

Kirkburton Parish Council

Management and Finance Committee Meeting

Thursday 10th July 2025 at 7.30pm

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

AGENDA

1. Apologies

To receive members' apologies for absence.

2. Declarations of Interest

To receive members' declarations of interest in any item on the agenda.

3. Public participation

Members of the public are invited to address the Council on any issue over which it has a power for up to three minutes each, with the item lasting up to a maximum of fifteen minutes.

4. Admission of the Public

To determine any items on the agenda considered to be of a confidential nature that should be discussed at the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960.

Previous Committee business

5. Chains of Office

- a. To receive a report on the Chains of Office work.
- b. To review the cost of engraving, and consider recommendation for approval.

6. Postage costs

To receive a report on the Council's action to reduce postage costs.

7. Scribe accounting

To receive a report on cost centres and codes, and consider recommendation for approval.

8. Website quotation

To receive a report on a new web accessibility-compliant website, and consider recommendation for approval.

9. .gov.uk email provision

To receive a report on the new requirement for a .gov.uk email address, and consider recommendations for approval.

New Committee business

10. Q1 Bank Reconciliation

To receive a report on the Q1 bank reconciliation.

11. Q1 Budget Analysis Statement

To note the Q1 budget analysis statement covering the period from 1 April 2025 to 30 June 2025, and to make any required adjustments.

12. Regular payments

To confirm the authorisation of regular payments by direct debit or standing order, as outlined in the recommendations.

13. Internal auditor

To receive report on proposals for the internal auditor to conduct a) the Annual Governance and Accountability Review and b) an in-depth interim audit, and agree the recommendations.

14. Konica Minolta contract renewal proposal

To note that the contract for the Konica Minolta bizhub C300i has expired, and agree recommendation.

15. Chairman's allowance and expenses

To receive the report on Chairman's Allowances and expenses, and accept recommendations.

16. Website contracts

a. TownsWebArchiving

To receive a report on the archive website contract, and consider recommendation.

b. Tourism website

To receive a report on the tourism website, and consider recommendation.

17. Date of next meeting

To decide upon the date of the next meeting.