

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

**Minutes of the Meeting on 29 October 2024 held at Shepley Library.**

Present: Cllr J Taylor in the Chair

Cllrs B Armer, R Bray, P Brook, J Cowan, D Hardcastle, D Knight, B Smith, P Taylor and C Voyce.

Officer in attendance:

Mrs L Howatson, Minute Clerk, Kirklees Governor Clerking Service

**MIN MF8      Apologies and Declarations of Interest**

No apologies had been received.

There were no declarations of interest.

**MIN MF9      Public Participation**

No members addressed the Committee in advance of the meeting.

**MIN MF10    Admission of the Public**

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

**MIN MF11    Accounts 2024-25**

Members noted the budget statement covering the period 1 April 2024 to 30 September 2024.

Members had been provided with details of the changes in Allocated Reserves since April 2024..

The Chair expressed his thanks, on behalf of members, to Cllr J Cowan for the work he'd done and recognised that the budget was in a good position for handover to the new Clerk when recruited to the role.

It was recommended that the Clerk produces a monthly budget statement to be shared with the Chair of the Parish Council and the Chair of the Management and Finance Committee.

- (a)    Members noted the report on Risk Assessment costs.

**Resolved:** To create a new budget line for Risk Assessment costs and vire the costs proportionally on the same basis as last year (25%/50%/25%) from the 3 budget headings currently used..(Kirkheaton Churchyard, Maintenance and Office Equipment).

- (b)    Members noted the report on Allocated Reserves.

**Resolved:** The Chair of the Grants committee to report back to the Management & Finance Committee on the timescale previously given to Shepley Preschool for the match funding required to meet the conditions of a grant agreed and currently included in Allocated Reserves.

- (c) Members noted the Kirkheaton Churchyard Report

**Resolved:** That the Clerk and Chairman of Land and Property investigate whether there are any specific commissioned projects outstanding which would require a provision of allocated reserves and bring a report to the next meeting of Management & Finance.

- (d) Members noted the Maintenance Allocated Reserves Report

**Resolved:** That the sums stated in the report to be returned to general reserves, apart from £559.00 for the work needed still on plot 6 at Shepley Allotments.

- (e) Members noted the Village Improvement Funds Allocated Reserves Report

**Resolved:** That all amounts be returned to general reserves apart from the sum of £829.40. A deadline of 31 March 2026 be set for that sum, for a seat sponsored by Cllr Munro, to be spent or else returned to general reserves.

- (f) Members noted the Maintenance and Kirkheaton Churchyard Budget Headings Report

**Resolved:** That the budget lines of maintenance and Kirkheaton Churchyard are combined into one budget heading with the cumulated budgets for both attributed to this budget heading. This would also be applied to allocated reserves.

- (g) Members noted the Bank Charges and Audit Fees Report

**Resolved:** That a new budget line for Audit Fees be created and the costs and associated budget vired from the current Audit fees and Bank Charges line.

#### **MIN MF12 Chains of Office**

Members noted the report on the Chains of Office.

**Resolved:** That Cllr D Hardcastle and Cllr B Smith would work together on a way forward for the Chains of Office and report back to the Parish Council.

#### **MIN MF13 Small Grant Payment Dates**

Members noted the report on the payment of small grants.

**Resolved:** That the Council makes payments of the Small Grants and Clock Grants agreed at the November Grants Committee in December and suspends financial regulations in the December Council meeting to allow those grants to be paid. In addition that the Council agrees to only make the payments via bank transfer and not make any payments by cheque.

#### **MIN MF14 Public Sector Deposit Fund**

Members noted the report on the public sector deposit fund and interest income.

**Resolved:** That the Council agrees a transfer of an appropriate amount of funds to the Public Sector Deposit fund on receipt of the precept each year to maximise the Income Re-investment benefits. To delegate the Responsible Financial Officer to make appropriate transfers in consultation with Chairman of Management & Finance.

**MIN MF15 Meeting Date**

Members agreed the next meeting to be scheduled for January 2025. Cllr J Taylor will liaise with Cllr J Cowan to confirm a date.

The Chairman then closed the meeting.