

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 23 JULY 2015 at 8.00 pm AT BURTON VILLAGE HALL

Present: Cllr P Brook in the Chair

Cllrs R Burton, B Armer, R Barraclough, R Franks, L Holroyd, B McGuin, D Million, M Sykes and J Taylor.

In attendance: Mrs L Gardner and Mrs A Royle

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| <p>Resolved: To elect Cllr Bill Armer as Chairman for the year 2015-16.</p> | <p>MF1 Election of Chairman 2015-16</p> |
| <p>Apologies were received from Cllr S Beresford, the reason for which was accepted. Absent: Cllr K Dunn.</p> <p>Cllr Brook declared a personal interest in Yetton Together as she knows the personnel. Cllr Armer declared a personal interest in the libraries as he had been lobbied on the issues.</p> <p>Cllr Million declared a Disclosable Pecuniary Interest in Libraries as his wife (separated) works for the Kirklees Library Service including at Shepley Library.</p> <p>Cllr Taylor declared a Disclosable Pecuniary Interest in Shepley Library, as he is a member of the Board of Directors of the Shepley Library Community Interest Company.</p> <p>There were no members of the public present.</p> <p>Resolved: To hold the meeting in the public session.</p> | <p>MF2 Apologies and Declarations of Interest</p> <p>MF3 Public Participation</p> <p>MF4 Admission of the Public</p> |
| <p>Members considered the budget analysis for the 1st quarter of the financial year, with discussions focused on the presentation of the report.</p> <p>Recommendation: That provisional changes are made to the format of the document: the budget headings to be reduced to 4 categories to include the headings: Total Spend; Projection to Year End; Agreed Budget and Under / Over with spending from Allocated Reserves noted where appropriate.</p> <p>Recommendation: That the Committee would discuss the format at the next meeting and consider whether the above format provided the information required.</p> | <p>MF5 Budget Analysis 2015-16</p> |
| <p>Members considered how the equipment was to be allocated across the Parish and the process for community groups to follow to obtain a defibrillator for their community building, as requested by Council.</p> <p>Recommendation: That the Council establishes a match-funding model where community groups can apply to the Grants & Community Projects Committee for up to 50% of the costs of providing the cabinet and machine. Groups must provide written confirmation from the building owner that they have permission to install a defibrillator and that the building owner undertakes to provide an on-going electricity supply. The Council will underwrite the cost of replacement pads and batteries where necessary in order to ensure that the equipment remains operable into the future. The Council will be minded to prioritise villages with no current access to a defibrillator but will be open to consider applications from all villages taking in to account the individual needs of the community.</p> <p>The Clerk was requested to use her delegated authority to invite a representative from the West Yorkshire Ambulance Service to attend a Council meeting to provide new members with further information on community defibrillators.</p> | <p>MF6 Defibrillators</p> |

Cllrs D Million and J Taylor left the meeting.

Members noted the Library/Library Buildings budget allocation, which included an element to support the initial running costs of community groups taking over library buildings in the Parish Council area. Members discussed the procedure for those groups to follow to apply for funding.

Recommendation: That applications for start-up funding for up to 2 years should be made by the appropriate community-based organisation through the Clerk, to be considered by the Management & Finance Committee in the first instance. Any applications must be accompanied by a resilient and sustainable business plan and a 3-year financial forecast.

Cllrs D Million and J Taylor returned to the meeting.

Members noted the existing arrangements and costs for the newsletter and considered the future of the newsletter, including the possibility of stopping production of the quarterly newsletter altogether.

Recommendation: To retain the newsletter on a tri-annual basis with the current 1600 printed copies to be shared between the three print-runs.

There was a debate as to whether the Council should apply for re-accreditation of the Local Council Award Scheme. A recorded vote was taken on the proposal not to apply for re-accreditation of the scheme, with the following result:

For: Cllrs B Armer, R Franks, B McGuin, D Million, M Sykes and J Taylor.

Against: Cllrs R Barraclough, P Brook, R Burton and L Holroyd.

There were no abstentions.

Recommendation: That Council does not apply for re-accreditation to the Local Council Award Scheme.

Cllr R Burton left the meeting.

Members considered the latest Work Schedule dated 15 July 2015, with a particular emphasis on the reports' purpose and format.

Recommendation: That the Work Schedule in its current format be replaced by a Progress Report on on-going activity to be presented to full Council quarterly.

Members noted the next meeting, which would be held on 28 July, and considered holding meetings on 17 September, 25 November and 10 March 2016.

Resolved: To approve the dates of 25 November 2015 and 10 March 2016, to hold an additional meeting on 20 August 2015 to consider the updated format of the Budget Analysis and consider the need for a meeting in September at the August meeting.

The meeting then closed.

MF7 Financial Support for Community-Run Libraries

MF8 Newsletter

MF9 Local Council Award Scheme

MF10 Work Schedule

MF11 Committee Meeting Dates