

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### MINUTES OF THE MEETING ON 12 SEPTEMBER 2017 AT KIRKBURTON LIBRARY

Present: Cllr J J Taylor in the Chair  
Cllrs B Armer, R Barraclough, P Brook, K Dunn, R Franks and M Sykes

**Resolved:** Cllr J J Taylor to be elected Minute Taker.

**MF12 Election of Minute Taker**

Apologies were received from Cllrs S Beresford, J Cowan, L Holroyd and Mrs A Royle.

**MF13 Apologies and Declarations of Interest**

Cllr P Brook declared an interest in item 6, Kirkheaton Neighbourhood Plan as she is a member of the Kirkheaton Futures Steering Group.

There were no members of the Public present.

**MF14 Public Participation**

**Resolved:** To hold the meeting in the public session except for the discussion on the Insurance, as this may divulge confidential information.

**MF15 Admission of the Public**

**Resolved:** To hold the next item in private session.

**MF16 Insurance Cover**

The committee discussed the premium for cover against flagstone theft at Kirkheaton Churchyard and agreed that we should insure the flagstones for an amount of £1,100 for no increase in Premium.

**Recommendation:** That the Insurance cover be extended to include cover of £1,100 for theft of flagstones at Kirkheaton Churchyard.

**Resolved:** To re-enter public session.

The Committee noted that the clerk had been unable to estimate the work involved despite the information that had been collated and noted that no effective information had been handed over to the Clerk by the Assistant Clerk before she had left which may have assisted. Alternative solutions to managing the workload and impact were discussed including the offer from an experienced volunteer.

**MF17 Kirkheaton Neighbourhood Plan**

**Recommendation:** To accept the offer from an outside expert to act as an unpaid volunteer to undertake to prepare the necessary documentation for presentation to the Full Council to enable the Full Council to fulfil its statutory requirements with regard to the Neighbourhood Plan.

*This recommendation was not accepted by the Council. Please see Min 106, Council minutes of 5 October 2017.*

The Committee reviewed the Budget Analysis Statement provided with the papers and considered adjustments to the budget that were required.

**Recommendation:** That the following adjustments to the budget be made by virement:

**MF18 2017-18 Accounts / Budget**

£120 from Maintenance budget to Hanging Baskets.

£100 from Maintenance budget to Advertising

£300 from Rent budget to Christmas Trees

£10,000 from Libraries to General Grant Fund.

*This recommendation was not accepted by the Council but referred back to the Committee for re-consideration.*

**MF19 Date of the Next Meeting**

**Recommendation:** That the Chairman and the Clerk would liaise on the date of the next meeting

The Chairman then closed the meeting.