

KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE

Minutes of the Meeting on 19 November 2020 held remotely

Present: Cllr R Barraclough in the Chair
Cllrs B Armer, S Beresford, R Bray, P Brook, R Burton, J Cowan, P Cunnington and D Hardcastle.

Officer in Attendance: Mrs A Royle

Min MF7 Apologies and Declarations of Interest

Apologies were received from Cllr J Paxton.

No declarations of interest were made.

Min MF8 Public Participation

No members of the public wished to address the Committee.

Min MF9 Admission of the Public

Resolved: To hold the meeting in the public session.

Min MF10 Monitoring of Parish Council Project – Dog Fouling Project

Members noted the feedback received from Shelley and considered whether or not the project was worthwhile and should continue.

Recommendation: That all members would be asked to come to a majority view as to whether or not the project should be continued in their wards, after consulting their communities on the subject. The matter will then be referred back to Council for the decisions.

Recommendation: To give consideration to a different means of drawing the attention of dog owners to their responsibilities.

Min MF11 2020-21 Accounts

Members noted the Budget Analysis Statement covering the period 1 April to 31 October and considered if any amendments were required.

Recommendation: To note the report with the inclusion of the Covid support payments and to remove the budgets for the Chairman's Allowance and Civic Functions.

Min MF11 Line Manager's Report

The Line Manager made a verbal report on the administrative situation and highlighted the problems the Clerk had faced this year.

Recommendation: To thank the Line Manager for his report.

Min MF12 Administrative Assistant

Members considered the job description and person specification, which had been drawn up by the Staffing Committee. A recorded vote was taken on the proposal to recommend the Council adopts the documents and delegates the Staffing Committee to undertake the recruitment process, with the following result:

For: Cllrs R Barraclough, S Beresford, P Brook, R Burton, P Cunnington and D Hardcastle.

Against: Cllrs B Armer, R Bray and J Cowan.

Recommendation: That the Council adopts the documents and delegates the Staffing Committee to undertake the recruitment process.

Min MF13 Training for Members

The Clerk reported that a few issues had been highlighted in the staff appraisal, which indicated that members would benefit from further training.

Recommendation: That the Clerk provides a refresher course for members at the start of one of the Parish Council meetings, and if any members are not able to be present, they will receive the training at another time.

Min MF14 Policy on the Appointment of Contractors

The Clerk reported on difficulties she had encountered in obtaining references from companies previously not known to the Council in line with the current policy. A discussion took place on how the Council could fulfil its duty to check the competency of contractors before appointing them.

Recommendation: That references will be required where possible and at the Clerk's discretion.

Min MF15 Venue for Council and Committee Meetings

At the request of the Council the members discussed the measures needed to be taken before physical meetings could resume.

Recommendation: To consult with members and the Community Association on their requirements if the meetings were to be held in Burton Village Hall, and consider the matter again at the next Committee meeting.

Min MF16 Virtual Meetings

Members noted the current procedures for virtual meetings and considered whether any changes were required.

Recommendations:

- That Zoom will be trialled as an alternative to GoToMeeting.
- To run both apps in parallel for one month as a safeguard.
- That Cllr Barraclough will continue to administer the system, take out the subscriptions and reclaim the cost from the Council.

Cllr Barraclough was thanked for his efforts in keeping the meetings running smoothly online.

Min MF17 Date of the Next Meeting

Recommendation: To hold the next meeting in January, and that the Committee Chairman and the Clerk would liaise on the date and consult members.

The Chairman then closed the meeting.