

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 17 SEPTEMBER 2015 at 8.15 pm AT BURTON VILLAGE HALL

Present: Cllr B Armer in the Chair

Cllrs R Barraclough, S Beresford, P Brook, K Dunn, R Franks, L Holroyd, B McGuin, M Sykes and J Taylor.

In attendance: Mrs L Gardner and Mrs A Royle

No apologies were received. Cllrs R Burton and D Million were absent.

**MF23 Apologies and
Declarations of
Interest**

No interests were declared.

No members of the public wished to address the Committee.

**MF24 Public
Participation**

Resolved: To hold the meeting in the public session.

**MF25 Admission of the
Public**

Resolved: To discuss the formats for the Budget Analysis Statements first.

**MF26 Change of
Business**

Members noted the two formats of the same report.

**MF27 Format of Budget
Analysis
Statements**

Recommendation: To adopt Format 1 for future Budget Analysis Statements.

The Clerk distributed an updated version of the Statement covering the period 1 April to 31 August 2015. She reported that there had been problems producing the report in the short timescale required and explained the basic accounting system with which she had to work. The Line Manager confirmed that the system was incompatible with the Council's laptop. The Line Manager was requested to research new free software accounts packages, and the Clerk was asked to email all members to find out if anyone had any relevant contacts. It was agreed the Committee would look into the matter further when the information was available.

**MF28 Budget Analysis
Statement**

The Committee discussed the budget to date and various savings were identified.

Recommendation: To make the following adjustments to the budget 2015-16:

Budget Line	Proposed Reduction	Proposed Revised Budget
Employment Costs	-2,500.00	37,500.00
Insurance	-700.00	3,300.00
Stationery	-700.00	500.00
Conferences	-1,062.00	138.00
Elections	-1,500.00	6,000.00
Shows	-200.00	0.00
Youth Engagement	-500.00	0.00
Allotment Maintenance	-550.00	750.00
Poppies	-35.00	165.00
Public Seats	-127.12	772.88
Totals	-7,874.12	49,125.88

Allocated Reserves	Amount Proposed to be moved to General Reserves	MF28	Budget Analysis Statement (Cont'd)
Allotment Maintenance	949.00		
Office Equipment	242.00		
Public Seats	358.05		
Shelley Village Hall	1,550.04		
Shows	300.00		
Youth Engagement	849.00		
Total	4,248.09		

The Clerk advised that there were still some outstanding costs to be covered by the Shelley Village Hall allocated reserves.

A copy of the Budget Analysis Statement including the above proposals is attached.

Members noted the next meeting would be held on Wednesday 25 November 2015.

The meeting then closed.

MF29 **Date of Next
Meeting**