

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 7 APRIL 2016 at 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr B Armer in the Chair

Cllrs S Beresford, R Burton, P Brook, K Dunn, R Franks, L Holroyd, B McGuin, M Sykes and J Taylor.

In attendance: Mrs A Royle

Apologies were received from Cllr D Million, the reason for which was accepted.
Cllr R Barraclough was absent.

**MF44 Apologies and
Declarations of
Interest**

The following personal interests were declared: Cllr Armer in Yetton Together and the Shepley Hub, as he knows the people involved, Cllr Brook in Yetton Together as she attends the meetings and in Kirkheaton Community Centre, as she knows the people who run it, Cllr Taylor in the Shepley Hub as he is a Director of the CIC.

No members of the public were present.

**MF45 Public
Participation**

Resolved: To hold the meeting in the public session.

**MF46 Admission of the
Public**

Cllr Burton entered the meeting.

Members noted the rules covering the funding to support groups hosting libraries.

MF47 Rules

Cllr Brook left the meeting.

Members considered the application from Yetton Together for 2 years' funding to assist in the running costs of Kirkheaton Community Centre, which hosts Kirkheaton Library. Members considered the implications of making a 2-year award given the fact that the Council sets its budget on an annual basis.

M48 Yetton Together

Recommendation: To award Yetton Together £2,500 to assist with this year's running costs of Kirkheaton Community Centre (2016-17), and to explain to the group that the Council is unable to commit to support for 2017-18 at this time, but to invite a further application next year.

Cllr Brook returned to the meeting.

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

MF49 Insurance

Resolved: To maintain the existing level of cover.

Members considered the options for future cover.

Resolved: To accept the 5-year agreement from Zurich.

Resolved: To check if increasing the Excess in the various categories would reduce the premium level, and if that is the case, to grant the Clerk delegated authority to make the appropriate changes to the policy.

The above decisions were taken under delegated authority granted to the Committee by the Council on 3 March 2016.

Members reviewed the current Financial Regulations.

**MF50 Financial
Regulations**

Recommendation: To retain the existing Financial Regulations with an amendment at Para 2.1 to update the committee name to the Management and Finance Committee.

Members conducted a review of the effectiveness of the internal audit. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.

MF51 Audit

Recommendation: To agree the schedule confirming the Effectiveness of Internal Audit 2015/16 and to maintain the existing remit for the Internal Auditor for the year 2016/17.

Members considered the appointment of Torevell Dent as the Internal Auditor for the years ending March 2017 and March 2018 on the terms and conditions notified.

Members noted the Budget Analysis Statement covering the period 1 April 2015 to 29 February 2016, including some overspends above the 10% permitted in the Financial Regulations.

MF52 2015-16 Accounts and Budget

Recommendation: To bring the accounts into line with the Financial Regulations by viring the appropriate level of funding through the following budget lines:

Office Equipment to Stationery & Copying

Environment to Allotment Maintenance

Training to Shelley Village Hall repairs (Allocated Reserves)

Members considered the issue of 'cost centring' the accounts. The Clerk advised that if changes were made to the way the accounts operated at this point after the budget had been agreed, adjustments would be necessary.

MF53 Cost Centring of the Accounts

Recommendation: That all incurred expenses will be posted in line with the specific budget lines.

Recommendation: That the Committee accepts there will be variances, which will be considered at the end of the first quarter when appropriate adjustments will be made.

Members noted the information submitted by Cllr Cowan on the accounts software package, Quicken 2004 and the verbal report made by the Clerk.

MF54 Accounts Software Package

Recommendation: That the Council uses Quicken 2004 and also keeps the existing system operating in parallel as a back-up for a trial period. That the Committee will receive a report in three months' time.

Members considered the proposal of holding committee meetings in Kirkburton, Kirkheaton and Shepley Libraries instead of at Highburton Village Hall in order to reduce costs.

MF55 Venue for Committee Meetings

Recommendation: To hold all committee meetings at the 3 library venues for a trial period with the staff able to claim mileage. Also to receive a report on the trial at the next Management and Finance Committee meeting.

Members reviewed the rules covering the following grant schemes: Annual Small Grants, Clock Grants, Community Project Grants, Defibrillator Grants, Emergency Grants, Environment Grants, Start-Up Grants and Funding for groups hosting libraries. The Clerk reported that the budget for Grants was insufficient to cover start-up and emergency grants. She advised members that the rules could be changed to allow the funding to be taken from Community Projects instead.

MF56 Grants Rules

Recommendation: To maintain the existing rules with the following exceptions:

- That previous successful applicants are permitted to lodge applications online.
- That the rules on funding for community groups hosting libraries are reviewed at the next Management and Finance Committee meeting.

Members noted the examples of financial risk assessments by other Parish Councils and Kirklees Council and discussed whether Kirkburton's risk assessment schedule should be upgraded in line with Kirklees Council's schedule.

MF57 Financial Risk Assessment

Recommendation: To consider the issue further at the next Management and Finance Committee meeting and to include an item on the agenda providing the option of setting up a Working Party and electing members to it.

Resolved: That the Chairman and the Clerk will liaise on the date of the next meeting.

MF58 Date of the Next Meeting

The meeting then closed.