

KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE

Minutes of the Meeting held on 31 March 2022 at Burton Village Hall

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

Officer in Attendance: Mrs A Royle

Min MF54 Apologies and Declarations of Interest

Apologies were received from Cllrs R Burton, J Cowan and P Taylor.

There were no declarations of interest.

Min MF55 Public Participation

No members of the public wished to address the Committee.

Min MF56 Admission of the Public

Resolved: To hold the meeting in the public session.

Min MF57 Change to the Order of Business

Resolved: To move the following item up the agenda.

Min MF58 Office Extension

Members considered the information received and noted that the work was necessary due to the current office accommodation not complying with legislation.

Recommendation: To agree to the extension in order to make the office compliant with legislation, and to contribute up to £2,500 to the cost of the alterations, subject to receiving a security of tenure for 10 years and there being no increase in the rent due to the additional floor space.

Recommendation: To grant the Clerk delegated authority to spend up to £1,000 to purchase any additional equipment needed.

Min MF59 2021-22 Accounts

Members noted the Budget Analysis Statement covering the period April 2021 to February 2022. The Clerk reported that two grant payments totalling £530 had been repaid to the Council.

Recommendation: To credit the General Grants budget with the £530, which has been repaid.

Recommendation: To vire £6,072 from the Village Improvement Funding budget line into the following budget lines:

	£
Audit Fees	31
Capital Funding	2,500
General Grants	790
Legal / Professional Fees	77
Maintenance	1,674
Office Equipment (Allocated Reserves)	1,000

Recommendation: To remove the allocated reserve of £18 for Christmas Trees.

Min MF60 Insurance

Members reviewed the Council's current insurance cover and considered whether it was sufficient for the Council's needs and risks.

Recommendation: To maintain the existing cover without any changes.

Min MF61 Audit

Members considered the appointment of Torevell Dent as the Council's Internal Auditor.

Recommendation: To appoint Torevell Dent as the Council's Internal Auditor.

Members considered the effectiveness of last year's internal audit and the Internal Auditor's remit, circulated with the meeting papers.

Recommendation: To adopt the schedule confirming the Effectiveness of Internal Audit 2020/21, and the Internal Auditor's remit for the year 2021/22, as circulated.

Min MF62 Financial Regulations

Members noted the Council's Financial Regulations and considered if any amendments were required.

Recommendation: To confirm the existing Financial Regulations without amendment.

Min MF63 Banking Arrangements

The Clerk reported on the current level of charges being levied by the HSBC and members discussed the situation.

Recommendation: To review the position in 6 months' time.

Min MF64 Business Continuity Plan

Members noted that the situation was managed by the Line Manager.

Recommendation: That the Line Manager ensures that the necessary information is kept updated and available, should it be required.

Min MF65 General Grants

Members noted the concerns raised by the Grants & Community Projects Committee with regard to groups receiving value for money on the purchases made with Parish Council grants.

Recommendation: That groups be required to provide one quote for items costing up to £1,000 and two quotes for items costing in excess of £1,000.

There being no further business the Chairman closed the meeting.