

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

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

Present: Cllr B Armer in the Chair  
Cllrs P Brook, K Dunn, L Holroyd, M Sykes and J Taylor.  
In attendance: Mrs A Royle

Apologies were received from Cllrs R Barraclough, S Beresford R Burton, R Franks and B McGuin, the reasons for which were accepted. Cllr D Million was absent.

**MF30 Apologies and  
Declarations of  
Interest**

The following personal interests were declared: Cllr Armer in the Shepley Hub CIC and Yetton Together as he knows the personnel; Cllr Brook in Yetton Together as she attends the meetings; Cllr Taylor in the Shepley Hub CIC as he is a Director.

A member of the public addressed the Committee on the subject of Grange Moor allotments and the allotment competition.

**MF31 Public  
Participation**

**Resolved:** To hold the meeting in the public session.

**MF32 Admission of the  
Public**

**Resolved:** To deal with the items on allotment rents and libraries / library buildings as part of the discussion on the Budget 2016/17.

**MF33 Change of  
Business**

Members noted the report on the allotment competition and the favourable comments made by the member of the public at the start of the meeting.

**MF34 Monitoring of  
Council Projects  
a) Allotment  
Competition**

**Recommendation:** To continue running the allotment competition in its current format.

Members discussed the dog fouling project and exchanged information on how it was working in the different villages of the parish. It was noted that the budget for the supply of bags was likely to run out in January, unless additional funds were put into the budget.

**MF35 Monitoring of  
Council Projects  
b) Dog Fouling  
Project**

**Recommendation:** That no additional budget is made available for the purchase of wastebags and that members are advised to ration the supply, and asked not to fill the dispensers more than half full on each visit.

Members considered the information on the Annual Report and the way it had been produced and distributed in previous years.

**MF36 Annual Report**

**Recommendation:** That the Council does not produce an Annual Report in the future.

The Line Manager presented a report on possible accounts software packages, which may be suitable as an upgrade for the Council. Members discussed the pros and cons of the various packages.

**MF37 Accounts  
Software  
Packages**

**Recommendation:** That Cllr Beresford and/or Cllr Cowan are requested to look into the upgrade of Quicken to establish if the software can produce the required reports needed by the Council. The Cllrs are requested to report back to the Committee, and if it is not suitable, the Committee will evaluate other options.

Members noted the Library Committee's request that consideration is given to providing funding of up to £1,000 for the Friends of Lepton Library to carry out a feasibility study into the means of maintaining a library service in Lepton.

**MF38 Financial Support  
for Local  
Libraries  
a) Lepton**

**Recommendation:** That up to £1,000 is made available to the Friends of Lepton Library to carry out a feasibility study into the means of maintaining a library service in Lepton, subject to the receipt of an application supported by a rationale explaining the purpose of the funding, evidence of a constitution and a bank account.

It was noted that there was not a quorum for this item, since two of the members present were required to leave the room during the discussion due to their interests. The Clerk was therefore requested to include the item on the next Parish Council agenda.

**MF39 Financial Support for Local Libraries  
b) Kirkheaton & Shepley**

Members noted that it was currently unclear whether or not hanging baskets could be supplied by Kirklees Council next year. The Clerk reported that she had obtained quotes from a private company, which did deliver the service.

**MF40 Hanging Baskets**

Members noted the Budget Analysis Statement covering the period 1 April to 30 September. The Clerk drew attention to the overspends, and particularly those which were more than the permitted 10% above the agreed budget. She advised the Committee to monitor the situation and review it again at the next meeting in March, when over- and under-spends could be identified prior to making further virements.

**MF41 2015-16 Accounts**

The Clerk also reported that the invoice for the Parish Council elections had been received after the budget proposals had been sent out. It was now clear that the amount set aside in the Allocated Reserves was insufficient.

**Recommendation:** That the Committee monitors the situation and deals with it at the next meeting in March.

Members noted the budget proposals sent out by the Clerk, and a revised budget was distributed by Cllr Taylor. The Committee discussed various budget headings and alternative ways of operating, as outlined below:

**MF42 Budget 2016/17**

- The insurance budget is to be increased by £100 to take account of the increase in the Insurance Premium Tax. The Clerk reported that this year is the last of a 5-year 'deal' and advised there was likely to be an increase in the premium next year.
- A new line of Maintenance to be included to replace the budget lines for Allotment Maintenance and Public Seats.
- There is to be no attendance at conferences next year.
- The elections budget is increased to £6,000. The Clerk expressed concerns that the funding would be insufficient to meet the costs in 2019, since it did not provide an increase on this year's costs.
- Poppies are to be moved into the Civic Governance section from Village Projects.
- The community projects budget are to include environment grants as well as projects such as the allotment competition and the supply of dog wastebags.
- The websites currently funded by the environment budget are to be funded from the Public Information section.
- The budget for Kirkheaton Churchyard is to be reduced to £3,000. The Clerk advised this was much less than the current cost of regular maintenance for the grass and trees. It was recommended that the frequency of the grass cuts is reduced.
- Library Buildings / Libraries budget is increased to £15,000.

**Recommendation:** 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 CTR grant is known.

Members noted the next meeting would be held on Thursday 10 March 2016.

**MF43 Date of Next Meeting**

The meeting then closed.