

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 10th FEBRUARY 2010 AT 8.00 pm AT BURTON VILLAGE HALL

Present: Cllr R Barraclough in the Chair

Cllrs A Cruden, J Hirst, L Holroyd, and M Sykes.

Apologies were received from Cllrs H Barraclough and G Hickey.

**MF25 Apologies and
Declarations of
Interest**

There were no declarations of interest.

Resolved: To hold the all discussions in public session.

**MF26 Admission of the
Public**

Members considered the Council's existing banking arrangements and accounts.

MF27 Bank Accounts

Resolved: To retain the Council's bank accounts with the HSBC for the present time and review the situation again in 12 months' time.

Cllr Cruden entered the meeting.

Members noted the latest finance report showing expenditure vs budget as at 8th February. The Chairman reported on the Grants & Community Projects Committee's recommendations made at the meeting earlier that evening, and also informed members that further community project grant applications were expected before the year-end. As this would result in an overspend of the Community Projects budget, members considered viring funds from other budgets.

MF28 Accounts 2009-10

Resolved: To recommend that Council considers viring £170 from the Conferences budget into the Training budget and £13,730 into the Community Projects budget from the following budgets:

	£
Conferences	1,000
Floral displays	270
Grants	460
Legal/Professional fees	2,000
Renewable energy	5,000
Shelley Village Hall	5,000

The Clerk explained the process of cost-centring of accounts and recommended that future budgets and finance statements are prepared on that basis to more accurately reflect the Council's expenditure.

Resolved: To adopt the system of cost-centring the accounts in future budgets and finance statements.

Members made the annual review of the Financial Regulations, particularly in respect of Para 11.1 in respect of contracts.

**MF29 Financial
Regulations**

Resolved: To confirm the Financial Regulations with an increase in the figure in Para 11.1(i) from £500 to £1,000 with effect from 1st April 2010.

Members considered the internal and external audits and conducted a review of the effectiveness of the internal audit. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.

MF30 Audit

Resolved: To agree the schedule confirming the effectiveness of Internal Audit.

Resolved: To recommend the Internal Auditor's remit for the following year remains unchanged, as the Council's services and risks remain the same as last year and the remit is very comprehensive covering all legal requirements and good practice.

Resolved: That the fidelity insurance is increased in line with the professional advice received.

The Clerk reported that legal advice regarding new leases for Grange Moor allotments had only just been received, so there had not been an adequate opportunity to study the advice and make recommendations to the Committee.

**MF31 Allotments
a) Leases/Rules & Regulations**

Resolved: That the Clerk and Cllr Cruden would go through the legal advice and make recommendations to Council.

Members considered the issue of fairness with regard to the siting of sheds and raised beds on the path at Shepley allotments.

MF32 b) Sheds/Beds on the Path at Shepley Allotments

Resolved: That the decision to refuse permission to the tenant for a shed to be erected on the path was correct, as it would have blocked access. Also to remeasure those allotments with sheds/raised beds on the path, and to issue new leases including the total area in use.

The Clerk reported on the Council's current position on its application for Quality status. Members considered the model policies for Training and Community Engagement.

MF33 Quality Council

Resolved: To recommend that Council adopts the policies for Training and Community Engagement with the notified amendments; vires £1,500 from the employment costs budget to a new Quality Council budget heading, and puts its application together as soon as possible.

Members went through the Action Plan, received updates and discussed how to progress the various projects listed. The Clerk was asked to include it on the next Parish Council agenda.

MF34 Action Plan

Resolved: To defer the discussion on the Council's complaints policy to the next meeting.

MF35 Complaints Policy

Members discussed the need for a maintenance contractor and how best to ensure that the Council fulfilled its obligation to secure competition balanced against the efficient running of the Council.

MF36 Maintenance Contractor

Resolved: To advertise the Council's contractor list requesting firms willing to undertake small to medium jobs apply for inclusion. Also to appoint a Maintenance Contractor for a set period to cover the smaller priced jobs and those where speed is necessary.

Cllr Cruden agreed to supply the Clerk with a sample contract and job description which could be adjusted to the Council's requirements.

The Council's needs for business and parish plans were considered. Members noted that the Council already had Aims & Objectives, an Environment Plan and an Action Plan in place, which together covered the whole range of work and interests of the Council in some depth. It was also acknowledged that many community groups throughout the Parish were currently at various stages of drawing up village plans. It was envisaged that the Council would produce an overarching document, drawing the threads together and dealing with the common issues.

MF37 Business & Parish Plans

Resolved: That the existing Aims & Objectives, Environment Plan and Action Plan together comprehensively identify the remit of the Council, as well as the status of all the individual issues and projects at any one time, making the production of a Business Plan unnecessary.

Resolved: To progress the production of a parish plan and to contact Rural Action Yorkshire for advice.

The meeting then closed.