



# Minutes of the Management & Finance Committee Meeting

Held on Thursday 10 July 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, J Cowan, D Hardcastle, B Smith, P Taylor, and C Voyce.

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

## **MIN MF5: Apologies**

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

## **MIN MF6: Declarations of interest**

No declarations of interest were made.

## **MIN MF7: Public Participation**

No members of the public were present.

## **MIN MF8: Admission of the Public**

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

## **MIN MF9: Chains of Office**

**Resolved:** to note the report on the Chains of Office work.

**Resolved:** for the clerk to supply a detailed costing of the engraving work and the cost of a display case with reference to the budget position at the next Management and Finance meeting.

## **MIN MF10: Postage costs**

The Committee received the report on postage costs.

## **MIN MF11: Scribe accounting**

**Resolved:** to note the report on Scribe cost centres and cost codes, and recommend authorisation of these budget lines to Council.

## **MIN MF12: Website quotation**

**Resolved:** to recommend that the Council accept the quotation from Aubergine for the new website at the cost of £899 + VAT, and the year two cost of £399 + VAT under the LGA 1972, Section 142, and for the first year cost to be funded from capital reserves under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, Section 25 (1).

## **MIN MF13: .gov.uk email provision**

**Resolved:** to recommend that Council use CloudNext as the gov.uk email provider for £60 + VAT a year under the LGA 172, Section 111, offer the option of a kbpc.gov.uk email address to all councillors, and for the Clerk to request advice from NALC and YLCA about GDPR, and for the Clerk to ensure councillors are aware of the closure of council email inboxes in the event of the loss, or resignation, of a council seat.

## **MIN MF14: Q1 Bank Reconciliation**

**Resolved:** to note the report on the Q1 2025-26 bank reconciliation and recommend that Council authorises publication.

## **MIN MF15: Q1 Budget Analysis Statement**

Councillor Cowan drew attention to the impact of occupational maternity pay on the employment budget for 2025/26.

**Resolved:** to note the Q1 2025-26 budget analysis statement and recommend that Council authorises publication.

## **MIN MF16: Regular payments**

**Resolved:** to recommend to the Council to authorise payments for 2025-26 to the payees stated below, according to the below regularity under the appropriate budget headings, under the Local Government Act 1972, Section 111 and Section 112, and for these payments to be presented to Council for note as part of an agenda item on accounts.

**Direct debits**

- Scottish water: allotments: between £10 and £50 quarterly (annual budget: £200).
- Bank charges: between £5 and £20 monthly (annual budget: £150).
- Onecom: telephone: between £90 and £125 monthly (annual budget: £1200).
- ICO: between £35 and £40 annually.

**Regular payments**

- KHCA: rent: between £250 and £400 monthly (annual budget: £4400).
- Konica Minolta: printing and office equipment: between £100 and £200 per quarter (annual budget £1200).
- EB: employment: amount due as agreed by the line manager.
- AG: employment: amount due as agreed by the line manager.
- HMRC: employment: amount due as defined by HMRC.
- WYPF: employment: amount due as defined by contractual requirements.

**MIN MF17: Internal auditor**

**Resolved:** to recommend that the Council accept the three-year contract for the internal auditing services offered by Sabrina Doherty at a cost of £475 for the internal audit for the 2025-26 accounts and henceforth at an increase of RPI YoY or 3%, whichever is lower, and to authorise the interim audit at a cost of £1625, with an optional presentation fee of £250, using funds drawn from general reserves as this is an unexpected and urgent expenditure, under the LGA 1972, Section 151.

**MIN MF18: Konica Minolta contract renewal proposal**

**Resolved:** for the Clerk to investigate alternative provision for printing, scanning and photocopying equipment.

**MIN MF19: Chairman's allowance and expenses**

**Resolved:** to recommend that the Council offer the Chairman the choice between receiving the full allowance but via PAYE, so tax and NI is deducted at source, or alternatively for the Council to hold the money as a specific Chairman's budget, to which the Chairman can submit Chairman-specific claims in the usual way, under the LGA 1972, Section 15(5), and to report this decision to the next appropriate Management and Finance Committee meeting following the Annual Parish Council meeting in May.

**MIN MF20: Website contracts**

**Resolved:** to recommend that the Council notify Denby Dale Parish Council and TownsWebArchiving that Kirkburton Parish Council wishes to withdraw from the Past View website contract as soon as the termination conditions allow.

**Resolved:** to recommend that the Council notify Denby Dale Parish Council that it wishes to cancel the website and thus incur no more cost to either Council.

**MIN MF21: Meeting date**

**Resolved:** for the date of the next meeting to be 16 October 2025.

**The Committee Chairman thanked committee members for attending and closed the meeting at 20:18h.**