

**KIRKBURTON PARISH COUNCIL
MANAGEMENT & FINANCE COMMITTEE
MINUTES OF THE MEETING ON 16 JANUARY 2020
AT BURTON VILLAGE HALL**

Present: Cllr R Barraclough in the Chair
Cllrs B Armer, S Beresford R Bray, P Brook, R Burton, J Cowan, P Cunnington, D Hardcastle and J Paxton.
Officer in attendance: Mrs A Royle

No apologies were received, as all members were present.

**MF30 Apologies and
Declarations of
Interest**

No declarations of interest were made.

No-one addressed the Committee in advance of the meeting.

**MF31 Public
Participation**

Resolved: To hold the discussion on the Line Manager's report in private as it would divulge personal information.

**MF32 Admission of the
Public**

Cllr Hardcastle entered the meeting.

Cllr Burton, the Line Manager, gave a verbal report on the current situation in the office and reported on the excessive workload the Clerk currently had to cope with. Discussions took place on how the problems could be addressed and considered the appointment of an administrative assistant. A recorded vote was taken on the proposal that the Council accepts in principle that an additional person is needed and the matter is referred back to the Staffing Committee to look further into the details and produce a draft job description, with the following result:

**MF33 Line Manager's
Report**

For: Cllrs R Barraclough, S Beresford, R Burton, P Cunnington, D Hardcastle and J Paxton.

Against: Cllrs B Armer, R Bray and J Cowan.

Abstention: Cllr P Brook.

Recommendation: To accept in principle that an additional person is needed and to refer the matter back to the Staffing Committee to look further into the details and produce a draft job description.

The Clerk reported that there had been considerable confusion amongst the community groups as to which grant was best suited to their needs, and a number of groups had applied for the 'wrong' grant in November 2019.

MF34 Grants Rules

Recommendation: To make the following changes to the rules of the General Grants and the Special Grants:

- To remove the descriptions of small, medium and large general grants, but to keep the distinctions in terms of the percentage of cost for which they can apply for funding, and the supporting documents required.
- To remove the category of Special Grants, and have the Small Annual Grants and Clock Grants as separate schemes, with the maximum amounts included in the headings.
- To simplify the wording of the rules as discussed, and to put them in bullet point form, where possible.
- To take out the information, which only applies to the Council, but to maintain those rules for the administration of the grants.

Recommendation: To increase the maximum grants to £300 for small annual grants and £250 for clock grants.

Members noted the Budget Analysis Statement covering the period 1 April to 31 December 2019.

MF35 2019-20 Accounts

Recommendation: To note the report and to defer recommendations on any required adjustments to the budget to the next Committee meeting.

Members noted the information received concerning the cost of the 2019 Parish Council elections and that the Council was no longer eligible for a Council Tax Replacement Grant. Members discussed the impact on the provisional budget agreed in December.

MF36 Budget / Precept 2020-21

Recommendation: That the Council makes the following amendments to the provisional budget under a separate agenda item at the February Parish Council meeting:

- Maintains the precept at £142,250.
- Reduces the elections budget line to £6,500 for each of the next 4 years.
- Increases the general grants budget line to £27,500.
- Reduction of the Council Tax Replacement Grant to nil.

Members noted that the next meeting would be held on 12 March.

MF37 Next Meeting

The Chairman then closed the meeting.