

**KIRKBURTON PARISH COUNCIL**  
**MANAGEMENT & FINANCE COMMITTEE**  
**MINUTES OF THE MEETING ON 2<sup>nd</sup> JULY 2007 AT 7.30 pm**  
**AT BURTON VILLAGE HALL**

Present: Cllr Holroyd in the Chair

Cllrs A Cruden, P Cunnington, M MacDonald, P Rock and H Seymour.

Apologies were received from Cllrs Cooper and Taylor, the reasons for which were accepted.

**MF1 Apologies and  
Declarations of  
Interest**

There were no declarations of interest.

Members discussed the proposal to change the meeting format so that the first meeting would remain the same. The second meeting of the month would mainly deal with planning issues and general purposes, thus giving more time to deal with issues such as the Local Development Framework and the Parish Council Boundary Review. Both would be Parish Council meetings open to all members. The change would also enable more committee meetings to take place, as two meetings could be held on the third Thursday of the month.

**MF2 Council Meetings**

Members also discussed an alternative proposal which was to elect a certain number of members onto a Planning Committee, and for the Council to give the Committee delegated authority to agree and submit the planning comments to KMC Planning Services. All members would continue to receive the planning lists, and the committee members would undertake to consult members on the applications. Members felt this would streamline the current system, but recognised that the proposal should be discussed and decided on at a Parish Council meeting.

The following resolutions were both unanimously agreed:

**Resolved:** To recommend that Council reverts to the previous division of business with the regular business being dealt with at the first meeting of the month, and the meeting on the third Thursday of the month becoming a Planning and General Purposes meeting. The public question time session will remain prior to both meetings.

**Resolved:** To recommend that the proposal to set up a Planning Committee with delegated decision-making powers on planning comments is debated at full Council under a separate agenda item.

The Chairman reminded the members of the current policy for issuing press releases, which is that they are drafted together by the Chairman and the Clerk as and when required. If members feel an additional release is required, they may raise the matter at Council for agreement. Individual members may speak to the press, but it must be made clear that they are not speaking on behalf of the Council.

**MF3 Press Releases**

**Resolved:** That all members are reminded/informed of the policy and that a Policy Statement is drawn up and circulated.

Members noted the correspondence from Kirkburton & Highburton Community Association in respect of the shortfall experienced over the last two issues of the Burton Bulletin due to the fall in advertising revenue and the costs which had been incurred by inserting One Voice into these issues.

**MF4 Newsletter –  
Reimbursement  
of Costs**

**Resolved:** To recommend that Council reimburses Kirkburton & Highburton Community Association with £696, which represents the cost of inserting One Voice into the March and June editions of the Burton Bulletin.

Members considered the future of the magazine. The Chairman presented a mock-up of a possible format organised in the style of an A4 leaflet. It was acknowledged that this style could also be inserted into the noticeboards, and it would suffice for a Quality status application. There is a possibility of printing in the same style on A3 paper, should the volume of information require it. Cllr Holroyd volunteered to act as Editor.

**MF5 Newsletter –  
Future Format**

**Resolved:** To recommend that Council adopts the style described above and continues to produce 400 copies with the same distribution outlets as at present and to recommend Cllr Holroyd as the new Editor.

The Clerk advised members of the current policy of reimbursing members for travelling expenses, and members noted the draft expenses claim form provided by the YLCA.

**MF6 Travelling  
Expenses Policy**

**Resolved:** That a written policy is introduced, which allows members to claim travelling expenses when on Council business outside of the Parish, conditional on attendance being agreed by Council in advance and members completing the expenses claim form. Members are also to be informed of the standard travel and subsistence rates at the time of making a claim. It was further resolved, that the claim form be amended to include a column for public transport costs.

**Resolved:** That the Clerk's petty cash forms be signed by the Line Manager.

The Chairman explained that the Clerk's hours were due to decrease to 14 per week over the summer period and expressed concern that it may not be possible for the Clerk to complete all the extra tasks, which were needed this year within the contracted hours.

**MF7 Overtime**

**Resolved:** To authorise an additional 24 hours for the Clerk during the summer period conditional on the time and tasks to be completed in that period being agreed with the Line Manager.

Members discussed the issue of whether the Clerk should attend all meetings.

**MF8 Attendance of  
Clerk at Meetings**

**Resolved:** To recommend that the Clerk attends all the committee meetings, and may attend meetings of the working parties with the agreement of the Chairman and the Line Manager.

The Clerk explained the reasons behind two instances of cheques being issued late.

**MF9 Late Issue of  
Cheques**

**Resolved:** To take no further action.

Members discussed the subject of draft minutes being sent out to the public before the Council had agreed their accuracy. A number of alternatives were discussed.

**MF10 Issue of Draft  
Minutes**

**Resolved:** To obtain advice from the YLCA and Local Association of Councillors on the subject.

Members noted the revised Code of Conduct and were in agreement with the Council adopting Clause 12 (2).

**MF11 Code of Conduct**

The Chairman reported that planning permission and building regulations approval was needed at Shelley Village Hall for the alterations/construction of ramps at both entrances and the demolition of the porch at the rear of the building. She reported that the Clerk had obtained the necessary drawings and had lodged the applications as required. It was noted that this would delay the start of the contracts.

**MF12 Contracts at  
Shelley Village  
Hall**

The meeting then closed.