

## KIRKBURTON PARISH COUNCIL

### MANAGEMENT & FINANCE COMMITTEE

#### Minutes of the Meeting on 28 May 2020 held remotely

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

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| <p>No apologies were received, as all members were present. Cllr Paxton apologised for having to leave the meeting early.</p> <p>No declarations of interest were made.</p> <p>No-one addressed the Committee in advance of the meeting.</p> <p><b>Resolved:</b> To hold the meeting in the public session.</p> <p>Members noted the updated model regulations tabled for discussion at the meeting in March, which had to be cancelled due to the Covid-19 emergency.</p> <p><b>Recommendation:</b> That consideration of the new model financial regulations is deferred until early 2021 with a view to implementing any updates at the start of the next financial year.</p> <p>Members noted the advice received from the YLCA with regard to appropriate safeguards when using internet banking.</p> <p><b>Recommendation:</b> That the Council requests the bank to give viewing access to the account to all signatories, and to send either text or email messages to them when there is any activity on the account. Also that the bank is requested to send a copy of all the bank statements to the Line Manager.</p> <p><b>Recommendation:</b> To approve a daily limit £9,000.</p> <p>The Clerk reported that the system was subject to review by the Council in September 2020.</p> <p>Cllr Paxton left the meeting during the following item.</p> <p>Members noted the information provided with the meeting papers and discussed the appropriate procedures to be followed for Council projects and the draft project form.</p> <p><b>Recommendation:</b> That the following system for consideration and approving projects is implemented:</p> <p>In the first instance, members are required to complete Pages 1 and 2 on the attached draft form to give an outline of what the project involves and an approximate cost. This will be considered by the Parish Council, and if it is supported, it will receive approval 'in principle' to progress to the next stage.</p> <p>If the Council agrees the project may be progressed,, members are required to provide more details and complete the form in full. The Council will then consider the detailed proposal. If the project gains full approval, it may be referred to a committee for implementation. In the latter case, the committee will be responsible for periodic monitoring of the project as it progresses. The Management &amp; Finance Committee will monitor the project on its completion, or annually if it is an ongoing project.</p> <p>The Chairman thanked everyone for their attendance and closed the meeting.</p> | <p><b>MF1</b></p> <p><b>MF2</b></p> <p><b>MF3</b></p> <p><b>MF4</b></p> <p><b>MF5</b></p> <p><b>MF6</b></p> | <p><b>Apologies and Declarations of Interest</b></p> <p><b>Public Participation</b></p> <p><b>Admission of the Public</b></p> <p><b>NALC Model Financial Regulations</b></p> <p><b>Procedures for Internet Banking</b></p> <p><b>Council Projects</b></p> |
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