

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 3rd SEPTEMBER 2009 AT 8.45 pm AT BURTON VILLAGE HALL

Present: Cllr R Barraclough in the Chair

Cllrs G Hickey, J Hirst, L Holroyd and P Rock.

Apologies were received from Cllr H Barraclough, A Cruden and M Sykes.

**MF9 Apologies and
Declarations of
Interest**

There were no declarations of interest.

Members noted advice from the YLCA and the Internal Auditor on using electronic payments to settle accounts instead of cheques. Consideration was given to the procedures proposed by the YLCA and the advantages/disadvantages were discussed.

**MF10 Online Banking/
Electronic
Payments**

Resolved: To recommend that the Council adopts the procedure outlined by the YLCA and to introduce on-line banking, making payments by electronic transfer wherever possible.

Members considered the Council's current position in respect of Quality status. It was noted that new policies needed to be adopted by the Council in respect of Training (members and staff) and on Local Democracy/Citizenship.

**MF11 Quality Status
a) New Policies**

Resolved: To obtain model policy documents where available. Also to write to Shelley College and King James School to enquire if they would be willing to receive Councillors into the school to discuss issues such as local democracy and elections with the students.

Members also considered how to improve its communication with the general public, in particular by enhancements to the newsletter and the website.

**MF12 b) Newsletter and
Website**

Resolved: To recommend that the Council purchases an entry-level laser printer to produce colour newsletters for a trial period.

The Clerk outlined ways in which the website could be improved and made more informative for the general public, as well as more useful to the members themselves.

Resolved: To speak with a few website providers, outline the Parish Council's needs and obtain estimates for the work.

Members discussed the Honley and Emley Shows, at which the Parish Council had shared stands with partner organisations.

**M13 Honley & Emley
Shows**

Resolved: To recommend that the Council participates in one show per year in future and investigates acquiring better display equipment.

Members considered the job description for the Maintenance Contractor as requested by the Council.

**M14 Maintenance
Contractor**

Resolved: To investigate the existence of a model contract.

The meeting then closed.