

## **MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 18 JULY 2019**

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

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

### **1. APOLOGIES FOR ABSENCE**

Councillor J Brownrigg gave their apologies.

**RESOLVED: That the apologies be approved.**

### **2. DECLARATIONS OF PERSONAL AND/OR DISCLOSABLE INTERESTS**

None

### **3. TO IDENTIFY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**

Items 19 – 22 of the agenda to be considered as confidential matters. The Advisor to Council reminded council of the recording of meetings procedure. The recording system within the council chamber do not record sound properly and it was agreed that a quotation for upgrading the system to ensure sound is recorded would be provided to the next meeting.

**RESOLVED: That**

- i) The press and public be asked to leave when the meeting considers items 19 – 22 of the agenda; and**
- ii) A quotation to upgrade the camera/sound system in the council meeting be provided to the next meeting of Finance & Premises Committee for consideration**

### **4. GRANT PRESENTATION – HIGH GREEN VILLA FOOTBALL CLUB**

Two representatives presented an update on the High Green Villa Football Club grant application. Councillors raised questions to the presenters. The Chair thanked the two representatives for attending the meeting.

The funding for this grant application would be discussed further at item 21 of the agenda.

**RESOLVED: That the presentation be received and the application be considered at item 21 of the agenda.**

### **5. MINUTES OF THE PREVIOUS FINANCE & PREMISES COMMITTEE MEETING HELD ON 23 MAY 2019**

The minutes were provided for information. The Advisor to Council was asked to amend item 14 resolution and recommendation to Council. The Advisor explained that the minutes had been approved by Council on the 4 July and that the resolution should not be amended.

**RECOMMENDATION TO COUNCIL: That the minutes from the 23 May 2019 be amended as follows:**

**14. RESOLVED: That**

- i) All grants be considered by Council; and**

- ii) **High Green Gymnastics provide further information to the next Finance & Premises Committee meeting**

## **6. FACILITY MAINTENANCE SOLUTIONS (FMS)**

The Council have no current contract with FMS who provide their service to clean the toilets and maintain the defibrillators in the ownership of the Council. The Chair updated on the current maintenance and cleaning programme from FMS. It was agreed that 3 quotations for the provision of cleaning the parish toilets and maintaining the defibrillators be requested and provided to the next meeting.

The committee discussed the war memorials in the Ecclesfield Parish area. £5k had been allocated to the maintenance of war memorials. Sheffield City Council had completed some restoration work in 2007 and produced a report to Council.

### **RESOLVED: That**

- i) **Three quotations for the cleaning of the parish toilets and maintenance of the defibrillators be presented to the next meeting;**
- ii) **Clarification on the ownership of the War Memorials in Ecclesfield Parish area be provided to the next meeting;**
- iii) **A list of all the War Memorial sites in Ecclesfield Parish area be provided to the next meeting;**
- iv) **Any outstanding repairs to any war memorials be noted and considered at the next Meeting; and**
- v) **The report on restoration works of memorials be requested from brought to the next meeting**

## **7. FINANCIAL REGULATIONS**

The Advisor to Council had completed a review of the Council's Financial Regulations and the committee considered the review of the document. Some areas within the document need clarifying. All amendments were considered and the final document would be presented to Council on the 5 September 2019 for consideration and adoption.

**RECOMMENDATION TO COUNCIL: That the reviewed Financial Regulations be approved and adopted**

## **8. FINANCIAL STRATEGY**

The Advisor to Council had presented a draft Financial Strategy for the committee to consider. Ear Marked Reserves (EMR) would be included in the Financial Strategy and the document would be a working document. EMR's would be considered when setting the budget each year. A quarterly EMR forecast/prediction would be presented to the Finance & Premises Committee meetings in the future.

**RESOLVED: That the draft Financial Strategy and EMR's be considered at the next meeting.**

## **9. COUNCIL LOGO**

At Council the Ecclesfield Parish Council logo and presentation by Josh Cope was considered. A further update and three logos were provided for the meeting. The Council would own the design for the logo and brand, the master files and illustrator files would be provided to Council by the designer. The background colour was discussed and Ecco Green was suggested.

**RECOMMENDATION TO COUNCIL: That**

- i) Josh Cope be paid £500.00 for the design works he had completed; and**
- ii) Option 1 would be the preferred option of the committee for Council to consider.**

**10. PAST CHAIRMANS ALLOWANCE 2018/19**

The previous chairman had funds outstanding from the agreed £800.00 allowance. A discussion took place with regard to the legal expenses incurred throughout the year (2018/19) and invoiced by Sheffield City Council (SCC). Invoices for the legal advice were sent to the parish council for payment and were duly paid. The current Chairman of Council had asked SCC for copies of any legal advice provided to the past chairman, they were informed that the legal advice was for the past chairman and they would not share the information with Council. It was felt that as the legal advice had not been a request from Council to SCC but from the past chairman the outstanding funds from their allowance should not be provided. Any invoices outstanding for payment should not be paid by the council until copies of the legal advice provided to the past chairman be forthcoming.

**RECOMMENDATION TO COUNCIL: That**

- i) The balance of outstanding funds from the past chairman's allowance not be paid; and**
- ii) Any outstanding invoices for legal advice be left unpaid until all legal advice provided last year be given to Ecclesfield Parish Council.**

**11. COMMUNITY ROOM CHARGES**

**RESOLVED: That this item be deferred until the next meeting on the 14 August 2019**

**12. IMPLEMENTATION OF A NEIGHBOURHOOD PLAN**

**RESOLVED: That this item be deferred until the next meeting on the 14 August 2019**

**13. CIL FUNDING UPDATE**

The funding received from CIL funding to date was £6,685.80 less £3,050 for play area repairs as agreed by Council on the 4 July 2019 leaving a balance of £3,635.80.

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

**14. FINANCIAL RISK ASSESSMENT**

**RESOLVED: That this item be deferred until the next meeting on the 14 August 2019**

**15. NOTICEBOARDS**

The committee had received a list of sites that had noticeboards. Members of the public had complained that they could not access the noticeboards as they were locked. It was felt that an additional noticeboard could be installed in the parish. The Chair of Finance & Premises committee would contact the Library to ascertain if an additional noticeboard would be beneficial.

**RESOLVED: That the Chair of Finance & Premises committee would provide an update on noticeboards to the next meeting.**

## 16. DAVID CHADWICK CENTRE (DCC)

A discussion took place with regard to the sale of the David Chadwick Centre. There was a covenant in the deeds and when the building was sold the covenant included the following wording:

***2 THE Covenantors hereby covenant with the Council to apply the net proceeds of the sale of the Property by way of the first Transfer at market value for the unfettered freehold for the purpose of the promotion or improvement of the economic, social or environmental well being of the local High Green community.***

£14,459.00 was currently held in the bank allocated to the DCC in reserves. Some of the income from the sale of the centre paid off the mortgage on the council building. Any net proceeds were capital receipts and could not be used as revenue items.

### **NOTICE OF MOTION FROM COUNCILLOR OGLE AND SECONDED BY COUNCILLOR LAKIN**

A motion had been put forward by Councillor Ogle and seconded by Councillor Lakin. Councillor Ogle recorded the debate.

#### ***Council resolves to:***

- 1 To return the funds from the sale of David Chadwick building as per the deed of covenant; for the economic, wellbeing of High Green. This money should be returned with compound interest at the statutory rate.***
- 2 To ring-fence those funds and spend according to the protective covenant.***
- 3 To create a working party of High Green and Thorncliffe councillors, to recommend the spending of the above sums subject to the agreement of the full council.***

The committee considered the motion. A Councillor updated that they had taken legal advice over this matter and the manner in which the funds had been allocated was did not have an indirect impact on the social and economic benefit of the local community.

**RECOMMENDATION: That the Committee support the motion and a working group be appointed to put forward suggestions for spending the ring-fenced funds from the David Chadwick Centre with an update provided to a future Council meeting**

## 17. PARISH COUNCIL CONTRACTS

**RESOLVED: That this item be deferred until the next meeting on the 14 August 2019**

## 18. TRAINING BUDGET 2018/19 UPDATE

The balance in the training budget 2019/20 was £3,077.68 however there was some future councillor training that had not yet been invoiced by YLCA. Invoices were sent after the training was completed.

**RESOLVED: That the update on the training budget balance be noted.**

## 19. CONFIDENTIAL MATTERS

The Committee agreed to move into Private Session.

## **20. ARCHIVIST PROJECT UPDATE**

**RESOLVED: That this item be deferred until the next meeting on the 14 August 2019**

## **21. GRANTS TO BE CONSIDERED**

The following grant applications were considered by the committee

### New Seasons

The group had requested a grant for £600.00. The committee agreed that £365.00 could be provided for their rent and towards the Christmas Event.

### High Green Gymnastics

After discussion it was agreed to reject the request for funding.

### Sheffield Sea Cadets

After discussion it was agreed to write to the Sea Cadets to ask for more information about what the local cadets are involved in. They could submit another application in the future should they so wish.

### High Green Health Network (SOAR)

The group had requested £1,193.00. The committee felt that further clarification was needed on their request for funds for Yorkshire Day. Once clarification was received the application would be reconsidered at the next meeting.

### Chapelton Silver Prize Band

The grant application was considered. After debate it was agreed to reject the application.

The Advisor was requested to record the vote:

Councillors Housley and Bowden approve the grant application

Councillors Swift, Ogle, Lakin, Bawden and Guest reject the grant application

### High Green Villa Football Club

A presentation had been given and questions were asked with further information provided. It was agreed that £800.00 be approved as this would cover the cost to hire the pitch. Council to request that a mention be made that Ecclesfield Parish Council had sponsored the club and recognition be included in their programme.

### Sheffield Shamblers

A member of the Club attended the meeting to present the grant application. The application was to provide walkie talkies to give additional health and safety provision whilst the group hold the walks as well as first aid kits. The committee approved the sum of £887.11 to be awarded to the group.

**RESOLVED: That in accordance with the committees Terms of Reference (awards of grants to local organisations)**

- i) High Green Gymnastics and Chapelton Silver Prize Band applications for funding be rejected and a letter be sent to the group accordingly;**
- ii) A letter be sent to High Green Health Networks for further clarification with regards to Yorkshire Day;**
- iii) A letter be sent to the Sea Cadets for information on what the local area cadets are involved with and suggest that the letter includes that they could apply once again for funding in the near future;**

- iv) A payment of £365.00 be provided to New Seasons from the grants budget 2019/20 – Section 137;
- v) A payment of £800.00 be provided to High Green Villa Football Club for pitch hire from the grants budget 2019/20 – Local Government (Miscellaneous Provisions) Act 1976 Section 19; and
- vi) A payment of £887.11 be provided to Sheffield Shamblers for walkie talkies and health and safety kit from the grants budget 2019/20 – Local Government (Miscellaneous Provisions) Act 1976 Section 19

## **22. CHAPELTOWN BATHS**

**RESOLVED:** That this item be deferred until the next meeting on the 14 August 2019

## **23. CLOSURE OF THE MEETING**

The meeting closed at 10.45pm. It was agreed to hold the next meeting on **Wednesday 14 August 2019 at 6.30pm.**