

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 29 SEPTEMBER 2016 at 7.30 pm AT KIRKBURTON LIBRARY

Present: Cllr B Armer in the Chair
Cllrs S Beresford, R Burton, R Bray, P Brook, J Cowan, L Holroyd, M Sykes and J Taylor.
In attendance: Mrs A Royle

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| <p>Resolved: To elect Cllr Armer as Chairman for this meeting.</p> | <p>MF1 Election of Chairman</p> |
| <p>Apologies were received from Cllr R Franks, the reason for which was accepted. Cllrs K Dunn and B McGuin were absent.</p> <p>The following personal interests were declared: Cllr Cowan and Cllr Taylor in libraries, as they are trustees of the Shepley CIC, Cllr Beresford in libraries as he is the Treasurer of the Friends of Lepton Library. Cllr Brook in libraries as she is involved with Yetton Together which runs Kirkheaton Library. Cllr Burton in libraries as he is a member of the Lepton Methodist Church, which hosts Lepton Library. Cllr Sykes in libraries as she attends the Friends of Burton Library meetings.</p> <p>No members of the public were present.</p> | <p>MF2 Apologies and Declarations of Interest</p> |
| <p>Resolved: To hold the meeting in the public session.</p> | <p>MF3 Public Participation</p> <p>MF4 Admission of the Public</p> |
| <p>Members noted the draft Staffing Committee minutes of 15 September 2016.</p> <p>Members considered the Clerk's request for an additional 10 hours per week until arrangements have been made to cover the workload previously carried out by the Assistant Clerk. Discussions covered the actual workload involved and how this could be reduced. Members also discussed alternative ways of completing the tasks.</p> <p>Resolved: To grant the Clerk an additional 5 hours per week for the month of October and to request the Line Manager to report back on how the hours have been used.</p> | <p>MF5 Vacancy for Assistant Clerk</p> <p>MF6 Request for Additional Hours</p> |
| <p>Members noted the Budget Analysis Statement covering the period 1 April to 31 August 2016 and the accompanying notes. It was noted that the report had been produced with the new software, and there were still some teething problems. Also the figures were subject to adjustments following the changes away from the cost-centring system, previously used, as detailed in the attached notes.</p> <p>Recommendation: To note the Budget Analysis Statement (1 April – 31 August 2016) and the accompanying notes.</p> | <p>MF7 Budget Analysis Statement</p> |
| <p>Members received verbal reports on the new accounting software.</p> <p>Recommendation: To note the reports.</p> | <p>MF8 Accounts Software</p> |

Members considered the provisional system of holding committee meetings in Kirkburton, Kirkheaton or Shepley libraries instead of Burton Village Hall.

**MF9 Hosting
Committee
Meetings in
Libraries**

Recommendation: That with the exception of the Land & Property Committee, to have a preference of holding committee meetings at either Kirkburton or Shepley libraries, at the discretion of the Chairman and the Clerk, unless the meetings take place following a main Parish Council meeting.

It was agreed that the Clerk would notify Kirkburton & Highburton Community Association of this arrangement.

It was not possible to discuss future funding arrangements for community groups hosting Kirklees Library Services, since too many of the members present had interests in the subject, which required them to leave the meeting.

**MF10 Funding for
hosting Library
Services**

Recommendation: To request the Council considers establishing a Working Party to review the grants system and to elect members, under an appropriate agenda item at the next meeting.

Members considered the arrangements of the 4 websites it currently hosts.

MF11 Council Websites

Recommendation: To retain the main Parish Council, the Parish Walks and the East Peak Tourism websites.

Recommendation: To write to Denby Dale Parish Council to ask its opinion of the Denby Dale & Kirkburton Archives website, explaining that Kirkburton PC is considering whether the cost is justified.

Members considered the issue of sending confidential information electronically.

**MF12 Confidential
Information**

Recommendation: That confidential information is sent out by post and not electronically.

Members considered the date of the next meeting.

**MF13 Date of Next
Meeting**

Resolved: To hold a meeting on Wednesday 23 November, and that the Chairman and Clerk would liaise on a date for an interim meeting.

The Chairman closed the meeting.