

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 26<sup>th</sup> NOVEMBER 2009 AT 8.30 pm AT BURTON VILLAGE HALL

Present: Cllr R Barraclough in the Chair

Cllrs H Barraclough, A Cruden, J Hirst, L Holroyd, P Rock and M Sykes.

Apologies were received from Cllr G Hickey.

**MF15 Apologies and  
Declarations of  
Interest**

The following personal interests were declared: Cllr R Barraclough in Grange Moor allotments as he has been involved in developing the proposal; Cllr Hirst in the Chairman's Allowance as he is the current Vice Chairman; Mrs Royle in Hezonix as she knows the owner.

Cllr Hirst declared prejudicial interests in Barrett Business Machines and Design 58 as he knows the people who have quoted.

**Resolved:** To hold the discussions on the items concerning the website, photocopier and accounts in private session.

**MF16 Admission of the  
Public**

**Resolved:** To re-order the agenda and to discuss the items on quality council, photocopier, accounts, budget and electronic banking at the start of the meeting, and to defer the items on the Business & Parish Plans and Review of the remits & working practices of the Parish Council to the next Committee meeting.

**MF17 Order of Business**

Cllr Hirst left the meeting.

Members noted the proposal to produce joint leaflets with Electoral Services to promote the next full Parish Council elections.

**MF18 Quality Council  
a) Promotion of  
Local Democracy**

**Resolved:** That the Council works with Electoral Services to produce joint leaflets to promote the next full Parish Council elections.

The discussions on the following three items (Mins MF19, MF20 and MF21) took place in a private sessions.

**MF19 Quality Council  
b) Website**

Members noted the quotes received from several website providers and discussed their various merits.

**Resolved:** That the Chairman and the Clerk will contact Hezonix and Design 58 to obtain more detailed information and prices, and make a recommendation to Council regarding the appointment.

Cllr Hirst came back into the meeting and under the Code of Conduct Section 12(2) answered member's queries about the options of leasing or purchasing a new machine. He then left the meeting again whilst the following item was discussed and decided upon.

**MF20 Photocopier**

The various quotes were considered and discussed, including the suggestion of purchasing a machine outright.

**Resolved:** To recommend that Council leases the Konica 282 for a 5-year term.

Cllr Hirst re-entered the meeting and Cllr Rock left in protest.

Members noted the cheque register covering the period 1<sup>st</sup> April to 30<sup>th</sup> September 2009.

**MF21 Accounts 2009-10**

Members considered the budget proposals for 2010-11 and were informed of the Staff & Grievance Committee's recommendation regarding employment costs. The following changes were made:

**MF22 Budget/Precept  
2010-11**

Chairman's Allowance to be increased by £50 to £550

Shows to be decreased by £600 to £800, as the Council had agreed to do just one show next year and it was felt that members could organise the display and man the stand themselves, so there would be no need to allow for any staff time.

**Resolved:** To recommend Council accepts the attached budget/precept proposals and the modifications to the allocated reserves, when it is considered under a separate agenda item at the Parish Council meeting.

The Clerk reported that the existing banking systems for electronic payments did not readily meet with the Council's requirements, and further information was required.

**MF23 Electronic/  
Automated  
Banking**

**Resolved:** That the Clerk continues to pursue the issue of electronic banking but in the short term, the Council sets up direct debit arrangements wherever possible.

Members noted the latest Action Plan (last updated on 15<sup>th</sup> November 2009).

**MF24 Action Plan**

**Resolved:** That the Action Plan is circulated to Council.

The meeting then closed.