

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON WEDNESDAY 14 AUGUST 2019

Present were Councillors: P Swift (Chair), G Lakin, D Ogle, J Housley, T Bawden, K Guest, J Bownrigg and V Bowden

In attendance: K Mann (Advisor to Council) and members of the public

The meeting was recorded on behalf of the Council.

24. APOLOGIES FOR ABSENCE

None

25. DECLARATIONS OF PERSONAL AND/OR DISCLOSABLE INTERESTS

Councillor Bawden declared a personal interest in item 34.3 as he had assisted the applicant to complete the application form and would abstain from voting. Councillors V Bowden & K Guest declared an personal interest in item 34.1 as the applicant was known to both Councillors.

26. TO IDENTIFY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

It was agreed to consider items 29.1 and 29.5 under confidential matters due to the nature of the discussions.

27. GRANT PRESENTATION – ST VINCENTS AMATEUR BOXING CLUB

Apologies had been received from the representative of St Vincents Amateur Boxing Club A Councillor asked why only one grant applicant was invited to present to the meeting and it was explained that the Boxing Club had asked to attend the meeting.

RESOLVED: That the grant application be considered under item 34.3.

28. MINUTES OF THE PREVIOUS FINANCE & PREMISES COMMITTEE MEETING HELD ON 18 JULY 2019

It was noted that items 6,12 14 and 15 resolved to provide information to the next meeting of the committee however due to the size of the agenda the Chairman of the committee moved these items to future meetings. The Advisor to Council would provide members of the committee with the work programme showing when the agenda items would be coming to the meetings.

There was a typing error at 6. i) Three had been spelt Thee incorrectly.

RESOLVED: That

- i) The minutes be approved subject to the amendment to the spelling of Three; and**
- ii) The Advisor provide the committee members with the work programme to show when items are due to be considered at future meetings.**

29. ACCOUNTS UPDATE 2019/20

29.1 SPEND V BUDGET 2019/20

This item would be discussed after item 31 was considered.

29.2 DIRECT DEBIT / STANDING ORDER LIST

The Advisor to Council had provided a list of Direct Debits / Standing Orders of the Council. The Chairman updated that the broadband contract with Talk Talk had been replaced with a new contract and the Direct Debit would be reduced slightly however there would be two invoices for the current month whilst the change over took place.

RESOLVED: That the update be noted.

29.3 BANK ACCOUNT

The Advisor presented the bank account balances up to 30 June 2019. The bank statement had been received and an updated list of bank balances would be presented to Council on the 5 September 2019.

Current Account	£181,977.02
Imprest Bank Account	£ 34,132.83
Deposit Bank Account	£ 5,652.01
Scottish Widows Bank Account	£144,834.28
Total	£366,596.14

RESOLVED: That the update be noted.

29.4 INVESTMENT FUNDS

The Advisor to Council had provided a report on various banking options for the committee to consider. It was suggested that the Advisor contact Virgin Bank as to find out whether they have an open banking policy for local councils.

RESOLVED: That

- i) The Advisor to Council check to ascertain whether Virgin Bank provide accounts for local councils; and**

RECOMMENDATION TO COUNCIL: That

- ii) Subject to the update on Virgin Bank the committee recommend opening a bank account with the Yorkshire Bank – One year Fixed Term with a gross interest rate of 1.75% and to invest £85,000.**

29.5 PDQ CARD MACHINE

This item would be discussed after item 31 was considered.

29.6 ELECTION COSTS 2019

The update provided by Sheffield City Council with the Election Costs breakdown was considered. It was agreed to approve that an invoice be presented for the payment of Elections Cost 2019.

RESOLVED: That the Advisor to Council confirm that the costs for the Election had been accepted and request an invoice from Sheffield City Council.

30 CHAPELTOWN BATHS

A letter had been sent to Sheffield City Council to clarify that the deed of sale for the Baths and the deleted entry for the Baths from the Valuation Office (after the building had been demolished) had been completed on the 18 August 2017 and no further charges for non-business rates for the Baths were due.

When a response is received Council will be updated.

RESOLVED: That the update be noted.

31 CONFIDENTIAL MATTERS

A councillor asked for clarification that once the committee discuss confidential matters nothing could be discussed outside the meeting to other councillors, members of the public or on social media or in the press. The Advisor clarified that this was correct.

The committee agreed to exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

32 ARCHIVE PROJECT UPDATE

The Archivist had provided a report requesting to spend funds from the project budget 2019/20 which was considered.

RECOMMENDATION TO COUNCIL: That

- i) The purchase of an Anvil Plaque be approved at a cost of £92.00;**
- ii) The Print & Design Factory be appointed the contractor to print 250 Calendars at a cost of £489.00 and a charge of £5.00 per calendar be made (organisations that help sell the calendars would be able to keep £1.00 for their organisation)**
- iii) The Print & Design Factory be appointed the contractor to print 200 sets of 24 postcards at a cost of £270.00**
- iv) The Council representatives for the Archive Project monitor income and expenditure of the project and the representatives are given delegated power to approve payments, within the agreed budget for 2019/20 and provide Council with feedback as and when necessary.**

33 COMMUNITY ROOM LETTINGS

The cost for hiring the community room was considered as there had not been an increase in room hire charges for several years. It was suggested that the Council needed to ring fence funds for refurbishing the premises. This would be considered at a future Finance & Premises Committee meeting. It was agreed to increase the room hire cost from £10 – £14 and £20 - £28 for commercial hirers. This increase would go towards the

running costs and repairs/refurbishments of the building. Groups currently using the community room would be given notice on any increase agreed by Council.

The Advisor was asked to check if the Council's insurance provider includes public liability cover for the community room.

A councillor asked whether the community room could be used, free of charge, to assist with setting up new groups. It was agreed that Councillors do not get preferential treatment and new groups would be asked to pay the room hire charge as no other groups get the room hire for free.

A discussion took place about having a PDQ card machine able to take credit or debit card payments for room hire charges. There would be no monthly fee only 1.69% per transaction. Currently cash payments are taken for room hire, there is cash left in the building and a member of staff has to take the cash to the bank. Using card payments would reduce the risk to staff and loss of cash in the future.

It was suggested that for the regular hirers an invoice could be sent to them for a block booking and they could pay by bank transfer. It was agreed to write to the top 10 users of the community room to see their preferred method of payment. The outcome would be brought to the next meeting.

RESOLVED: That

- i) The top 10 users of the community room be contact to ascertain their preferred method of payment and ask if they would be prepared to pay for a block booking and to provide the outcome to the next Finance & Premises Committee meeting;**
- ii) The Advisor to Council checks with the Insurance provider whether the Council's public liability insurance covers the community room for hirers;**

RECOMMENDATION TO COUNCIL:

- iii) The room hire charge for the community room be increased to £14 per session for local organisations and £28 per session for commercial organisations and additional funds be ring fenced for repairs/refurbishment of the community room in the future; and**
- iv) The increase, if approved by Council, commences on the 1 January 2020 organisations giving 3 months' notice of the increase.**

34 CONTRACT UPDATE

The Advisor to Council provided a list of current contracts for the committee to consider. It was agreed that three quotes would be sought for Gas services to the office as the Council were currently on a variable tariff which was expensive.

There was an issue with the cost of the Townsweb Archiving invoice and the Advisor to Council was asked to check the invoice. The contract was due for renewal in April 2020 and it would be considered by the committee in February 2020.

The Advisor was also asked to check if the water was on a meter and update at Council on the 5 September.

The 1st Call Com Ltd contract had been reduced by £10 per month in February 2019. The telephones in the office now belong to the Parish Council. The contract is a maintenance contract for two years.

Microsoft licence – to be paid for 1 year. G Suite had also been purchased. The Chair of Finance & Premises committee to do training on G Suite with councillors in August / September. G Suite is paid monthly.

N Power toilets – to check the meter for the CCTV system to ensure not paying for the CCTV electric supply as well as the electric in the public toilet.

Three quotes would be provided for the IT provision of the office before December when the current contract comes to an end.

RESOLVED: That

- i) **Three quotes are provided for the Gas Services to the office as soon as possible;**
- ii) **The Advisor to Council checks the Townsweb invoice to ensure it was accurate;**
- iii) **The Advisor to Council checks whether the Yorkshire Water provision is on a water meter and report back to Council;**
- iv) **The Microsoft Licence is paid for a further 1 year and G Suite is paid for monthly;**
- v) **The Advisor to Council contacts N Power to ascertain if the electricity supply to the public toilets is also providing the electricity supply to the CCTV System of the park; and**
- vi) **Three quotes are provided to the October Finance & Premises Committee meeting in October 2019.**

35 GRANT APPLICATIONS

35.1 ECCLESFIELD CONSERVATION AND LOCAL HISTORY GROUP

The committee considered the grant application and agreed to pay for the printing costs of 3000 leaflets - £671.20.

35.2 SHEFFIELD (ECCLESFIELD) SCOUTS GROUP

The committee considered the grant application and agreed to pay for the decking and hedge cutting at the grounds of the Scout Hut.

35.3 ST VINCENTS AMATEUR BOXING CLUB

The committee considered the grant application. The committee felt there were some questions that needed to be answered and the club had not provided a bank statement. It was agreed to invite them to attend the next Council meeting on the 5 September to present their grant application. David Chadwick Centre Funds could pay for the capital items and the Councils grants budget would then pay for the room hire and tracksuits.

In principle agree to support the application – the David Chadwick Centre working group need to meet to discuss the monies in the David Chadwick Centre budget 2019/20.

35.4 HIGH GREEN HEALTH NETWORK (SOAR) UPDATE

The committee considered the grant application. A letter had been received reducing the costs from the original application. It was agreed that the grant application be rejected and a letter be sent to the organisation accordingly.

RECOMMENDATION TO COUNCIL: That

- i) The Grant Application from Ecclesfield Conservation and Local History Group be approved at a cost of £671.20 for 3000 leaflets to be printed (Local Government Act 1972 Section 137)**
- ii) The Grant Application from the Sheffield (Ecclesfield) Scouts Group be approved at a cost of £1,440 for decking and cutting the hedge at the scout hut grounds (Local Government (Misc Provisions) Act 1976 Section 19;**
- iii) St Vincents Amateur Boxing Club attend the Council meeting on the 5 September and present their application and provide a copy of a current bank statement. If Council approve the application then the committee recommend that capital item costs to be taken from the David Chadwick Centre budget 2019/20;**
- iv) The David Chadwick Centre Working Group meet to discuss how the remaining funds are to be spent in High Green; and**
- v) The Grant Application from the High Green Health Network (SOAR) be rejected.**

35.5 LETTER FROM CLLRS BOWDEN AND HOUSLEY

The committee discussed a letter to the Chairman of Council from the Councillors Bowden and Housley. It was agreed that should a complaint be sent from members of the public they would be dealt with in accordance with the Councils Complaints Policy.

RESOLVED: That the letter be noted.

36 RECRUITMENT AND STAFFING

The Advisor to Council presented the committee with the Staffing costs after the meeting of the Staffing Committee. Recruitment of the Clerk and Admin Assistant was going forward and there had been applications for both positions. A further update would be provided to Council on the 5 September 2019.

RESOLVED: That the update be noted.

37 IT PROVISION

The current IT support provider had presented a report on the IT system. As the IT support contract was due to end in December 2019 and three quotations would be provided to the meeting in October the report would be considered once again at the October meeting.

RESOLVED: That the report from the current IT Support Provider be considered at the October 2019 Finance & Premises Committee meeting.

38 CLOSURE OF THE MEETING

It was agreed to hold the next meetings at 6.30pm each month as follows:

Thursday 12 September 2019

Thursday 10 October 2019

14 November 2019

12 December 2019 BUDGET SETTING MEETING ONLY

The meeting closed at 9.35pm.