

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 23 MAY 2019

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

In Attendance: K Mann Advisor to Council

There were two members of the public present.

1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Councillor Paul Swift was nominated and seconded as Chairman and Councillor David Ogle was nominated and seconded as Vice Chairman.

RESOLVED: That Councillor Paul Swift be appointed Chairman and Councillor David Ogle the Vice Chairman of the Finance & Premises Committee

2. COMMITTEE TERMS OF REFERENCE

The Chairman of the Committee had a copy of another Parish Councils Finance Committee Terms of Reference. It was agreed that this document was relevant and with a couple of minor amendments they should be the Committees terms of reference. Any reference to staffing should be removed as the Council has a separate Staffing Committee.

RECOMMENDATION TO COUNCIL: That the Terms of Reference be amended and once the amendments have been completed the Finance & Premises Committee Terms of Reference be adopted by Council at the meeting on the 6 June 2019.

3. APOLOGIES FOR ABSENCE

Councillor Bowden had given their apologies at Council.

RESOLVED: That the apologies be approved.

4. DECLARATIONS OF PERSONAL AND/OR DISCLOSABLE INTERESTS

None

5. INTERNAL AUDIT UPDATE

The Advisor to Council updated that they had met with the Internal Auditor to look at the Annual Governance & Accountability Return (AGAR) for 2018/19 and the meeting had gone well. The financial information had not been checked as the Internal Auditor was returning on the 27 June to complete the Year End and AGAR. Once the Internal Auditor has signed there section on the AGAR the Notice will be put in the Council Office noticeboard. The final document will then be presented to Council on the 4 July 2019 for the Council to approve. The deadline for the submission to the External Auditor had been extended to the 8 July 2019.

RESOLVED: That the update be noted.

6. BANK RECONCILIATION AND YEAR END UPDATE 2018/19

The Advisor to Council updated that the bank reconciliation had not been completed in March therefore the Year End for 2018/19 had not yet been completed however the accounts

information was in a good state and the information will be provided for Council on the 4 July 2019.

RESOLVED: That the update be noted.

7. BUDGETS 2019/20

The Advisor to Council provided the Budget set at the beginning of the year along with current spend April and May. As the end of the month had not yet been reached there was still figures to be included for May.

Grenoside Exhibition Account Charity had £26,657.97 with interest of £1,792.48. A letter had been received from the Grenoside Advisory Board at the previous Council meeting with regard funding £200 for two students from the interest in the account however the figures were not available at the Council meeting. The Advisor was asked to write to the Grenoside Advisory Board and to provide the balances as the Council are the custodian of the funds only.

A motion to move into private session was approved whilst a further discussion took place with regard to Grenoside Advisory Board and the funds in the account.

RECOMMENDATION TO COUNCIL: That the two grants from the Grenoside Exhibition Account Charity are approved at a total cost of £400 and the Advisor to Council write to the Advisory Board to include the current balances, also they are asked for their Governing Document.

8. FINANCIAL REGULATIONS

The Advisor to Council explained that there were some mandatory regulations that needed to be added to the Council's Financial Regulations and at Council on the 16 May it was agreed that a working group along with the Advisor would review the Financial Regulations. The working group consisted of Councillor P Swift, Ogle and Housley. The committee discussed inviting a non member of Council to be part of the working group. An email exchange would be completed and a revised document would be provided at the next meeting of the Finance & Premises Committee.

RESOLVED: That a Working Group of Councillors Review the Financial Regulations and the amended document be presented to the next Finance & Premises Committee meeting.

9. FINANCIAL STRATEGY

The Committee discussed how they could look at the investments of the Council and complete a 3-5year Financial Strategy. It was agreed that the committee would recommend to Council that an Advisory Committee with Councillors P Swift, Ogle and Housley plus a non Councillor - Julie Humphries be appointed to complete a Financial Strategy for the Council's investments.

RECOMMENDATION TO COUNCIL: That an Advisory Committee be appointed to complete a Financial Strategy with a non-council member to assist. Should Council approve adopting this Advisory Committee then the Advisor to Council would write and invite the non-council member to attend the first meeting. The date and time of the first meeting to be arranged.

The Committee moved back into Public Session.

10. PURCHASE OF AN ACCOUNTS SOFTWARE PACKAGE

The Chairman of the Committee and Advisor had previously discussed Rialtas (RBS Alpha) Accounts software which is an accounts software package for town and parish councils. A quotation had been sent to purchase the system and maintenance/training for the system.

RECOMMENDATION TO COUNCIL: That Rialtas (RBS Alpha) Software be purchased at a cost of £641.00. The Annual Licence would be £169.00.

11. BRITISH GAS CONTRACT

Councillor J Brownrigg had agreed to look at the current energy contract and whether a more cost effective contract could be taken out with British Gas or another contractor as the current contract had expired.

RESOLVED: That

- i) Councillor J Brownrigg look at the cost of a new contract and liaise with the Chairman of Council and the Committee to sign up to a new contract;**
- ii) Councillor J Brownrigg would provide Council on 6 June 2019 with the new contract costs.**

12. DATES FOR REVIEW OF CURRENT POLICIES

The Committee considered the following policies and outcome:

- 12.1 Asset Register – a copy has been circulated to the committee members – to defer to the next meeting
- 12.2 Annual Insurance Premium (renewal date 1 July 2020) long term agreement, no review needed
- 12.3 IT Provision and Service of system (including printers) Deferred to next meeting
- 12.4 Publication Scheme – deferred to next meeting
- 12.5 Scheme of Delegation document provided, deferred to next meeting

RESOLVED: That the Asset Register, IT Provision, Publication Scheme and Scheme of Delegation be deferred and Annual Insurance Premium be reviewed in 2020/21.

13. WEBSITE PROVISION

The Chairman of the Committee had looked at various option to upgrade or replace the current website. Netsuite was an excellent system and it would cost £599. The Advisor to Council would take a look at the Netsuite System and feed back would be brought to the Finance & Premises Committee meeting in September.

RESOLVED: That the Website Provision be considered at the September Finance & Premises Committee meeting.

14. APPLICATIONS FOR FINANCIAL ASSISTANCE

Six applications had been received however the grant application forms had not been circulated prior to the meeting. It was agreed that the Advisor to Council would ensure the grant applications were added to the secure councillor page of the website for the committee members to consider. A further discussion would take place at Council on the 6 June 2019 or the groups would be asked to attend the next Finance & Premises Committee meeting.

- 14.1 High Green Gymnastics Academy Ltd
- 14.2 Grenoside Community Association
- 14.3 Grenoside Park Bowling
- 14.4 New Seasons
- 14.5 Thorncliffe Football Club
- 14.6 High Green in Bloom

RECOMMENDATION TO COUNCIL: That

- i) Grenoside Park Bowling application for funding be approved at a cost of £569.80**
- ii) High Green in Bloom application be approved at a cost of £1,425.00**

RESOLVED: That

- i) High Green Gymnastics Academy Ltd be invited to present their application to the next Finance & Premises Committee meeting**
- ii) A letter be sent to Grenoside Community Association to ask if the Fire Service had advised the Association to have the roller shutter fitted and that they attend the next Finance & Premises Committee meeting to present their application**
- iii) New Seasons be invited to present their application to the next Finance & Premises Committee meeting**

15. DATE AND TIME OF NEXT MEETING

A discussion took place about the date and time of the next Finance & Premises Committee meeting. It was agreed to cancel the meeting on the 27 June and hold the next meeting on the 11 July 2019, subject to Council's approval. It was also suggested that Planning Committee was held on a different evening to the Finance & Premises meetings in the future.

RECOMMENDATION TO COUNCIL: That the next meeting of Finance & Premises Committee meeting be 11 July 2019 commencing at 7.00pm and the meeting on the 27 June be cancelled.

The meeting closed at 9.45pm.