

KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE

Minutes of the Meeting on 18 March 2024 held at Burton Village Hall.

Present: Cllr J Taylor in the Chair

Cllrs B Armer, R Bray, P Brook, J Cowan, D Knight, B Smith and P Taylor.

Min MF17 Apologies and Declarations of Interest

Apologies were received from Cllrs M Carthy, B Smith and P Taylor. Cllr D Hardcastle apologised for his late arrival.

Cllr J Taylor declared an interest in Kirkburton and Highburton Community Association, as he is a Trustee.

Min MF18 Public Participation

No members of the public addressed the Committee.

Min MF19 Admission of the Public

Resolved: To hold the meeting in the public session.

Min MF20 Accounts 2023-24

Members noted the budget analysis statement covering the period 1 April 2023 to 31 January 2024.

Recommendation: That the Council makes the following virements:

£60 from Employment Costs to Travel Expenses.

£545 from Maintenance to Allocated Reserves

£140 from Audit Fees & Bank Charges to Chains of Office

£160 from Chains of Office to Chains of Office Allocated Reserves

£6,500 from Elections to Elections Allocated Reserves

£7,250 from General Grants to General Grants Allocated Reserves

£3,800 from Village Improvement Funding to Christmas Trees

£3,100 from Kirkheaton Churchyard to Kirkheaton Churchyard Allocated Reserves

Recommendation: To return the following amounts to the General Reserve:

To remove the Grange Moor Allotments Allocated Reserve (£2,012)

To remove the Hanging Baskets Allocated Reserve (£42)

To remove the Parish / Environment Projects Allocated Reserve (£11,770)

Not to add £185 into the Training budget Allocated Reserve.

Min MF21 Insurance

Members reviewed the existing cover and considered whether any adjustments were required.

Recommendation: That the Council maintains the existing cover without any changes.

Cllr Hardcastle entered the meeting during the following item.

Min MF22 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 2022-23, and the Internal Auditor's remit for the year 2023-24, as circulated and to request that she advises on the procedure followed for the allocated reserves.

Min MF24 Financial Regulations

Members considered the Financial Regulations circulated with the meeting papers.

Recommendation: To maintain the Financial Regulations as circulated without any amendments.

Min MF25 Capital Funding

Resolved: To defer consideration of this item to a future meeting.

Resolved: To elect Cllr Brook to chair the following item in the absence of the Committee Chairman.

Cllr Taylor left the meeting.

Min MF26 Meeting Dates

Resolved: That the Committee Chairman and the Clerk liaise on the dates of future meetings.

Cllr Taylor returned to the meeting.

The Chairman thanked everyone for attending and closed the meeting.