

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 13th MARCH 2014 at 7.30 pm AT BURTON VILLAGE HALL

The following minutes are subject to confirmation of accuracy and adoption by Council on 3rd April 2014.

Present: Cllr S Beresford in the Chair
Cllrs R Barraclough, R Berry, K Dunn, J Hirst, A Munro, L Parsley, M Pitts and C Whittingham.
In attendance: Mrs A Royle and Mr S Bradley of Pennine Business Partnership

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| <p>The Chairman welcomed Mr Bradley to the meeting and introduced him to the members he had not already met.</p> | <p>MF26 Chairman's Welcome</p> |
| <p>Cllr Berry apologised for having to absent himself for part of the meeting, due to attending another meeting.</p> | <p>MF27 Apologies and Declarations of Interest</p> |
| <p>Absent: Cllr I Lumb.</p> | |
| <p>Cllr Beresford declared a disclosable pecuniary interest in Start-Up Grants as one of the points to be discussed directly affected Lepton Highlanders Junior Football Club, in which he is actively involved.</p> | |
| <p>Cllr Parsley declared a disclosable pecuniary interest in the allotments as she leases an allotment from the Council in Shepley and a personal interest in Shelley Village Hall as she is a member of Shelley Community Association.</p> | |
| <p>Cllr Whittingham declared a personal interest in Torevell Dent as she has had dealings with the firm and knows one of their employees.</p> | |
| <p>There were no members of the public present.</p> | <p>MF28 Public Participation</p> |
| <p>Resolved: To hold the meeting in the public session, except for the item on the wall repair at Shelley Village Hall, as it involved a contract subject to a future tendering process.</p> | <p>MF29 Admission of the Public</p> |
| <p>Members considered the draft Specification of Works for the work to the wall on Far Bank forming the boundary of Shelley Village Hall.</p> | <p>MF30 Shelley Village Hall Wall Repair</p> |
| <p>Recommendation: That the Clerk seeks clarification from Lucas Lee & Partners on the issue of whether or not the Hall needs to be closed during the works, and if there are any insurance implications should an accident occur during the works when the Hall is open. If the advice is that the Hall must be closed, the Clerk makes the request to Shelley Community Association and tries to organise the works when they would cause the least inconvenience to the Association and its User Groups.</p> | |
| <p>Recommendation: That the Clerk queries the reason for including Section 3 in the specification.</p> | |
| <p>Recommendation: To consider the specification again at the next meeting.</p> | |
| <p>Recommendation: That the Council appoints a Contract Administrator and that the Clerk obtains a price from Lucas Lee & Partners for the post.</p> | |

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<p>The Clerk reminded members of the changes to the rules which had been implemented the previous year. The Committee considered if the schemes were meeting the needs of the community groups, if they were consistent and if there were sufficient checks on how the funding was being spent.</p>	<p>MF31 Grant Schemes a) Effectiveness</p>
<p>It was reported that in some instances there is confusion about which group is applying as the names are sometimes subtly changed from year to year. This makes it difficult to track how much funding groups have received from the Council in the past.</p>	
<p>Recommendation: That the rules in all grant schemes are amended to require applicants to supply the group's most recent bank statement.</p>	<p>MF32 b) Changes to Supporting Documentation</p>
<p>Recommendation: Environment / Community Project Grants: That the wording of the fifth bullet point listing the required supporting documentation is clarified to show this does not apply if the group is applying for the fee for lodging a planning application.</p>	
<p>Cllr Beresford left the meeting and Cllr Whittingham took over the Chair.</p>	
<p>Cllr Berry left the meeting during the following item.</p>	
<p>Members considered the situation of when two previously separate groups amalgamate and apply for grant-funding, with particular reference to how grants awarded to the two individual groups in the 2 preceding years should be counted. After considering all the possible options and implications, the following was agreed:</p>	<p>MF33 c) Small Annual Grants: Amalgamation of Groups</p>
<p>Recommendation: That the new amalgamated group should be counted as a new entity and the previous grants will not be calculated when assessing the group's entitlements under the rules.</p>	
<p>Cllr Beresford returned to the meeting and resumed his duties as Chairman.</p>	
<p>Members noted that the current rule governing start-up grants was that the group had to be operational for less than a year. It was felt that this definition was too open and could be interpreted in a number of ways.</p>	<p>MF34 d) Start-Up Grants</p>
<p>Recommendation: That the definition of "operational" is the date the Group's bank account was opened, and that the applicants are required to supply evidence of that date when lodging a start-up grant application.</p>	
<p>Members noted that the amount applied for in last batch of community project grant applications had been more than 100% greater than the available budget. As a result the Grants & Community Projects Grants Committee had requested the Management & Finance Committee to consider whether it was appropriate to introduce a maximum amount which could be awarded, and/or to restrict the number of applications a single organisation could lodge. Members discussed the pros and cons of this proposal.</p>	<p>MF35 e) Community Project Grants Rules</p>
<p>Recommendation: To leave the rules unchanged and to ask that the Grants & Community Projects Committee consider each application on its merits.</p>	
<p>Members noted the Council's insurance cover and considered whether it still met the Council's requirements.</p>	<p>MF36 Insurance</p>
<p>Resolved: That the cover was still appropriate and no changes were required.</p>	
<p>Members noted the current Financial Regulations with particular reference to Para 11.1.</p>	<p>MF37 Financial Regulations</p>
<p>Recommendation: To retain the existing Financial Regulations.</p>	

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<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 2013. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.</p>	<p>MF38 Audit</p>
<p>Recommendation: To agree the schedule confirming the effectiveness of Internal Audit 2012-13 and to maintain the existing remit for the Internal Auditor for the year 2013-14.</p>	
<p>Members noted the latest Budget Analysis Report dated 13th March 2014, which was distributed at the meeting as an update to the Statement of 28th February circulated with the meeting papers. The Clerk provided explanations for the two small overspends in the current budget.</p>	<p>MF39 Accounts / Budget a) Report</p>
<p>Recommendation: To note the Budget Analysis Report of 13th March 2014 and the information provided.</p>	
<p>Members considered the new format for Budget Analysis Reports and noted that no further comments had been received after the Council meeting on 6th February when it had been presented to the Council.</p>	<p>MF40 b) New Format of Budget Analysis Reports</p>
<p>Recommendation: That the new format be adopted with the position change for the Income.</p>	
<p>Members noted that Kirklees had maintained the existing level of the council tax relief grant for the forthcoming financial year, but there were concerns that this may not be the case next time. A discussion took place on possible actions to secure the grant for the future.</p>	<p>MF41 c) Council Tax Relief Grant</p>
<p>Recommendation: To deferred this item o the next Management & Finance Committee meeting.</p>	
<p>Members noted the changes made to the allotment rents effective in Grange Moor in April 2014 and in Shepley in April 2015. The Clerk reported on advice received from the YLCA which indicated that all the tenants were entitled to 12 months notice of the changes.</p>	<p>MF42 Allotment Rents</p>
<p>Recommendation: That the rents at Grange Moor allotments are levelled at £50 per year (pro rata) with a discount of 50% for payments received within 28 days of the date of the invoice with effect from 1st April 2015, and that tenants are given 12 months' notice of the increase.</p>	
<p>Recommendation: That the Shepley tenants are given 12 months' notice of a rent increase to £50 per year (pro rata) with a 50% discount for payments received within 28 days of the date of the invoice.</p>	
<p>Recommendation: That an additional clause is inserted into the Terms & Conditions for Shepley allotment gardens, stating that the Council will review annual rents as part of its annual budget process, and tenants will be notified of the new rate when the next set of invoices are issued.</p>	
<p>Recommendation: That in future all items concerning both allotment gardens are considered by the Land & Property Committee.</p>	
<p>Cllr Berry returned to the meeting.</p>	
<p>Members considered the Action Plan dated 6th March 2014 and received information regarding the proposed site for fruit trees in Kirkheaton and the Kirkheaton noticeboard.</p>	<p>MF43 Action Plan</p>
<p>Recommendation: To note the Action Plan dated 6th March 2014 (as attached).</p>	
<p>Members considered the format for the next Annual Report.</p>	<p>MF44 Annual Report</p>
<p>Recommendation: To appoint Aura Print to produce the annual report in the same format as last year (A4, 12-page, full colour).</p>	
<p>The meeting then closed.</p>	

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