

**KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE**

**MINUTES OF THE MEETING ON 19 JANUARY 2017 at 7.30 pm
AT KIRKBURTON LIBRARY**

Present: Cllr B Armer in the Chair
Cllrs S Beresford, R Bray, P Brook, J Cowan, R Franks, B McGuin, M Sykes and J Taylor.
Officer in attendance: Mrs A Royle

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| Apologies were received from Cllr L Holroyd. Cllrs R Burton and K Dunn were absent. | MF24 | Apologies and
Declarations of
Interest |
| Cllr Franks declared an interest in the Chairman's Allowance since he is the current Vice Chairman. | | |
| No members of the public were present. | MF25 | Public
Participation |
| Resolved: To hold the meeting in the public session. | MF26 | Admission of the
Public |
| Cllr McGuin entered the meeting. | | |
| The Committee noted the recommendations from the Staffing Committee that the vacancy is filled by an Assistant Clerk, due to the small cost difference between employing an Assistant Clerk and an Administrative Assistant. The recommendations also included a job description and a person specification. | MF27 | Staff Vacancy |
| Recommendation: That Council rejects the Staffing Committee's recommendations and the Management & Finance Committee reconsiders the issue when the information from the other four Parish / Town Councils in Kirklees has been received. | | |
| Resolved: To bring the following item forward on the agenda. | MF28 | Change to the
Order of Business |
| Members noted the written report from the Line Manager distributed at the meeting. | MF29 | Clerk's
Additional Hours |
| Recommendation: To defer discussion of the report to the next meeting. | | |
| Recommendation: To note the Staffing Committee's recommendation that an agency temp should be employed to undertake administrative tasks until the permanent position is filled. | MF30 | Appointment of
Temp |
| Members noted the accounts distributed with the agenda papers, and had a general discussion. | MF31 | 2016-17 Accounts |
| Recommendations: | | |
| 1. To transfer the following sums to the General Reserve:
Defibrillators (£271), Environment Projects/Grants (£5,510) and Hanging Baskets (£433). | | |
| 2. To transfer £281 from Public Information to Newsletter/Website. | | |
| 3. To transfer £76.96 from Rent to Car Allowance / Travel Expenses. | | |
| 4. That Cllr Cowan will work with the Clerk to establish a consistent way of showing budgets on the Budget Analysis Statements where income has been received from third parties. | | |
| 5. At the year-end to transfer £15,000 from various underspends to Allocated Reserves for Library Improvements. | | |
| Cllr Taylor distributed a spreadsheet with the draft budget for 2017/18 and expenditure / projected expenditure for 2016/17, which had been produced by himself and Cllr Cowan. | MF32 | Budget 2017/18 |
| Recommendation: That Council accepts the budget proposals produced by Cllr Taylor and Cllr Cowan with the agreed amendments (attached) when it is considered under a separate agenda item at the Parish Council meeting. | | |
| The meeting then closed. | | |