

**Minutes of the Meeting of the Finance and General Purposes Committee held on
Tuesday 17 November via Zoom**

PRESENT: Cllrs S Hellewell, A Baskeyfield, L Newton, R Brook, K Waites, N Denby, J Patterson, K Carr, G Turner, M Blanshard & C Naylor

IN ATTENDANCE: C Wadsworth, Clerk to the Council

19/047 Declarations of Interest

There were no declarations of interest

19/048 Open Session

There were no members of the public present

19/049 Apologies for Absence

Reasons for absence from the meeting were submitted from Cllr Flinders. Cllr Simpson was absent.

RESOLVED that the reasons for absence submitted by the councillor be accepted as valid.

19/050 Admission of the Public

RESOLVED that there were no items requiring the exclusion of the press and public.

19/051 Budget Outturn 2020

Budget Outturn – Cllr Brook referred to the budget outturn circulated, He stated that the council was on target to achieve the aim of reducing the reserves. **RESOLVED** that the outturn was noted by councillors.

19/052 Upgrading the Archives Website – Cllr Brook informed councillors of an upgrade now available to the archives website via the current providers, TownsWeb. Historically, the site was established alongside Kirkburton Parish Council approx. 10 years ago with EPIP and it was now in need of an upgrade, to improve accessibility and to raise the profile of the archives kept.

RESOLVED that the upgrade was agreed in principle, and that the council consult with Kirkburton pc on how we move forward with this proposal.

Draft Budget 2021-22

19/053 Monetary Reserves Policy Review

Cllr Brook referred to the Council's Business Plan containing the current reserves policy, which includes a general reserve of £200k, along with earmarked reserves for unforeseen building expenses, unspecified community projects, election expenses and a reserve for Emley Moor Rugby League. The unspecified community project and election reserves replaced budget lines to avoid a repeated increase in reserves if unspent. He noted that there would also be additional reserves of any unspent grants at the end of the FY which would carry over. it was decided to also aim to ensure grants were promoted for uptake in all wards of the parish.

RESOLVED to maintain the current aims of the existing Reserves Policy to be confirmed at the January 2021 Full Council meeting.

19/054 Inclusion of Budget Line for 'Climate Emergency Fund'

RESOLVED to include a new budget line of £11K to next year's budget under the Countryside Project (which is administered by the Countryside Officer) to provide for eco-school projects in the parish

19/055 Discussion on Citizens Advice Service amount

Due to the pandemic, this budget line had not been spent this financial year to date, and was unlikely to be, however it was clear there would be a huge need for this service in the future. It had been previously discussed and agreed that councillors should look for additional premises where an outreach service could be added to the current level of service, and this was re-confirmed.

RESOLVED that the same budget level be held as the council awaited developments.

19/056 Draft Budget 2021-2022

Following zoom discussions between the Clerk, the Chairman, and Chair and Vice Chair of the Finance Committee, it was proposed to recommend a 'standstill' budget, with the addition of the Climate Emergency budget line, to Full Council. **RESOLVED** to recommend a draft budget of **£217,410** to Full Council at the 1 December meeting which could be reviewed.

19/057 Policy Review – Cllr Newton referred to the existing Grievance and Disciplinary policies, and the need to separate out misconduct and performance to ensure staff had recourse to a capability procedure

which was supportive and allowed for any difficulties to be dealt with in the first instance. It was agreed that there was an additional need for the Clerk to investigate a sickness policy for staff. **RESOLVED** to adopt the Grievance and Disciplinary Policies and Capability Procedure

19/058 Preliminary Precept Discussion – Cllr Brook reminded councillors that options would be put to the finance committee in January, once the tax base was known, with the precept then being recommended to the February Full Council meeting. It was believed that the introduction of the Community Infrastructure Levy would not impinge on next year's budget setting.

19/059 Asset Register – RESOLVED to accept the asset register as submitted by the Clerk with the addition of the Clerk's mobile phone.

19/060 Appointment of Auditor for March 2021: RESOLVED that Samantha Sutcliffe of Torevell Dent Ltd be retained as the Internal Auditor to undertake the Internal Audit in March 2021 at the held cost of £575 + VAT.

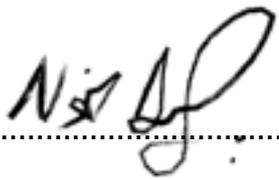
19/061 Building Update – the Clerk stated that, as expected, there was no movement yet on the new alarm maintenance contract.

19/062 Orders for Payment

RESOLVED that orders for payment number 769 totalling £2801.84 be approved for payment

19/063 Date of next meeting

The next meeting is scheduled for 19 January 2021

Signed.....  CHAIR