

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 12th MARCH 2009 AT 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr G Hickey in the Chair

Cllrs H Barraclough, R Barraclough, R Burton, L Holroyd, and M Sykes.

In attendance: Marion Davidson (Kirkburton Post Office), Alison Mettrick, Leslie Mettrick, Lynn Parsley, Ann Priestman, Carol Rowatt and Barbara Wadsworth (all of Shelley Community Association).

Apologies were received from Cllr Rock.

**MF20 Apologies and
Declarations of
Interest**

There were no declarations of interest.

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 discussion on the following three items of business was conducted in private:-

The Chairman welcomed the people from Shelley Community Association and the Kirkburton Post Mistress to the meeting. He advised that as this section of the meeting was being conducted in the private session, all information and discussion was private and must not be published.

MF21 Welcome

A discussion took place on the proposed opening of an outreach post office in Shelley Village Hall. Information was exchanged on the matter and the logistics discussed. The Council broadly welcomed the proposal, which would be of great benefit to Shelley. However, the Clerk advised that changes were needed for the lease, the Council's insurance cover needed to be confirmed as adequate on receipt of all requested information, and planning permission may be required.

**MF22 Shelley Village
Hall – Post Office**

It was agreed that the Community Association would ascertain from Kirklees Planning Services whether permission was required and would inform the Parish Council of the decision when it was known.

Resolved: To make a recommendation that subject to Council approval via an agenda item at the next meeting, the proposal is pursued and a solicitor is appointed to advise the Council on the required changes to the lease and any other actions needed before the operation can commence.

The members of the Community Association were thanked for attending the meeting. The Parish Councillors expressed their thanks to the Community Association members for all their work at the village hall, which maintained consistent high standards of operation.

The Community Association members left the meeting and it was resolved to hold the remainder of the meeting in a public session.

Members reviewed the Financial Regulations, particularly in respect of Para 11.1 in respect of contracts.

**MF23 Financial
Regulations**

Resolved: To confirm the Financial Regulations with an increase in the figure in Para 11.1(i) from £250 to £500.

Members noted the Internal Auditor's report and assessed the effectiveness of last year's internal audit.

**MF24 Review of
Internal Audit
a) Internal
Auditor's Report
and Appointment**

Resolved: To agree the internal audit procedure was effective and recommend that Council maintains the format for this financial year.

Resolved: To appoint Torevell Dent as the Council's Internal Auditor for the year-end 2009.

Members also reviewed the insurance cover and in particular, the level of fidelity cover in respect of precept/bank balances. The Clerk outlined the existing internal procedures for prevention of fraud by Councillors and staff. She suggested including the numbers of void cheques on the cheque schedules as a means of tightening up the procedures.

MF25 b) Insurance Cover and Internal Procedures

Resolved: To maintain the fidelity cover at the existing level (£63,000) and to include all cheque numbers on the cheque schedules in future.

Members reviewed the financial information circulated to Council, particularly in the light of requests for additional information at the time of the budget last year.

MF26 c) Financial Information

Resolved: That in future when the information for the budget is produced, it will also include comparison figures for the previous complete financial year, as well as for the current year to date.

Members reviewed the system which had been referred to the Committee by Council to look more closely into the detail of the proposed procedure. Various amendments were suggested to refine the system.

MF27 Proposed New Council Procedures

Resolved: To amend the flowchart in accordance with the agreed amendments and refer the system back to Council for consideration by full Council.

Resolved: That the Staff & Grievance Committee forms a policy to cover urgent situations.

Members noted the draft action plan, giving details of all the Council's projects currently on hand, and welcomed the improvements it would bring to the organisation of the projects and to forward planning within the Council. The Clerk and members gave updates on the various projects (copy attached). Members considered Shelley Community Association's wishes regarding the order of the work required at the village hall.

MF28 Action Plan

Resolved: To adopt the Action Plan with notified amendments, and to order the works required at Shelley Village Hall as follows:

1. Fencing of garden at rear, and upgrade of fire alarm system to be done simultaneously.
2. Notified alterations to the ramp at the rear and installation of bulk head light
3. Asbestos Register
4. Boiler to be referred to the Microgeneration Working Party to look into the options available. It was reported that it was no longer a high priority as the appropriate safety certification had now been received.
5. Alterations to the front ramp to be put on hold for the time being.

Members considered the comparison of expenditure vs budget for the current financial year.

MF29 Budget 2008/09

Resolved: That the following virements are carried out, subject to the agreement of Council:
 £200 to be vired from Training to Car Allowance/Travel Expenses
 £700 to be vired from Rent to Noticeboards
 £1,000 to be vired from Grants to Floral Displays

Members noted that the budgets for Christmas Trees, Office Equipment, Shelley Village Hall and the Stained Glass Window were over-budget, but the Council had already approved the use of the general reserves in these cases. The Clerk reported that interest rates on the Council's bank accounts had fallen considerably, which would adversely affect the Council's budgets.

Resolved: To review the Council's bank accounts.

Members considered the notified problem of the autumn crocus. It was reported that they had been planted on Shepley allotments for safekeeping.

MF30 Autumn Crocus

Resolved: To dig them up in the spring and distribute to the Flockton ward where they will be planted for flowering in the autumn.

Members considered the format for the next Annual Report.

MF31 Annual Report

Resolved: To appoint Aura Print to produce 300 copies in full colour A4-format.

The meeting then closed.

