

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 26th NOVEMBER 2013 at 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr S Beresford in the Chair
Cllrs R Barraclough, R Berry, J Hirst, A Munro, L Parsley and M Pitts.
In attendance: Mrs A Royle

Apologies were received from Cllrs K Dunn, I Lumb and C Whittingham. Cllr Munro apologised for her late arrival.

**MF13 Apologies and
Declarations of
Interest**

Cllr Parsley declared a disclosable pecuniary interest in the allotments as she leases an allotment from the Council in Shepley.

There were no members of the public present.

**MF14 Public
Participation**

Resolved: To hold the meeting in the public session.

**MF15 Admission of the
Public**

Members noted the written report on the allotment competition run by the Council over the summer, and agreed that it had been well received and had resulted in good publicity for the Council.

**MF16 Monitoring and
Evaluation of
Projects**

Recommendation: That the Council holds the competition again next year, invites Graham Porter to judge, notifies the tenants in Spring and gives them the opportunity to opt out if they wish by contacting the Assistant Clerk directly.

**a) Allotment
Competition**

Members discussed the 2013 Honley Show and agreed that it had been a success in terms of engaging with the public, showcasing the Council's work and achievements and creating contacts with other similar organisations. A discussion took place on whether to repeat attendance, and also whether to attend Emley Show instead.

MF17 b) Honley Show

Recommendation: That the Council takes a stand in the Countryside Tent at Honley Show in 2014, and not to attend Emley Show.

Members considered the success of the workshops, which had been held at Grange Moor and Shepley allotments during the year. It was reported that they had been well received by the tenants, but the attendance had been lower than the previous year.

**MF18 c) Fruit &
Vegetable
Workshops**

Recommendation: That the Council does not hold them in 2014.

Members considered how the scheme had been run. It was noted that it had taken up a considerable amount of staff time and the take-up was lower than the previous programme.

MF19 d) Water Butts

Recommendation: That the scheme is not repeated.

Members noted the report on the Youth Engagement project and acknowledged that it was a big success in the Shelley School Pyramid area, in that the young people were now much more able to participate in meetings and had knowledge of how local democracy works. However, it was noted that there had been a problem in engaging with the other schools within the Parish and that there had been problems with the Group's needs fitting in with the Council's legal framework and time schedules.

**MF20 e) Youth
Engagement**

Recommendation: That the youth shelter is completed by the Parish Council, but that the existing youth engagement forum in the Shelley School Pyramid is encouraged to form a separate community group to work on future projects, with support from Parish Council grants if required.

Recommendation: That the Youth Engagement Committee continues as elected at the Annual Meeting, with the amended Terms of Reference to seek the means of engaging with the young people and schools in the King James School Pyramid and encourage the younger generation in the Parish to take part in the local democratic processes.

MF20 e) Youth Engagement (Cont'd)

Members noted the budget analysis for the first half of the financial year (April to September 2013) and considered amendments needed to this year's budget.

MF21 2013/14 Accounts

Recommendation: That the Council makes the following virements:

To vire £5,000 from the Environment budget to the Community Projects budget

To vire £1,000 from the Environment budget to the Service Review budget

To vire £500 from the Allocated Reserve: Contribution to Kirkheaton Common to Conferences budget.

Members noted the consultation on a possible change to the format of future budget analysis reports and the budget document, and proffered various opinions to the two suggested formats.

MF22 Budget Analysis Reports

Recommendation: That the reports are re-organised into the categories used in the accounts summary in the annual report, but to include any income streams alongside the expenditure, allowing a nett amount to be viewed simultaneously.

Recommendation: To put together a mock report in the above format and to consult all members with the conclusions to be reported to the next Management & Finance Committee meeting.

Members considered the existing levels of allotment rents, and noted that some tenants were paying more than others. The entry age for senior citizen discounts and the problem of several late payers were also discussed.

MF23 Allotment Rents

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 2014.

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.

Recommendation: That the senior citizen rate is implemented for tenants aged 67 years or over with effect from 1st April 2014.

Members discussed the draft budget proposals. It was noted that the Council would not be informed of the level of the grant, until January 2014.

MF24 Budget 2014/15

Recommendation: To recommend that Council accepts the provisional revised budget proposals (as attached) when it is considered under a separate agenda item at the Parish Council meeting, subject to confirmation when the level of the grant is known.

Members considered the Action Plan dated 13th November 2013.

MF25 Action Plan

Recommendation: To note the Action Plan (as attached) and to remove the item relating to the Kirkburton allotments.

The meeting then closed.