

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 29<sup>th</sup> NOVEMBER 2007 AT 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr Holroyd in the Chair

Cllrs A Cooper, M MacDonald and P Rock.

Apologies were received from Cllrs A Cruden, P Cunnington and G Hickey.

**MF18 Apologies and  
Declarations of  
Interest**

Cllr MacDonald declared a personal declaration of interest in Shelley Community Association, as he is a member of their Finance Committee.

Members noted the legal advice supplied by YLCA on the issue of minutes.

**MF19 Minutes**

**Resolved:** To issue all sets of minutes with a statement that they are subject to accuracy being confirmed at the following meeting, and to recognise that it is the Clerk's responsibility to produce the minutes and ensure they are accurate.

Members discussed the existing practice of issuing all cheque schedules twice.

**Resolved:** To issue cheque schedules once only.

**MF20 Cheque  
Schedules/  
Electronic  
Payments**

Members raised the possibility of settling accounts electronically instead of by cheque.

**Resolved:** To put the proposal of settling accounts electronically to the Council for consideration.

Members noted the additional requirements from the external auditor and the proposed proforma for the Internal Auditor to complete. Torevell Dent's quotation for the internal audit for the year ending 2008 was considered.

**MF21 Internal/External  
Audit**

**Resolved:** To adopt the proforma as presented and to appoint Torevell Dent as the Council's Internal Auditor for the year ending 2008.

Members noted the procedures for committee recommendations, both in the normal cycle and when the recommendations were of an urgent nature. Members also noted the Clerk's suggestion of including a note on the Council agenda when individual minutes had already been decided upon.

**MF22 Committee  
Recommendation  
Procedures**

**Resolved:** To accept the procedures as detailed, and to include a note on the agenda that some or all of the recommendations, are before Council to be noted, since the decision/s have already been taken.

Members considered the Line Manager's job description as amended by Council. It was accepted that the position could include a pastoral role, which should be acknowledged both in the job description and when a member was being elected into the position.

**MF23 Line Manager's  
Job Description**

**Resolved:** To add the following points to the Line Manager's job description:

At Item 1: To be an advocate for staff, recognise the pastoral nature of the position and to articulate the staff's views to the Council.

At Item 8: To report as and when required to Council and to liaise with the Chairman as necessary.

The following minutes are subject to confirmation of accuracy at the Council meeting.

**Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following :-**

Members noted the response from the representatives of Shelley Community Association. A discussion followed, but it was not possible to take a vote as Cllr MacDonald felt unable to vote on the matter, making the meeting inquorate for this item. The matter was deferred to the next meeting.

**MF24 Rent Increase at Shelley Village Hall**

The Clerk reported information received from various contractors.

**MF25 List of Approved Contractors**

**Resolved:** To compile a list of approved contractors covering the following areas of expertise: electrics, gas, plumbing, joinery/handyman, by taking information from advertisements in the village magazines, and also to place a short article in One Voice, requesting contractors to add their names to the list.

Members noted the terms of the existing contract for the photocopier.

**MF26 Photocopier**

**Resolved:** To seek alternative quotes and consider the matter further when the information was available.

The meeting then closed.