



# Minutes of the Management & Finance Committee Meeting

Held on Thursday 17 April 2025 at 19:30h

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

**Present:** Cllr J Taylor in the Chair.

**Cllrs:** B Armer, R Bray, P Brook, J Cowan, D Hardcastle, B Smith, and C Voyce.

**Officer in attendance:** Ms A Greenwood.

## **MIN MF23: Apologies**

Apologies for absence received from Cllrs P Taylor and D Knight.

## **MIN MF24: Declarations of interest**

No declarations of interest were made.

## **MIN MF25: Public Participation**

No members of the public were present.

## **MIN MF26: Admission of the Public**

**Resolved:** to hold the meeting in the public session.

## **MIN MF27: Accounts 2024-2025 EOY**

**Resolved:** to note the budget analysis statement covering the period 1 April 2024 to 31 March 2025.

**Resolved:** to recommend that Council vires £7493.65 from the General Reserve to specific Allocated Reserves: £467.78 for employment costs, £25.87 for allotment rent and water, £500 for the Village Improvement Fund, and £6500 for elections.

## **MIN MF28: Chains of Office**

**Resolved:** to recommend that Council accepts the Thomas Fattorini Ltd quotation of £15,655.43 net for the Chains of Office work and the machine engraving quotation of 0.69p per character/numeral for past Chairmans' names on the links under the power granted by LGA 1972, Section 111, and for the clerk to liaise with the Chairman to facilitate the work being completed within a reasonable timeframe, considering the time limit on the quotation.

## **MIN MF29: Financial Accounting Software**

**Resolved:** to recommend that Council purchases Scribe Accounting Software with the Allotments package add-on, under the power granted by LGA 1972 Section 151, for the total on boarding cost of £707 excl. VAT and a monthly cost of £83 excl. VAT to be paid annually, and for the onboarding cost to be classed as a capital expense under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, Section 25 (1).

## **MIN MF29: Parish Council website**

**Resolved:** to authorise the clerk to investigate options to update the Parish Council website.

## **MIN MF30: Postage costs**

**Resolved:** to note the annual postage cost of paper communications to members and recommend that Council offers members three options for the receipt of meeting communications: electronic dissemination, electronic dissemination with paper agenda copies available on site at meetings, or paper communications only.

## **MIN MF31: Meeting date**

To be determined at a later date.

The Committee Chairman thanked committee members for attending and closed the meeting at 19:58h.