



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## TO ALL MEMBERS OF THE FINANCE AND PREMISES COMMITTEE

5<sup>th</sup> March 2020

### Summons

Dear Sir / Madam,

You are respectfully summoned to attend the next meeting of the Finance and Premises Committee on **Thursday 12<sup>th</sup> March 2020 at 6.30pm** at the Council Offices, Mortomley Lane, High Green.

#### Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow the Parish Council's protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record should let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

#### Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence.)


Yours sincerely

Cllr T Bawden  
Proper Officer to the Council

Councillors: T. Bawden (ex officio), Mrs V Bowden, J Brownrigg, Mrs K Guest,  
J Housley, G Lakin, D Ogle, P Swift.

**FINANCE & PREMISES COMMITTEE**  
**AGENDA 12<sup>th</sup> March 2020**

- 126. **To receive apologies for absence from members and to consider the reasons for absence**
- 127. **To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting**
- 128. **To identify items for discussion which may require the exclusion of the press and public**
- 129. **Minutes of the previous meeting held on the 13<sup>th</sup> February 2020 for information.**  
(Pages 4 - 9 attached)
- 130. **To receive an update on the Accounts of Council**
- 130.1 To receive the Income and Expenditure Report and Bank Reconciliation up to February 2020 (Pages 10 – 12 attached)
- 131. To provide the cost of 10 plaques for grant applicants - An estimate of £50 each for the plaques, no more than £500.00.
- 132. To consider renewing the subscription for the Grenoside News monthly magazine for the year March 2020 – April 2021 at a cost of £13.80.
- 133. To approve the renewal of Sage Instant Payroll at a cost of £234.00.
- 134. 5 new emergency lights at a cost of £300.00 - Retrospective approval.
- 135. To consider co-funding fibre for parts of High Green that have been omitted from the fibre rollout
- 136. **Chapelton Market**  
To receive a report on proposals for Chapelton Market.
- 137. **Community Room**  
To consider the specification letter to be sent to building contractors to complete the refurbishment works to the community room.
- 138. **South Yorkshire Pensions Authority (SYPA) Update**  
To receive the update from SYPA (Page 13 attached)
- 139. **Confidential Matters**
- 140. **Council Office Fire Alarm**
- 140.1 To consider the report and quotations for a replacement fire alarm system to the Council Office. (Pages 14- 29 attached)

Council Offices Mortomley Lane SHEFFIELD, S35 3HS  
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 www.ecclesfield-pc.gov.uk

- 140.2. To receive the report of the breakdown of services provided by Chapelgreen Advice Centre. (Pages 30 - 31 attached)
141. To receive a quotation to replace the CCTV system at the Council office. (Pages 32 - 39 attached)
142. **Grants Funding**
- 142.1. To consider the following grant applications submitted for funding available on the Councillors secure page of the Website and on the G Drive for councillors to log in using their username and password:
- Lound Academy Trust Grant requested at £274.99 for Loundfest event.
  - Strong Mind Together Grant requested at £1,210.00 to set up a new group.
  - Ecclesfield Gala Grant requested at £1,921.00 for Ecclesfield Gala.
  - North Sheffield History Group Grant requested at £300.00 for replacement laptop and Microsoft Office.
143. **Closure of the meeting and dates of future meetings.**
- 16 April 2020 at 6.30pm  
14<sup>th</sup> May 2020 at 6.30pm  
11<sup>th</sup> June 2020 at 6.30pm

## **MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 13 FEBRUARY 2020**

Present were Councillors: K Guest, (Chair), D Ogle, J Brownrigg, G Lakin, T Bawden and J Housley

In attendance: K Mann Advisor to Council and members of the public presenting grants

The meeting was recorded on behalf of the Council.

Presentations from the Thursday Craft Group. The representatives updated that the Group has been meeting for approx. 10 years in the community room. They need Public Liability insurance and the Group needs help to cover the cost of rent. The Group has never applied for a grant before. The Group provide social contact for people which helps alleviate loneliness and provide a support network to others. They check up on people when they are missing and help each other. They share their interest and disseminate their knowledge. The Group currently has 8 members and they advertise on the Council website and flyers are in the area. Maximum numbers for the group would be 12 and they charge a subscription of £2.00 per week.

The representatives were thanked by the Chairman for attending and they were informed that the Council would provide there decision at the next Council meeting.

**110. To receive apologies for absence from members and to consider the reasons for absence**

Councillor V Bowden provided apologies due to ill health.

**RESOLVED: That the apology be noted and the reason for absence be approved.**

**111. Declarations of personal and/or disclosable pecuniary interests from members**

None.

**112. To identify items for discussion which may require the exclusion of the press and public**

**RESOLVED: That from item 121 on the agenda items would be discussed with the exclusion of the press and public.**

**113. Minutes of the Finance & Premises Committee meeting held on the 23 January 2020 for information.**

**RESOLVED: That the minutes from the previous meeting be noted.**

**114. To receive an update on the Accounts of Council**

114.1 The committee considered the Income and Expenditure Report and Bank Reconciliation provided by the Advisor, up to January 2020.

**RESOLVED: That the Income and Expenditure report and bank reconciliation reports be noted.**

- 114.2 The committee considered the updated actual and prediction budget v spend analysis reports for Q3 and prediction up to Year End 2019/20 provided by the Advisor to Council.

A discussion took place with regard to the figures provided. It was suggested that the IT equipment approved by Council be purchased. The cost of the equipment be taken from the Scottish Widows Bank Account as they are Capital items. A letter would be sent to Scottish Widows Bank requesting the funds.

**RECOMMENDATION: That the IT Equipment for the Council Office be purchased from the Scottish Widows Bank Account.**

115. The Committee received the Yorkshire Internal Audit report for Year End for 31 March 2020 for Ecclesfield Parish Council for consideration.

**RESOLVED: That the Internal Auditors report be noted.**

116. **SYPA - Pension Contributions consultation update**

The committee felt that the surcharges, if the Parish Council do not pay by DD, was outrageous and that SYPA had not used the consultation process correctly. An annual update from SYPA be requested as currently they informed the Council that there is a surplus in the Ecclesfield Parish Councils' pension 'pot' however the committee were concerned that as there is a new member of staff due to join the Council team in 3 years' time there may be a deficit.

The current staffing budget 2020/21 is £82,000 – should there be an underspend in 2020/21 this would be Ear Marked for future Employers Pension Contribution to cover any deficit.

**RESOLVED: That**

- i) **The update be noted and a letter be sent to SYPA regarding the consultation of payments by Direct Debit and the surcharge that may be incurred if a Parish Council does not pay by Direct Debit;**
- ii) **To request an annual update from SYPA to ensure the 'pot' remains in a surplus state; and**
- iii) **Any overspend in the Staffing Budget for 2020/21 be Ear Marked for future Employers Pension Contribution deficit.**

117. **Parish Council buildings**

- 117.1 The Advisor to Council updated that deadline for the quotations for the fire alarm is the 1 March 2020 and they will be provided to the next meeting.

**RESOLVED: That the update be noted and the quotations be considered at the next Finance & Premises Committee meeting.**

- 117.2 Community Room Refurbishment – the plans were provided to Council on the 6 February 2020 and had been previously circulated to all councillors. The committee visited the community room prior to the meeting commencing and a discussion took place with regard to the refurbishment suggestions provided.

It was agreed to send out a specification letter to contractors. The works would include:

- Removal of the wall to the kitchen and the toilets
- new windows
- removing the cladding and flooring
- a new kitchen
- a new disabled toilet facility
- electrical works to the main room
- storage to the main room

The draft specification letter to be brought to the next Finance & Premises committee meeting to be approved.

It was suggested that An Awards for All funding application could be completed for the refurbishment of the Community Room. If the funding application was successful additional works to the outside of the room could be included in the refurbishment, improved car parking facilities and other works may be considered. It was agreed to put the new plans on the walls in the Community Room and ask groups for feedback.

It was agreed to arrange a meeting to discuss future council projects and a date / time for the meeting needs to be provided.

**RESOLVED: That**

- i) **The Advisor to Council to provide a draft specification to be completed for the next Finance & Premises Committee meeting;**
- ii) **The draft plans be put on the walls in the Community Room and a comments sheet be provided for groups to add their comments; and**
- iii) **To arrange a meeting for all councillors to discuss ideas and projects**

117.3 The committee reviewed the Community Room Booking Form. It was felt that the current form was fit for purpose. All the groups using the room should have public liability insurance in place.

It was suggested that a councillor surgery or informal meeting be organised for groups and residents to come and ask for advice or support with grant applications. There is funding available to lots of groups that they can be signposted to and this would help the groups become sustainable. Designate a day for councillors to come and help the local community in the council chamber. Support new groups to get started. Consult with the groups as to what they need, give advice and support, mini-consultation.

**RESOLVED: That the room booking form is fit for purpose and no changes need to be made.**

**RECOMMENDATION TO COUNCIL: That a Councillor Surgery be arranged for groups / organisations or members of the public to attend to speak to a councillor and get support in writing funding applications or advice on any other topic.**

117.4 The committee considered applying for Lottery Funding – Awards for All towards the refurbishment costs of the Community Room.

**RESOLVED: That the Advisor or Clerk applies for awards for all grant funding for supporting the refurbishments to the Community Room.**

118. **Internal Control Checklist**

Councillor Ogle provided a verbal update after his Internal Control check and visit to the office. He felt that everything that was in place with regards to finance and policies/procedures was excellent and he signed the checklist accordingly.

**RESOLVED: That the update be noted.**

119. **Grants**

119.1 A draft Grants Policy was provided by the Grants Policy Working Group for the committee to consider. The committee considered the draft policy provided. It was felt that some of the information provided at the working group meeting was not included. A discussion took place with regard to the way the grants funds are allocated.

**RECOMMENDATION TO COUNCIL: That the draft grants policy provided be approved by council**

119.2 To receive an update on the Grants Budget 2019/20 including the prediction to Year End.

**RESOLVED: That the update be noted and the update be provided to Council on the 5 March 2020.**

119.3 The committee considered applying for a grant from the War Memorial Trust who provide funding (75% of eligible costs with a normal maximum grant of £30,000) for repair and conservation projects. Sheffield City Council had completed some work on the Chapeltown Memorial. It was agreed that Councillor Ogle look into what the Council could provide to commemorate people that had lost their lives in a war post WW2. Councillor Ogle will lead on this project and provide further information to the April Finance & Premises Committee meeting.

**RESOLVED: That Councillor Ogle provide a report on a new project for the Council to consider ways to commemorate people that have lost their lives in a war post WW2.**

120. **Chapeltown Markets**

The update on the Chapeltown Market site and future possibilities be deferred to the next Finance & Premises committee meeting.

**RESOLVED: That the Chapeltown Market update be deferred to the next Finance & Premises Committee meeting.**

121. **Confidential Matters**

The committee agreed a motion to discuss the following items on the agenda in confidential session.

## 122. **Contract Update**

### 122.1 Townsweb Archiving Contract

The Advisor to Council updated that contract commenced on 19 March 2013 for 60 months. The contract, section 8.1 states that termination of the contract must not be less than 6 months and notice must be in writing.

Townsweb run the current website. The Advisor was asked to find out who owns the domain and hosts the website. A member of staff, now left, uploaded all the information onto the website. It is believed that the Council currently pay for 5 or 6 licences – only use 2 licences need a maximum of 4 licences in the future. The Advisor to write to Townsweb for clarification on points discussed and to ask that the contract be renegotiated.

#### **RESOLVED: That**

- i) **The Advisor to Council write to Townsweb for clarification on who owns the domain name, hosts the website and how many licences are held by the Parish Council; and**
- ii) **A review and renegotiation of the contract be completed with an update to the next Finance & Premises Committee meeting.**

### 122.2 Gas Contract for the Council Office and Community Room

Three estimates were provided for gas services and the Council have a contract with Gasprom making an approx. saving of £50.00 per quarter for the Council office and £20.00 per quarter for the Community Room.

#### **RESOLVED: That the update be noted.**

## 123. **Chairman's Chain and Cabinet**

The committee considered the report providing costs for replacement chains and the cost for a display cabinet.

Photographs were provided of the types of chains from three different suppliers. A photograph and cost for a display cabinet was also considered at a cost of £185.00. £2,800 Fattorini max depending on the cost of the gold. Cabinet Perspex Acrylic display case on plinth, wood style at a cost of £185.00.

**RECOMMENDATION TO COUNCIL: To purchase the new chain from Fattorini at a cost of £2,800 and wood effect display case from display UK at a cost of £185.00.**

## 124. **Grants Funding**

### 124.1 Chapeltown Athletic Football Club – U8s grant application feedback

A discussion took place with regard to the grant provided to the Football Club U8s. Correspondence had been received asking for the cheque to be made payable to an individual not the club. The Council can only provide funding to organisations, not to individuals. The cheque had since been cashed at the bank. The Advisor was asked to write to the Group to request copies of the invoices for the U8s kit which was what the grant was provided for. Also to ask the bank for a copy of the cheque sent to the Football Club to ascertain how the cheque had been cashed.



**RESOLVED: That**

- i) A letter be sent to Chapeltown Athletic Football Club – U8s to ask for a copy of the invoices for the kit and to remind the applicant that cheques can only be made out to organisations, not individuals.**
- ii) If the club do not provide copies of the invoices then the Council request the funds be returned; and**
- iii) The bank be contacted to confirm how the cheque was banked and paid out and whether it went into a private bank account.**

124.2 The committee considered the following grant applications submitted for funding:

- Thursday Craft Group – grant requested at a cost of £772.00
- North Sheffield History Group – grant request at a cost of £300.00

**RECOMMENDATION TO COUNCIL: That the Thursday Craft Group be awarded £437.00 for 50% of the grant application for rent and pay the Public Liability insurance costs from the Grants Budget 2019/20 - S137; and**

**RESOLVED: That the North Sheffield History Group present their grant application to the next Finance & Premises Committee meeting.**

124.3 St Mary's Playgroup have provided the Council with a grant monitoring form

**RESOLVED: That the update from St Mary's Playgroup grant monitoring form be noted.**

125. **Closure of the meeting and dates of future meetings.**

The meeting closed at 9.05pm and the Chair thanked everyone for attending. The next meeting dates are:

12 March 2020 at 6.30pm  
16 April 2020 at 6.30pm

## Detailed Income &amp; Expenditure by Budget Heading 26/02/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>							
1076 Precept	155,374	155,374	0			100.0%	
1077 Council Tax Support Grant	5,141	5,141	(0)			100.0%	
1090 Interest Received	21	100	79			20.8%	
1100 Grants & Donation Received	0	500	500			0.0%	
1110 Room Hire	4,970	2,000	(2,970)			248.5%	
1120 Grenoside War Memorial	0	500	500			0.0%	
1999 Other Income	223	0	(223)			0.0%	
<b>Administration :- Income</b>	<b>165,729</b>	<b>163,615</b>	<b>(2,114)</b>			<b>101.3%</b>	<b>0</b>
4191 Professional fees	201	0	(201)		(201)	0.0%	
4215 Auditors fees	1,650	0	(1,650)		(1,650)	0.0%	
<b>Administration :- Direct Expenditure</b>	<b>1,851</b>	<b>0</b>	<b>(1,851)</b>	<b>0</b>	<b>(1,851)</b>		<b>0</b>
1140 Community Infrastructure Levy	(630)	0	630		630	0.0%	
4000 Staff Salary	23,304	63,000	39,696		39,696	37.0%	
4010 Tax & NI	1,579	4,000	2,421		2,421	39.5%	
4020 Pensions	5,424	5,000	(424)		(424)	108.5%	
4030 Staff Travel and Subsistence	(19)	1,500	1,519		1,519	(1.2%)	
4100 Staff Training	1,105	2,000	895		895	55.3%	
4110 Councillor Training	3,081	3,000	(81)		(81)	102.7%	
4111 Councillor Travel and Subsiste	60	1,000	941		941	6.0%	
4120 Chairmans Allowence	910	800	(110)		(110)	113.8%	
4130 Printing & Photocopying	569	1,500	931		931	37.9%	
4140 Stationery	1,617	8,250	6,633		6,633	19.6%	
4150 Consumables	678	2,500	1,822		1,822	27.1%	
4160 Postage	237	500	263		263	47.3%	
4170 IT Support	397	6,000	5,603		5,603	6.6%	
4180 Insurance	1,688	2,500	812		812	67.5%	
4190 Subscriptions and Memberships	3,889	4,500	611		611	86.4%	
4195 Advertising	2,586	2,000	(586)		(586)	129.3%	
4196 Publicity/promotion	126	950	824		824	13.3%	
4200 Website	1,068	2,000	932		932	53.4%	
4210 Consultancy	26,112	25,000	(1,112)		(1,112)	104.4%	
4211 Accommodation	303	1,000	697		697	30.3%	
4220 Grants Paid	21,714	30,000	8,286		8,286	72.4%	
4230 Grants s.137	16,109	10,000	(6,109)		(6,109)	161.1%	
4240 Elections	14,981	25,000	10,019		10,019	59.9%	
4250 Archiving Project	4,559	7,205	2,646		2,646	63.3%	
4260 Community Infrass Levy Expendit	3,050	0	(3,050)		(3,050)	0.0%	
4999 Sundry Expenses	16,928	50	(16,878)		(16,878)	33855.0	
<b>Administration :- Indirect Expenditure</b>	<b>151,426</b>	<b>209,255</b>	<b>57,829</b>	<b>0</b>	<b>57,829</b>	<b>72.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,452</b>	<b>(45,640)</b>	<b>(58,092)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 26/02/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Premises</u>							
1130 Archive Project Income	321	0	(321)			0.0%	
Premises :- Income	<b>321</b>	<b>0</b>	<b>(321)</b>				<b>0</b>
4300 Telephone	1,005	3,000	1,995		1,995	33.5%	
4301 Broadband	292	500	208		208	58.4%	
4310 Council Tax	15,665	1,000	(14,665)		(14,665)	1566.5%	
4320 Gas	1,401	1,750	349		349	80.1%	
4330 Electric	845	1,750	905		905	48.3%	
4340 Water	273	1,000	727		727	27.3%	
4350 Waste Disposal	446	1,500	1,054		1,054	29.8%	
4360 Cleaning Materials	12	2,500	2,488		2,488	0.5%	
4370 Repairs & Renewals	1,679	5,000	3,321		3,321	33.6%	
4380 Maintenance/Service	4,105	5,000	895		895	82.1%	
4390 Health & Safety	32	1,301	1,269		1,269	2.5%	
4400 Defibrillators	3,635	3,950	315		315	92.0%	
4500 Office Equipment	5,575	6,500	925		925	85.8%	
4999 Sundry Expenses	39	50	11		11	77.1%	
Premises :- Indirect Expenditure	<b>35,004</b>	<b>34,801</b>	<b>(203)</b>	<b>0</b>	<b>(203)</b>	<b>100.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(34,683)</b>	<b>(34,801)</b>	<b>(118)</b>				
<u>120 Public Toilets</u>							
4070 Public Toilets	3,721	6,500	2,779		2,779	57.2%	
4330 Electric	291	1,750	1,459		1,459	16.6%	
4340 Water	359	1,750	1,391		1,391	20.5%	
4999 Sundry Expenses	0	500	500		500	0.0%	
Public Toilets :- Indirect Expenditure	<b>4,371</b>	<b>10,500</b>	<b>6,129</b>	<b>0</b>	<b>6,129</b>	<b>41.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,371)</b>	<b>(10,500)</b>	<b>(6,129)</b>				
<u>130 Community Room</u>							
1111 Room Hire - Key Deposit	30	0	(30)			0.0%	
Community Room :- Income	<b>30</b>	<b>0</b>	<b>(30)</b>				<b>0</b>
4320 Gas	369	500	131		131	73.9%	
4330 Electric	334	500	166		166	66.7%	
Community Room :- Indirect Expenditure	<b>703</b>	<b>1,000</b>	<b>297</b>	<b>0</b>	<b>297</b>	<b>70.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(673)</b>	<b>(1,000)</b>	<b>(327)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 26/02/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	166,080	163,615	(2,465)			101.5%	
Expenditure	193,355	255,556	62,201	0	62,201	75.7%	
<b>Net Income over Expenditure</b>	<u>(27,275)</u>	<u>(91,941)</u>	<u>(64,666)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(27,275)</u>						

To Finance & Premises Committee  
From Advisor to Council  
Date 14 February 2020  
Title South Yorkshire Pension Authority (SYPA) update

At the Finance & Premises committee meeting on the 13 February 2020 the Advisor was asked to write to SYPA regarding the penalty attached to not paying by Direct Debit and concern over no Employer Pension Contributions taken from 1 April 2020 for 3 years.

The committees concerns were that as Ecclesfield Parish Council Employers Pension Contribution would not be needed in the next 3 years, from 1 April 2020, as there was a surplus in the 'pot', with a new member of staff starting, with a substantial salary, by not contributing 16.3% to the employers pension contributions from 2020 the surplus may end up at the end of the 3 years as a deficit, which may mean that in 2023 a much larger percentage would be incurred for the Parish Council's employers pension contribution.

The response below was received from SYPA:

*Many thanks for your email. We will respond individually to all responses issued to our consultation so you will receive a separate response to the comments you submitted previously. The results of the consultation will be submitted to the elected members of the Pensions Authority next month (March 2020) and they will reach a decision at that point. Officers recommendation, taking account of the consultation responses received, will be that we proceed with the proposal but that decision has not yet been made.*

*With regard to the Parish Council position, the approach you propose is an entirely sensible one. Please confirm that you wish to take this course of action and I will arrange for the final rates certificate to remove the surplus figure (which will simply be credited to your funding level). SYPA would arrange for the certificate to show employer contributions required as 16.3% of pay and that the surplus amount that you would otherwise have deducted from this will effectively be credited to you to be used in assessing your overall funding position at the next triennial valuation.*

*Regards*

*Jason Bailey  
Head of Pensions Administration – South Yorkshire Pensions Authority*

**Recommendation: That the committee receive the update and agree to have the final rates certificate provided by SYPA.**