirming the effectiveness of Internal Audit 2011-12 and to maintain the existing remit for the Internal Auditor for the year 2012-13.

**Recommended:** To appoint Torevell Dent as the Internal Auditor for the year 2013-14 on the terms and conditions notified.

**MF42 Appointment of  
Internal Auditor**

Members noted the latest Budget Analysis Statement covering the period 1<sup>st</sup> April 2012 to 8<sup>th</sup> March 2013.

**MF43 Accounts 2102/13**

Members noted the latest action plan and updates were received from the Clerk and members on specific projects.

**MF44 Action Plan**

The Line Manager gave a verbal report on a meeting held with the previous Line Manager and read out the proposed format for the Review.

**MF45 Service Review**

**Recommended:** That the Council considers creating a new Service Review Committee with delegated authority to appoint and brief a Consultant; the Committee to be made up of the Chairman, Vice Chairman and all past Chairmen to operate within the framework set out in the attached paper. Also that the item be considered under a separate agenda item.

Members considered whether changes to the existing terms and conditions were required for allotment tenants at Grange Moor.

**MF46 Allotment Rules at Grange Moor**

**Recommended:** That the following amendments are made:

- All sheds / structures must be properly purchased; maximum size: 10' x 8'. Sheds made of old doors or other such materials will not be permitted.
- No new tyres may be introduced.
- Bonds will be payable: £100 on signing the lease and £100 before a shed / structure may be erected. The bonds will be repayable when the allotment is given up, if the allotment is left in a cultivatable and tidy condition, and the shed is still in good condition, or if not, when it is removed from the site.

Members considered the existing rules for all the grants schemes in terms of their effectiveness in meeting the needs of the various community groups, consistency and the Council's requirements in respect of audit and public accountability

**MF47 Grant Schemes**

**Recommended:** To maintain the existing rules for all of the schemes, except for Community Project and Environment grants where the following amendments should be made:

Quotes: 1 quote to be supplied for each piece of work/purchase costing up to £500; 2 quotes to be supplied for each piece of work/purchase costing up to £1,000; 3 quotes for each piece of work/purchase costing over £1,000.

Community Project Grants: The bullet point detailing the total project cost is a minimum of £3,000 should be moved to the top of the page.

Members considered the format for the next annual report.

**MF48 Annual Report**

**Recommended:** To appoint Aura Print to produce the annual report in the same format as last year (A4, 12-page, full colour).

The meeting then closed.