

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 23<sup>rd</sup> FEBRUARY 2012 AT 7.30 pm AT BURTON VILLAGE HALL

**The following minutes are subject to confirmation of accuracy and adoption by Council on 1<sup>st</sup> March 2012.**

Present: Cllr S Dunford in the Chair  
Cllrs M Atkinson, R Barraclough, N Berry, R Burton, A Cooper, J Hirst and J Paxton.

Officers in attendance: Mrs R Perry and Mrs A Royle

<p>Apologies were received from Cllrs K Dunn, M Sykes and C Whittingham. Absent: Cllr A Munro.</p> <p>There were no declarations of interest.</p> <p>There were no members of the public present.</p> <p><b>Resolved:</b> To hold all items in the public session.</p> <p>Members noted the Council's insurance cover and considered whether it still met the Council's requirements. The Clerk reported on information received from Zurich Municipal to the effect that the cover could be index linked to cover replacement value for an additional premium. A query was raised about the value of the Vice Chairman's medallion.</p> <p><b>Recommended:</b> To have the medallion professionally valued and to increase the cover in line with the valuation, and to maintain the rest of the cover at its existing level.</p> <p>Members noted the current Financial Regulations with particular reference to Para 11.1.</p> <p><b>Recommended:</b> To retain the existing Financial Regulations.</p> <p>The Clerk gave a verbal update on the Council's audit system and the changes currently taking place following the closure of the Audit Commission.</p> <p>Members conducted a review of the effectiveness of the internal audit and noted that the External Auditor had made no comments or recommendations on the Annual Return for the year ended March 2011. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.</p> <p><b>Recommended:</b> To agree the schedule confirming the effectiveness of Internal Audit 2010-11 and to maintain the existing remit for the Internal Auditor for the year 2011-12.</p> <p><b>Recommended:</b> To appoint Torevell Dent as the Internal Auditor for the year 2012-13 on the terms and conditions notified.</p> <p>Members noted the budget analysis statement covering the period 1st April 2011 to 31st December 2011. Responses were provided to queries raised about various specific budget headings.</p> <p>Members noted the Council's existing banking arrangements and discussed possible alternatives.</p> <p><b>Recommended:</b> To close the 14-day notice bank account and to obtain information on alternative accounts for future consideration.</p> <p>Members noted the form received from the bank regarding the Financial Services Compensation Scheme.</p> <p><b>Recommended:</b> That the Clerk seeks clarification from the bank.</p>	<p><b>MF32 Apologies and Declarations of Interest</b></p> <p><b>MF33 Public Participation</b></p> <p><b>MF34 Admission of the Public</b></p> <p><b>MF35 Insurance</b></p> <p><b>MF36 Financial Regulations</b></p> <p><b>MF37 Audit a) Changes</b></p> <p><b>MF38 b) Internal Audit</b></p> <p><b>MF39 Appointment of Internal Auditor</b></p> <p><b>MF40 Accounts 2011/12</b></p> <p><b>MF41 Bank Accounts</b></p>
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Members noted the latest Action Plan. Cllr Barraclough gave background information on the system being used by the staff and Line Manager. The 2 staff members and the Line Manager were thanked for their efforts in this regard.

**MF42    Action Plan**

**Recommended:** That a copy is distributed to all members when it has been further updated.

Members noted the existing complaints policy. It was acknowledged that changes were being made to the ethical framework and the Code of Conduct, which could impact on the policy.

**MF43    Complaints Policy**

**Recommended:** To amend the policy to read that complaints will be referred to the Management and Finance Committee instead of the Staff and Grievance Committee, and to review it again when the changes to the ethical framework have been completed.

Members discussed the format the 2012 Annual Report should take.

**MF44    Annual Report**

**Recommended:** To appoint Aura Print to produce 300 copies of the annual report in the same format as last year (A4, 12-page, full colour), and to review its distribution.

Members discussed various aspects of the different grant schemes.

**MF45    Grants Schemes**

**Recommended:** To consider all schemes in detail at the first Management and Finance Committee meeting in the next Council year.

The meeting then closed.