KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 25 MARCH 2015 at 7.30 pm
AT BURTON VILLAGE HALL

Present: Cllr C Whittingham in the Chair
Cllrs P Brook; R Barraclough; D Hardcastle; J Hirst; L Parsley and J Paxton
In attendance: Mrs L Gardner and Mrs A Royle

There were no apologies for absence.	**MF34**	**Apologies and Declarations of Interest**
Absent: Cllrs K Dunn and I Lumb.		
Cllr Brook declared a personal interest in the item on Neighbourhood Planning as she is working with Yetton Together who wish to develop a Kirkheaton Neighbourhood Plan.		
Cllr Parsley declared a personal interest in the allotments as she leases an allotment from the Council in Shepley.		
Cllr Whittingham declared a personal interest in Torevell Dent as they provide payroll services to Grange Moor Pre-School of which she is Treasurer.		
There were no members of the public present.	**MF35**	**Public Participation**
Resolved: To hold the meeting in the public session.	**MF36**	**Admission of the Public**
Members noted the advice received from Kirklees Planning Services and considered adopting the template and guidance for use with community groups producing a neighbourhood plan in the Parish Council area.	**MF37**	**Neighbourhood Planning**
Recommendation: That the Council adopts the template and guidance as presented subject to the incorporation of a section on conduct, a disclaimer to clarify the Council's responsibilities and an additional bullet point added to the section on the Role of Community Groups to confirm that steering groups will be time limited. (Copy attached)		
Recommendation: That arrangements relating to Community Infrastructure Levy are not incorporated.		
Members noted the Council's insurance cover and considered whether it still met the Council's requirements.	**MF38**	**Insurance**
Recommendation: To maintain the existing level of cover, subject to confirmation that the level of cover for Shelley Village Hall is adequate following works carried out to the building during the past year.		
Members noted the current Financial Regulations with particular reference to Para 11.1.	**MF39**	**Financial Regulations**
Recommendation: To retain the existing Financial Regulations.		

Members considered the proposed amendments to the Standing Orders	**MF40**	**Standing Orders**

Recommendation: That the Council considers amending its Standing Orders in line with the recommendations made by the Committee in accordance with the current regulations.

Members conducted a review of the effectiveness of the internal audit. Members noted the remit of the Internal Auditor for last year and considered whether any changes were required for the following audit.	**MF41**	**Audit**

Recommendation: To agree the schedule confirming the Effectiveness of Internal Audit 2013-14 and to maintain the existing remit for the Internal Auditor for the year 2014-15.

Members considered the appointment of Torevell Dent as the Internal Auditor for the year ending March 2016 on the terms and conditions notified.

Recommendation: To appoint Torevell Dent as the Internal Auditor for the year ending March 2016 on the terms and conditions notified.

Members noted the latest Budget Analysis Report dated 20 March 2015 and considered if any adjustments were required. The Clerk gave a general overview of the budget situation.	**MF42**	**Accounts / Budget**

Recommendation: To note the Budget Analysis Report of 20 March 2015 and the information provided.

Recommendation: That subject to the level of the General Reserve at the year-end, the underspend of £446.96 in the Allotment Maintenance budget is included in the Environment Committee Allocated Reserves for the Grange Moor allotment project

Members considered the Action Plan dated 19 March 2015.	**MF43**	**Action Plan**

Recommendation: To note the Action Plan dated 19 March 2015 (as attached) and adopt as presented.

Members considered the format for the next Annual Report.	**MF44**	**Annual Report**

Recommendation: To appoint Aura Print to produce the annual report in the same format as last year (A4, 12-page, full colour).

The meeting then closed.