

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 5th JUNE 2014 at 8.45 pm AT BURTON VILLAGE HALL

Present: Cllr C Whittingham in the Chair
Cllrs R Barraclough, P Brook, J Hirst and D Hardcastle.
In attendance: Mrs A Royle

Apologies were received from Cllrs L Parsley and M Pitts.
Absent: Cllr I Lumb.

**MF1 Apologies and
Declarations of
Interest**

Cllr Whittingham declared a personal interest in the HSBC as it is her employer.

There were no members of the public present.

**MF2 Public
Participation**

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.

**MF3 Admission of the
Public**

Members noted the amended specification of work for the repair to the wall and the barrier for the car park.

**MF4 Shelley Village
Hall – Repair to
Wall on Far Bank**

Resolved: To approve the specification of work as presented and put the contract out to tender.

Resolved: To invite Mr Lee to attend a meeting with the Committee when the decision on the appointment of the contractor is to be taken to provide advice.

Members noted the new regulations regarding electronic payments and discussed a control system to be used.

**MF5 Electronic
Payments**

Recommendation: To trial the following system for 3 months subject to approval by the bank, and advice from the Council's insurers.

To list all payments on a schedule to be approved at the Council meeting for payment either electronically or by cheque. The Line Manager to transfer the appropriate amount of money from the money manager account to the community account to cover the total amount needed with a small 'buffer' to cover direct debits. The Clerk to make electronic payments where possible from the community account. Also to organise direct debit payments to companies where this is possible.

Recommendation: To give the Clerk the authority to stop using the above system if she encounters any problems.

Members considered the current situation regarding the council tax relief grant, which has been paid to the Parish Council for the last two years. Concern was expressed about the uncertainty of the level of the grant-funding in future. It was acknowledged that it was too early in the financial year to obtain any reliable information on the likely level of the grant to be agreed in February 2015.

**MF6 Accounts/Budget
a) CTR Grant**

Recommendation: To defer the item to the next Management & Finance Committee meeting.

Members considered the possibility of investing some of the Council's funds with the CCLA, which offers a higher rate of interest and is approved by the Society of Local Council Clerks and National Association of Local Councils.

MF7 b) Investments

Recommendation: To open an account with the CCLA and make an initial investment of £50,000.

Recommendation: To close the HSBC 14-day notice account.

The meeting then closed.

NB: The decision recorded under Minute MF4 above is a Council decision taken under delegated authority.