

# Ecclesfield Parish Council

## MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY, 21 JUNE 2018

Those present:

Chairman: Cllr G Weatherall

Vice Chairman: Cllr M Appleby

Councillors: Cllrs Mrs A Gethin, J Housley, G Oxley, D Pepper, Mrs Z Sykes,

Officers: Mrs S. S. Barber; Miss L. Tickle; Ms C. Handley

Three members of the public were present at the start of the meeting, one of them recorded the meeting.

Public Participation: Two members of the public addressed Members about Item 8 on the Agenda (Application for financial assistance – St Saviours Church – Food Bank) and one member of the public addressed Members about Item 8 on the Agenda (Application for financial assistance – Don District Explorer Scouts).

**19 18 To accept apologies for absence**

Apologies for absence were accepted from Cllr Mrs A Brownrigg and Mrs K Granger. Cllr J Brownrigg was present as a substitute for Cllr Mrs A Brownrigg.

**19 20 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider written requests for new DPI dispensations**

Cllr Mrs Z Sykes declared a personal interest in Item 7 on the Agenda (Application for Financial Assistance from Don District Explorer Scouts). She also left the meeting during Item 10 on the Agenda (CiLCA training).

Cllr M Appleby declared a personal interest in Item 8 on the Agenda (Application for financial assistance – St Saviours Church – Food Bank).

**19 21 To consider whether items on the agenda should be discussed in private session**

It was agreed that part of Item 8 (Applications for financial assistance) and Item 10 (CiLCA training) be taken in private session, owing to the confidential nature of the matters to be considered.

**19 22 To confirm appointment of the Chairman and Vice Chairman of this Committee**

RESOLVED: That the appointments of Cllr G Weatherall as Chairman and Cllr M Appleby as Vice Chairman be confirmed.

**19 23 To appoint members of the Staffing Sub-Committee**

RESOLVED: (1) That Cllrs M Appleby, Mrs A Brownrigg, Mrs A Gethin, J Housley, D Pepper, Mrs Z Sykes and G Weatherall be appointed to the Staffing Sub-Committee.

(2) That, as a precedent set in the past, there should be no substitutes on the Staffing Sub-Committee; the Clerk's report and recommendations on any revision to Standing Orders regarding the use of substitutes to be considered at a future Council meeting.

**19 24 Applications for Financial Assistance**

(1) Two members of the public entered the meeting, being representatives from St Saviours Church; they addressed Members on their request for funding to support the Food Bank. They then left the meeting.

(2) One member of the public entered the meeting, to represent the Don District Explorer Scouts; he addressed Members of their request for funding to support a number of Explorers attending the World Jamboree and then left the meeting.

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It was agreed to defer the rest of this item, to consider the grant applications, to the end of the meeting, to be taken in private session due to the confidential nature of some of the information to be considered.

### 19 25 **Financial Statements**

RESOLVED: (1) That the Receipts Schedule for the period ending 31 May 2018, as previously submitted to the full Council meeting on 7 June 2018, be confirmed.

(2) That the Payments Schedule for the period ending 31 May 2018, as previously submitted to the full Council meeting on 7 June 2018, be confirmed.

(3) That the following items be deferred to the next Finance & Premises Committee meeting:

(c) account/bank reconciliation

(d) budget and management accounts

(e) examination of Financial Transactions (to be displayed at meeting)

### 19 26 **Audit Matters**

RESOLVED: (1) That the Internal Audit Report for the financial year ended 31 March 2018 be approved.

(2) That, on the recommendation of the Locum Clerk, following a discussion with the Internal Auditor, the annual cost of Quickbooks Online be investigated, for a report and recommendations to be considered at a future Finance & Premises Committee meeting.

### 19 27 **Insurance Matters**

Members considered the Council's insurance requirements and the Zurich insurance renewal documentation for the period from 5 July 2018 to 4 July 2019. It was noted that the Council was in a fixed term to 1 July 2020.

RESOLVED: (1) That the cost of insurance for the period from 5 July 2018 to 4 July 2019 be approved, subject to Chapeltown Baths remaining on the policy until such time as it is confirmed, in writing, by the main and demolition contractors that they have their own public liability insurances in place, with risk assessments carried out and copy risk assessments provided to the Parish Council as appropriate.

(2) That the Council's professional adviser on the sale of the Chapeltown Baths be invited to a future Council meeting to update Members on progress with the sale.

(3) That the Locum Clerk confirm that the defibrillators were insured whether fixed or portable units and to check the status of insurance and amount of cover on the Council's Civic Regalia, particularly when it is not being held securely at the Council Offices.

### 19 28 **Archiving Project**

Cllr A Bainbridge, Sheffield City Councillor and Chairman of the Archiving Project Advisory Group, was welcomed to the meeting. He and the Project Co-ordinator reported on discussions held at a recent meeting regarding events and activities to be attended to promote the project, a number of Heritage Open Days (HODs) on the theme of 'Remarkable Women', photographs to be included in a 2019 calendar and associated costs to produce/print the calendar. A number of recommendations had been agreed to be made to this Committee.

RESOLVED: (1) That, as recommended, the cost to produce 400 calendars be approved (from the archiving project budget).

(2) That the calendars to be sold at a retail price of £4.50 and any surplus from sales to go back into the archiving project budget to fund further archiving activities and perhaps the production of a new series of postcards with a 'Now and Then' theme (the latter to be considered further, once the calendars have been produced).

Cllr Bainbridge was thanked for his attendance and left the meeting after this item.

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## 19 29 War Memorials & Remembrance Events 2018

The Archiving Project Co-ordinator reported on research into the various War Memorials and roles of honour etc. in the Ecclesfield Parish area. Cllr Z Sykes would produce an 'optic' board to display online and in the Council Offices Reception, as part of the consultation on the High Green War Memorial. Local community groups could be asked to promote the RBL Silhouettes Scheme, although SY Funding Advice Bureau was offering grants to purchase the silhouettes.

RESOLVED: (1) That £500 be approved (from the War Memorials Budget) to cover a potential shortfall for the work required to Grenoside War Memorial, as identified by a recently commissioned feasibility study.

(2) That other events and another Archiving Project Exhibition be considered further at a subsequent Finance & Premises Committee meeting.

## 19 30 Grant Monitoring Forms

None received.

## 19 31 Correspondence – as displayed at meeting

RESOLVED: That the correspondence be noted.

## 19 32 Exclusion of Press & Public

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

## 19 33 Grant Applications

(1) St Saviours Church: Members considered a grant application and supporting information, for funding assistance to support the Food Bank.

RESOLVED: That funding of £500 be approved to support the Food Bank.

(2) Don District Explorer Scouts: Members considered a grant application and supporting information, for funding assistance to support 11 Explorer Scouts attending the World Scout Jamboree in 2019. As only seven of the 11 lived in the Ecclesfield Parish area, the Council did not have the power (through Section 137 of the Local Government Act 1974) to support the other four.

RESOLVED: That the usual limit of £500 be exceeded on this occasion and that funding of £700 (£100 per Explorer Scout) be approved.

## 19 34 Training Matters

Cllr Mrs Z Sykes left the meeting, having declared a disclosable pecuniary interest in this matter. Members considered Cllr Sykes' request to receive Certificate of Local Council Administration (CiLCA) training. It was understood the cost of the modular course would be in the region of £200, but the Clerk to seek clarification on this.

RESOLVED: That the cost of up to £200 be approved, for Cllr Sykes' to receive CiLCA training.

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Chairman