



MINUTES OF THE MANAGEMENT & FINANCE COMMITTEE MEETING

Held on 16 October 2025 at 7.30pm

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, D Knight, B Smith, P Taylor, and C Voyce.

Officer in attendance: Ms A Greenwood.

MIN MF29: Apologies

No apologies required.

MIN MF30: Declarations of interest

No declarations of interest were made.

MIN MF31: Public Participation

No members of the public were present.

MIN MF32: Admission of the Public

Resolved: to hold the meeting in the public session.

MIN MF33: Clerk's report on previous committee business

The committee received a report from the Clerk about the Chains of Office (MF28/MF9), the new website (MF12), and the archive website contract (MF20).

MIN MF34: Gov.uk email provision (MF13)

Resolved: to recommend that the Council uses the convention cllrfirstname.surname@kirkburtonparishcouncil.gov.uk, and authorises the use of grants@kirkburtonparishcouncil.gov.uk and admin@kirkburtonparishcouncil.gov.uk, with allotments@kirkburtonparishcouncil.gov.uk if the volume of correspondence, over the next nine months, warrants it.

MIN MF35: Printing (MF18)

Resolved: to recommend that the Council rents the bizhub C3351i for five years at £52.73 per quarter, and authorises the spending of up to £250 a year on printing costs (estimated maximum print load of 225 mono pages per councillor a month) with any A3/2 size print requirement being referred to the Management and Finance Committee, under the Local Government Act 1972, S111.

MIN MF36: Q2 Bank Reconciliation

Resolved: to recommend to Council that it authorises the Q2 bank reconciliation.

MIN MF37: Q2 Budget Analysis Statement and Forecast

Resolved: to receive the Q2 budget analysis statement and recommend that the Council vires underspend from the Civic Regalia (Chains of Office) budget to the Member's Expenses budget to zero the budget line to the amount required, that £600 is vired from the postage budget to the Scribe budget and £200 is vired from the stationery and printing budget to the Scribe budget to cover the cost of Scribe for the financial year 25/26.

MIN MF38: External Auditor's Report 2024-25

Resolved: to note the external auditor's report, and recommend that the Council ensure the notice of the exercise of public rights is correctly timed for the 25/26 return and that the mistiming of 24/25 is accurately reported on the 25/26 return, that the trust fund tick boxes are not left blank, and that the staffing cost figures for 24/25 are restated on the 25/26 return.

MIN MF39: Insurance coverage

Resolved: to recommend that the Council authorises the Clerk to review and renegotiate the insurance policy schedule with Zurich to ensure the insurance amounts and coverage are up-to-date and appropriate: in particular to cover the

new chains of office at a cost of £16000, to reduce the coverage for the computer equipment to £2000, to remove the photocopier from the schedule so long as the new lease for the C335li does not require insurance cover, to query the coverage for the flagstones, to change the reference to the Chairlady's chains to the Consort's chains, and to check the records for a valuation for Shelley Village Hall.

MIN MF40: Delegation of power to Clerk

Resolved: to recommend that the Council delegates the power to the Clerk to spend up to £500 on sundry expenses, with the agreement of either the Chairman of the Council or the Chair of the Management and Finance Committee, for the efficient operation of the Parish Council office, and to be reimbursed as soon as appropriate, and for the expense to be reported to the Council at the next available Council meeting.

MIN MF41: Refunded grant monies

Resolved: to recommend that the Council authorises the creation of an Earmarked Reserve for the £595.00 due to be returned by Lepton Preservation Society for the funding of a suitable project that will benefit the people of Lepton.

MIN MF42: Water at Shepley allotments

Resolved: that the Committee authorises the Clerk to contact Scottish Water and request an actual reading of the water usage at the Shepley allotment site.

MIN MF43: VAT refund submissions

Resolved: to recommend that the Council authorises the Clerk to submit a VAT refund request on a six-monthly basis, or a quarterly basis so long as the refund to be received is over £500.

MIN MF44: Employment Directory

Resolved: that the Committee sends the draft Employment Handbook for consideration to the Staffing Committee, and to recommend that Council purchases an up-to-date version of the National Agreement on Pay and Conditions of Service for no more than £150.

MIN MF45: Parish Council website communications

Resolved: to recommend that the Council delegates the power to publish information on the Parish Council website to the Clerk and the Administration Assistant in consultation with the Chairman.

MIN MF46: Meeting date

Resolved: for the date of the next meeting to be decided by the Chair in consultation with the Clerk.

The Committee Chairman thanked committee members for attending and closed the meeting at 20:28h.