

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

**Minutes of the Meeting on 3 August 2023 held at Burton Village Hall.**

Present: Cllr J Taylor in the Chair  
Cllrs B Armer, P Brook, M Carthy, J Cowan, D Knight, and B Smith.  
Officer in Attendance: Mrs A Royle.

**Min MF3 Apologies and Declarations of Interest**

Apologies were received from Cllrs R Bray, D Hardcastle and P Taylor.  
No declarations of interest were made.

**Min MF4 Public Participation**

No members of the public wished to address the Committee.

**Min MF5 Admission of the Public**

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

**Min MF6 Accounts 2023-24**

Members noted the budget analysis statement covering the period 1 April to 30 June. The Chairman answered the queries raised.

**Resolved:** To make the following virements:

£148 from Employment Costs to Insurance

£6645 from Parish / Environment Projects to General Grants

The Clerk was asked to include an item on the Kirkheaton Churchyard allocated reserve on the next Land & Property Committee agenda.

**Min MF7 Allocated Reserves**

Members noted the current level of allocated reserves and their purposes.

**Resolved:** To make the following virements:

To vire the following amounts to the general reserve:

Chairman's Allowance £200

Civic Functions £146.33

Parish Council Elections £10,140.25

Office Equipment £42.69

Training £10

**Resolved:** To look at the allocated reserves in more detail at the next meeting.

The Clerk was asked to provide an update, including expected timelines for the expenditure, where possible.

**Min MF8 Cover for Administrative Assistant**

It was agreed to defer the item to a future date.

The Chairman then closed the meeting.