

**KIRKBURTON PARISH COUNCIL**  
**MANAGEMENT & FINANCE COMMITTEE**

**Minutes of the Meeting on 25 March 2021 held remotely**

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

Officer in Attendance: Mrs A Royle

**Min MF30 Apologies and Declarations of Interest**

No apologies were received. Cllr R Bray was absent.

**Min MF31 Public Participation**

No members of the public wished to address the Committee.

**Min MF32 Admission of the Public**

**Resolved:** To hold the meeting in the public session.

**Min MF33 Accounts 2020-21**

Members noted the Budget Analysis Statement covering the period 1 April 2020 to 28 February 2021. The Clerk answered members' questions on the accounts.

**Recommendation:** To vire £2,436.82 from the Village Improvement Funding to the budgets which have overspent by more than 10%. Also to remove the Community Projects (£100.03) from the Allocated Reserves.

**Min MF34 NALC Model Financial Regulations**

Members noted the updated model financial regulations and the comparison with the Council's existing ones.

**Recommendation:** To adopt the updated financial regulations as attached.

**Min MF35 Review of the Council's Grant Schemes & Village Improvement Funding Small Annual Grants**

Members noted there was a requirement for groups in receipt of grants over £251 to supply copy invoices to show how the grant had been spent. As the maximum small annual grant had been increased to £300, members considered whether those community groups should also be included in the requirement.

**Recommendation:** To increase the threshold requiring groups in receipt of grants to supply copy invoices to £301.

**Min MF35 Review of the Council's Grant Schemes & Village Improvement Funding (Cont'd)  
Small Groups Emergency Funding**

Members considered the rules covering Small Groups Emergency Funding and the deadlines for making applications in 2021/22.

**Recommendation:** To change the eligibility, making it a requirement for groups to have received a small annual grant in the last two years.

**Recommendation:** To initially set just one deadline for consideration of applications to the small groups emergency funding, which will be in time for the first Committee meeting of the year. The Management & Finance Committee to review whether further funding is required at an appropriate meeting.

**Village Improvement Funding**

Members considered the current discrepancy in the rules between projects being carried out by the Council and community groups with regard to the need to provide quotes.

**Recommendation:** That all applicants are required to supply quote/s. The number of quotes required to be received from community groups will be in accordance with the Council's Financial Regulations and relate to the amount of Village Improvement Funding being provided.

**Recommendation:** That deadline dates for receipt of applications will be included on the form.

**Min MF36 Insurance**

Members reviewed the Council's current insurance cover and consider whether it was sufficient for the Council's needs and risks.

**Recommendation:** To maintain the existing cover without any changes.

**Min MF37 Audit**

Members considered the appointment of Torevell Dent as the Council's Internal Auditor.

**Recommendation:** To appoint Torevell Dent as the Council's Internal Auditor.

Members considered the effectiveness of last year's internal audit and the Internal Auditor's remit, circulated with the meeting papers.

**Recommendation:** To adopt the schedule confirming the Effectiveness of Internal Audit 2019/20, and the Internal Auditor's remit for the year 2020/21, as circulated.

**Min MF38 Venue for Council and Committee Meetings**

Members were informed that the current situation was that the legislation permitting virtual meetings was due to expire on 7 May 2021. Members therefore considered a draft risk assessment for meeting in Burton Village Hall, taking into account advice from YLCA that as much business as possible is dealt with before the legislation covering virtual meetings expires.

**Recommendation:** That the Council debates in a separate agenda item how it will operate at Burton Village Hall and considers making the following changes to the meeting schedule:

- To hold the Annual Parish Meeting virtually on 29 April.
- To hold an additional Council meeting after the above meeting.
- To consider holding the Annual Parish Council meeting on Thursday 27 May 2021 at Burton Village Hall.
- Not to hold a Parish Council meeting in June, and to resume the normal meeting schedule from 1 July 2021.

**Min MF39 Date of the Next Meeting**

**Recommendation:** That the Committee Chairman and the Clerk liaise on the date, if another meeting is required.

The Chairman then closed the meeting.