

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

**Meeting to be held on Thursday, 16 January 2020 at 7.30 pm
At Burton Village Hall, Northfield Lane,
Highburton, Huddersfield HD8 0QT**

A G E N D A

1. **Apologies and Declarations of Interest:** To receive apologies from members unable to attend, and members to declare interests in any of the items on the agenda.
2. **Public Participation:** Members of the public are invited to address the Committee on any issue which is included in its terms of reference for up to 3 minutes each.
3. **Admission of the Public:** To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1 (2).
4. **Line Manager's Report:** To receive a report from the Line Manager on the office situation, consider appointing an administrative assistant to assist the Clerk with the workload problems and make recommendations to Council.
5. **Grants Rules:** To consider how to make the rules covering the General Grants and the Special Grants clearer and address the issues which have arisen this year and make recommendations to Council. Enc
6. **2019-20 Accounts:** To consider the Budget Statement covering the period 1 April to 31 December 2019 and if any adjustments are required, and make recommendations to Council.
7. **Budget / Precept 2020-21:** To note the information received about the Council Tax Replacement Grant and the cost of the 2019 Parish Council elections, consider the implications for the budget / precept and make recommendations to Council. Enc
8. **Date of Next Meeting:** To note the next meeting will be held on 12 March.

Tel: 01484 604391
E-mail: clerk@kbpc.co.uk

Office Hours:
9.30 am – 1.30 pm Monday and Thursday
An answerphone is available outside of these hours

Mrs Angela Royle
Clerk to the Council
Burton Village Hall
Highburton
HD8 0QT
10 January 2020