

**KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE**

**MINUTES OF THE MEETING ON 16 MARCH 2017 at 8.00 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

Apologies were received from Cllr R Burton and L Holroyd. Cllr K Dunn was absent.

MF33 Apologies and Declarations of Interest

There were no declarations of interest.

No members of the public were present.

MF34 Public Participation

Resolved: To hold the meeting in the public session.

MF35 Admission of the Public

Members noted the Council's current insurance cover, details of which had been distributed with the meeting papers, and considered if it was adequate. Discussions took place about the possibility of insuring against flagstone theft at Kirkheaton Churchyard, and the requirements to insure Kirkburton Library when the community asset transfer was completed.

MF36 Insurance

Recommendation: To enquire about the premium for cover against flagstone theft at Kirkheaton Churchyard and consider whether to extend the Council's cover in this regard when the information is available. Also to consider the insurance requirements at Kirkburton Library at the appropriate time.

Recommendation: To confirm the Council's existing cover, subject to the above recommendation.

Members noted the Council's Financial Regulations, a copy of which was distributed with the meeting papers, and considered if any amendments were required.

MF37 Financial Regulations

Recommendation: To confirm the existing Financial Regulations, without amendment.

Members considered the effectiveness of last year's internal audit and discussed the characteristic "Be seen as a catalyst for change".

MF38 Audit

Recommendation: To request the Internal Auditor to consider how this is being achieved.

Members considered the remit for the Internal Auditor.

Recommendation: To maintain the existing remit for the Internal Auditor for the year 2017/18.

Members noted the accounts distributed with the agenda papers, and considered various virements, as detailed below:

**MF39 2016-17 Accounts
a) Budget Analysis Statement**

Members considered how to finance the previously agreed new Allocated Reserves line for Library Improvements (Min MF31).

Recommendation: To transfer £11,620 from Libraries / Library Buildings; £1,054 from Insurance; £2,671 from Community Projects and £15 from Employment Costs into the new Allocated Reserves line for Library Improvements.

Members noted the clearance work required at Grange Moor allotments, for which the budget was currently inadequate.

Recommendation: To create a new line in Allocated Reserves entitled Grange Moor Allotments and transfer £3,000 from the rent refund received from Kirklees Council and £2,000 from Employment Costs into it.

Members noted the underspend of £3,658 in Employment Costs (after the above adjustments) and considered transferring it to a new Allocated Reserves line for Employment Costs.

MF39 **2016-17 Accounts**
a) Budget Analysis
Statement (Cont)

Recommendation: Not to create a new Allocated Reserves line for Employment Costs.

Members noted the overspend of £110.98 in the Advertising budget.

Recommendation: To transfer £115 from Office Equipment to Advertising.

It was reported that the Grants & Community Projects Committee meeting held earlier that evening had made recommendations on two grants and deferred the decision on a third.

Recommendation: To put £3,950 into Allocated Reserves to cover the costs of the 3 grants.

Members considered the recommendation from the Land & Property Committee that unspent monies are put into a new Allocated Reserves line to increase the provision for training in line with the Council's Risk Assessment Schedule (Min LP56 refers).

MF40 **b) Increase in Budget Provision for Training**

Recommendation: Not to increase the budget provision for training, but should any issues arise requiring training, to cover the costs from the General Reserve.

Resolved: That the Chairman and the Clerk would liaise on the date of the next meeting.

MF41 **Next Meeting**

The Chairman then closed the meeting.