

## **MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 12 SEPTEMBER 2019**

Present were Councillors: D Ogle, (Chair), G Lakin, 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.

### **39. APOLOGIES FOR ABSENCE**

Councillor P Swift sent his apologies which were approved.

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

None

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

### **42. CHAPELGREEN ADVICE CENTRE – MICK APPLEBY**

Chapel Green Advice Centre lost funding from Sheffield City Council in 2012. The funding they had previously received paid for a part time manager and running costs. The Advice Centre is still open and it is a Chaity. The landlord allows the centre a reduced rent to support the centre.

An update was provided by Lisa Baines and Steven Cooper with regard to the type of support they provide to local residents. The centre survives on the goodwill of members of the community. The Charity is asking the Parish Council to assist with funding the running costs and employing a receptionist as volunteers currently help in reception. The figure requested is £16,585 which includes the rent for 1 year and the running costs.

A request from the committee was for the organisation to complete a grant application form for consideration by Council on the 3 October 2019.

**RESOLVED: That Chapel Green Advice Centre provide a grant application form to Council on the 3 October 2019 for consideration.**

### **43. MINUTES OF THE PREVIOUS FINANCE & PREMISES COMMITTEE MEETING HELD ON 14 AUGUST 2019**

It was noted that there was no update from Npower on the CCTV system at the toilets in Chapeltown. A response would be provided to the next meeting.

**RESOLVED: That**

- i) The minutes of the meeting held on the 14 August be noted; and**
- ii) N Power are contacted to check on the CCTV system and whether the electric supply from the toilets in Chapeltown is also supplying the CCTV System.**

#### **44. ACCOUNTS UPDATE 2019/20**

##### **44.1 SPEND V BUDGET 2019/20**

The Advisor to Council provided the update on spend V Budget up to July 2019.

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

Councillor Bowden joined the meeting at 7.20pm.

##### **44.2 PETTY CASH ANALYSIS 2019/20**

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

##### **44.3 RIALTAS COST CENTRE REPORT**

The Advisor to Council provided a quarterly report on the current budget against spend from the Rialtas Alpha software for information. This report would be provided quarterly to the Finance & Premises Committee.

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

##### **44.4 CCLA INVESTMENT**

The information provided from CCLA was discussed. It was agreed that this would be added to the Finance & Premises Agenda for the January 2020 meeting after the budgets had been agreed for the following year.

**RESOLVED: That CCLA Investment be taken to the Finance & Premises Committee meeting in January 2020.**

##### **44.5 CHAPELTOWN BATHS**

Sheffield City Council had provided an update that the Business Rates must be paid.

**RECOMMENDATION TO COUNCIL:**

**That the Business Rates for Chapeltown Baths be paid, from the current account however the outstanding funds could be drawn down from the Scottish Widows Bank Account as the sale of the baths were a capital item should the current account funds become low before the end of the financial year.**

##### **44.6 SCOTTISH WIDOWS BANK**

Interest of £7.18 had been received for the quarter ending in July.

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

#### **45 FINANCE RISK ASSESSMENT**

The draft Financial Risk Assessment was considered. The following amendments were agreed:

- 1 – The parish council handles cash on a weekly basis.
- 7 – replace the word accord with balance.

9 – after the wording independent internal auditor add – which is reviewed annually.

Risk Assessment Form page 4 remove the risk – lack of box office controls.

**RECOMMENDATION TO COUNCIL: That subject to the amendments the Financial Risk Assessment be adopted along with the Risk Assessment Form.**

#### **46 DRAFT DISPOSAL POLICY**

The draft disposal policy was considered. The first heading should be Goods and Equipment. The second paragraph should have the word of after permission.

**RECOMMENDATION TO COUNCIL: That subject to the amendments the Disposal Policy be approved and adopted.**

#### **47 INTERNAL CONTROL CHECKLIST**

The draft Internal Control Checklist was considered. Allotment Rents and Cemetery Fees to be removed and stationery to be amended.

Councillors Housley and Ogle would complete the checklist quarterly with the RFO or Admin Officer.

**RESOLVED: That the checklist be adopted for the Finance & Premises committee to complete quarterly checks in the future.**

**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.**

#### **48 CHAIRMANS CHAINS INGOT**

Five new ingots were needed at a cost of £600.00. It was agreed to purchase the ingots. A discussion took place with regard to the chain becoming full of ingots. The cost for a new chain to be discussed at the Budget Setting meeting in December 2019.

**RESOLVED: That the cost for a new chain be provided to the Budget Setting meeting in December 2019; and**

**RECOMMENDATION TO COUNCIL: That £600 be paid for 5 ingots to be purchased and added to the Chairman's Chain at a cost of £600.00.**

#### **49 GRENOSIDE EXHIBITION FUND UPDATE**

49.1 M&G INVESTMENTS

49.2 M&G DIVIDEND

49.3 GRENOSIDE EXHIBITION ACCOUNT

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

#### **50 CONFIDENTIAL MATTERS**

#### **51 GRANT APPLICATIONS**

## **51.1 BURNCROSS ACTION TEAM**

The committee considered the grant application from Burncross Action Team. A letter to be sent, subject to Council's approval, that the Council would happily support further grant applications from this group.

**RECOMMENDATION TO COUNCIL : To approve the grant application from burncross action team for £180.00 funding.**

## **52 QUOTATIONS FOR TOILETS AND MAINTENANCE CONTRACTS**

Three quotations had been received from contractors to clean and maintain Chapeltown Toilets, maintain the defibrillators and maintain the War Memorials.

It was agreed that a councillor would speak to the Rotary Club with regard to providing further defibrillators in the future.

**RESOLVED: That a councillor would speak to the Rotary Club to discuss if they would provide the Council with further defibrillators in the future.**

**RECOMMENDATION TO COUNCIL :**

- i) To appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £6,000 in year 1 with a 3% increase in years 2 and 3 for the cleaning of the toilets;**
- ii) To appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £2,880 in year 1 with a 3% increase in years 2 and 3 for the maintenance of the Defibrillators; and**
- iii) To appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £480 in year 1 with a 3% increase in years 2 and 3 for the maintenance of the war memorials.**

## **53 SOAR UPDATE**

The Council currently support SOAR and provide £4,000 per annum. Councillors who meet with High Green Health Network as outside body representatives would speak to them about becoming a standalone constituted organisation and feed back to a future meeting.

**RESOLVED: That a councillor would speak to the High Green Health Network and feed back to a future Finance & Premises meeting.**

## **54 QUOTATIONS FOR CURRENT PHOTOCOPIER**

Four quotations had been provided to replace the current photocopier which would be networked to all the office computers.

A discussion took place with regard to the disposal of the old photocopier and suggestions would go to Council.

**RECOMMENDATION TO COUNCIL : That**

- i) The Council purchases a replacement photocopier from Pitney Bows, a Samung SMART Multipress X4300LX with stapling facility at a cost of £2,400**

- plus a printing and maintenance cost of 0.004p per black copy and 0.035p per colour copy; and
- ii) Council consider the disposal of the old photocopier to a community group.

## **55 NEW FLAGS**

Councillors considered the cost to purchase new flags for the Council office building.

**RECOMMENDATION TO COUNCIL: That 3 flags be purchased, 1 x Union Flag, 1 x England Flag and 1 x Ecclesfield Parish Council Flag, spare flag hooks and 1 additional wall mounted pole with the cost to be provided to Council on the 3 October 2019.**

## **56 CLOSURE OF THE MEETING**

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

Thursday 10 October 2019

14 November 2019

12 December 2019 BUDGET SETTING MEETING ONLY

The meeting closed at 8.30pm