

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 22 MARCH 2018 AT BURTON VILLAGE HALL

Present: Cllr R Franks in the Chair  
Cllrs B Armer, R Barraclough, S Beresford, P Brook, J Cowan, K Dunn, R Franks and M Sykes.  
Offer in attendance: Mrs A Royle

<b>Resolved:</b> To elect Cllr Franks to chair the meeting.	<b>MF32</b>	<b>Election of Chairman</b>
Apologies were received from Cllrs L Holroyd and J Taylor.	<b>MF33</b>	<b>Apologies and Declarations of Interest</b>
No declarations of interest were made.		
No members of the public addressed the Committee in advance of the meeting.	<b>MF34</b>	<b>Public Participation</b>
<b>Resolved:</b> To hold the meeting in the public session.	<b>MF35</b>	<b>Admission of the Public</b>
Members noted the Council's current insurance cover, details of which had been distributed with the meeting papers, and considered if it was adequate. The Clerk answered the queries raised.	<b>MF36</b>	<b>Insurance</b>
<b>Recommendation:</b> To confirm that no amendments are required to the Council's cover.		
Members noted the Council's Financial Regulations, a copy of which was distributed with the meeting papers, and considered if any amendments were required. A discussion took place on whether it was appropriate for the Clerk to report overspends of the budget before each cheque schedule was agreed by the Council.	<b>MF37</b>	<b>Financial Regulations</b>
<b>Recommendation:</b> To confirm the existing Financial Regulations without amendment, and to defer consideration of the issue regarding overspends when further information is available.		
Members considered the effectiveness of last year's internal audit and the Internal Auditor's remit.	<b>MF38</b>	<b>Audit</b>
<b>Recommendation:</b> To adopt the schedule confirming the Effectiveness of Internal Audit 2017/18 and the remit for the Internal Auditor for the year 2018/19.		
Members discussed the Budget Analysis Statement covering the period 1 April 2017 to 28 February 2018. Members were requested to raise any issues with the meeting papers in advance of the meeting in future. The Clerk reported that the Land & Property Committee had recommended to Council that the projected overspend for the Kirkheaton Churchyard budget is covered by the Allocated Reserves.	<b>MF39</b>	<b>2017-18 Accounts / Budget</b>
<b>Recommendation:</b> To make the following virements from the Rent budget line: £378 to Telephone, £104 to Advertising, £405 Public Information and £10 to Allotment Rent and Water.		
Members noted the NALC GDPR Toolkit for Local Councils and the summary document produced by the Clerk listing the actions required by the Council to comply with the new legislation (Appendix 1).	<b>MF40</b>	<b>General Data Protection Regulations</b>
<b>Recommendation:</b> That the Council completes all the actions listed in Appendix 1 as far as possible. Also that the Council sets up a group at the Annual Meeting to look more closely into the requirements of the legislation and make recommendations to Council.		

**Recommendation:** That the Chairman and the Clerk liaise on the date of the next meeting.

**MF41** **Date of the Next Meeting**

The Chairman then closed the meeting.